

TRINITY UNIVERSITY STUDENT HANDBOOK AND PLANNER 2009-2010

Trinity University is an independent co-educational university whose mission is excellence in the interrelated areas of teaching, research, and service. Trinity seeks to provide broad and intensive educational opportunities primarily to undergraduates in liberal arts and sciences, and in selected professional and pre-professional fields. It also offers a small number of selected high quality graduate programs.

Trinity University is dedicated to creating a superior intellectual environment by: recruiting, developing, and retaining outstanding faculty members dedicated to teaching, to scholarship and creative endeavor, and to service to the University and its community; identifying and attracting talented and highly motivated students to its predominantly full-time, residential student body; and providing a supportive and challenging experience wherein students, faculty, and staff can realize the potential of their abilities and engage their responsibilities to others. Trinity respects its historic ties to the Presbyterian Church, with which it continues to have a covenant relationship.

-approved by the Board of Trustees, January 2006

Prepared by the Office of the Vice President for Student Affairs, this student handbook does not create a contract but is a statement of general principles. In the entirety of this handbook, the term "University" shall mean Trinity University. The term "student" shall mean any person enrolled at Trinity University for one or more credits in the current semester and who lives on or off campus. The terms "faculty," "staff," and "administrator" shall mean any administrator, faculty member, or contract staff member currently employed by the University.

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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EMERGENCIES

The mission of the University with respect to emergency response is to safeguard the lives of faculty, staff, and students, while limiting the extent of personal injuries that may occur and protecting assets in the event of an emergency or natural disaster. Information about what to do in the event of an emergency, emergency notification on campus, and a form to send important contact information to parents and family is at www.trinity.edu/emergencyprep/.

TO REPORT AN EMERGENCY ON CAMPUS

For any emergency on campus, contact the Department of Campus Security (DCS) at 999-7000 (dial just 7000 from any on-campus phone) or use a "blue light" emergency phone. DCS is open 24 hours a day. When reporting an emergency, identify yourself and give the location and nature of the emergency and stay on the line until told to disconnect.

FOR MEDICAL EMERGENCIES

If it seems impossible or undesirable to move the person, or if the situation appears life threatening, call the Department of Campus Security at 999-7000. A dispatcher will contact and coordinate EMS response and provide assistance.

FOR PSYCHOLOGICAL CRISES

For crises during office hours, call Counseling Services at 999-7411, Monday-Friday, 8:00 a.m. - 5:00 p.m. See "On a Need-To-Know Basis" for walk-in hours. For crises on weekends or in the evening, call Health Services at 999-8111 or the Department of Campus Security any time at 999-7000.

FOR NON-CRITICAL SITUATIONS

If assistance is not needed immediately, go to Counseling Services or Health Services during regular hours of operation. Accidents that occur in residence halls should be reported to any resident assistant, resident mentor, or Residential Life coordinator.

STUDENT CONCERNS

The Dean of Students/Director of Residential Life serves as the primary coordinator of response and support to students with concerns or in crisis. Students should direct any complaints or concerns about anything on campus to the Dean of Students Office (999-8843) or through the Dean of Students Web page. Complaints will be investigated or referred to other offices as necessary.

NON-DISCRIMINATION & 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, or any other 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 law. The University is committed to making employment-related decisions according to an applicant's 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, or any other 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/American with Disabilities Act Compliance Officer is the associate vice president for Fiscal Affairs. Students with disabilities who desire accommodations should contact Disability Services for Students in Counseling 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 Fiscal Affairs.

QUICK CAMPUS DIRECTORY

Academic Affairs: 999-8230	Intramurals: 999-8278
Admissions: 999-7207	Information Technology Services (ITS): 999-7409
Advancement: 999-7328884	International Programs: 999-7313
Bell Center/Athletic office: 999-8222	KRTU-FM: 999-8158
Bookstore: 999-7267	Laurie Auditorium Box Office: 999-8119
Business Office: 999-7301	Library: 999-8127
Campus Security (DCS): 999-7070	Mabee Dining Hall: 999-8415
Campus & Community Involvement: 999-7547	Mail Center: 999-7220
Career Services: 999-8321	Mirage Editor: 999-8558
Catering & Special Services: 999-8416	Operator, switchboard: 999-7011
Center for Learning & Technology: 999-7323	Outdoor Pool: 999-7600
Chaplain/Parker Chapel: 999-7311	Outdoor Recreation: 999-8237
Coates University Center Info Desk: 999-8525	Digital Print & Press: 999-7228
Commons: 999-8410	Physical Plant: 999-8413
Counseling: 999-7411	Registrar: 999-7201
Dean of Students: 999-8843	Residential Life: 999-7219
Disability Services: 999-7411	Stieren Theater: 999-8515
Financial Aid: 999-8315	Student Affairs: 999-8521
Fiscal Affairs: 999-7306	Tiger Card Office: 999-7825
Health Services: 999-8111	Tiger TV: 999-7057
Holt Center: 999-7601	Trinitonian Advertising: 999-8555
Human Resources: 999-7507	Trinitonian Editor: 999-8557
Information Resources: 999-7345	University Communications: 999-8406

ON A NEED-TO-KNOW BASIS

Address or name change: Submit updates to the Registrar office (999-7201; roffice@trinity.edu).

Bus service: City bus service--called "VIA"--stops located on Stadium Drive near the University Center, adjacent to the Intramurals Field, and on Hildebrand Avenue. Schedules available at the Coates University Center Information Desk and online at www.viainfo.net.

Complaints: Students should direct any complaints or concerns about anything on campus to the Dean of Students Office (999-8843) or through the Dean of Students Web page. Complaints will be investigated or referred to other offices as necessary.

Computer labs: Coates, Halsell, Murchison, Beze, Thomas, library.

Counseling: For academic, see faculty advisor; for personal, go to Counseling Services (215 Coates University Center, 999-7411) during regular business hours and for walk-in initial consultations, 3-4:30 weekdays; for spiritual, see University Chaplain Stephen Nickle (202 Parker Chapel, 999-7311).

Death or serious illness in the family: Dean of Students office (999-8843, Northrup Hall).

Disability Services: Students with disabilities seeking academic or general University accommodations must register with Disability Services for Students. (215 Coates University Center, 999-7411).

Employment/internships:

- On-campus student employee jobs-Human Resources (999-7507)
- Internships and off-campus full- and part-time jobs-Career Services (999-8321)

Event calendar: Official schedule of events is maintained by University Communications (999-8406). A schedule of student organization activities is maintained by Campus & Community Involvement (999-7547) and posted on the calendar in Coates University Center.

Grievances: For grades and course work, Academic Affairs (410 Northrup Hall, 999-8201); for harassment, Student Affairs (410 Northrup Hall, 999-8521); for student conduct, Dean of Students (118 Northrup Hall 999-8843).

Health insurance: The University sponsors a student accident and sickness insurance plan. Contact Health Services (999-8111). All students enrolled for nine or more hours are required to have health insurance.

Health issues: Health issues: Elizabeth Rhea Health Services (999-8111) is staffed by registered nurses, seven days a week during fall and spring semesters; see the University Web site for specific hours. A physician is available three times a week by appointment only during the fall and spring semesters. Students who miss appointments without at least two hours notice will be billed. During the summer, a physician is not available and hours are 8 a.m.-5 p.m., Mon.-Fri.

International ID card: International Programs Office (999-7313)

Intramurals: Bell Center (999-8278).

Lost and found: DCS (999-7070), Coates Information Desk (999-8525), Laurie Box Office (999-8117), library circulation desk (999-8127), and the Witt Center (999-7219).

Money: 24-hour access Bank of America ATM located near the entrance to the bookstore; personal checks up to \$100 and Trinity payroll checks up to \$175 may be cashed at the University Business Office (Northrup Hall, 999-7395).

Notary services: Grace Martinez, Purchasing, Physical Plant; Joann Lockard, Department of Campus Security, Cobb-Racey Building; Mary Lopez, University Advancement, Northrup; Maria Soto, Fiscal Affairs, Northrup; Sonia Mireles, Education, Storch; Cindy Mundy-Cobb, Business Office, Northrup; Irma Esclante, Department of Religion. Call ahead to confirm availability.

Parking tickets: Department of Campus Security (DCS), Cobb-Racey Building, 999-7001.

Study abroad: If you think you want to study abroad as part of your Trinity degree, visit the International Programs Office (Chapman 245; 999-7411) and sign up for an information session.

Study and time management skills: Counseling Services (999-7411).

Tickets: Ticketmaster and local movie ticket services available at the Laurie Auditorium Box Office (999-8117).

Tiger Cards: Carry at all times. Report lost cards immediately to Tiger Card office (999-7825), www.tigerbucks.com, or DCS.

Transfer credit: Registrar (Northrup Hall, 999-7201).

Tuition payments & refunds: Business Office (Northrup Hall, 999-7301).

Weather: Should inclement weather make it necessary to close the University of postpone classes, the University will initiate communication with local radio and television stations.

Web pages for student organizations: Campus & Community Involvement (999-7547).

HOW TO BE SAFE

The Department of Campus Security in the Cobb-Racey Building. Uniformed officers on campus are trained first responders. They have full arrest authority. When stopped by an officer, answer all questions truthfully and provide ID when asked.

Emergencies: 999-7000

Non-emergencies: 999-7070

Official information and instructions in the event of a campus-wide emergency will be posted on the University Web site. The hotline of campus information is **888-57-ALERT**. A Web site hosted at a remote location will be used in the event of an emergency/disaster leading to a campus network outage. The URL is <http://emergency.trinity.edu>. The "Emergency Preparedness" page is a "Quick Link" from the University home page.

The Environmental Safety Department is charged with being sure the University complies with all federal, state, and local safety regulations and develops programs to ensure the continuing safety of everyone on campus. The office is Room 102 of Parker Chapel. The number is 999-7004.

Stay informed. Federal law requires DCS to keep crime statistics and publish annual reports. These are available at the DCS section of the University Web site. Further, federal law requires a public crime log and timely crime alerts when incidents happen on and around campus.

Stay alert. Incapacity due to alcohol or drugs can lead either to victimization or victimizing.

Be aware. Trinity University hosts events throughout the year for off-campus guests. The campus is adjacent to unrelated parks and sports facilities. Access to the campus by non-affiliated persons is not restricted. Be aware of this public access to the campus and take appropriate security precautions.

Report emergencies and suspicious activity. Notify DCS immediately by calling 999-7000. Blue Light phones are emergency phones located at the Witt Center, outdoor pool, Heidi Circle, in front of Thomas & Lightner on Shook, Murchison Tower, and near Chapman & the library.

Do not prop open doors or allow strangers into residence halls. Lock all doors and windows in residence halls.

Program your own cell phone. Input emergency contact numbers and share an outline of your routine (class schedule, meal habits, work hours) with a few significant people.

Carry ID & health insurance information. Knowing the date of your last tetanus booster could save you a shot in the ER. Wear medical alerts if necessary.

Heed severe weather alerts. Never drive around road barriers.

Yield to pedestrians. The speed limit on campus is 15 mph on roadways and 5 mph in parking lots. Be especially aware when public events increase foot traffic on campus.

Guard your information. Be cautious about what you reveal in online profiles and forums. Provide financial-access information online only for specific purposes and to secure sites. Never respond to unsolicited requests. Be aware fraud schemes often target college-age consumers. Carefully review bills and bank statements for evidence of ID theft. If you suspect any identity information has been stolen or compromised, call 1-877-IDTHEFT. Online resource: www.ftc.gov/idtheft.

ACADEMIC DEPARTMENT DIRECTORY

<u>Department</u>	<u>Chair</u>	<u>Main Line</u>
Art/Art History	Mark Garrison Patricia Simonite (Acting Fall 2009)	999-7682
Biology	David Ribble	999-7231
Business Administration	Kim Robertson (Interim Chair)	999-7238
Chemistry	Steven Bachrach	999-7316
Classical Studies	Thomas Jenkins	999-7653
Communication	William Christ Jennifer Henderson (Acting Summer 2009)	999-8113
Computer Science	Paul Myers	999-7072
Economics	John Huston	999-7221
Education	Paul Kelleher Patricia Norman (Acting Summer 2009/Spring 2010)	999-7501
Engineering Science	Paul Giolma	999-7511
English	Victoria Aarons	999-8572
Geosciences	Glenn Kroeger	999-7092
Health Care Administration	Mary Stefl	999-8424
History	David Lesch Allan Kownslar (Acting Fall 2009)	999-7623
Mathematics	Saber Elaydi/Diane Saphire (Interim co-chairs)	999-8205
Modern Languages & Literatures	Bladimir Ruiz (Acting Summer/Fall 2009) Thomas Sebastian (Spring 2010)	999-7555
Music	Carl Leafstedt	999-8212
Philosophy	Steven Luper Curtis Brown (Acting Fall 2009)	999-8305
Physics & Astronomy	David Hough	999-7421
Political Science	Sussan Siavoshi Peter O'Brien (Acting Fall 2009)	999-8318
Psychology	Carol Yoder	999-8323
Religion	Randall Nadeau	999-8426
Sociology & Anthropology	Richard Reed	999-8506
Speech & Drama	Andrew Hansen	999-8511
<u>Interdisciplinary Programs</u>	<u>Chair</u>	
African American Studies	Carey Latimore/Kimberlyn Montford	
American Intercultural Studies	William Burke	
Cognitive Science	Curtis Brown	
Communication Management	Jennifer Henderson	
Comparative Literature	Heather Sullivan	
Environmental Studies	Richard Reed	
Film Studies	Patrick Keating	
Health Professions Advisory Committee	James Shinkle	
International Studies	Rob Huesca	
Linguistics	Jane Childers	
Medieval and Renaissance Studies	Willis Salomon	
New Media	Aaron Delwiche	
Urban Studies	Christine Drennon	
Women's and Gender Studies	Bladimir Ruiz/Rita Urquijo-Ruiz	

ACADEMIC YEAR 2009-2010

FALL SEMESTER

AUGUST 2009

- 19 International Student Move-in Day
- 20 International Student Orientation
- 20-21 Faculty Orientation
- 21 New Student Move-in Day
- 21-26 New Student Orientation
- 22 Sophomore Move-in Day
- 23 Junior & Senior Move-in Day
- 25-26 Advising & Registration
- 26 Welcome Convocation
- 27 Classes begin, 8:30 a.m.
- 27 Add/drop and late registration begin

SEPTEMBER 2009

- 1 First day to apply for May 2010 Commencement
- 3 Add/drop ends; last day to register
- 4 Last day for textbook refunds with a receipt
- 7 Labor Day holiday: offices closed; no classes; residence halls open
- 17 Last day to change pass/fail

OCTOBER 2009

- 2-3 Fall Family Weekend
- 16 Fall Break: offices closed; no classes; residence halls open
- 20 Mid-semester grades due, 5 p.m.
- 20 Last day grad withdrawal without approval
- 29 Last day UG withdrawal with "W"

NOVEMBER 2009

- 6-8 Alumni Weekend
- 9-20 Advising & Registration
- 25 Last day for graduate theses/projects to Program Directors (winter commencement candidates)
- 25 UG honors theses due to Program Directors (winter commencement candidates)
- 26-27 Thanksgiving recess: offices closed; no classes; residence halls open

DECEMBER 2009

- 1 Last day to apply for May 2010 Commencement
- 9-10 Reading Days
- 11-17 Final examinations continue (including Saturday, Dec. 12, but not Sunday, Dec. 13)
- 17 Grades due for degree candidates, noon
- 19 Winter Commencement
- 19 Residence halls close for all but winter graduates, noon
- 20 Residence halls close for winter graduates, noon
- 21 Grades due
- 24 University holiday recess begins; offices closed

SPRING SEMESTER

JANUARY 2010

- 4 University offices open
- 4 First day to apply for December 2010 Commencement
- 10 Residence halls open, noon

- 10-12 New Student Orientation
- 12 Registration
- 12 Add/drop begins
- 13 Classes begin, 8:30 a.m.
- 18 Martin Luther King Jr. Day: offices closed; no classes; residence halls open
- 21 Add/drop ends; last day to register
- 22 last day for textbook refunds with a receipt

FEBRUARY 2010

- 3 Last day to change pass/fail

MARCH 2010

- 13-21 Spring break: offices open; no classes; residence halls open
- 16 Mid-semester grades due, 5 p.m.
- 16 Last day grad withdrawal without approval
- 25 Last day UG withdrawal with "W"

APRIL 2010

- 2 Good Friday Holiday: offices closed; no classes; residence halls open
- 9-11 Spring Family Weekend
- 12-23 Advising & Registration
- 21 Last day for graduate theses/projects to Program Directors (spring commencement candidates)
- 21 UG honors theses due to Program Directors (spring commencement candidates)
- 30 Last day to apply for December 2010 Commencement

MAY 2010

- 3-4 Reading Days
- 5-11 Final examinations continue (including Saturday, May 8, but not Sunday, May 9)
- 12 Residence halls close for all but spring graduates, noon
- 13 Grades due for degree candidates at noon
- 15 Spring Commencement
- 16 Residence halls close for spring graduates, noon
- 17 Grades due

SUMMER SESSION 2010

MAY 2010

- 24 Residence halls open.
- 25 Advising and Registration
- 26 Classes begin; add/drop begins
- 31 Memorial Day: offices closed

JUNE 2010

- 2 Add/drop ends
- 14 Last day UG withdrawal

JULY 2010

- 5 Independence Day holiday: offices closed; no classes
- 8-9 Exams
- 9 Residence halls close
- 13 Grades due

RESOURCES FOR ACADEMIC LIFE

The back of this handbook contains statements and policies relevant to campus life and the learning community here. Policies related specifically to academic progress (degree requirements, enrollment, and leave policies, for example), as well as current tuition and fees and course descriptions are all best found in the *Courses of Study Bulletin*. Print editions are available from the Registrar. Further, the bulletin is available through the Registrar pages at University Web site.

"Classroom Procedures and Responsibilities," below, details the University's expectations of students in the classroom. Other academic policies are included in the *Faculty and Contract Staff Handbook*, available at the University Web site. Policies of particular significance to students include, but are not limited to: Computer Policy, Grievance, Exceptions to Policies, Intellectual Property Policy, and Grades.

CLASSROOM PROCEDURES AND RESPONSIBILITIES

STUDENT EVALUATION OF COURSES AND FACULTY

- I. The purposes for student evaluation of courses and faculty are:
 - A. To furnish information for the individual faculty member to use in assessing his/her course content and presentation.
 - B. To provide the individual student with an opportunity to offer constructive criticism to his/her instructor.
 - C. To provide the individual faculty member with data that may be used in support of his/her considerations for promotion, tenure, and salary increments.
 - D. To provide the student body a voice in developing and maintaining an effective faculty and curriculum.
 - E. To provide data that may assist in making curricular decisions.
- II. Student evaluation of courses and faculty shall be administered for both formative (i.e., for faculty self-improvement) and summative (i.e., for merit salary, reappointment, promotion, and tenure) purposes, provided that:
 - A. Student evaluations shall be used for summative purposes only in combination with other measures of teaching effectiveness.
 - B. The instrument to be used shall consist of a University-wide form whose use for summative purposes is compulsory every semester including summer school. However, there will be no evaluation of courses and faculty using the University-wide forms for classes taught off campus during the summer. Faculty wishing to evaluate such courses may do so using their own department forms. A departmentally created form to be used for formative purposes must be available. Its use is voluntary and at the discretion of the faculty member.
 - C. The completed instrument shall be collected, tabulated, and returned to the faculty member by or under the supervision of a faculty standing committee called the Committee for Student Evaluation of Courses and Faculty, to be appointed by the Faculty Senate. The summary reports shall include the percentages and frequencies on all questions, plus the calculation of means and medians on the evaluative (non-demographic) questions. The original forms and the tabulations shall be returned to the instructor after grades are due.
- III. The instrument for student evaluation of courses and faculty shall meet the following guidelines:
 - A. At least some of the questions shall allow for narrative responses.
 - B. These questions will be proposed by a committee jointly appointed for this purpose by the Faculty Senate and the Association of Student Representatives (ASR), with the understanding, however, that a majority of the committee shall consist of members of the faculty.
 - C. The core questions shall be approved, prior to their use, by both the Faculty Senate and the faculty.
 - D. The Academic Affairs office will prepare envelopes containing the University-wide evaluation forms for all classes, regardless of size. For classes of under five students, departments may decide what to do for themselves.

CLASS ADMISSION

Preliminary and interim class rolls should be checked carefully. Any student attending class not listed on the class roll should not be permitted to remain in the class. Admission to classes is closed after six weekdays of a regular semester and after five weekdays of a summer session. After those dates, which are specified in the University calendar, a student may not enter a new course and no further registration will be accepted without approval of the associate vice president for Academic Affairs.

COURSE OUTLINES

During the first week of the semester, each instructor is expected to distribute to each student in his/her class, as well as the chair, a course syllabus or outline giving general objectives of that course (reflecting the most current bulletin of Trinity University), the dates of major examinations for the semester, dates on which major papers are due, the instructor's policy concerning attendance and its relation to the course grade, office hours, and other information pertinent to the organization of the course and to the evaluation of students' performances. If any of the dates of major papers or examinations are to be changed, advance notice of a week (or more) should be given. By action of the Curriculum Council, no major papers or examinations may be scheduled for the two class days before reading days. Major papers or examinations are defined as papers or examinations that count for more than 10% of the total course grade. Laboratory quizzes and performance examinations are excepted from this stipulation.

CLASS TOURS AND FIELD TRIPS

An instructor of one class may not schedule field trips that will take students out of other classes. Exceptions to this will be rare and must be approved at least one month in advance of the beginning of the trip by the vice president for Academic Affairs. Field trips and class tours scheduled for other than the regular class period, including weekends, cannot be required of students unless the trips are specified at the time of registration. The University's special event insurance policy will cover these activities only if the insurance carrier is notified in advance of the trip.

Insurance coverage does not apply for class sessions held in faculty members' homes, and it is against University policy to hold scheduled classes at a home. When students are invited to faculty homes for social events, it shall be understood that the student's presence is voluntary, the student is a guest in the home, and any insurance claims should be presented to the company providing the faculty member's own homeowner's policy and not to the University.

EXCUSED ABSENCES FROM CLASS

Students who are absent from the class in order to observe a religious holiday 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:

- 1) 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.
- 2) The responsibility to make up work lies solely with the student who should discuss the missed assignments with the instructor.
- 3) 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.
- 4) 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 as possible in advance of the class to be missed.
- 5) Coaches, sponsors, and instructors should make every attempt to schedule traveling, games, matches, tours, and other University-sponsored activities at times that will have the least conflict with the students' class schedules.

ABSENCE DUE TO ILLNESS

The student is responsible for notifying the faculty member when s/he misses class due to illness, preferably before the missed class. Health Services does not provide excuses for missed classes. If an illness causes a student to miss several days of classes or be hospitalized and Health Services has direct knowledge of this illness, staff may provide verification upon request by the student.

FOOD, BEVERAGES, AND SMOKING

Faculty and students are not permitted to bring food or beverages into any classroom. Smoking is not permitted in University classrooms, laboratories, the library, or wherever marked by signs. Faculty members are expected to observe and enforce these regulations.

READING DAYS

The two days immediately preceding the final examination period, ending at 6:30 p.m. on the second day, are designated as Reading Days. Since Reading Days are for the purpose of providing students with study time prior to final examinations, no classes are held, no graded assignments or projects are due, and no examinations are given on those days. Exceptions to this policy must be granted by the associate vice president for Academic Affairs: Curriculum and Student Issues. During this time, departments, student organizations, and individual faculty members are encouraged to schedule no lectures, projects, parties, or other activities involving students.

No major papers or examinations may be scheduled for the two days of classes before Reading Days. Major papers or examinations are defined as papers or examinations that count for more than 10% of the total course grade. Laboratory quizzes and performance examinations are excepted from this stipulation.

FINAL EXAMINATIONS

Schedules for final examinations are announced in advance of the examination period. Final examinations will be held at the published and scheduled time. Exceptions allowing the change of the time of a class examination will be rare and granted only on the approval of the chair and the vice president for Academic Affairs. The individual faculty member may determine whether a final examination shall be given. The information concerning the final examination shall be included on the syllabus. Filing the syllabus with the chair is sufficient notice that there will be no final examination. If no final examination is given, some appropriate instructional activity should be substituted.

FACULTY RESOLUTIONS

- A. Nonsexist language – As part of Trinity University's ongoing commitment to speaking and writing effectively and of our general goal of promoting social equality, members of the University community should avoid linguistic practices which may be construed as undermining equality. *–approved Spring 1986*
- B. Effective Writing – Whereas a well-educated individual is one who can write clearly and accurately in all walks of life; Whereas clear thinking and clear writing are inextricably related; Whereas learning to write effectively requires more than training in formal English courses; Whereas effective writing demands constant practice; Therefore, be it resolved that the faculty members of Trinity University pledge to require effective writing in all courses taught at Trinity University. The Faculty consider this a major responsibility to the students, and that anything less will fall short of providing an excellent liberal arts education for our students. *–approved Fall 1983*
- C. Speaking – Given the importance of the ability to speak coherently, clearly, and with self-confidence, every course at Trinity University will, wherever appropriate, encourage and require from each student some demonstration of oral communication competence. *–approved Fall 1985*

ADVISING

Student advising is an important aspect of the overall educational program at Trinity University. Faculty members are expected to know Common Curriculum requirements and departmental major and minor requirements so that they may effectively inform students of these requirements. Faculty members should keep informed as to the progress of their advisees during the course of a term by scheduling periodic conferences with their advisees. Advisors will be supplied with grade reports on all of their advisees.

CHANGE OF ADVISOR

There are three officially approved reasons to effect a change of advisor:

- 1) A student is ready to apply for a major – The student must be at least a sophomore. S/he must file an Application for Major Form available in the Registrar office.
- 2) A student's advisor goes on leave or leaves the University – In this case, the department chair in consultation with the associate vice president for Academic Affairs determines who in the department should take that person's place.

- 3) A student wishes to change advisor – In this case, the student should go to the office of the associate vice president for Academic Affairs: Curriculum and Student Issues to discuss the reason for the change. If the change is reasonable, the faculty member the student is requesting as new advisor will be called, as well as that person's department chair. If all concur that the change is acceptable, the change will be initiated. In no cases should a faculty advisor, at a student's request, or at another faculty member's request, divest him/herself of an advisee and send the advising folder to another faculty member. The change can only be affected by the associate vice president for Academic Affairs: Curriculum and Student Issues.

CAMPUS LIFE STAFF

STUDENT AFFAIRS

Trinity University is a community where students learn outside the classroom as well as in. As educators in the spirit of the liberal arts tradition, the members of the Division of Student Affairs are committed to serving, supporting, and challenging students in their development as individuals and as responsible global citizens. Under the leadership of **Vice President for Student Affairs** Felicia Lee, the division includes the Bookstore, Career Services, Counseling Services, Dean of Students, Dining Services, Health Services, Mail Center, Residential Life, Disability Services for Students, Campus & Community Involvement, and Coates University Center. The **Chapel** is associated with Student Affairs.

Vice President for Student Affairs (999-8521)	Felicia Lee	Assistant Director	Twyla Hough
Administrative Secretary.....	Alanna Saldivar	Career Advisor.....	Maranda Larson
Dean of Students and Director of Residential Life (999-8843)	David Tuttle	Career Services Assistant	Samantha Jones
Senior Secretary.....	Lynette Kenyon	Counseling (999-7411)	
University Chaplain (999-7311)	Stephen Nickle	Director	Gary Neal
Senior Secretary.....	Maureen Chea	Assistant Director of Counseling.....	Richard Reams
Chapel Associate for Liturgical Transformation	Beth Watson	Psychologist	Kristin Eisenhauer
Campus & Community Involvement (999-7547) and Coates University Center (999-8525)		Coordinator of Disability Services for Students	Gavin Steiger
Director	Raphael Moffett	Senior Secretary.....	Minerva Lopez
Assistant Director	Ben Newhouse	Health Services (999-8111)	
Assistant Director, Intercultural & Diversity Issues	Ankita Rakhe	University Physician	Janna Wilder
Mail Center Manager.....	Vacant	Coordinator of Health Services.....	Jackie Bevilacqua
Coordinator for Student-edited Publications	Katharine Martin	Nurses	Cheryl Ogle,
Coordinator for Community Service & Engagement	Edwin Blanton	Missy Witter,
Coordinator for Greek Life & Student Programs.....	Josh Beebe	Debbi Regnemer
Coordinator for Student Organizations	Vacant	Secretary	Lisa Robredo
Office Manager	Amy Johnson	Residential Life Office (999-7219)	
Secretary.....	Carolyn Bonilla	Associate Director of Residential Life.....	Wanda Olson
Career Services (999-8321)		Assistant Director for Residential Education.....	Catherine Storey
Director	Brian Hirsh	Residential Life Coordinators.....	Josh Brack,
			Cally Chenault,
			Lily Gonzalez,
			Melissa Pinchback
		Senior Secretary.....	Lisa Chapa
		Secretary	Cecily Cassidy

RESIDENTIAL LIFE

999-7219; reslife@trinity.edu; www.trinity.edu/res_life

Living on campus is integral to the educational experience at Trinity University. The Residential Life Office exists to support student housing and, even more important, student learning.

As a residential student, your relationship with the University is governed by the "Board and Residential Agreement" (and the laws of the state of Texas). Signed by the student and representatives of the University, this contract defines the legal obligations of both "tenant" and "innkeeper" for the full academic year. Residents shall comply with all residential life policies in the Board and Residential Agreement, this handbook, and publications distributed by email or the Residential Life Web page. Because living on campus is a privilege, the University may decline or cancel this contract with a student who has violated its terms. These policies do not affect your rights according to the "Joint Statement on Rights and Freedoms of Students" and are not a part of the campus judicial system. The University may change or amend policies at any time and must then notify students directly of the change.

Three-Year Residency Requirement

Trinity believes in living on campus because it gives students the opportunity to be fully engaged in all that college has to offer and to exercise adult freedoms responsibly—all in a safe environment with peer support. The diverse community, where roommates and others have various viewpoints, goals, and styles prepares you for future relationships in a shrinking world, in careers, and in your personal relationships.

All unmarried undergraduate students are required to live on campus for three years (six fall and spring semesters). Students who study abroad, transfer in, or who stop attending the University and then re-enroll may qualify for certain exceptions. Requests for exceptions should be directed to the associate director of Residential Life.

The Witt Center: 8 a.m.-10 p.m. weekdays; 7 p.m.-10 p.m. Sunday

The Residential Life Office is located in the Witt Reception Center. The professional staff includes the director, associate director, assistant director for residential education, and four residential life coordinators. They are available between 8 a.m. and 5 p.m. during the week along with rotating 24-hour on-call responsibilities. On evenings and weekends, the Witt Center is staffed by student workers.

RA...RM...RLS

Resident Assistants (RA) in Sophomore College, Hall Managers in the upperclass halls, and Resident Mentors (RM) in the first year halls all proudly serve as paraprofessional Residential Life Student staff (RLS). They are carefully selected and trained upperclass students who are passionate about campus life and helping others. Take time to get to know them. In addition to encouraging a fun and respectful community environment, they help residents resolve problems and find resources. When they must respond to a policy violation, they will document the incident and send it to the Student Conduct Board.

Missing Keys

For a loaner or replacement key, go to the Witt Center during business hours. Anytime a key is lost, Residential Life will order a complete lock change for safety reasons.

Maintenance Needs: 999-8413; servicerequest@trinity.edu

Give your name and phone number. If a maintenance request has not been dealt with in a reasonable period of time, discuss recurring and serious problems with the RLS or professional staff.

If a serious problem requires immediate attention after 5 p.m., contact your RLS staff member or DCS. In maintenance emergencies (i.e. major bathroom leak), they will page the on-call Physical Plant staff. (Nighttime policy requires that two students remain in the room with the Physical Plant employee.) If help is not forthcoming, ask a RLS member to contact the Residential Life on-call coordinator. They live on campus and can respond immediately.

Housekeeping

Take care of your room. The University provides routine room cleaning (vacuuming, dusting, sweeping balconies, bathroom cleaning) as a service to keep your room in good condition. You may also borrow a vacuum from RLS staff members.

Take pride in your hall. Help keep lounges, public furniture, trash areas, elevators, and laundry rooms clean. Report damages, malfunctions, or accumulating trash to Physical Plant. Common area vandalism fees may be charged among all community residents at the end of the year.

Health and Safety Inspections

Residential Life conducts bi-annual health and safety inspections in all student rooms. RLS staff members enter rooms in pairs looking for working smoke detectors, overloaded outlets, fire hazards, livable cleanliness, and balcony policy compliance. Make sure that other observable policy violations are not present because they will be referred to Student Conduct Board - even though that is not the purpose of this inspection. If a room does not fully pass inspection, staff members will advise residents of the room to address any issues before staff returns in a few days.

Room Reservations and Assignments

Detailed room reservation procedures are distributed by email directly to all students each spring and available on the Residential Life Web pages. Student Accounts must have your deposit on file in order for you to obtain an assignment. Residential Life reserves the right to make room assignments and reassignments as necessary.

If you are having a problem in your room and think you may want a room change, first contact your RLS staff member. Students may not move rooms without official authorization because, as a tenant of the University, you are assigned to a specific location and responsible for that space. Also, Residential Life must have reliable records in an emergency.

Checking Out of Residence Halls

Students must check out of the residence halls within 24 hours of the time of withdrawal or within 24 hours after their last final examination and no later than the deadline stated in the Board and Residential Agreement. Detailed closing procedures are available on the Residential Life Web page and distributed by email directly to all students each spring.

Self-governing Communities

The Community Initiatives Program invites upper-class students to present proposals for self-governing, communal living. This experience fosters an open and warm hall environment and teamwork skills. Because RLS staff members do not serve these halls directly, all community members share responsibilities — event planning, administrative tasks, hall maintenance, and conflict resolution. Community members share the same obligation to University policies as all other residents and must also honor the intent form they signed in their application to the program.

STUDENT ORGANIZATIONS

The University recognizes and affirms the choice of students to be involved in the campus community and throughout San Antonio and the world community through organizations, volunteering, service, and programs. Co-curricular involvement provides undergraduates an opportunity to apply theory from the classroom, experience mature ways of interacting with others, have fun, and make memories.

The purposes and activities of student organizations at Trinity University are to reflect and complement the institution's academic mission and its intent to encourage each student's personal development and achievement. Organizations may not be in violation of state or federal law, commit or be committed to acts of violence, endanger the University's tax-exempt status, engage in activities hazardous to themselves or others, or be in violation of any of the regulations stated in this handbook or the *Student Organization Handbook*. Student organization activities should not disrupt the orderly functioning of the University. Policies of student organizations with outside affiliations must not be in conflict with Trinity University policies.

A. FORMATION PROCEDURE FOR ALL STUDENT ORGANIZATIONS

The organization seeking official status on campus must submit its proposed constitution to the coordinator for student organizations in Campus & Community Involvement with a statement of purpose and a request for approval. The coordinator will make a recommendation regarding approval to the director of Campus & Community Involvement (CCI) who will grant or deny official status in writing within 30 days. In case of denial, a written statement explaining the decision will be provided. This explanation must be in harmony with the policies pertaining to organizations in the "Joint Statement on Rights and Freedoms of Students," printed in this student handbook. If approval is denied, an organization may appeal to the vice president for Student Affairs. Within 10 business days of approval, the new organization must submit the Student Organization Officer List form.

B. WITHDRAWAL OF SPONSORSHIP OR REGISTRATION

University sponsorship and registration are privileges granted by the University to student organizations. As the University grants these privileges to groups, it can withdraw them for cause. An organization found responsible for a major infraction of University policies or one that is found responsible for a series of infractions of University policies may be placed on probation, lose privileges, or have its charter revoked by the University.

When a student organization is charged with a violation of University regulations (as opposed to the charging of any individual member(s) of a student organization), the charges will be investigated, at the direction of the vice president for Student Affairs, by a member of the Student Affairs staff. Responsibility for making a judgment as to the responsibility of the organization and for determining the sanction rests with the vice president for Student Affairs.

Appeals of the decisions may be addressed in writing within 10 days of the decision to the president of the University.

C. MAINTAINING ACTIVE STATUS

Annually, or when there is a change in leadership, each student organization must register its leaders with CCI to remain an active organizations.

Any organization that revises its constitution must submit a copy to the coordinator for student organizations. Organizations must review and update their constitution, as appropriate or necessary, at least every three years. An organization failing to do this will not be operating as approved and can expect its sponsorship or registration to be withdrawn. Further, if an organization departs from an approved statement of purpose or adopts new purposes or practices that would not be approved in a new application for registration, the University may withdraw registration of the organization.

D. SPEAKER POLICIES

Lectures and events not open to the public – Student organizations may invite speakers to their membership meetings without approval. Arrangements for facilities must be made following CCI guidelines for reserving University venues. Organizations shall be financially responsible for facilities, special staffing, and catering.

Lectures (including speakers, panels, workshops and forums) open to the public – Student organizations must relate these speakers to their mission and the event must be in line with University policies. Approval for such events is granted via the Reservations process for requesting University venues. Consult with the coordinator for student organizations, for more specific information.

E. STUDENT ACTIVITY FEE

The student activity fee is a special, mandatory University fee to fund selected areas of campus life. The fee is set, collected, and allocated by the University.

The Student Finance Board (SFB) makes recommendations on the amount of the student activity fee to the president of the University. The Board of Trustees has final authority in the determination of the student activity fee based upon the recommendations of the president of the University. The president of the University has delegated major responsibility for allocating the student activity fee to the SFB. The SFB is a standing University committee consisting of five undergraduate students nominated by the ASR and appointed by the president of the University, three faculty members nominated by the Faculty Senate and appointed by the president of the University, and two administrators (one from Student Affairs and one from Fiscal Affairs). This committee is governed by a constitution and bylaws and it decides on the distribution of the major part of the student activity fee. Chartered student organizations, in addition to Campus Publications, Recreational Sports, and Outdoor Recreation, each petition and receive funding from the Student Finance Board.

F. GREEK GOVERNANCE

The Greek Council is the governing body for all social fraternities and sororities. It promotes cooperation among social organizations and fosters communication between Greeks and the campus community. The University and the Greek Council establish rules and policies regarding Rush and New Member Orientation, as well as organization conduct and other matters specific to the social organizations. The Greek Council adjudicates organization violations of Greek Council policy, Rush rules, and University policy. The procedures for Greek Council judicial hearings are delineated in the Greek Council constitution. If, in the course of a judicial proceeding, an incident is determined to be the action of an individual rather than, or in addition to, an action by a fraternity or sorority, the

case will be forwarded to the appropriate conduct board. Action by the Greek Council related to a Greek organization does not preclude the University from referring individual students for judicial action. The director of Campus & Community Involvement handles appeals of Greek Council judicial decisions. Appeals of the director's decision must be made to the vice president for Student Affairs. All appeals must be made within 10 working days from the time a sanction is announced.

G. CAMPUS PUBLICATIONS

Trinity University is the official publisher of campus publications, but the function of the publisher of student-edited publications is exercised through the eight-member (four students, three faculty members, and one administrator) Board of Campus Publications, a standing University committee with a charter and rules of procedure.

STUDENT ORGANIZATIONS

For a current list and contact information regarding student organizations, please visit the Campus & Community Involvement pages of the University Web site. There are four categories of student organizations. Each of these categories defines the relationship between the University and the organization.

Chartered

Commissioned by Trinity University to serve specific purposes, these organizations contribute to general goals of the University and benefit or serve relatively large numbers of students. They petition the SFB for funding and are assigned a professional staff member as an advisor.

Sponsored

Directly related to the purposes and functions of the University, these organizations are classified within this category as departmental, honor, or professional. Sponsored organizations are required to have a faculty or staff advisor.

Registered

Established by and for Trinity students, these are voluntary associations of students wishing to pursue common interests or engage in organized activities.

Greek

Primarily serving a social purpose, these organizations are single sex and selective.

STUDENT LEADERSHIP 2009-2010

Academic Honor Council:

Maduka Ogba, external chair
(ogoba@trinity.edu)

David Burleson, internal chair
(dburleso@trinity.edu)

Campus Publications:

Leslie Shapiro, *Mirage* editor
(999-8558; mirage@trinity.edu)

Josh Currie, *Trinitonian* editor
(999-8557; trinitonian@trinity.edu)

Greek Council of Trinity University:

Leigh Carver and Peter Senior, co-chairs

Student Conduct Board:

Marisa Stansberry & Marlene Mendoza,
co-chairs

TIGER Council:

Marisa Shipley, director (tiger@trinity.edu)

Trinity University Association of Student Representatives:

Emily Faber, president

Chantal Van Esch, vice president
(asr@trinity.edu; 999-8510)

Trinity Diversity Connection:

Sidra Qureshi, president (TDC@trinity.edu)

Trinity University Student Ambassadors:

Sean Benton & Lindsey Hovland, co-chairs
(ambassadors@trinity.edu; 999-8826)

Trinity University Volunteer Action Community:

(TUVAC@trinity.edu) Carolyn Grant
director liaison

JOINT STATEMENT ON RIGHTS AND FREEDOMS OF STUDENTS

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The maintenance of the orderly processes of the University is an essential condition for freedom. Dissent and controversy should function within this framework. Violence, the threat of violence, and the disruptions of the normal functions of the University are alien to the spirit of the academic community.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Trinity University recognizes its duty to develop policies and procedures which provide and safeguard this freedom. The purpose of this statement is to enumerate essential provisions for students' freedom to learn.

I. FREEDOM OF ACCESS TO HIGHER EDUCATION

The admission policies of Trinity University are a matter of institutional choice, but Trinity University shall make clear and public all qualifications and expectations of students which it considers relevant to the total program of the University. Within the limits of its facilities, Trinity University will be open to all of its enrolled students, and it will use its influence to secure equal access for all students to public facilities in the local community without discrimination based on race, creed or color, sex, handicap, age and national origin.

II. IN THE CLASSROOM

The professor in the classroom and in conference should encourage free discussion, inquiry and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct outside of class in matters unrelated to academic standards. Students shall be free to take reasoned exception to the data or views offered in any course of study and reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled as well as acquiring and demonstrating the skills and competencies required.

A. Protection Against Improper Academic Evaluation

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 sections II. A. 2. and II. A. 5. below, members of the Administration are not involved in the grade appeal process. Following the decision involved in each step of this appeal process, if the student wishes to appeal to the next level he or she must notify the appropriate party in writing of his or her intent to do so within the first two weeks of the following semester (i.e., fall, spring, summer). (If, in the following semester, the student will be studying away from Trinity or the faculty member will be on leave, then the request for appeal still must be filed within two weeks, but the appeals process will be deferred until the student and faculty member return to Trinity.)

1. To initiate the appeal of a semester grade, the student will speak to or notify the instructor of his or her appeal. Upon initiation of the appeals process (and upon return of both student and faculty member to Trinity, if the appeals process was deferred), the instructor has one week to notify the student of the outcome of his or her review of the grade. If the student remains

convinced that the contested grade results from inappropriate or mistaken evaluation of a course grade, then the student may proceed to step two below.

2. To initiate step two, the student will notify the instructor's department chair (or acting department chair) and explain in writing the grounds on which an appeal is being sought; the instructor will receive a copy of this statement. The student must request the appeal and present the grounds for it no later than the tenth class day of the succeeding fall or spring semester. 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 to also be the instructor involved, then the student may request that the associate vice president for Academic Affairs: Curriculum and Student Issues ask another faculty member of the department to receive the student's appeal.
3. 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 advisor 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 advisor, 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 there has been no breach of proper or stated procedure in the determination of the grade, the chair (or chair's substitute) will give written notification of this decision to the student and the instructor.

However, 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, then the committee may undertake an evaluation of the student work in question and assign the grade it deems appropriate.

4. If either the student or the instructor contests the decision of the departmental committee, the student or instructor may pursue a further appeal. The student or instructor will submit a written statement to the Chair of the Faculty Senate who, with the advice and consent of the Chair of the University Curriculum Council, will appoint three members of the faculty from outside the department in question. All three members of this faculty grade appeals committee should come from one or more departments similar to the instructor's department in terms of curriculum and academic evaluation. The findings of this committee will determine the final semester grade.
5. If either the student or the instructor contests the decision of the faculty grade appeals committee, the appellant may petition the vice president for Academic Affairs for further consideration, who may then rule in one of three ways, the outcome of which will conclude the University process of grade appeal:
 - a) that the decision of the faculty grade appeals committee will stand as rendered;
 - b) that the faculty grade appeals committee reconsider its findings and render a decision based on the reconsideration; or
 - c) that the Chair of the Faculty Senate, with the advice and consent of the Chair of the University Curriculum Council, appoint a new 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 judgment.

B. Protection against improper disclosure

Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors shall be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances involving the education or professional interests of students.

III. STUDENT RECORDS

The following is the policy of Trinity University as to the information which will be a part of a student's permanent educational record and the conditions of its disclosure.

A. **To minimize the risk of improper disclosure**, academic and disciplinary records will be separate. The conditions of access to both are delineated below:

B. **Permanent academic record.** This is the record which is kept in and by the Office of the Registrar. Release of the record is controlled by the requirements of Public Law 93-380, the Family Educational Rights and Privacy Act of 1974. The permanent academic record shall be released only to the student, the administrative and teaching staffs of the University, and to the parents (or guardians) of students in conformity with the requirements of Public Law 93-380. This record shall be released to no other person without the written authorization of the student (except as required by law). In the event of academic dismissal from Trinity University, the permanent academic record shall contain the phrase "academic dismissal" without further explanation. Notations regarding academic probation and academic suspension shall be included on the permanent academic record.

C. **Disciplinary and counseling records.** This is the student's record, both disciplinary and counseling, which is located in the Student Affairs office or any of its affiliated sub-departments. Information from disciplinary and counseling files shall be made available only to authorized University personnel and no others without the express written consent of the individual involved (except with the legal compulsion or when the safety of persons or property is involved). Authorization to release information under these conditions shall be given only by the president of the University and/or the vice president for Student Affairs.

D. No records shall be kept which reflect the political activities or beliefs of students.

E. Administrative staff and faculty members will respect confidential information about students which they acquire in the course of their work. Judgments of ability and character may be provided under appropriate circumstances involving the education or professional interests of students.

IV. STUDENT AFFAIRS

In Student Affairs, certain standards must be maintained if the freedom of students is to be preserved.

A. Freedom of Association

Students bring to the campus a variety of interests as members of the academic community. They shall be free to organize and join associations according to the following guidelines:

1. The membership, policies, and actions of a student organization will be determined by a vote of only those persons who are registered as students in Trinity University.
2. Affiliation with an extramural organization will not of itself disqualify a student organization from institutional recognition. However, institutional recognition may be withheld if the policies and practices of the extramural organization are in conflict with the University statement of purpose and the principles of this document.
3. Each organization should be free to choose its own advisor from the University community. Campus advisors may advise organizations in the exercise of responsibility, but they shall not have the authority to control the policies of such organizations.
4. Student organizations shall be required to submit a statement of purpose, criteria for membership, rules of procedures, and a current list of officers to the Association of Student Representatives (ASR) and the Student Affairs office.

5. Campus organizations, including those affiliated with an extramural organization, shall be open to all students without regard to race, color, religion, gender, sexual orientation, age, marital status, national origin, condition of handicap, veteran, or disabled veteran status.
6. Procedural guidelines for institutional recognition shall be set forth in a pamphlet for this purpose which shall be available to any member of the University community. These guidelines shall conform with the principles stated in this document.

B. Freedom of Inquiry and Expression

1. Students and student organizations shall be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They shall be free to support causes by orderly means which do not disrupt the regular operations of Trinity University. At the same time, students and student organizations must make clear to the academic and the larger community that they speak only for themselves in their public expressions or demonstrations, and do not necessarily express the views of Trinity University.
2. Student organizations shall be allowed to invite and to hear any person of their own choosing provided that regular operations, institutional property, and personal safety are not endangered thereby, and provided that they follow the approved procedures for scheduling such speakers. These uniform procedures shall be drawn up in cooperation between faculty, Administration, and ASR, and shall be published in a handbook which shall be available to all members of the academic community. Sponsoring organizations shall make clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of their views by either the sponsoring group or the institution.

C. Student Participation in Institutional Governance

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. Students, individually and collectively, have the right to petition views on matters which concern them. Committees which deal directly with student activities and interests shall have student representatives on their membership with full voting power.

The number of student representatives on standing University committees will be established by the president of the University in consultation with faculty and student senates. Student representation on any other institutional committee, standing or temporary, may be established through conferences between representatives of the Administration and the concerned member(s) of ASR. Undergraduate student representatives will be chosen by the ASR governing body according to described procedures as outlined by that body and may be removed by the ASR governing body for misfeasance or malfeasance of office.

In addition to the above structural procedures, both students and Administration should have the right and opportunity to meet formally and informally for the purposes of communication and action.

D. Student-edited Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

Recognizing that student publications at the University are not financially autonomous, the following guidelines are adopted to define the role and freedom of student publications:

1. The student press shall be responsible to the University under the supervision and direction of a Board of Campus Publications composed of an equal number of students and faculty-staff representatives. Within the broad guidelines established by the Board of Campus Publications, the student press shall be free of censorship, and its editors and managers shall be free to develop their own editorial policies and news coverage.

2. The editorial freedom of student editors and managers necessitates corollary responsibility governed by the canons of responsible journalism, such as avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo.
3. Only for proper and stated causes may editors and managers be subject to removal from office by orderly and prescribed procedures as set by the Board of Campus Publications.
4. All University published and financed student publications shall explicitly state on the editorial page that the opinions expressed therein are not necessarily those of the University community.
5. Editors and managers of student publications shall be free from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content.

V. OFF-CAMPUS FREEDOM OF STUDENTS

- A. **Exercise of rights of citizenship.** Trinity University students are both citizens and members of the academic community. As citizens they shall enjoy the same freedom of speech, peaceful assembly, and the right to petition that the other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of membership. Institutional powers shall not be employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.
- B. **Institutional authority and civil penalties.** Activities of students may, upon occasion, result in violation of the law, but this in itself does not constitute a basis for additional penalties by the University. However, the University may impose penalties independent of and in addition to the actions of a civil or criminal court when its own community interests are affected.

VI. PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS

Trinity University recognizes its responsibility to protect its institutional purpose by setting standards for scholarship, conduct, and use of its facilities. In fostering responsible student conduct, policies that govern disciplinary proceedings play a role along with example, counseling, and admonition.

Proper procedural safeguards will be observed that are intended to ensure proceedings that are fundamentally fair to all parties involved and to protect students from imposition of unfair penalties in all situations. Decisions are based on the greater weight of the credible evidence presented at the hearing. Procedural fairness requires that the students at Trinity University be informed of the nature of the allegations against them, that they be given a fair opportunity to refute such allegations, and there be provisions for review of decisions.

A. Standards of Conduct Expected of Students

1. Trinity University has an obligation to clarify those standards of behavior that it considers essential to its educational mission and community life. These standards will represent a reasonable set of regulations that govern student conduct, while permitting the Trinity student to be as free as possible from limitations that have no direct relevance to the student's education. Disciplinary proceedings will be instituted only for infractions of standards of conduct set forth in this handbook, which is made available to all students. Students have the responsibility to read this handbook and to abide by its provisions. Offenses, along with maximum penalties, will be defined and reasonably applied.
2. Major standards of conduct, the violation of which may lead to suspension or expulsion from the University, will be formulated by a committee composed of the vice president for Student Affairs, another Student Affairs staff member, three faculty members selected by the Faculty Senate, and three students chosen by ASR. The faculty members will serve three-year terms arranged so that one member's term ends each year. The committee will meet at least once a year to ensure that necessary corrections or additions are made in this student handbook so that it continually meets the needs of the University community.

B. Investigation of Student Conduct

1. When necessary, Trinity University officials may be directed to investigate allegations of student misconduct. Members of the Trinity University community are expected to cooperate by responding to correspondence, attending hearings as requested, and following procedures in this handbook.
2. Rooms or premises occupied by students and personal possessions of students will not be searched except in extreme circumstances (usually related to safety). Any exceptions must be authorized in writing by the vice president for Student Affairs or the dean of students and must specify the reasons for the search and the objects and information sought. The student should be present, if possible, during a search.

C. Status Pending Final Action

Pending final action on the complaint, the status of the student will not be altered nor will his/her right to be present on the campus and to attend classes be suspended, except for reasons relating to his/her physical or emotional safety and well being; for reasons relating to the safety and well being of student, faculty, and other members of the University; or when the continuing presence of the student poses a danger to persons or property, or poses an ongoing threat of disrupting the academic process or any activity authorized by the University. In such cases the vice president for Student Affairs or his/her designee has the authority to take interim action pending the final action.

D. The Student Conduct Board and hearings

1. Any person or agency of the University may file a complaint alleging a violation of the University's standards of student conduct, published in this handbook. The Student Conduct Board is authorized to investigate any alleged violation of standards of student conduct, except in the cases listed below, as determined in consultation with the dean of students. (All other cases are heard by the University Conduct Board.)
 - a. Offenses where felony prosecution is anticipated or possible.
 - b. Offenses that arise while the Student Conduct Board is not in session (for example during semester break or summer sessions).
 - c. Offenses that are extremely embarrassing to some concerned party.
 - d. Offenses that are particularly volatile in nature.
 - e. At the discretion of the dean of students and the chair of the Student Conduct Board, some incidents may be referred to the Residential Life staff. (Such cases tend to be minor in nature. The Residential Life staff has the authority to issue limited sanctions.)
2. The Student Conduct Board will consist of eight members from the student body selected by ASR and appointed by the president of the University. There will be, at the time of service, at least one sophomore, one junior, and one senior member. At least five members will be, at the time of service, residence hall students. One member from the junior or senior class will be designated chair of the Student Conduct Board by ASR at the time of the appointments. Student Conduct Board members will have, at the time of service, lived in residence halls at least one year. The term of office will be one year and the members of the Student Conduct Board may be removed only when found responsible for any infractions of University policies. This decision will be the responsibility of the president of the University.
3. Formal authority of the Student Conduct Board will be invoked when any person files with the Student Conduct Board a written complaint stating the violations alleged. The Student Conduct Board will have authority to determine responsibility based upon the results of investigations and/or hearings and to impose appropriate sanctions. The Student Conduct Board will seek relevant information from all available sources.
4. Each case is assigned to a presiding (non-voting) chair who will investigate the case and conduct the hearing but will not be present while the decision is made and the sanction, if necessary, is decided. The decisions of the Student Conduct Board will require a majority of four votes regardless of the number of members hearing the case.

5. The dean of students shall serve as the advisor to the Student Conduct Board. S/he is responsible for the operations of the Student Conduct Board and is available to assist both accused and accusing parties in this process.

E. The University Conduct Board and Hearings

1. The University Conduct Board hears cases that are not heard by the Student Conduct Board.
2. The University Conduct Board will consist of two faculty members, two faculty member alternates, and one student. The student member will be appointed on a rotating basis from the current Student Conduct Board by its chair. The faculty members will be recommended by the Faculty Senate and appointed by the president of the University for a three-year term.
3. The dean of students serves as the presiding chair of the University Conduct Board. S/he is a non-voting member and serves as an advisor on the process to the accused student(s), the accusing party(ies), and others involved in the process. The dean of students presides over the hearing but will not be present while the decision is made and the sanction, if necessary, is decided.

F. Procedures for the Student and University Conduct Boards

The Student and University conduct boards will conduct their hearings according to the following procedures:

1. Students will be sent a notification letter that includes a list of all possible University standards of student conduct that may have been violated and that refers students to procedures as outlined in this section of this handbook. The notification will be sent a minimum of 96 hours prior to the meeting date of the conduct board.
2. Any student accused of violating University standards of student conduct, or any student presenting a case before a conduct board, may submit a written request no later than 48 hours prior to his/her hearing date that the conduct board call witnesses on his/her behalf. The written request must include a brief statement of the information each witness can provide. The presiding chair has the discretion to decide which witnesses will be called to the hearing. Students will be informed in advance and in writing of all participating witnesses. Any challenge to the final list will be heard by the entire conduct board, whose voting members will then make the final determination as to which witnesses will appear in the hearing. If the presiding chair does not accept a witness, s/he will include a brief written reason with the record of the hearing.
3. Student(s) accused of violating University standards of student conduct will have access to all written records (including but not limited to incident reports, letters, Campus Security reports, and witness statements). Accused student(s) may receive copies of reports, but identifying information of other parties will be redacted from the documents.
4. An audio recording will serve as the single verbatim record of all hearings. The hearing tape is the sole property of Trinity University. Any student who has a right of appeal in the case has the right to listen to this audiotape but will not be provided a copy nor may s/he make a copy or remove the tape from the Dean of Students office. No court reporters or additional recording devices are permitted at the hearing. The recording of a hearing will be made available to the Conduct Review Board at its request. Recordings of hearings will not be destroyed until it is certain that the decision of a conduct board will not be appealed to the Conduct Review Board or to the president of the University or that any such appeal process has been concluded.
5. Within five class days, a designated member of the relevant conduct board will send out a written decision to the accused student(s) and relevant University officials that summarizes the reasoning of the conduct board and details the sanctions (if applicable). This summary will include a review of facts, witnesses heard, information determined to be credible, information used on which to base the decision, and reasoning for the sanction.
6. Accused student(s) have the right to be present during the hearing. However, if accused student(s) choose not to attend the hearing, a decision may be made without his/her presence.

7. Any student appearing before a conduct board in any capacity may bring a person of support. This support person does not have to be a member of the University community. S/he may be present for purposes of advice and support but may not speak on behalf of the student unless s/he is a previously designated witness.
8. All hearings are closed to all persons, except for the person(s) accused of violating policy, witnesses, the accusing party(ies), support person(s), the conduct board, the board advisor, referring staff, and other University officials as approved by the vice president for Student Affairs. Any party in a hearing may petition the conduct board for an open hearing up to 24 hours in advance of the hearing. Such a petition should state the reasons an open hearing is requested. All parties involved in the case will be permitted to express opinions about the petition before the conduct board decides the hearing status.
9. Hearings will generally begin with a reading of relevant documentation by the presiding chair. Those who have submitted the documentation or are primary witnesses will make opening remarks followed by opening remarks by the accused student(s). The conduct board will ask questions of participants and witnesses. All parties in the hearing may pose questions to other parties through the conduct board. Participants will be asked to make closing remarks.
10. All parties in a hearing are expected to act with proper decorum.

G. Conduct Review Board and Review Procedures

1. Accused student(s) and accusing party(ies) have the right to ask the Conduct Review Board to review the decision of either conduct board. Such a request shall be submitted in writing to the chair of the Conduct Review Board within five class days of the date of the written decision. The filing of a request for review will stay the enforcement of previous decisions except in the most unusual circumstances.
2. The Conduct Review Board will consist of three members of the faculty recommended by the Faculty Senate and appointed by the president and three members of the student body recommended by ASR and appointed by the president of the University. The senior member of the faculty (in point of rank and continuous service at Trinity) will be chair of the Conduct Review Board. ASR will designate alternate student members, and alternate faculty members will be chosen from faculty members who have served previously (ranked in priority, beginning with the most recent service on the board).
3.
 - a. In any case where there is a suspension or expulsion, there will be a review by the president after all appeals have been exhausted.
 - b. Save for the extraordinary authority of the Board of Trustees, the judgment of the Conduct Review Board is final on all questions of substance and procedure and its decisions binding on all individuals, officers, and agencies of the University. The dispositive authority of the Conduct Review Board shall not prejudice the executive powers of the president of the University including executive privilege of granting pardon or clemency.
4. The rendering of a final decision will require a simple majority of the membership of the Conduct Review Board. Tied votes will have the effect of sustaining the decision under review.
5. The Conduct Review Board will make its decision based only upon documents from, or related to, the hearing (such documents include, but are not limited to, the written decision of the original conduct board, written statements by parties involved in the hearing, and incident reports). The Conduct Review Board may ask the presiding chair to be present during a review.
6. The reasons accused or accusing party(ies) may request a review are:
 - a. Clearly erroneous findings of fact.
 - b. Significant procedural irregularities that denied the student a fair hearing.
 - c. Substantial new information not available at the time of the original hearing.
 - d. The information presented at the hearing was clearly insufficient to support the finding.
 - e. The sanction is unreasonably harsh or lenient.

7. The Conduct Review Board will determine one of the following:
 - a. The previous decision stands.
 - b. The case is dismissed due to significant irregularities.
 - c. The case is remanded to the University Conduct Board for rehearing. If the University Conduct Board heard the case originally, alternate faculty and students will conduct the rehearing.
 - d. The sanction is adjusted.
 - e. In all cases of reversal or remand, the presiding chair will provide a written report of the reasons for such decision.

H. Appointments and Service

Members of the Student Conduct Board, University Conduct Board, and the Conduct Review Board will be appointed during the spring semester prior to their terms of service. During orientation sessions conducted by the dean of students each fall, the members will swear to uphold the Joint Statement, rules, regulations, and policies of Trinity University, and to make fair and impartial decisions.

VII. PROCEDURES FOR ADOPTION OF THIS STATEMENT

This statement shall follow the procedures outlined below (1-4) before it shall become a recognized and authoritative document. Should the statement be altered in any way in the process of adoption, the Faculty-Student Committee on the Statement of Rights and Freedoms shall have the right to defend the original statement before the objection body.

1. The faculty of Trinity University must approve the statement by a majority vote.
2. The Administration must approve this statement.
3. The ASR governing body must pass a Resolution of Adoption by a majority vote.
4. The Board of Trustees will be advised of any revisions or additions to this statement.

VIII. AMENDMENTS

The following procedure will be followed if at any time the faculty, Administration, or ASR believe that amendments to this document are necessary.

1. Whichever group wishes the amendment must present it in writing to the other two, along with the statement outlining the reasons for amendment.
2. The amendment shall then be voted on following the procedures outlined in "Procedures for Adoption of This Statement" (above) in this document. If the amendment receives a favorable vote by the Administration, the ASR, and the faculty, it shall then become a part of this document and fully authoritative.

THE ACADEMIC HONOR CODE

(as approved by the Academic Faculty Assembly on February 21, 2003)

The values of honesty, scholarship, and the pursuit of excellence are central to the mission of Trinity University. The Academic Honor Code is the system through which Trinity students uphold these values by assuming individual responsibility for integrity. An environment that encourages personal responsibility facilitates one of the highest aims of education, the free pursuit of knowledge.

At its core the Academic Honor Code is based on trust. Because trust is the bond that forms among all members of the Trinity community, it cannot exist independently or in a vacuum. Thus, it is essential that all members of the Trinity community conduct themselves in such a way that exemplifies integrity. Trinity students are trusted and expected to be honest in their academic work. Any violation of the Academic Honor Code destroys the value of the work, erodes the spirit of trust, and negatively impacts the mission of the University.

I. THE PLEDGE

Upon matriculation, students will sign an agreement that they will abide by the Academic Honor Code policy. The Academic Honor Code covers all academic work. Instructors will designate what, if any, type of collaboration or assistance is authorized for each assignment. Students are required to add the statement "On my honor, I have neither given nor received any unauthorized assistance on this work" and their signature to each assignment to reinforce and reaffirm their adherence to the Academic Honor Code. (Instructors may allow students to shorten this statement by simply writing "pledged" followed by a signature.)

II. VIOLATIONS

It is a basic assumption that credit is awarded for the work of the individual student and judged according to its quality. Violations of the Academic Honor Code thus involve an infraction of that basic assumption. Such violations include but are not limited to:

- A. Using or giving unauthorized material or assistance in any academic exercise, ranging from a homework assignment to a paper or a final exam.
- B. Turning in someone else's work as one's own or allowing someone else to take an exam for you.
- C. Presenting words or ideas of another as one's own, which is plagiarism. While it is often appropriate to use other's work in one's paper, it must be credited as such. Quotation marks should be used for exact quotations, and, in all cases, whether paraphrasing or using another's exact wording, footnotes or endnotes should clearly indicate the source and the extent of the borrowing of ideas.
- D. Turning in the same work to more than one class without the consent of the instructor(s) involved.
- E. Collaborating on an assignment unless specifically authorized to do so by the instructor.
- F. Knowingly helping another student violate the Academic Honor Code.
- G. Changing or attempting to change grades that have been assigned by the instructor.
- H. Falsifying data, creating false data, or fabricating sources.

It is also a basic assumption that violations of Academic Integrity are not confined to courses taken for credit. Violations of the Academic Honor Code thus include but are not limited to:

- A. All of the violation enumerated above in A-H, when committed by a student who is not registered for credit in connection with the action in question.
- B. Falsification of academic records by knowingly and improperly changing grades, signatures, or documents related to transcripts, grade sheets, forms and academic reports.

III. ACADEMIC HONOR COUNCIL

A. Function

It shall be the responsibility of the Academic Honor Council to hear all cases involving infractions against the Academic Honor Code and to determine sanctions in those cases where a violation has occurred. It shall be the responsibility of the Academic Honor Council as well to orient

all incoming students to the Academic Honor Code every fall. The responsibility for annual orientation of the faculty shall reside with the Council's faculty advisors with the support of the Office of Academic Affairs. The Academic Honor Council shall provide an annual report to the University community, detailing the number of cases and sanctions levied. Finally, it shall be within the purview of the Academic Honor Council to review and improve procedures as needed. Procedural changes may be amended by a majority vote of the membership of the Academic Honor Council providing the proposed amendment is distributed in writing to all members at least five (5) class days prior to the meeting at which the amendment is to be considered.

B. Academic Honor Council Selection and Composition

1. The Philosophical Premises of Selection and Composition
 - a. The composition of the Academic Honor Council is designed to promote diversity, mentoring for underclass members, and experienced leadership within the Council. Ownership of the entire process belongs to students.
 - b. The Association of Student Representatives (ASR) shall recommend to the President the appointment of Academic Honor Council members in order to ensure a well informed selection process and for the sake of efficiency.
 - c. Faculty involvement exists in order to ensure procedural consistency and historical guidance but is limited so as not to infringe on student responsibility for the Academic Honor Code.
2. The Academic Honor Council
 - a. Selection Process
 - 1) Undergraduate students may apply through the ASR. Applicants must submit a written personal statement explaining their suitability as an Academic Honor Council member. Also, they must report whether or not they have any previous academic integrity/honor violations, to be verified by the Office of Academic Affairs.
 - 2) The Academic Honor Council shall consist of 17 members from the student body selected by ASR and appointed by the President. There shall be, at the time of service, two first-years, at least three sophomores, at least three juniors, and at least three seniors.
 - 3) The term of office shall be one year. Academic Honor Council members may be reappointed with the approval of the President. They will be terminated if they are found in violation of either the Academic Honor Code or the University Standards of Conduct. In the event of a vacant seat, ASR shall recommend to the President a replacement in a timely fashion.
 - 4) Academic Honor Council members shall be appointed during the spring semester prior to their term of service (except for the two first-year members, who shall be appointed early in the fall). The Academic Honor Council shall be required to meet before the beginning of finals of the spring semester prior to its term of service to familiarize itself with procedure. The members shall swear to uphold the Joint Statement, rules, regulations, and policies of Trinity University, to serve the University loyally, and to make impartial decisions.
 - b. Composition
 - 1) The Academic Honor Council includes two officer positions: the internal chair and the external chair. Both chairs require at least one year of Academic Honor Council experience (except during the transition period) and are elected from within and by the Council members. They will be elected late in the spring semester by the returning members of the Academic Honor Council.
 - 2) The internal chair assigns members to each case, coordinates the release of briefs, compiles annual reports, manages all Academic Honor Council records, and sends them to the Office of Academic Affairs.

- 3) The external chair receives the written complaints of violation of the Honor Code, serves as a liaison with ASR and the Faculty Senate, coordinates public education forums and ethical development programs, and receives appeals.
- 4) Any member may serve as an advisor in response to informal student inquiries about filing a complaint. If members feel this consultation compromises their ability to decide a given case fairly, they shall notify the internal chair that they are removing themselves from that specific case.
- 5) The internal chair appoints two advocate-presenters for each complaint filed: one on behalf of the accused student, and one on behalf of the University. If an advocate-presenter believes that s/he cannot fulfill the responsibilities of the position objectively, s/he shall remove himself or herself. First-year members may not serve as advocate-presenters.
- 6) The internal chair appoints one presiding member and two additional members to each case. Any member with a conflict of interest shall decline a case with approval by the internal chair.
- 7) Two faculty members and one alternate, designated by the Faculty Senate, serve staggered terms as Academic Honor Council advisors. Two faculty members are appointed to three-year terms, and the alternate is appointed to a two-year term. The primary roles of the Academic Honor Code Advisor are to provide continuity for the Academic Honor Council and to assist the Office of Academic Affairs with dissemination of information concerning the Academic Honor Council and implementation of the Academic Honor Code.

C. Complaint, Notification and Investigation

1. The Philosophical Premises of Filing and Investigation
 - a. Students are more likely to abide by an honor code if they have ownership of the structure and process by which it is implemented.
 - b. Guidance in understanding the Academic Honor Code and its implementation should be made available to all members of the University community (thus, inquiries regarding the process, available options, etc., are encouraged).
 - c. Faculty must be supportive of the designated process and should not undermine the process by dealing directly with the alleged Honor Code violation.
 - d. Timely implementation is important, particularly in situations involving alleged breaches of the Academic Honor Code near the end of a semester or by a graduating senior.
 - e. All adjudications of the case should be conducted in such a manner as to bring to light all the relevant facts, including facts that may exonerate an alleged violator as well as facts that confirm the alleged violation.
 - f. The division of case responsibilities provides an evenly distributed workload to cover many complaints; it allows members to remove themselves in cases that present a conflict of interest; and it builds consistent interpretations of the Academic Honor Code by giving each member the opportunity to serve in various aspects of the investigation and decision-making process.
2. Procedure for Complaint to the Academic Honor Council
 - a. The Academic Honor Council shall have jurisdiction over cases involving a student suspected of violation of the Trinity University Academic Honor Code. The process begins when the Academic Honor Council receives a written complaint stating the charges alleged.
 - b. All consultation prior to formal filing of charges is confidential; records of such consultation shall not become part of the official record. Clarification of perceptions of alleged violations at this stage do not constitute formal accusations.

- c. A member of the Trinity community, whether student or faculty member, must file his or her allegation with the Academic Honor Council's external chair through the Honor Council's e-mail account at honorcouncil@trinity.edu.
 - d. A student may turn himself or herself in for a violation of the Honor Code, following the same procedure.
 - e. Allegations must be submitted in writing within ten (10) class days of the discovery of the alleged violation. If discovery of alleged violations occurs at times other than during fall or spring semester (as in the case of Incompletes, end of term, and summer school work), allegations must be submitted in writing no later than the tenth class day of the succeeding semester. They must include relevant details substantiating the charges and the names of any witnesses. However, the person reporting the alleged incident may remain anonymous to the accused student until the Academic Honor Council decides to hear the case.
 - f. All records shall be maintained by the Office of Academic Affairs and shall remain confidential.
 - g. Students accused of violating the Honor Code may not change their registration in a course in which the accusation is pending or in which a responsible finding has been made.
3. Notification Procedure of the Academic Honor Council
- a. A presiding member of the Academic Honor Council, chosen by the internal chair, shall notify the accused student of the alleged violations in writing and provide the accused student with a written statement of rights.
 - b. The presiding member informs the accused student at least four (4) class days prior to the hearing date.
 - c. If the accused student or the person reporting the alleged incident wishes to present witnesses, to inform the Council of any information relevant to the case, or to inform the Council of his/her inability to appear on the scheduled hearing date, s/he must submit a written request to the presiding member no more than two (2) days after receiving official notification of the date of the hearing. Cases are rescheduled because of conflict only for exceptional reasons.
 - d. If the accused student desires witnesses, the Council shall notify a witness to appear for him or her, pending approval of the witness as valuable to the case. If approved, the witness shall be sent a notice to appear by the end of the second class day prior to the hearing date. The date, time, and location of the hearing shall be included so as to assure his or her presence.
 - e. If not called as a witness, the faculty member responsible for the course at issue may attend the hearing as an interested party and offer testimony.
4. Preparation for the Hearing
- a. The Academic Honor Council shall appoint one of its members to present the complaint on behalf of the University. A second member from the Academic Honor Council shall be appointed to present the report on behalf of the accused student.
 - b. The Academic Honor Council member shall keep a written record in the designated case file of any communication (telephone, personal conversation, e-mail) between a member and the accused student or the person reporting the alleged incident.

D. Academic Honor Council Hearing Procedures

1. Hearing Procedures (or Bylaws)
- a. The Academic Honor Council shall have full authority to establish and define the rules of conduct and procedure that shall govern its hearings and deliberations. Such rules shall become a matter of public record. They may be altered by a majority vote of the full body of 17 members. This shall be called the Bylaws.

- b. All Academic Honor Council hearings are closed sessions, open only to the accused student, witnesses, faculty member for the course, hearing members, investigating members, and Honor Council Advisor.
- c. The Academic Honor Council reserves the right to make a decision regarding any charge in absentia when a party to the case or witness fails to appear as directed. Individuals are warned that any mitigating factors on their behalf may not be considered if they are not present to supply the relevant information.
- d. An Academic Honor Council Advisor attends all hearings and deliberations as a silent observer to ensure that procedures and due process are followed but should not intervene otherwise.

E. Sanctions for Academic Honor Code Violations

1. The Philosophical Premises of Sanctions for Academic Honor Code Violations
 - a. Because violations of the Academic Honor Code constitute a violation against the entire University community, there should be significant consequences for individuals found in violation of the Academic Honor Code. The sanctions are designed to penalize the offender in relevant and proportional ways.
 - b. Violations vary in severity, so a range of sanctions is available. Guidelines are offered to facilitate consistency across cases while allowing members the flexibility to consider circumstances unique to a particular incident.
 - c. An ethical development seminar shall be designed to educate offenders about the importance of integrity, specifically in an academic setting.
 - d. The most severe sanction, expulsion, is reserved for repeat offenders or very serious offenses.
2. Sanctioning Procedures for Academic Honor Code Violations
 - a. All three hearing members assigned to the case shall vote on whether or not the accused student violated the Academic Honor Code based on the greater weight of the credible evidence presented by witnesses and investigating members. A majority of two shall decide a case.
 - b. The presiding member is responsible for issuing the majority opinion to the internal chair. A dissenting hearing member may also issue an opinion. The presiding member provides all opinions to the accused student, both investigating members, and the professor(s) involved within five (5) class days of the hearing.
 - c. If the accused student is not found in violation of the Academic Honor Code because there was not sufficient evidence, the presiding member may still issue a "Letter of Clarification," stating that although the Academic Honor Code Council did not find the student in violation of the Academic Honor Code, the Council would like the student to keep in mind specific aspects of the Code. No entry would be made in the student's file for such a letter.
 - d. If a student is found in violation of the Academic Honor Code, the hearing members shall assign sanctions. Sentencing decisions shall be made by a majority of two out of three hearing members.
3. Sanctioning Guidelines
 - a. Every student found in violation of the Academic Honor Code shall be given the following three sanctions:
 - 1) An F (zero credit) on assignment;
 - 2) Required completion of a CD-ROM program focusing on ethical principles as they apply to academic integrity;
 - 3) Academic Honor Code probation.

In addition, the student will receive one of the following grade sanctions:

- 1) Lower course grade by 1, 2, or 3 full letter grades.
 - 2) F in the course.
- b. If a student is repeatedly found in violation of the Academic Honor Code, more severe sanctions shall be imposed. Suspension for a semester shall routinely be applied for second offenses. Any further violation of the Academic Honor Code may result in expulsion from the University.
- 1) Suspension -- from classes and all other activities for remainder of semester with an F for the course in which the violation took place and Ws for all other courses in which the student is enrolled.
 - 2) Expulsion – from the University with no option to re-enroll.
- c. If a student not enrolled in a course knowingly gives significant unauthorized help on an assignment or an examination completed by another student, s/he will be subject to the following sanctions:
- 1) Academic Honor Code probation.
 - 2) Required completion of a CD-ROM program focusing on ethical principles as they apply to academic integrity.
 - 3) If a student is found in violation of the Academic Honor Code in the above way for a second time, a more severe sanction may be imposed that may include suspension from all classes for the remainder of the semester.
- d. If a student is found in violation of the Academic Honor Code for an activity that is not involved with coursework, s/he will be subject to the following sanctions:
- 1) Academic Honor Code probation
 - 2) Required completion of a CD-ROM program focusing on ethical principles as they apply to academic integrity.
 - 3) No gain from the action that was found in violation.
 - 4) Other sanction that would be appropriate to the violation given the circumstances of the violation.

F. Procedures for Appealing a Decision

1. Philosophical Premises for the Appeals Process
 - a. An appeal must have merit and must be sufficiently justified.
 - b. The appeals process shall be operated by students in keeping with every other aspect of administration of the Academic Honor Code. An Academic Honor Council faculty advisor shall again be present in order to ensure due process.
2. Composition
 - a. The Appeals Board shall be made up of nine (9) members of the Academic Honor Council selected by the internal chair.
 - b. Among these nine (9) members, there shall be one of the three (3) original hearing members (one who voted with the majority) in order to offer insight into the rationale for the original decision without having sufficient power to uphold that decision should the majority of the Appeals Board disagree with it.
3. Basis for Appeal of an Academic Honor Council Decision
 - a. After the judgment of the Academic Honor Council has been rendered, the accused student or the professor of the course in which the violation occurred may appeal on the following grounds:
 - 1) The Academic Honor Council procedure was improperly followed during the adjudication process.
 - 2) New evidence relevant to the case comes to light.

- 3) The faculty member responsible for the course at issue appeals on the grounds that the sanction is inappropriate.
- b. The letter of appeal shall include the basis for appeal, substantiation of such assertions, and the names of any pertinent witnesses.
4. Procedures for Appeal Process
 - a. Professors or accused students who wish to appeal the Academic Honor Council's decision shall submit their request in writing to the external chair within five (5) class days following receipt of the Academic Honor Council's opinion or the discovery of new information.
 - b. Any sanctions imposed by the Academic Honor Council shall be delayed during the appeals process.
 - c. A majority of five (5) members of the Appeals Board must concur on the viability of the basis for appeal in order for the Council to rehear a case. In this event, the case shall be reheard as soon as possible.
 - d. The Appeals hearing shall follow the same procedures as the original hearing.
 - e. A majority of the Appeals Board members may reverse the original decision or change the sanction according to the merits of the case.
5. Procedure for Appealing Suspension or Expulsion

If a student is suspended or expelled by the Academic Honor Council, an automatic appeal will be registered with the President of Trinity University for a final decision. The dispositive authority of the Council shall not prejudice the executive powers of the President of the University including executive privilege of granting pardon or clemency.

IV. MISCELLANEOUS GUIDELINES

General Guidelines for Maintaining Consistency in Assigning Sanctions for Violations

First and foremost, the seriousness and extent of the violation shall be taken into consideration in assigning penalties.

The options for sanctions are intended to be flexible to allow the members to take into account the circumstances specific to each case. The following range of sanctions is available to the Honor Council:

- F (zero credit) on assignment
- Lower course grade by 1, 2, or 3 letter grades.
- F in the course.

The Rights and Responsibilities of Faculty Members in Relation to the Academic Honor Code

It is the Academic Honor Council's responsibility to assign penalty for infractions of the code if they choose to do so. Please note that the Council members are not grading a student's work; they are assigning a penalty that will affect the student's grade.

It is the faculty member's right, if s/he objects to the assigned penalty, to appeal the Council's decision.

While the responsibility of assigning penalties for violations has been transferred to the Academic Honor Council, the entire University community benefits from the resulting campus-wide consistency of the sanctions.

It is the faculty member's responsibility to be clear about which assignments are "collaborative" and which are not. For instance, instructors who designate an assignment as collaborative may indicate so on the syllabus as well as on any written instructions. Additionally, instructors may wish to require students to include a "Collaborative Statement" with the assignment on which the student cites the names of other collaborators. A simple statement such as, "I worked on the assignment/problem with . . . and received help from . . ." could suffice.

It is the faculty member's responsibility to participate in any relevant Academic Honor Council hearing.

Reporting of Violations

All complaints, whether originating with a student or a faculty member, should go directly to the Academic Honor Council. Students are discouraged from reporting a violation to the professor for two reasons: first, to protect the reputation of the student reporting the violation; and second, to protect the impartiality of the professor toward the accused student should the accusation be found to be false.

Proctoring of Exams

It is entirely within the instructor's discretion whether to proctor an exam. Unproctored exams shall be an option.

Maintenance of "Test Files" by Student Organizations

Keeping records of tests, papers, or other assignments belonging to former students, even for the sake of consultation, violates the spirit of academic honesty. Organizations keeping such files should no longer do so and should dispose of the files they have accumulated.

Rights of Students in Academic Honor Council Hearings

To seek advice from an Academic Honor Council member in confidence before alleging a case against someone.

To claim that you are responsible or not responsible for the charges.

To have an appointed Academic Honor Council member serve as an advocate-presenter on your behalf.

To call pertinent witnesses to a hearing, pending approval.

To have a confidential investigation and judicial process as well as a closed hearing.

To appeal any decisions to the Academic Honor Council, and, as a last resort in cases where a student has been suspended or expelled, to the President of Trinity University.

Responsibilities of Students Involved in an Academic Honor Council Hearing

To attend the hearing, unless you have a documented academic conflict.

To represent your case honestly and respectfully.

Glossary

External Chair: the Academic Honor Council officer primarily in charge of communicating with the University community, for receiving complaints, and for promoting education about the Academic Honor Code.

Internal Chair: the Academic Honor Council officer who manages internal assignments and documents.

Advocate-Presenters: those assigned to help students in the presentation of their case--one member presenting the complaint on behalf of the University and one member presenting the report on behalf of the accused student.

Hearing Members: the panel of three members assigned to adjudicate a given case.

Appeals Board: the panel of nine members assigned to consider appeals and rehear cases.

Academic Honor Code Advisor: a faculty member with up to a three-year term responsible for aiding the Academic Honor Council with procedural consistency and for assisting the Office of Academic Affairs with faculty communications.

V. ASSESSMENT PROCEDURES

A. Implementation of the Academic Honor Code at Trinity University began for newly matriculated students in the fall semester, 2004. For the following four years the Academic Honor Code Council will submit an annual report to the Faculty Senate, the Association of Student Representatives, and the vice president for Academic Affairs so that the implementation of this Code may be assessed and any necessary changes recommended.

B. A formal review of the Academic Honor Code will be conducted no later than the end of the fifth year of implementation by a review committee to determine how well the honor code system is

operating and to recommend any necessary changes. The review committee will be appointed by the vice president for Academic Affairs and will consist of two faculty members nominated by the Faculty Senate, two students nominated by the Association of Student Representatives, and one member of the Administration. If the Faculty Senate, the Association of Student Representatives, or the Administration believes that a change to the Academic Honor Code is necessary, the amendment procedures outlined in Chapter 6K, Article VI (Amendments) will be followed.

VI. AMENDMENTS

The following procedure will be followed if at any time the faculty, Association of Student Representatives, or the vice president for Academic Affairs believes that an amendment to the Academic Honor Code is necessary.

- A. Whichever group wishes to propose an amendment must present it in writing to the Faculty Senate, along with a statement outlining the reasons for the amendment.
- B. When the Faculty Senate has approved an amendment to the Academic Honor Code, the Faculty Senate will submit the amendment as a motion for consideration at a stated meeting of the Academic Faculty Assembly; the Faculty Senate will circulate the proposed amendment in writing to the Academic Faculty at least thirty (30) days prior to the meeting at which it will be considered. The Academic Faculty Assembly must approve the amendment by a majority vote.
- C. The Association of Student Representatives must pass a Resolution of Adoption of the amendment by a majority vote.
- D. The administration must approve the amendment.
- E. If the amendment receives a favorable vote from the Academic Faculty Assembly, the Association of Student Representatives, and the administration, it shall become a part of the Academic Honor Code.
- F. The Board of Trustees will be advised of any amendment to the Academic Honor Code.

STANDARDS OF CONDUCT

EXPECTATIONS OF STUDENTS

Trinity University strives to preserve the rights and dignity of individuals and to create an environment in which civility, decency, and respect are honored. Students are expected to take responsibility for their actions and show respect for self, others, the University community, and property.

In this community of scholars, respect and acceptance of differing points of view is fundamental to creating the quality of life that encourages growth and development. The diversity of this community places upon all its citizens an obligation to respect the perspectives of others who are different from themselves. These differences include, but are not limited to, gender, ethnicity, politics, religion, sexual orientation, geography, and class.

Matriculation at Trinity University implies understanding and support by the student of University standards. Failure to observe these standards and other regulations will subject the student to University action through established procedures for the administration of student conduct standards.

APPLICATION OF STUDENT STANDARDS

The following policies and the consequences of their violation are applicable to the conduct of a student on campus, at University-sponsored events, or at any other location or time when the conduct (1) has an adverse impact on the reputation of the University, (2) negatively affects the safety or welfare of University students, employees, or neighbors, or (3) interferes with or obstructs the mission or operations of the University.

Violations of local, state, or federal law are not condoned by the University, and alleged violators may be referred to the judicial process without regard to whether civil officials have also acted in the case. Likewise, some of the offenses described below are violations of local, state, or federal laws and may be prosecuted independent of any disciplinary action taken by Trinity University. Status as a student does not exempt one from either the rights or responsibilities of citizens.

In addition to the policies that appear in this student handbook, students are expected to abide by additional policies that exist to further the orderly functioning of the University's departments and their resources. Such additional policies relate to and include, but are not limited to, academics, library operations, copyright, information technology/computing, parking, traffic control, intercollegiate athletics, intramural sports, campus publications, dining facilities, and residential life, including the "Board and Residential Agreement." These policies may be found in department Web pages or publications.

While it is not possible to list all behavior inconsistent with membership in a scholarly community, the regulations listed in this section identify the type of behavior which can lead to separation from the University. Violations of these policies will subject the organization and/or individuals involved to appropriate discipline.

MAJOR UNIVERSITY POLICIES RELATED TO STUDENT CONDUCT

In order to create a University environment in which civility, decency, and respect are honored, Trinity University has set the following standards of behavior.

I. Respect for Self, Others, and the Community

- A. **Students are expected to respect themselves** by avoiding conduct that is potentially dangerous and detrimental to their physical, psychological, or emotional well-being.
- B. **Students are expected to respect others**, including those in the greater community. Examples of unacceptable behavior include, but are not limited to, the following: violence, threats of violence, harassment, stalking, dangerous conduct (such as tampering with safety and security related property), and threatening, belligerent, or menacing behavior toward others.
- C. **Students are expected to respect the standards that form the foundation of a civil community** through personal integrity. Examples of unacceptable behavior include, but are not limited to, theft, possession of stolen or illegal property, lying, cheating, falsification of records, disruption, disorderly conduct, failure to identify one's self, evasion of University officials, failure to respond to a reasonable request of a University official, harassment or belittling of staff performing their duties, indecency, possession or use of a weapon, and unauthorized entry into buildings.

II. Respect for Property

Students are expected to respect the property of others, including University and student property. Examples of unacceptable behavior include, but are not limited to, vandalism, defacement, and destruction of property.

III. Personal Responsibility

Students are expected to be responsible for their own behavior and assume responsibility for the behavior of guests, if those guests are otherwise unconnected to the University or are unidentified. Student hosts assume responsibility for sponsoring activities or gatherings in violation of policy.

CONDUCT SANCTIONS

Sanctions may include expulsion or any lesser appropriate sanction as described below. In addition to expulsion, suspension, and probation, the University uses a number of other judicial sanctions where appropriate. These sanctions include official reprimand, fines, community service, and barring from residence halls. These sanctions may be used in any combination and/or with probation.

Any student on disciplinary probation can be expelled or suspended if, while on probation, s/he commits the same offense or another offense warranting probation or a more serious disciplinary action.

Expulsion is removal from the University permanently or with no expectation of being permitted to reenter. While a student may receive lesser sanctions for these offenses, expulsion from the University is possible in those cases warranting the maximum punishment. In addition to disciplinary expulsion from the University, students should understand that expulsion may occur for academic reasons if they fail to meet required academic standards. Moreover, any student who does not make satisfactory arrangements for financial obligations to the University will not be permitted to continue at the University.

Suspension is removal from the University for a defined period of time such as one semester, one academic year, one calendar year, etc. or pending the occurrence of some condition. While suspension is viewed as a lesser penalty than expulsion, in that a student knows that s/he will be permitted to apply for readmission after the determined period, suspension is, nevertheless, a barring of the student from the

University. In cases in which a student has been suspended from the University, s/he may be permitted to complete the current semester but be denied readmission until after the defined period of suspension.

General Probation - A person placed on general probation can be expelled from the University for committing any other offense during probation, which would have been subject to probation as a sanction.

Limited Probation - A person placed on limited probation is given a special warning status in regard to a particular University rule. For example, a student on limited probation for "disorderly conduct" could be expelled, suspended, or placed on general probation if that offense is committed again during the probationary period.

ORDERS

Administrative Order - An Administrative Order is used to require or prohibit specific behaviors for a specified period of time and is issued from a University administrator (president, vice president, dean, or director). Compared to Official Orders, Administrative Orders are used to address situations of less urgency than Official Orders and are longer term in nature. Examples of Administrative Orders include: Barring a student from athletic events or a residence hall as a result of misbehavior or requiring one student to stay away from another in order to avoid conflict. Appeals of any Administrative Order can be made in writing to the appropriate vice president within ten days of the order. A vice president's order or appellate decision can be appealed in writing within five days of receipt of the decision to the president of the University.

Official Order - An Official Order is an emergency directive from a University official. Official Orders are primarily used in response to situations of great urgency. Official Orders require immediate and unquestioning compliance. They remain in effect only as long as the situation that prompted their issuance. Official Orders include, but are not limited to, an order to identify oneself by display of a University ID or an order to evacuate a building in case of a fire and not reenter it until official permission has been given. University officials authorized to issue Official Orders include faculty, staff, Residential Life student staff, and Safety and Security personnel when in performance of their official responsibilities. Challenges to the reasonableness of an Official Order should be made in writing to the vice president for Student Affairs within five class days from the date the order is issued, but not at the time the Official Order is given.

Failure to comply with administrative or official orders may result in referral for judicial action.

OTHER MAJOR POLICIES

Because of the potential legal consequences, implications, and complexities of the policies on alcohol, drugs, hazing, sexual harassment, sexual misconduct, and weapons, these policies are listed independently and are part of the "Standards of Conduct."

ALCOHOL

I. INTRODUCTION

The Trinity Alcohol Coalition of students, staff, and faculty has developed the following three tenets related to alcohol: Trinity University cares deeply about the health and safety of students; acknowledges that students will drink, but discourages irresponsible drinking; and enforces policies related to alcohol possession and consumption. These policies were formed in accordance with state law and for the protection of the health and safety of students.

Trinity University values the freedom of those who live and work here to make their own choices, and it values the education that equips them to exercise that freedom responsibly. Choices regarding alcohol, in particular, are a matter of individual and community interest because poor decisions can negatively impact personal health and the public environment. Trinity respects the choices of those who consume alcohol within reasonable and legal bounds and those who avoid it altogether. However, because the consumption of alcohol can impair an individual's judgment and lead to devastating damage and loss, this policy aims to limit those negative consequences in order to sustain a positive, livable, learning environment on campus. In order to sustain a positive, livable, learning environment on campus, students remain accountable to all University policies even when drinking; intoxication does not serve as an excuse for violating any policies. Finally, this policy intentionally promotes awareness of the physical, emotional, mental, and legal ramifications of irresponsible alcohol use because freedom relies not only on rules but, most importantly, on informed thinking.

II. SUMMARY OF TEXAS STATE LAW REGARDING ALCOHOL

A. *Minors and Alcohol*

1. The legal drinking age is 21, and it is illegal for a minor to possess, purchase, attempt to purchase, or consume alcohol. A first offense results in an alcohol awareness course, community service, a 30-day suspension of driver's license, and up to a \$500 fine. Repeat offenses may result in automatic suspension of driver's license and up to a \$2000 fine and 180 days in jail. All penalties are assigned at the discretion of a judge.
2. Possession of false identification results in up to a \$200 fine.
3. Making alcohol available to a minor results in up to a \$4000 fine and/or one year in jail.
4. A parent must appear in court for any alcohol charges filed against a minor under 21 years of age.

B. *Driving While Intoxicated*

1. For anyone under 21, it is illegal to drive with any detectable Blood Alcohol Concentration (BAC). A first offense results in up to a \$500 fine, 40 community service hours, alcohol awareness course, and 60-day suspension of driver's license. All penalties are assigned at the discretion of a judge.
2. The legal limit for intoxication is .08 BAC. However, drivers may be cited for impaired driving due to alcohol regardless of BAC. Refusal to take a blood or breath test to measure BAC can result in a 180-day driver's license suspension.
3. A first offense results in up to a \$2000 fine, 180 days in jail and driver's license suspension up to one year. Repeat offenses may result in up to a \$10,000 fine, 10 years in penitentiary, and two years of driver's license suspension.

III. UNIVERSITY STANDARDS

A. *General University Policies Related to Alcohol*

1. On campus, only beer and wine are permitted, and only in designated residential areas by those of legal age. All hard alcohol is prohibited regardless of the age of the student. Approved beverages may be served in the Tigers' Den to any students, faculty, staff, and their guests of legal age. Because some alcoholic beverages are not clearly categorized as beer, wine, or hard alcohol, the following is provided for clarification.
 - 100% fermented alcoholic beverages (generally available in grocery stores), including ales (such as Bass Pale Ale) and malt beverages (such as Mikes' Hard Lemonade, Smirnoff Ice, Colt 45), are permitted.
 - Beverages that are entirely comprised of distilled alcohol (liquors and liqueurs, such as Kahlua) and fortified wines (such as MD 20/20, Thunderbird) are prohibited.
 - Throughout the remainder of this policy the prohibited items will be referred to as "hard" alcohol.
2. Persons or organizations that furnish alcoholic beverages to underage students or visitors will be subject to Trinity adjudicative action and/or criminal prosecution for violation of state laws.
3. Any act that causes others to involuntarily or unknowingly consume alcohol is prohibited.
4. Public intoxication is prohibited.
5. When a student contacts University officials or other helping professionals out of concern for another student's health and safety none of the students present (including the intoxicated student) will be considered for alcohol policy violations for that specific incident. (Note that when hazing may have occurred, state law requires that such incidents be reported.)
6. The Board of Campus Publications will have the authority to determine policy regarding alcohol advertising in the *Trinitonian*.
7. Parents/guardians or spouses of students may not serve alcohol to underage students on campus or at official Trinity University events off campus.

B. Regulations on Alcohol Use Within the Residence Halls

1. All students 21 years or older and their guests of legal age may possess and consume beer and wine in any upperclass residence hall suite where at least one of the assigned residents is present and is of legal age. The following restrictions pertain to all residents regardless of age:
 - The possession or consumption of alcohol is prohibited in all first-year halls.
 - "Hard" alcohol is prohibited, regardless of the age of the student.
 - No alcohol may be provided from common source containers, including but not limited to kegs.
2. Alcohol is not permitted in designated substance-free floors or any public area including but not limited to balconies, corridors, and lounge space.
3. The possession of alcohol containers is prohibited in all first-year halls and all upperclass rooms where neither resident is of legal age. Since neither are permitted regardless of age, empty "hard" alcohol containers (decorative or otherwise) and common-source containers, such as kegs, are likewise prohibited in any residence hall location.
4. Those who are present where there is an alcohol violation may be found responsible for violation of University policy.

C. Regulations for University-authorized Use of Alcohol

1. On-campus events
 - a) Trinity University organizations or groups (including departments, offices, and student organizations) may permit serving of alcoholic beverages for those of legal age, even with underage persons present. Student organizations must apply to the director of Campus and Community Involvement, or designee, and departments must apply to the associate vice president for fiscal affairs for approval. (Off-campus groups and guests are not permitted to serve any alcoholic beverages on campus unless the event is being catered by ARAMARK and permission to serve beer and/or wine has been received from the associate vice president for Fiscal Affairs.)
 - b) Except for the Tigers' Den or other authorized locations, there will be no place on the Trinity University campus where alcoholic beverages are sold.
2. Off-campus events
 - a) Students (or members acting on behalf of chartered, sponsored, Greek or registered organizations, or other formal or informal groups) sponsoring any events or activities off campus and not in compliance with University alcohol policies do so of their own volition and at their own personal risk and liability. Trinity University assumes no responsibility or liability for such activities. Students who attend these events are still subject to all Trinity University policies governing student conduct.
 - b) Student organizations must apply to the director of Campus and Community Involvement or designee for permission to hold off-campus events at which alcoholic beverages are served to those of legal age.
 - c) All off-campus student organization sponsored events should be held in accordance with *Third Party Vendor* or *BYOB* guidelines found in the *Student Organization Handbook*.
 - d) When students are participating in University-related outings (for example, retreats, outdoor recreation activities, field trips, music ensemble tours, conferences, and athletic trips) only those students 21 years or older – who have the express, prior approval of their University sponsor – may purchase, possess, be served, or consume alcohol, and only at dining establishments that have a permanent license to sell alcoholic beverages. During such an outing, under no circumstances is alcohol allowed in vehicles, lodging, campsites, or other locations. While on University business, Trinity students are prohibited from driving after consuming any alcohol. (These allowances do not apply to student organizations, which are subject to policies in the *Student Organization Handbook*.)

- e) In instances where Trinity University directly sponsors an event abroad, led by a Trinity faculty or staff member, such activities are governed by this policy just as if the event had been hosted on campus, even if the laws of the particular jurisdiction allow for a younger drinking age. (Faculty or staff sponsors may seek exceptions, in advance, for specific events, through the associate vice president for Fiscal Affairs, who will make decisions jointly with the dean of students and the assistant director of Study Abroad.)
3. Off-campus with University employees in informal settings

Students who are under 21 years of age may be present at informal events or times where alcohol is being served as long as the policies of the establishment or the wishes of the hosting employee permit such students to be present; however, only those students who are 21 or older may purchase, possess, or be served alcohol. Any alcohol consumption is always subject to the approval and discretion of the event sponsor or host.
 4. Other University-related events and situations
 - a) Trinity University departments may host official sponsored events where alcohol is served if approved in advance by the associate vice president for Fiscal Affairs. When alcohol is being served by a person other than a hosting faculty or staff member, it must be at an establishment that possesses a permanent license to sell alcohol.
 - b) Students who are under 21 years of age may attend events sponsored by departments on or off campus, but may not consume alcohol. Students who are 21 years of age or older may consume alcohol at these events at the discretion of the sponsoring department.

IV. ENFORCEMENT, EDUCATION, AND SERVICES

A. *University Enforcement of the Alcohol Policy*

1. Students are personally responsible for complying with state and local laws and the University alcohol policy. Trinity University respects students' privacy and autonomy, assumes that they will behave legally and responsibly, and will not closely monitor the activities of individual students or members of student organizations.
2. Residential Life and the Department of Campus Security will respond to any observed alcohol policy violations and submit incident reports to the Dean of Students Office and/or Student Conduct Board.
3. Alcohol policy violations will be handled through normal campus conduct procedures as described in the Trinity University "Joint Statement on Rights and Freedoms of Students." Sanctions may range from no action up to expulsion.
4. On an annual basis, the Trinity Alcohol Coalition will review the range of sanctions for alcohol policy violations.

DRUGS

Trinity University prohibits the use, possession, manufacture, sale, or distribution by its students of any illegal drug (or drugs) in any amount or paraphernalia (including "hookahs"), regardless of location. Similarly, any act that results in another person involuntarily or unknowingly consuming any illegal drug (or drugs) is prohibited. The University offers counseling and referrals for treatment of drug abuse. These services are offered by Counseling Services on a confidential basis to members of the University community who seek such assistance.

HARASSMENT

Trinity University is committed to the maintenance of an academic environment free of all forms of discrimination or coercion that adversely affect the working or learning environment. It is fitting that the University reaffirm this commitment, specifically as it pertains to sexual harassment or harassment relating to a person's race, sex, sexual orientation, religion, national origin, age, or physical condition.

I. Sexual Harassment

A. Policy and Definition

It is the policy of Trinity University that no member of the University community may sexually harass another. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other University activities; or,
2. submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting the individual; or,
3. such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive University environment.

In determining whether an alleged behavior constitutes sexual harassment, the full context in which the incident occurred should be considered.

B. Guidelines

1. It is a violation of University policy to fail to investigate complaints reported by the person who is the subject of the alleged sexual harassment, or reported by a witness, and to fail to take timely corrective action in the event the misconduct has occurred.
2. Filing a complaint or otherwise reporting sexual harassment shall not cause any reflection on the individual's status as a faculty member, contract staff member*, classified staff member, or student, nor shall it affect future employment, compensation, work assignment, or evaluation of the individual. Retaliation against a person for filing a sexual harassment complaint is grounds for a subsequent harassment complaint. Likewise, the person accused of sexual harassment is entitled to the same protection until such time as the charges may be substantiated by investigation.
3. A false allegation of sexual harassment is a violation of this policy and is itself subject to the following procedures and sanctions. To constitute such a violation, however, the complaint would ordinarily need to be false as to specific allegation of fact. That an investigating party or committee should, while agreeing on factual matters alleged, nevertheless differ in judgment or interpretation of the incident and conclude that it did not constitute sexual harassment, would not make the complaint a violation apart from evidence of conscious and willful intent to distort or exaggerate the allegation and damage the accused party.
4. The rights of confidentiality of all parties involved in a sexual harassment charge shall be strictly observed.

C. Procedure for an informal complaint

1. Consultation
 - a. In most cases, complaints of sexual harassment can be dealt with informally. Students should contact the vice president for Student Affairs, who will evaluate the validity of the complaint and the degree of seriousness of the offense and seek, to the extent possible and appropriate, to resolve the matter. An informal resolution might take the form of clarifying to the offending party the kind of behavior that may be deemed objectionable and securing the cessation of such behavior; it might also take the form of clarifying to the complaining party that the incident does not constitute harassment.

*The category of contract staff applies to all persons holding administrative positions. Some administrators also hold faculty rank and tenure as well. For purposes of this policy, complaints against such persons will be handled according to the provisions for contract staff so long as they remain in their administrative positions, with the qualification that any sanctions affecting their faculty appointment or dismissal from their faculty appointments are subject to the same provisions of the "Academic Freedom, Responsibility, and Employment of Faculty" section in the *Faculty and Contract Staff Handbook*, regarding adequate cause, due process, and sanctions other than dismissal as applied to other members of the faculty.

- b. Careful attention should be given to mitigating or aggravating circumstances.
- c. When valid complaints are resolved informally, the offending party should be cautioned that repetition of such conduct could lead to formal investigation and sanctions.
- d. Although a major purpose of consultation and informal resolution is to resolve problems, heighten awareness, and achieve changes in behavior without resorting to formal investigatory or disciplinary proceedings, nothing in this paragraph should be construed as discouraging more formal procedures when the seriousness or repetitive character of the offense makes that the more appropriate course of action or when the complaining party is not satisfied with the proposed resolution. The administrator may encourage moving to a formal complaint when, in his or her judgment, the complaint has a sufficient degree of seriousness, or is a repetition of previous complaints, so as to indicate that informal resolution has been inadequate.

D. Procedure for a formal complaint

If, following consultation regarding the complaint as specified above, the person alleging sexual harassment should wish to make a formal complaint, he or she should submit a written description of the offensive behavior and the circumstances surrounding it to the party responsible for overseeing investigation of the complaint. Upon receipt of the written statement, the alleged offender should be provided with a copy of the statement and identity of the party making the complaint.

1. Investigation

In cases of formal complaints against faculty members or contract staff members, the appropriate vice president will request that an ad hoc committee composed of three members be appointed to investigate the allegations and to recommend sanctions, if any.

- a. For allegations against faculty members, the three members of the committee will be selected from the faculty by the Faculty Senate, except that, when the complaint is brought by a student, one of the faculty members will be selected by the vice president for Student Affairs.
- b. For allegations against contract staff members, the committee will be composed of three contract staff members selected by the vice president with administrative responsibility for the accused staff member, except that, when the complaint is brought by a student, one of the contract staff members will be selected by the vice president for Student Affairs.
- c. For allegations against students, the investigation and determination of sanctions will be handled under the existing policies stated in this handbook and procedures of the Student Affairs office.
- d. For allegations against classified staff, the investigation will be handled according to existing policies and procedures of the office of Human Resources and as stated in the handbook for classified staff.
- e. Review by the committee of a complaint: Members of the committee should meet to discuss the complaint. Unless the committee concludes that the complaint is without merit, the parties to the dispute should be invited to appear before the committee and to confront any adverse witnesses. The committee may conduct its own informal inquiry, call witnesses, and gather whatever information it deems necessary to assist it in reaching a determination as to the merits of the allegations. Once such a determination has been reached, it should be communicated in writing to both parties, along with a summary of the basis for the determination.

2. Sanctions

If a sanction is recommended against a faculty or contract staff member, the committee report and the recommendation for sanction will be sent to the appropriate vice president. As in the procedures of consultation, the seriousness of the offense, the context in which the incident occurred, any mitigating or aggravating circumstances, and any history of past offenses of a related nature must be carefully considered in reaching an equitable recommendation.

- a. Allegations against faculty: Sanctions may be imposed up to and including termination of employment in accordance with University policy. Principles governing the imposition and appeal of minor and major sanctions are stipulated in "Academic Freedom, Responsibility, and Employment of Faculty" in the *Faculty and Contract Staff Handbook*
- b. Allegations against contract staff members: Sanctions may be imposed up to and including termination of employment. If the individual wishes to appeal a sanction, the appeal should be directed to the president of the University.
- c. Allegations against students: Sanctions may be imposed up to and including expulsion from the University in accordance with policies stated in this handbook. If the person to whom the sanction is applied wishes to appeal the decision, he or she may do so in accordance with the "Joint Statement on Rights and Freedoms of Students."
- d. Allegations against classified staff: Sanctions may be imposed up to and including termination of employment from the University in accordance with the handbook for classified staff. If the person to whom the sanction is applied wishes to appeal the decision, he or she may do so in accordance with the grievance and appeal procedures of the respective handbook.

II. Harassment Related to Race, Sex, Sexual Orientation, Religion, National Origin, Age, or Physical Condition

A. Policy and Definition

Discriminatory, demeaning, or abusive behavior based on race, sex, sexual orientation, religion, national origin, age, or physical condition constitutes harassment when such behavior affects the conditions of an individual's employment or access to learning or interferes with an individual's work performance or creates an intimidating, hostile, or offensive University environment.

B. Guidelines and procedures

Such harassment is subject to the same guidelines and procedures as apply to sexual harassment. As with sexual harassment:

1. Initial emphasis is on the effort to resolve the problem and effect any necessary changes in behavior without more formal procedures.
2. The circumstances of the alleged offense, including any mitigating or aggravating factors, and the seeming intent of the behavior (and, if the allegation is sustained, any history of previous offenses of a related nature) will be carefully considered in determining the fact and the degree of seriousness of an offense.
3. Any imposition of sanctions on faculty members is subject to the processes and procedures outlined in "Academic Freedom, Responsibility, and Employment of Faculty" in the *Faculty and Contract Staff Handbook* and, on students, of the "Joint Statement on the Rights and Freedoms of Students."

C. Sexist Language

It is not the intent of this policy to regard as harassment most of what ordinarily is meant by the term sexist language. The foregoing definitions, procedures, and sanctions do not apply to an individual's personal choice among conventions of language which fall within the broad and changing range of common English usage, for example, the generic use of "man," "mankind," or masculine pronouns.

D. Implementation and Amendment

1. Implementation: This harassment policy shall become effective when approved by (1) the Faculty Senate; (2) the faculty; and (3) the University Board of Trustees.
2. Amendment: The policy may be amended by majority vote of (1) the Trinity University Faculty Senate; (2) the faculty; and (3) the University Board of Trustees. Amendments may be initiated by the Faculty Senate, the faculty, or the Board of Trustees. Before voting upon a prepared amendment, at least 14 days notice shall be given in writing to the membership of the Faculty Senate, the faculty, and the Board of Trustees.

HAZING

I. INTRODUCTION

Trinity University is concerned about the emotional, psychological, and physical health and well-being of its students. Any form of hazing is unacceptable and is in direct conflict with institutional values related to the rights and dignity of students, all of whom have the right to belong to groups without risk of danger or humiliation. Consent to hazing is never a defense to a violation of this policy.

New members of groups and teams can expect to participate in educational and fun activities that build teamwork and camaraderie among all members of the group. Such activities are intended to create a sense of identity and commitment within a group and are generally acceptable and encouraged. Students should check with Campus & Community Involvement staff, advisors, sponsors, and coaches if there is any question about an activity constituting hazing.

II. HAZING CULTURE

There are two primary conditions that create a hazing dynamic:

1. New members often wish to be accepted, either formally or informally, into any group, and will submit to hazing in order to be included. Because of this, consent to be hazed does not excuse hazing. Students have died or been seriously injured as a result of participating in activities to which they have "consented." The psychological pull to be accepted is so strong that hazing victims cannot be expected to resist hazing, even if the hazing is presented as optional. That this pull can be so coercive should make this need to prohibit this conduct, to any degree, undeniably clear.
2. Any activity that places new members in a subservient position to experienced members creates an unhealthy and unsafe power dynamic in which control has been yielded to the experienced member. New members in any organization may expect to be trained, oriented, or indoctrinated, but membership in any group that puts a new member in a lesser role, unrelated to the original conditions for membership or mission of the group, is inappropriate and unfair to the new members. Any activities of membership should be equally shared among experienced and new members.

III. DEFINITION AND PROHIBITED CONDUCT

The University prohibits hazing by individuals or groups and defines it as follows:

Hazing is any reckless or intentional act, occurring on or off campus, that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected of new members and which is not related to the mission of the team, group, or organization. This includes any activity, whether it is presented as optional or required, that places a new member in a position of servitude as a condition of membership. Prohibited acts of hazing include those covered under Texas State law.

Though it would be impossible to list all behavior that could be deemed to be hazing, the following are some typical examples of hazing and are prohibited:

1. any physical act of violence expected of, or inflicted upon, another
2. any physical activity expected of, or inflicted upon, another, including calisthenics
3. pressure or coercion of another to consume any legal or illegal substance
4. making available unlawful substances
5. excessive fatigue or sleep deprivation as a result of any activities
6. forced exposure to the weather
7. kidnapping, forced road trips, and abandonment
8. required carrying of or possessing of a specific item or items
9. servitude (expecting a new member to do the tasks of an experienced member)
10. costuming and alteration of appearance
11. line-ups and berating

12. coerced lewd conduct
13. degrading games, activities or public stunts
14. interference with academic pursuits
15. violation of University policy
16. assignment of illegal and unlawful activities

Alleged violations of this policy will result in campus judicial action and may be subject to criminal prosecution. Any retaliation against any person who reports, is a witness to, or is involved with or cooperates with the adjudication of hazing is strictly prohibited.

IV. SUMMARY OF TEXAS STATE LAW REGARDING HAZING

Texas State Law on Hazing

Students should be acquainted with the law on hazing. The following excerpts are from the law that makes hazing at or in connection with an educational institution a crime.

Hazing includes but is not limited to:

1. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student;
3. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
4. any activity that intimidates or threatens the student with ostracism that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;
5. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code. Sec. 4.52.

A person commits an offense if the person

1. engages in hazing;
2. solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
3. intentionally, knowingly, or recklessly permits hazing to occur; or
4. has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the dean of students or other appropriate officials of the institution.

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Consent Not a Defense It is not a defense to prosecution for the offense under this subchapter that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Immunity from Prosecution Available In the prosecution of an offense under this subchapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the dean of students or other appropriate official of the institution is immune from liability, civil, or criminal, that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

SEXUAL MISCONDUCT

Trinity University supports the rights of all students to live and study in an environment free from sexual coercion and violence. Sexual contact with another person without consent or with the use or threat of force violates the standards of civility, decency, and respect expected of all members of the campus community.

The requirements of this policy are blind to the sexual orientation or preference of individuals engaging in sexual activity or sexually exploitative behavior.

Any retaliatory action or behavior taken toward an alleged victim as a consequence of his or her decision to report a violation, pursue conduct action, or criminal prosecution, is prohibited. Retaliation by either party may result in immediate judicial action.

I. PROHIBITED CONDUCT

1. Non-Consensual Sexual Activity

Non-consensual sexual activity includes, but is not limited to, any sexual activity* by a group or individual that takes place without the effective consent of the other individual(s) involved. Effective consent is shown by the exchange of mutually understandable words or actions between parties to a sexual interaction. *Consent must be informed and freely and actively given. Silence in and of itself is not an indication of consent.*

In order to be effective, consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear that he or she does not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. *In other words, consent may be withdrawn at any time.*

In order to give effective consent, one must be of legal age (17). Sexual activity with someone a person knows to be--or should know to be--mentally or physically incapacitated (because of disability, alcohol or other drug use, sleep, unconsciousness, blackout, or bodily restraint), is a violation of this policy. Any time sexual activity takes place between individuals, those individuals must be capable of controlling their physical actions and be capable of making rational, reasonable decisions about their sexual behavior. A person who has consumed alcohol may experience diminished capacity for effective decision-making and action, and thus may be incapable of consenting to sexual activity.

Sexual activity with someone whose incapacity results from the ingestion of a so-called "date-rape" drug is in violation of this policy. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is a violation of this policy. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

2. Sexually Exploitative Behavior

Sexually exploitative behavior occurs when a student takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: prostituting another student, non-consensual video/audio-taping or photographing of sexual activity, unauthorized posting or distribution of materials involving the sexual activity of another person, going beyond the boundaries of consent (such as voyeurism or secretly watching others), knowingly transmitting an STD or HIV to another student

* Sexual activity includes: intentional contact with the breasts, buttocks, groin, or genitals, or touching another person with any of these body parts, or making another person touch you or themselves with or on any of these body parts; intercourse, however slight, meaning vaginal penetration by a penis, object, tongue, or finger, anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact).

II. PROCEDURES FOR FILING A REPORT OR SUBMITTING A COMPLAINT

In an emergency, first contact Campus Security at 999-7000 so they may secure the area, detain suspects, and coordinate the arrival of outside law enforcement to campus.

Students are encouraged to file a report with the San Antonio Police Department. (For non-emergency calls: 207-7273; for off-campus emergency calls: 911).

A student who wishes to report an assault (simply a notification of an assault) or file a complaint against another student through the University (potentially leading to a University hearing) should notify the dean of students. If a student wishes, s/he may start this process with the vice president for Student Affairs. The staff member will explain support options, investigative steps, and hearing procedures.

Trinity University believes that students should retain the right to move forward (or not) with a complaint about sexual assault and leaves the decision to the student.

III. WHAT TO DO AFTER AN ASSAULT

1. **Get to a Safe Place Quickly.** If the perpetrator is still in the area or his or her presence on campus is threatening, call Trinity's Department of Campus Security (999-7000) or use a Blue Light emergency phone. Off campus, call the San Antonio Police Department (911).

2. **Contact Someone Trained to Help.**

24-hour Rape Crisis Hotline (349-RAPE / 1-800 656-4673)

Resident Mentor/Assistant

Counseling (999-7411)

Health Services (999-8111)

Residential Life Office professional staff (999-7219)

Dean of Students (999-8843)

Department of Campus Security (999-7000)

San Antonio Police Department (911 off campus)

Contacting these people in an emergency does not obligate a person to move forward with a complaint.

3. **Preserve Physical Evidence.** Because evidence of the assault and the perpetrator's identity (hair, seminal fluids, bits of skin, etc.) may be left on the victim's body, it is important not to bathe, shower, douche, or even use the toilet if avoidable. If the victim was assaulted orally, drinking prior to an exam should be avoided. Victims should not straighten up the scene of the incident and should take a change of clothes to the hospital. If the victim must change clothes, put the items that were worn at the time of the attack in a paper bag (not plastic) to the hospital. Having physical evidence collected can strengthen a case if the victim pursues legal action.

4. **Seek Timely Medical Attention.** Victims are encouraged to go for a sexual assault exam as soon as possible because injuries should be treated promptly and evidence deteriorates quickly. In an emergency, Trinity's Department of Campus Security and the San Antonio Police Department can provide transportation to the hospital. The Methodist Specialty and Transplant Hospital (MS&TH), at the corner of Wurzbach and Floyd Curl Drive (575-8168), employs trained Sexual Assault Nurse Examiners to collect evidence, check for injuries and deal with the possibility of pregnancy and exposure to sexually transmitted diseases. Sexual assault victims enter through the emergency room, but have a separate waiting area and exam room. A victim may bring a friend to the hospital for support. A Rape Crisis Center Advocate will be present to offer emotional support. The MS&TH has a contract with the San Antonio Police Department to provide exams that collect evidence for victims age 16 and over. If not previously contacted, a police officer will take an initial report, and evidence will be preserved. Patients are billed directly for Rape Crisis Center services. If victims later decide to pursue a criminal complaint through the District Attorney, they may apply for compensation of exam fees. If a victim does not want evidence collected, the emergency room provides an exam. If the assault occurred weeks or months before, medical attention is still important. Health Services can provide referrals for physical exams, pregnancy tests, and testing for sexually transmitted diseases and HIV.

5. **Understanding funding for initial exam and testing.** Law enforcement will pay for all suspect and survivor forensic evidence kits, regardless of whether a person chooses to press charges. Medical treatment (e.g., lab work, antibiotics, emergency pregnancy prophylaxis, and treatment for cuts) is billed to the student's insurance. If the student does not want the bill to go to a certain address, s/he needs to speak up right away at registration, and may need to contact his or her insurance to ensure that the bill goes to an alternate address. If a student has no insurance, s/he can submit an application to the Texas Crime Victims Compensation Fund to have expenses related to the assault paid by the state. Applications and more specific information about the submission process can be found at www.oag.state.tx.us/victims/. Cooperation with law enforcement is a criterion for eligibility under this fund. In most cases, law enforcement will encourage the person to press charges. Students can coordinate with the Rape Crisis Center in order to help get their medical bills paid under this fund. Students should not throw away their medical bills, because at times the request for payment is denied. If it is documented in the police report that the survivor was under the influence of alcohol at the time of the assault, s/he may be ineligible for payment under this fund. If all other avenues for payment of medical bills have been exhausted, Trinity University may pay the unpaid balance for initial exams, testing, and medication.
6. **Get Emotional Support.** The support of a close friend or family member can help with the immediate and long-term consequences of a sexual assault. University counselors and Rape Crisis Center Advocates are available.
7. **Ask Questions.** Victims have the right to ask questions throughout the process and decide what is best for them. Victims are encouraged to use both on- and off-campus resources to help understand available options. The Student Affairs section of the University Web site provides answers to many common questions.
8. **Make a Report to Campus Officials.** Victims should notify Trinity's Department of Campus Security (in emergencies, 999-7000; for routine calls, 999-7070) and/or the Dean of Students Office of any sexual assault. If the victim or perpetrator is a resident student, make the report to a professional Residential Life staff member (dean/director, associate director, assistant director, or Residential Life coordinator). The Department of Campus Security and Residential Life personnel notify the Dean of Students Office of any assault involving students. University staff members make every effort to handle reports of sexual assault discreetly.
9. **Make a Report to the Police.** Victims are encouraged to file a report with the San Antonio Police Department. (For non-emergency calls: 207-7273). Trinity's Department of Campus Security can explain criminal complaint procedures and assist victims in beginning this process.
10. **Consider Civil Litigation.** Victims may also pursue civil litigation against their perpetrator(s) to collect actual and punitive damages. Contact an attorney if interested in this possibility. The Rape Crisis Center offers accompaniment through legal procedures.

IV. SUPPORT FOR STUDENTS

A student who files a report, as well as witnesses, and any students present immediately before, during, or in the aftermath of an alleged assault will not be referred for disciplinary action for unrelated violations (such as alcohol, parties, drugs, etc.).

After reporting alleged sexual assault or misconduct to University officials, a student may request the following:

1. change of an on-campus student's housing to a different on-campus location;
2. transferring class sections when available;
3. assistance in exploring alternative housing, incompletes, leave, or withdrawal.

The Student Affairs staff will make available a staff member to serve as an informal support person for both an alleged victim and an accused student to help each party navigate through the student conduct process.

If all other avenues for payment of medical bills for initial exam and testing have been exhausted, Trinity University may pay the unpaid balance for initial exams, testing, and medication (see detailed explanation on the sexual assault Web page).

V. INVESTIGATIVE HEARING AND PROCEDURES

The dean of students will meet with a student considering submitting a complaint, will outline the process for filing a complaint, and explain University procedures.

A written report is required for a case to be referred for action.

Upon receipt of a report, and a desire by the student to move forward with a hearing, the dean of students will contact the accused party. This is done to explain the procedures to this student and to outline the basis for the complaint. Accused students have the right to see the report that alleges a violation.

As a matter of process, both parties in a case are issued administrative orders to have no contact with one another. This allows the matter to proceed without any possible harassment or miscommunication between parties.

"The Joint Statement on Rights and Freedoms of Students," printed in this handbook, describes University procedures for hearings, which are confidential. The University Conduct Board receives written complaints and schedules and conducts hearings related to sexual misconduct. The dean of students facilitates the hearing but is not a voting member of the Board. Two faculty members and a representative from the Student Conduct Board are the decision-making members of the Board. The Board hears statements from both parties, asks questions, and then makes a decision based upon the greater weight of the credible evidence. The Board receives training in conducting hearings specifically related to sexual assault allegations.

The accused student has the right to question his or her accuser through questions posed to the Conduct Board. This right will not be denied. However, the complainant may request that accommodations be made to have separate rooms or a room partition for each party, or may request an alternative reasonable arrangement in order to minimize potential trauma or stress.

The accuser and the accused party are each entitled to the same opportunities to have a support person (often a parent, friend, counselor, attorney, or faculty/staff member) present during a campus disciplinary proceeding. (This person can be in addition to the informal Student Affairs support person).

Pertinent expert, psychological, and medical witnesses, and other evidence may be introduced into hearings, but the Board will reserve the right to determine if such evidence is credible on its face or could potentially be subject to rebuttal in the opinion of the Board, and, thus, of questionable value.

While each case is different, the University Conduct Board will generally ask questions primarily related to the following areas: force, consent, and whether or not (or how) alcohol or drugs played a role in the alleged incident.

Both parties shall be informed of the outcome and sanction of any campus disciplinary proceeding alleging sexual assault.

Any party in a hearing may appeal the decision to the Conduct Review Board. A student who moves forward with a complaint of sexual misconduct may review the full text of the case summary from the Board because:

Trinity University treats the summary as part of the student's record, and;

The student is afforded the opportunity to submit an appeal and should have access to the reasoning of the decision as expressed in the summary.

VI. SANCTIONS

The University conduct process is founded on educational ideals that reflect the University's academic mission. As much as possible, the University is committed to educating students to be aware of policy, to respect others, and to be accountable for their actions. Sanctions can range from warning to permanent separation from the University. The Conduct Board attempts to look at each situation independently and consider all variables in assigning a fair and reasonable sanction.

WEAPONS

The unauthorized carrying or possession of any type of weapon or firearm on the premises of Trinity University is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms. For purposes of this policy, the premises of Trinity University are defined as any property, building, or portion of a building or property that Trinity owns or occupies, whether on a temporary or permanent basis, and any off-site premises where Trinity is conducting any activity sponsored by Trinity. This includes all parking lots, parking areas, sidewalks and walkways, and all Trinity vehicles and equipment.

MISCELLANEOUS REGULATIONS

COMMUNICATIONS

Email: Trinity University supplies every student and employee with an email address. Students, faculty, and all employees of the University are expected to monitor their email on a regular basis. Email is an official means of communication and will be utilized to conduct business and to supply information to students, staff, and faculty.

Correspondence: Trinity University regularly mails official information to students. All students residing on campus are assigned a campus mailbox. The campus mailbox is considered the local address of record for all on-campus students. All students who live off campus are required to keep the University informed of their current local mailing address. This is done by notifying the Registrar, in writing, of the current local address and any changes to that address. Changes to the home (permanent) mailing address must also be reported to the Registrar. Students are responsible for information mailed to them at their campus boxes, local addresses, and home addresses.

FINANCIAL OBLIGATIONS

All students are encouraged to authorize appropriate others (parents, etc.) to view and/or pay Trinity statements electronically. (Select "Link to Pay-on-Line" at www.trinity.edu/departments/bus0 or "View Statement/Pay Online" from Tiger's Lair or TigerPAWS.) Any student who has a financial obligation to the University, including that from damage to University property, traffic fines, Health Services charges, or library fines, is subject to being excluded from any or all of the usual privileges of the University, and the student's permanent record (transcripts) will not be released until arrangements are made to pay the outstanding balance. In addition, the University will hold permanent records and/or transcripts for any student who has a delinquent Perkins or institutional (Walton, etc.) loan balance or who has not completed the required loan exit session.

POSTING AND PROMOTION ON CAMPUS

(Includes the display of flyers, posters, banners, leaflets and similar items in or on any part of the University campus, including but not limited to buildings, trees, parking lots, light posts, railings; also includes words or lettering displayed on campus grounds and facilities.)

The purpose of campus posting policies is to provide for reasonable control over the appearance of the campus while allowing for the advertisement of events and the expression of ideas. The University is committed to providing a campus ambience that supports student efforts in and out of the classroom and to maintaining a campus condition that is neat, safe, orderly, and aesthetically pleasing.

- I. Students, student organizations, academic and administrative departments
 - A. Posting, including the affixing of flyers, banners, and leaflets, is prohibited
 - on entry doors of all campus buildings
 - on all interior public access ways of academic and administrative buildings
 - on all exterior walls and other surfaces of campus buildings and structures
 - on outward-facing windows of administrative and academic buildings
 - on interior walls and other surfaces of public areas in all campus buildings
 - on fences, railings, light posts, trees, brick walls, works of art (including fountains), and other outdoor features or structures
 - on vehicles parked anywhere on campus or streets adjacent to the campus

- B. Posting of advertising and/or directional signs may be made on the day of an event at the site of an event with appropriate approvals from the director of Campus and Community Involvement.
 - C. For bulletin boards in academic and administrative buildings (including the Chapel), the academic or administrative department nearest a bulletin board governs posting policies.
 - D. The Residential Life staff facilitates posting on residence halls bulletin boards. Deliver 95 copies to Residential Life in the Witt Center seven or more days in advance of the event. Residential Life will post the items on the bulletin boards. Materials must advertise events for Trinity organizations or departments. Residential Life reserves the right to refuse posting of any materials.
 - E. Chalking on campus pedestrian sidewalks and walkways is permissible on areas of the campus commonly known as the "lower campus" only (including stairs from lower campus to near the Coates University Center). Chalking is not permitted on structures or walls of any kind. Marker lettering and painted lettering, including spray paint, water-base paint, and shoe polish, are not permitted on any campus grounds or facilities.
 - F. Students are urged to be considerate of the condition of the campus and the campus staff who are responsible for the condition of the campus. When in doubt, consult with staff in the Campus & Community Involvement office.
 - G. Fliers of any size distributed in bulk fashion through campus mail are prohibited.
 - H. From time to time, exceptions to campus posting policies may be granted a student organization by the director Campus & Community Involvement.
 - I. Event/program leaders are expected to remove advertising and promotion for events at the conclusion of the event. Students and student organizations that fail to remove outdated postings are subject to fines and other sanctions.
 - J. Students and student organizations that violate posting policies are subject to fines and other sanctions.
- II. Commercial enterprises (includes companies and firms as well as the activities of student entrepreneurs)
- A. Trinity University does not provide its facilities or locations (indoors or outdoors, including parking lots and vehicles in University parking lots) for the purpose of advertising events, services, programs, or any other aspects of commercial enterprises.
 - B. Student organizations may not offer or transfer their advertising and promotion privileges to commercial enterprises.
 - C. The exceptions to this policy are those approved arrangements for providers of vending services, Campus Dining Services, and the Bookstore. From time to time, certain other exceptions are approved for intercollegiate athletics and events sponsored by Conferences and Special Programs. The assistant director of Campus & Community Involvement must approve all other exceptions.

SALES AND SOLICITATION ON CAMPUS

1. There will be no private sales of merchandise, products, or services on campus by students, nor can students sell on or off campus through use of residence hall rooms, on-campus phone numbers, University Mail Center mailboxes, or the University email service. For information or clarification, see the director of Residential Life.
2. Businesses attempting to do business with Trinity University should contact the director of Purchasing. No student or employee of the University by representing an off-campus firm can give that firm any greater rights on campus than it would otherwise have.
3. No door-to-door sales or public-area sales are permitted in the residence halls. No insurance agents, salespersons, charitable organization representatives, or others are permitted to solicit business in the residence halls except as the invitee of the student of whom s/he is calling. Requests for exceptions should be made to the director of Residential Life.

4. Any business organization that desires to operate on campus to provide services to the campus community must do so under contract with or express written permission of the vice president for Fiscal Affairs. Examples are the food service, vending machines, copy machines, newspaper self-service racks, and other self-service machines provided for the convenience of the University community.
5. No sales or solicitation of business will be permitted in the residence halls, Mabee Hall, or University Center unless it is sponsored by a University department, office, or student organization as a part of its program and complies with the University fund-raising policy and is approved in advance by the assistant director of Campus & Community Involvement.

SMOKING

The University prohibits smoking in all indoor areas of the University. Student rooms and public areas in the residence halls are designated non-smoking areas. Smoking is allowed only on balconies, walkways, and ramps. All LEEDS-certified residence halls are smoke free, including the balconies and walkways. Smoking is not permitted in motor-vehicle vehicles, including, but not limited to, cars, vans, and busses owned or rented by the University for use by authorized individuals.

