

# **Trinity College**

## **Student Handbook 2011-2012**

August 11, 2011

Trinity College  
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Dear Student:

Welcome to the 2011-2012 academic year and, to the Class of 2015, a special welcome to Trinity. You will find a treasure trove of people and resources at Trinity devoted to your success and I encourage you to reach out to them whenever you need assistance. If you are not sure where to turn, come to the Dean of Students office and we can get you to the right person. We are in Hamlin Hall, at the end of the Long Walk, just before you go into Mather.

Each member of the community is responsible for his or her actions and keeping informed of the rules, policies, expectations, and opportunities outlined in the following pages. All these policies and rules relate to two important principles: Trinity is a place of education, and we are a community. As a member of this community you should bear in mind the following:

- Trinity is a place where all members of the community should be able to pursue knowledge and express ideas freely, honestly, without distraction, and in a supportive environment.
- All members of the community are expected to treat others with respect and to strive to understand and appreciate the differences in backgrounds and viewpoints that enrich the community and allow each of us to view our own beliefs in a larger context.
- Students are expected to take a leading role in their education and to give their best efforts. The education at Trinity takes place in all aspects of your life here including, but not limited to, classrooms, labs, studios, study groups, playing fields, residence halls, interpersonal relationships, student organizations, study abroad, and in the city.

I wish each and every one of you great success in the upcoming year and look forward to observing first-hand the many and varied contributions you will make to the life of the College.

Sincerely,

Frederick Alford  
Dean of Students

**NOTICE:** The reader should take notice that while every effort is made to ensure the accuracy of the information provided herein, Trinity College reserves the right to make changes at any time without prior notice. The College provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability that may otherwise be incurred.

Trinity College does not discriminate on the basis of age, race, color, religion, gender, sexual orientation, handicap or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other College-administered programs.

# Contents

<b>Academic Calendar</b>	<b>5</b>
<b>Trinity College Student Integrity Contract</b>	<b>7</b>
<b>Academic Policies, Procedures, and Regulations</b>	<b>9</b>
Registration . . . . .	10
Class Attendance . . . . .	12
Cancellation of Classes . . . . .	13
Grades . . . . .	14
Intellectual Honesty . . . . .	18
Academic Standing . . . . .	28
Confidentiality Policies . . . . .	33
Independent Study or Tutorial . . . . .	48
Student-Designed Interdisciplinary Majors and Minors . . . . .	49
Student-Taught Courses . . . . .	52
Teaching Assistants . . . . .	55
Open Semester . . . . .	57
Internships . . . . .	59
Transfer Credit . . . . .	63
Study Away . . . . .	71
<b>College Life Policies</b>	<b>77</b>
Regulations Overview . . . . .	78
Jurisdiction . . . . .	79
College Regulations . . . . .	80
Procedures in Grievances against Students . . . . .	82
Violation of Law and College Discipline . . . . .	92
Complaints against Faculty Members . . . . .	93
Complaints against Administration and Staff . . . . .	98
Medical or Mental Health Withdrawals . . . . .	99
Disabilities Policy . . . . .	100
Notice of Nondiscrimination and Compliance with the Americans with Disabilities Act of 1990 . . . . .	103

Policy Statement on Discrimination, General Harassment and Abuse, Sexual Harassment, and Sexual Misconduct . . . . .	104
Discrimination . . . . .	104
Discriminatory Harassment . . . . .	105
General Harassment/Abuse . . . . .	105
Sexual Harassment . . . . .	106
Alcohol Provision and Use . . . . .	111
Drug Use . . . . .	113
Hazing . . . . .	115
Residential Guidelines . . . . .	116
Health Regulations . . . . .	134
Safety Regulations . . . . .	136
Student Bill of Rights in Regards to Campus Safety . . . . .	144
Motor Vehicle Regulations . . . . .	145
Poster and Banner Regulations . . . . .	152
Student Businesses . . . . .	155
College Name, Seal, and Other Identifiers Policy . . . . .	156
Computing, Communications, and Video Systems Regulations . . . . .	157
Publication of Photographs . . . . .	163
Social Affairs Regulations . . . . .	164
Greek-Letter Organization Procedures and Regulations . . . . .	170
Student-Athlete Social Responsibility Policy . . . . .	174
Intramural Sports Regulations . . . . .	179
Financial Regulations . . . . .	180
Patent and Invention Policy . . . . .	191
Age of Majority . . . . .	192
Statement on In-Loco-Parentis and Parental Notification Policy . . . . .	193
Notice of Nondiscrimination and Appointment of Title IX Compliance Officer . . . . .	195
Notice of Nondiscrimination and Appointment of Compliance Offi- cer Pursuant to Section 504, Rehabilitation Act of 1973, as Amended (Nondiscrimination on the Basis of Handicap) . . . . .	196
<b>Introduction to College Services and General Information</b>	<b>197</b>
Trinity College Charter . . . . .	198
Academic and Advisory Resources . . . . .	199
Reservations and Use of College Facilities by Members of the College Community . . . . .	200
Post Office . . . . .	201
Sexual Assault Awareness and Education . . . . .	203
Student Government Association . . . . .	208
Emergency Information . . . . .	209

# Academic Calendar

## 2011

Aug. 5	All bills for fall 2011 term must be paid in full.
Aug. 25	Summer term II ends. Summer term library hours end.
Sept. 1	First-year and transfer students arrive. Residences open to first-year and transfer students after 9:00 a.m. President's Convocation for first-year students on the Quadrangle. Meal plan (seven-day) for first-year students begins with evening meal.
Sept. 3	Class of 2012, 2013, 2014 students arrive. Residences open to returning students after 12:00 p.m. Meal plan (seven-day) for these students begins with evening meal.
Sept. 5	Labor Day. College offices are closed.
Sept. 6	Undergraduate and graduate classes begin. Fall term library hours begin.
Sept. 8	Fall term internship contracts due in Career Services.
Sept. 13	Add/drop period ends for full term and first quarter classes. Last day to declare a class pass/low pass/fail.
Sept. 30	Final day to withdraw from fall term courses.
Oct. 10-11	Trinity Days. The College is in session, but regular classes are not held.
Oct. 21-22	Family Weekend.
Oct. 24	Mid-term.
Oct. 25	First day of second quarter classes.
Oct. 28	Second quarter add/drop period ends.
Nov. 7-11	Advising Week.
Nov. 11	Deadline for seniors and master's degree candidates to submit degree applications to the Registrar's Office for May 2012 graduation.
Nov. 11	Student Accounts Office posts Spring 2012 Term bills (E-Billing). Paper bills will not be mailed home.
Nov. 11-12	Homecoming Weekend.
Nov. 14-21	Advance registration for spring 2012 term.
Nov. 21	Last day to withdraw from second quarter classes.
Nov. 22	Thanksgiving vacation for undergraduate and graduate students begins after last class. Evening meal on meal plan is served. Thanksgiving vacation library hours in effect.
Nov. 23-27	College offices closed. Meal plan resumes with evening meal on Nov. 28.
Nov. 28	Classes resume for undergraduate and graduate students.
Nov. 28	Add/drop for spring 2012 term begins.
Dec. 2	Deadline to apply to the Office of International Programs for approval to study off campus for all programs for fall 2012 term, spring 2013 term, or academic year 2012-2013.
Dec. 12	Last day of undergraduate and graduate classes. Final day to elect to change a pass/low pass/fail grade to a letter grade.
Dec. 10,11,13,14	Review period.
Dec. 15-21	Final examinations for undergraduate and graduate students. All grades are due from faculty within five days of the scheduled final exam of each course. Dinner on Dec. 21 is last meal on meal plan.
Dec. 16	All bills for spring 2012 term must be paid in full.
Dec. 22	Residences close at 12:00 p.m. for the vacation period. Fall term library hours end.
Dec. 23-Jan. 22	Winter break library hours in effect—see library Web site for details.
Dec. 23-26	College offices and library are closed.

Dec. 30	College offices and library are closed.
<b>2012</b>	
Jan. 16	Martin Luther King Day. College offices and library are closed.
Jan. 21	Residences open after 12:00 noon. Meal plan resumes with evening meal on Sunday, January 22.
Jan. 23	Undergraduate and graduate classes begin. Spring term library hours begin.
Jan. 26	Spring term internship contracts due in Career Services.
Jan. 30	Add/drop period ends for full-term and third quarter classes. Last day to declare a class pass/low pass/fail.
Feb. 17	Final day to withdraw from spring term courses.
Feb. 27-28	Trinity Days. The College is in session, but regular classes are not held.
March 9	Mid-term.
March 12	First day of fourth quarter classes.
March 16	Fourth quarter add/drop period ends. Spring vacation begins after last class; evening meal is last meal on meal plan. No graduate classes during vacation. Spring vacation library hours in effect.
March 25	Meal plan resumes with evening meal. Spring term library hours resume when library opens.
March 26	Classes resume.
April 9-13	Advising Week.
April 13	Last day to withdraw from fourth quarter classes.
April 13	Deadline to apply for spring 2013 study away programs.
April 16-23	Advance registration for fall 2012 term.
April 26	Add/drop period for fall 2012 term begins.
May 1	Last day of undergraduate and graduate classes. Final day to elect to change a pass/low pass/fail grade to a letter grade.
May 2-6	Review period.
May 3-4	General examinations for seniors in certain majors (general examinations end by the afternoon of May 4).
May 3-4	Spring housing lottery.
May 4	Honors Day ceremony in the Chapel.
May 7-11	Final examinations for all undergraduate and graduate students. All grades (graduating seniors, consortium students and master's degree candidates omitted) are due from faculty within five days of the scheduled final exam of each course. Evening meal on May 11 is last meal on meal plan.
May 11	Spring term library hours end.
May 12	Graduating senior, master's degree candidates, consortium students' grades due. Residences close at 12:00 p.m. for all students except those participating in Commencement.
May 20	Commencement exercises for the 189th academic year.
May 21	Residences close at 9:00 a.m. for all students.
May 28	Memorial Day. College offices and library are closed.
May 30	Session I of summer term begins (for Monday/Wednesday classes). Tuesday/Thursday classes begin May 31. Summer term library hours begin.
June 4	Final day for submission of summer internship forms.
June 8-10	Reunion Weekend.
July 4	Independence Day. College offices and library closed.
July 6	Student Accounts Office posts fall 2012 term bills.
July 12	Summer term I ends.
July 16	Summer term II begins. (Summer term II ends on August 23.)

# Trinity College Student Integrity Contract

## *Preamble*

We the students of Trinity College believe that as individual undergraduates we must assume responsibility for upholding our standards of academic integrity and social conduct. This document articulates those standards upon which the Trinity community can promote an atmosphere of mutual trust and respect in which scholarly work and learning thrive. With this document the Trinity College student body, in accordance with the mission statement of the College, declares its commitment to a code of honor that fosters moral growth and upholds academic and personal integrity. By signing this document, each matriculated student commits to act with honor and integrity at Trinity College.

## *Statement of Rights and Responsibilities*

### Part I: Academic Life

#### *Article I: Academic Rights and Freedoms*

According to the mission statement of Trinity College, excellence in liberal arts education relies on critical thinking, freeing the mind from parochialism and prejudice, and encouraging students to lead examined lives. Free inquiry and free expression are essential for the attainment of these goals. Therefore, we deem it necessary to establish the basic rights and freedoms of the students of Trinity College. Fair grading, protection against improper disclosure, and protection of freedom of association are guaranteed under this contract.

#### *Article II: Academic Integrity and Intellectual Dishonesty*

By choosing to matriculate at Trinity College, we have entered an academic community that thrives on its small size, student-professor interaction, and the free flow of ideas.

Our academic community can only thrive if each of us maintains the highest standards of academic integrity. Intellectual honesty is doing our own work and fully crediting the work of others if we use their ideas in our own work. Each student is responsible for knowing what constitutes intellectual honesty in every examination, quiz, paper, lab report, or academic exercise submitted for evaluation at Trinity College. Specific examples of academic dishonesty are listed in the section on intellectual honesty (p.18).

While we are each ultimately responsible for our personal conduct, we also have a responsibility to one another to uphold high standards. Therefore, each student is strongly urged to report suspected cases of academic dishonesty to the Honor Council.

### Part II: Social Life

The principles of honor, responsibility, and self-governance shall extend beyond the classrooms of this College. Though the rules of the College apply to students

as stated in the *Student Handbook*, the establishment of the Student Integrity Contract shall make students accountable to each other.

We shall govern ourselves sensibly and support our peers so that they also behave accordingly. As socially responsible and intelligent adults, we shall take responsibility for our actions in social situations and shall conduct ourselves maturely and safely. As students in an academically engaged and socially active environment, we understand that drinking at social events carries responsibilities not only for ourselves but also for our peers. Detrimental behavior that results from alcohol abuse such as belligerence, destruction of College property, and sexual assault shall not be tolerated.

## *Honor Councils*

### Part I: Charge of the Honor Councils

It is the responsibility of the Honor Council and the Academic Dishonesty Appeals Board to adjudicate cases in their jurisdiction following the College procedures (see p. 82)

### Part II: Membership, Election, and Tenure

The full Honor Council will be comprised of students who have been elected by campus-wide election. Each position will be for a year-long term beginning in the fall and elected the previous spring.

The Dean of Students Office and the Office of Campus Life will be responsible for training the members of the Council on judicial procedures and principles of fundamental fairness. This training must occur in the initial weeks of the fall semester.

In the spring semester, the student body will be asked to nominate candidates for the Honor Council. Nominated students must be in good academic and disciplinary standing (i.e. not on censure, academic probation, or having any history of suspension from the College) in order to be eligible for service on the Honor Council.

A campus-wide election will be held each year to elect the members of the following year's Honor Council. Students will be able to vote for nominees of their choice to serve on the Council. Winners of this election will be notified shortly after the election.

Students serving on the Honor Council must remain in good academic and disciplinary standing for the duration of their term of service.

# **Academic Policies, Procedures, and Regulations**

## Registration

At registration in November for the spring semester and in April for the fall semester, students are required to indicate their intention to return to active academic study by enrolling in courses for the following term. The registration process involves selecting courses, obtaining approval of the faculty adviser and instructors, and enrolling in courses using TCOOnline, Trinity's online registration system. Enrollment in some courses, such as theses, teaching assistantships, research assistantships, tutorials, and independent studies, requires the submission of the properly completed forms to the Registrar's Office. A normal course load for a semester is four to five course credits. Enrollment in more than 5.75 credits generally results in an additional tuition charge. Effective 2012, students must declare a major by the Friday after Spring Break of their sophomore year. Any student who has not done so will be blocked from enrolling for the following fall semester until the major declaration form has been filed with the Registrar's Office.

At the beginning of each term all students who intend to study in that term must "check-in" using TCOOnline. Check-in is required of all students and failure to do so by the deadline will result in a late check-in fee of \$50. The add/drop period starts the last week of classes of the old term and runs through the first six days of the next term. (An extended add/drop period occurs mid-semester for second and fourth quarter courses.) During this time students may add courses when space is available or with the permission of the instructor. Courses dropped during the add/drop period are deleted from the transcript. Following the add/drop deadline no courses can be added without the approval of the Academic Affairs Committee; courses dropped after the add/drop deadline remain recorded and are graded W (withdrawal) on the transcript. Students may withdraw from courses up to and including the Friday of the fourth full week of classes, except in physical education or other quarter courses, which must be dropped by the Friday of the fourth full week of each quarter. Please be aware of the financial ramifications associated with altering your class schedule after the add/drop period expires. Normally, any alteration will result in a \$100 fee. Any financial questions should be addressed to the Office of Financial Aid

Students occasionally are granted permission by the Academic Affairs Committee to withdraw from a course after the deadline. Permission is granted only for extenuating circumstances, which include, but are not limited to, verified, wholly unusual or unforeseen difficulty of the magnitude of serious illness or death in the immediate family, when the student cannot complete the course by being granted an incomplete. Students who feel their circumstances warrant late withdrawal should schedule a meeting with the dean of students, who, if he concurs, will advise the student on the procedures for petitioning the Academic Affairs Committee. Petitions will not be approved if a student wishes to withdraw from a course simply because the student is not performing well, finds the material too difficult, has undertaken too great a workload (including coursework, co-curricular activities, and employment), etc.

Students who wish to study at a school with which Trinity has a consor- tial cross-registration agreement, such as the member institutions of the Hartford Consortium for Higher Education, Wesleyan University, or Connecticut College, should make arrangements through the Registrar's Office.

Each semester any matriculated student may take one academic course on a pass/low pass/fail basis, provided the course is not required for the major, minor, language concentration, general education distribution requirement, or quantita- tive literacy requirement, and provided that the student did not incur academic probation in the preceding semester. Courses taken as part of a special first-year program, such as the Guided Studies Program, must also be taken for a letter grade, as must first-year seminars. Each matriculated student is permitted to des- ignate one course each semester to a maximum of four courses in his/her academic career as pass/low pass/fail. A student who has elected the pass/low pass/fail op- tion will have that option noted on the class list of the designated course. Tra- ditional undergraduate students may not elect the pass/low pass/fail option for summer courses. A course, once designated as pass/low pass/fail, counts toward the maximum of four pass/low pass/fail courses, even if the student should change from pass/low pass/fail to a letter grade by the last day of classes for the semester.

Some courses are only offered on a pass/fail basis. These include physical education courses, exploratory internships, and student taught courses, and do not count toward the four-course maximum. Those teaching or taking student-taught courses may not use the pass/low pass/fail option for another academic course in the same semester. The deadline to declare a class with the pass/low pass/fail designation is the last day of the add/drop period. In the case that a class is added after the add/drop period has ended, this class must be taken on a graded basis. It cannot be designated as pass/low pass/fail. After the add/drop deadline and up to and including the last day of classes, the student may notify the registrar that he/she wishes to receive a letter grade in the pass/low pass/fail course. After the add/drop period the student may not convert to pass/low pass/fail a course that had been elected for a letter grade.

Graduate courses may be taken by undergraduates with the written permission of the faculty adviser, the instructor, and the director of graduate studies.

Courses may be audited by degree candidates with permission of the instruc- tor. No examinations or credit are given for audited courses. Audited courses do not appear on student transcripts. Spouses of undergraduate students may audit a course with the permission of the instructor, but are not required to register for- mally for the course. If spouses should wish to take courses for credit, they should seek admission as special students and will be charged the same rate special stu- dents are charged for individual courses.

## Class Attendance

Trinity's attendance policy is that, except in the case of incapacitating illness or injury, students are expected to attend class regularly. There is also the understanding that individual instructors may further define attendance requirements for their specific courses. This philosophy encourages students to accept responsibility for their obligations while providing for professional discretion in determining attendance requirements appropriate to the style in which the subject is presented.

Instructors will define the attendance requirements of each course and will announce them to the class at the beginning of the term. Additionally, instructors will inform students of their policy with regard to absenteeism for medical reasons. Penalties for excessive absence from class will be determined by the course instructor and may, at the instructor's discretion, include recommending the student's withdrawal from the course (an option available only through the Friday of the fourth full week of classes) or the issuance of a failing grade.

In connection with this, students must remember that they are expected to attend the first meeting of courses in which they are preregistered or communicate with the instructor prior to the first class meeting. Instructors have the right to remove any student who fails, during the first 10 class days of the semester, to attend two class meetings of a course that meets two or more times a week or one class meeting of a course that meets once a week. The instructor may accomplish this by notifying the registrar in writing by the end of the first 10 class days of the semester. However, students cannot assume that the faculty member will officially drop them from the list. It is the responsibility of students to officially drop any courses they are not attending.

Students who must miss a regular class meeting because of medical reasons will contact the instructor as soon as possible to determine what assignments have been missed and the work that must be made up. The expectation is that the instructor will accept the student's word in the case of absence for medical reasons, but policy may vary with the individual instructor.

In the case of an extended absence for medical reasons, the student or a friend or family member should contact the Dean of Students Office so the student's instructors may be notified officially. The Dean of Students Office does not issue excuses; this is solely the prerogative of the instructor. Students who must be absent from classes to participate in religious observances are expected to inform their instructors of such obligations at the beginning of each semester. Upon proper notifications, faculty members will permit these students to make-up exams, quizzes, assignments, etc., within a reasonable time after the absence from class.

## **Cancellation of Classes**

Except when a state of emergency is declared by an appropriate governmental official, the College will maintain its regular schedule of undergraduate classes, exams, etc.

### *Review Period*

Toward the end of each semester, time is set aside during which no classes are held. This review period is established to enable students to finish papers and study intensively for final examinations. Students are expected to behave during this period in a way conducive to creating an atmosphere appropriate for focused study. Social events are prohibited during review period as well as during final examination periods. It is College policy that no final examinations may be scheduled before the conclusion of classes or during review period.

### *Seniors and Final Examinations*

Graduating seniors taking general examinations in their majors have the same obligation to take final course examinations as other seniors. General examinations are required in classics and, in some cases, art history.

It is College policy that no final examinations are to be scheduled before the conclusion of classes or during review period.

# Grades

Following the close of each term the student receives a grade report. Passing grades are A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, pass, and low pass. Grades below C- are unsatisfactory. F denotes failure. The provisional designation “incomplete” may be granted by a subcommittee of the Academic Affairs Committee when it determines that a student is unable to complete course work on time because of wholly unusual or unforeseen circumstances or for sound educational reasons.

A pass/low pass/fail option is available to all matriculated students. Traditional undergraduate students may not elect the pass/low pass/fail option for summer courses. Each such student may designate one course each semester to a maximum of four courses in his or her college career, not required by his or her major, minor, or language concentration, or to fulfill the distribution or mathematics proficiency requirements, as pass/low pass/fail courses. Courses taken as a part of a special first-year program, such as the Guided Studies Program, must also be taken for a letter grade, as must first-year seminars.

In courses with this option, a grade of pass will be recorded if the instructor reports a letter grade of C- or better to the registrar, whereas a grade of low pass will be recorded if the instructor reports a letter grade from D+ to D-. Full credit will be given for courses graded pass or low pass; no credit will be given for courses graded fail, and a fail will have the same effect on academic standing as the regular grade of F.

A course, once designated as pass/low pass/fail, counts toward the maximum of four pass/low pass/fail courses, even if the student should change from pass/low pass/fail to a regular letter grade by the last day of classes, the deadline to make such a change. Students who have incurred academic probation may not take a course pass/low pass/fail in the semester of enrollment immediately subsequent to the term of academic probation. A student who has elected the pass/low pass/fail option will have that option noted on the class list of the designated course.

The pass/fail option is the mandatory grading system in physical education courses, exploratory internships, student-taught courses and may be employed by the faculty sponsor of an Open Semester. These and other courses that must be taken pass/fail do not count toward the four-course maximum of the previous paragraph. Those teaching or taking student-taught courses are graded only on a pass/fail basis, and the option may not be used for one of those courses and for another academic course in the same semester.

If a student receives an “NGR” (“no grade received”) in a course, the NGR will automatically convert to an F if a letter grade is not submitted to replace the NGR within 15 calendar days after the last day of the final examination period. The registrar will notify the faculty member and student that this conversion will occur.

## *Incompletes*

The provisional designation “incomplete” may be granted by a subcommittee of the Academic Affairs Committee. The deadline for requesting an incomplete is the last day of classes each semester. The following procedures govern the granting of incompletes:

1. A subcommittee of the Academic Affairs Committee composed of the chairperson of the Academic Affairs Committee, an elected faculty member of the Academic Affairs Committee, and the dean of students are empowered to issue incompletes. By majority vote, the subcommittee may permit the temporary notation of “IN” to be recorded for a course by the registrar on a student’s transcript.
2. To receive an incomplete a student must request it in writing of the Academic Affairs Committee through a request to the dean of students. The request must state the reasons that prevented the completion of the work and the reasons must be verifiable. If a student is incapacitated, the dean of students may submit the request to the subcommittee for the student.
3. Upon receipt of a request for an incomplete, the dean of students will verify the reasons for the incomplete and consult with the instructor. The subcommittee shall not grant an incomplete prior to consultation with the instructor and the student’s academic adviser.
4. The subcommittee will grant an incomplete only when the student was unable to complete the course work for verified wholly unusual or unforeseen difficulty of the magnitude of serious illness or death in the immediate family or for sound educational reasons. Too much work at the end of a semester shall not constitute grounds for assignment of an incomplete, nor shall simple failure to fulfill final course work, such as final examinations or papers. In such cases, the instructor will issue a grade on the basis of work completed with appropriate penalty for missing work.
5. The conditions that must be fulfilled in order to remove the incomplete will be determined by the instructor. The time when the conditions must be fulfilled in order to remove the incomplete will be set by the subcommittee in consultation with the instructor and the student. The subcommittee will formalize for both, in writing, the conditions to be fulfilled and the date for their fulfillment in order for the registrar to remove the incomplete and for the instructor to assign a letter grade. If the student fails to meet the conditions for removing the incomplete by the date specified, the instructor will issue a grade that reflects the performance of the student including an appropriate penalty (usually an F for the missing work) for the incomplete work.
6. If no grade has been submitted by the last day of classes of the semester to which the deadline for completing work has been extended, the incomplete

grade will automatically convert to an F. The dean of students will notify both the faculty member and student that the incomplete will convert to an F.

7. In very unusual cases, such as serious, prolonged illness, the designation of incomplete may be allowed to stand permanently without removal.
8. Each semester the Academic Affairs Committee will review the incompletes granted in the previous term, the reasons for granting them, and the deadlines set for their removal. This review will be for the purpose of establishing and reviewing guidelines for the subcommittee that grants incompletes to use in its deliberations.

### *Grade Point Average and Rank-in-Class*

Prior to graduation, all courses taken at Trinity shall be recorded with applicable credits and grades on the Trinity College transcript. All such courses, credits, and grades shall be counted toward the requirement of 36 course credits for the bachelor's degree and shall be included in computations of grade point average and rank-in-class.

All courses taken outside Trinity after matriculation but with the prior approval of the appropriate Trinity faculty adviser, the registrar, and when appropriate, the director of the Individualized Degree Program (for students enrolled in that program) shall be recorded with applicable credits on the Trinity College transcript and shall be counted toward the requirements of 36 course credits for the bachelor's degree. Post-matriculation transfer grades will be indicated on the transcript, but will not be included in calculations of grade point average, rank-in-class, or other academic standings. Courses from outside Trinity for which a grade lower than C- has been received will not be recorded. Courses taken through the Hartford Consortium for Higher Education, the Twelve-College Exchange, or Trinity Global Learning Sites are exceptions; they will have credit, and all grades (including those below C-) earned in those programs calculated on the Trinity transcript. Pre-matriculation transfer credit will be recorded as course and credit only; no notation or calculation of the grade earned will appear on the Trinity transcript. For a full discussion of transfer credit, see the section, "Transfer Credit," p. 63.

Grade point average is computed by converting each student's letter grades to their numerical equivalents (i.e., A + = 4.333, A = 4.000, A - = 3.667, etc.). Fractional course credits are evaluated accordingly in this conversion.

Rank-in-class is computed once for all classes at the end of each semester. The roster of students comprising any group when rank-in-class is computed reflects a variety of circumstances (e.g., students who transfer to Trinity, leave Trinity, participate in programs for which grades are not received). The rank-in-class is only posted to the transcript of seniors who have fulfilled all degree requirements.

## *Midterm Evaluation*

At midterm, faculty will have the opportunity to submit a midterm progress report for any student who is doing unsatisfactory work. These evaluations will apply to first-year students as well as upper-class students.

A copy of all midterm-grade progress reports will be sent to the student, the student's adviser, the Dean of Students Office and, if applicable, to the directors of the Quantitative and Writing Centers.

## *Transcripts*

The Office of the Registrar provides access to transcripts only in compliance with the requirements established by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380, as amended). Students may view their own unofficial transcripts using TCOOnline, and advisers have access to advisee transcripts using TCOOnline. Requests for printed transcripts should be made to the Registrar's Office.

All transcript requests must be made in writing and include the student's signature; telephone requests and inquiries from third parties will not be honored.

All financial obligations to the College must be met before transcript service will be provided.

The Office of the Registrar cannot fax transcripts.

# Intellectual Honesty

In accordance with the Trinity College Student Integrity Contract (p. 7), students are expected to abide by the highest standards of intellectual honesty in all academic exercises. Intellectual honesty assumes that students do their own work and that they credit properly those upon whose work and thought they draw. It is the responsibility of each student to make sure that he or she is fully aware of what constitutes intellectually honest work in every examination, quiz, paper, laboratory report, homework assignment, or other academic exercise submitted for evaluation in a course at Trinity College.

Examples of intellectual dishonesty include, but are not limited to, the following:

1. Multiple submission of the same or similar work without prior written permission of the instructor(s). Examples include:
  - (a) Submitting the same work, or substantially the same work, for more than one course without the prior permission of all instructors involved.
  - (b) Submitting the same work, or substantially the same work, as that submitted by another student without the prior permission of all instructors involved.
  - (c) Submitting the same work, or substantially the same work, as was used in a previous course or at another school without the prior permission of all current instructors involved.
2. Unauthorized collaboration. Collaborating on any academic work without the prior permission of the instructor(s) is dishonest.
3. Unauthorized possession and/or distribution of an examination.
4. Consultation of unauthorized materials during an examination.
5. Failure to comply with an instructor's specific instructions with respect to academic honesty. Students who are uncertain about the terms of academic integrity for any particular course or assignment should ask the instructor for explicit guidelines.
6. Falsification or misrepresentation of one's own academic record or that of anyone else.
7. Falsification or misrepresentation of data, information, or quotations.
8. Preparing work for another student.
9. Use of another person's work. Examples include:

- (a) Copying from another student's exam, paper, lab report, or homework assignment.
- (b) Submitting, as one's own, work that someone else did.
- (c) Plagiarism.

To avoid intentional plagiarism, a student must be honest and careful. To avoid unintentional plagiarism is more difficult. The student must remember that "Plagiarism means presenting, as one's own, the words, the work, or the opinions of someone else."<sup>1</sup> In order to ensure that due credit is given to others, the student should also keep in mind that whether quoting directly or paraphrasing the words of another person, or using "the sequence of ideas, the arrangement of material, the pattern of thought (or the observations and opinions) of someone else,"<sup>2</sup> he or she should be sure to acknowledge the debt (to a book, a newspaper, a columnist, an instructor, a relative, a fellow student, etc.) in a footnote or a parenthesis, or should refer precisely to the source in the body of the paper, speech, or examination.

Students sometimes find it difficult to avoid plagiarizing unintentionally when they paraphrase material from a printed source. To illustrate this difficulty, let us take a passage from H.L. Mencken's *The American Language*:

The American, probably more than any other man, is prone to be apologetic about the trade he follows. He seldom believes that it is quite worthy of his virtues and talents; almost always he thinks that he would have adorned something far gaudier. Unfortunately, it is not always possible for him to escape, or even for him to dream plausibly of escaping, so he soothes himself by assuring himself that he belongs to a superior section of his craft, and very often he invents a sonorous name to set himself off from the herd. Here we glimpse the origin of a multitude of characteristic American euphemisms, e.g., mortician for undertaker, realtor for real-estate agent, electragist for electrical contractor ... so on.

If the student were writing a research paper on some aspect of the American language and wished to use Mencken's explanation of the origin of the euphemisms for professional occupations, but wished to draw examples from another source, he/she might write thus:

As Mencken says, "The American, probably more than any other man, is prone to be apologetic about the trade he follows."<sup>3</sup>

The student who wishes to quote even more from Mencken is quite free to do so, as long as the student uses quotation marks to indicate the places where Mencken's exact words appear and acknowledges the source in a footnote.

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<sup>1</sup> Genevieve B. and Newman P. Birk, *Understanding and Using English* (4th ed.; New York: Odyssey Press, 1959), p. 696.

<sup>2</sup> Birk and Birk, *Understanding and Using English*, pp. 696-697.

<sup>3</sup> Mencken, *The American Language*, p. 284.

Often, however, the student will prefer to paraphrase and in doing so may run into difficulty. The most important point to remember is that paraphrasing means putting into *different* words and phrases the material expressed in the printed source. The following “close paraphrase” is *not* a satisfactory paraphrase:

As Mencken says, the American believes that he would have adorned something gaudier, so he soothes himself by inventing a sonorous name to set himself off from the herd.<sup>4</sup>

Technically, this is plagiarism, despite the reference to Mencken; a student who has written this sentence would have been using verbatim the words of the source without fully acknowledging the fact—even if the student had used a footnote reference to the text (as should be done even with a paraphrase). In order to paraphrase correctly, a student must restate the original material in his or her own diction and style. An acceptable paraphrase might read:

Mencken explains the origin of these professional euphemisms as lying in the American’s vanity; the American feels that he is really better than his profession, but since he cannot escape it, he tries to make it at least sound worthy of him.<sup>5</sup>

This sentence, which assumes that the student has already been talking about these euphemisms, embodies accurately the ideas that Mencken expressed, but it is a true paraphrase rather than an unacknowledged quotation. It still requires a footnote; whether Mencken is mentioned by name or not, the student is indebted to him for an idea and should acknowledge the debt.<sup>6</sup>

## *Procedures in Cases of Academic Dishonesty*

### 1. Initiation of Complaints

- (a) Individuals (hereafter referred to as the complainant) may report suspected violations of College regulations or policies regarding intellectual honesty to the associate dean of students or her designee. All cases must be reported in a reasonable period of time from the time of discovery. The dean may determine what constitutes “reasonable.” Withdrawal from the college will not constitute grounds to dismiss any charges that are brought against a student. In cases in which a student withdraws from the College before the adjudication process is complete, the College may proceed to adjudicate the complaint and/or place a notation on the student’s academic record indicating that the student withdrew with charges pending. The dean reserves the right

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<sup>4</sup> Mencken, *The American Language*, p. 284.

<sup>5</sup> Mencken, *The American Language*, p. 284.

<sup>6</sup> The regulation on intellectual honesty is taken from the *Manual for English 101: Freshman English* (fifth edition; Trinity College, Hartford, Conn. 1965), pp. 5-7.

to place a notation of pending charges on the student's transcript until the process is complete.

- (b) The complainant shall provide the dean with a written charge and specifications, including supporting evidence.
- (c) The dean will determine if there are sufficient grounds to sustain a complaint, and if so, will contact the accused student (hereafter referred to as the respondent) and provide a copy of the complaint to him or her. The hearing process is outlined in the *Student Handbook* for student reference.
- (d) The respondent may write a response to the charge, and submit that along with any other relevant materials that he/she wants to be considered, to the dean. This response letter is due within five days of being notified of the complaint.
- (e) The dean will schedule a hearing and notify the participants.

## 2. Composition of Hearing Panel

- (a) During the academic year (until the last day of classes of a given semester), the hearing panel normally shall consist of three non-student members from the Academic Affairs Committee (excluding the dean or her designee) and at least four students from the Honor Council. The dean shall be a non-voting participant on all hearing panels. Should too few current members of the Academic Affairs Committee or Honor Council be available for a given hearing, the dean will use his or her discretion in selecting appropriate panelists.
- (b) Any potential panelist who is party to a complaint shall recuse him/herself from that hearing process. If the respondent has reason to believe that a member of the panel cannot hear the case fairly and objectively, he/she should notify the dean in writing in advance of the hearing, citing the reasons for the challenge, and an alternate shall be seated if possible if the objection is warranted.

## 3. Procedure for Academic Dishonesty Hearings

- (a) The complainant and respondent are expected to participate in the hearing, where each will be given the opportunity to make a statement regarding the charge and respond to questions. Should the complainant or respondent not appear for the hearing, the panel will reserve the right to conduct a hearing without the benefit of his or her input.
- (b) Each party to the complaint may select an accompanying adviser for the hearing. During the hearing the adviser may confer with the respondent but may not participate directly in the proceeding. Advisers

must be members of the College community (i.e., current student, faculty, or staff) and may not have formal legal training. It is the respondent's responsibility to inform his/her adviser of the parameters of the adviser's role and the time and place of the hearing.

- (c) In cases where more than one student has been charged with academic dishonesty, the hearing panel reserves the right to question each student individually without the other student(s) present.
  - (d) The complainant, respondent, panel, and/or College may call material witnesses, who may be questioned by members of the hearing panel. Each witness shall be present at the hearing only when giving testimony. The hearing panel reserves the right to determine which parties they will hear. It is the responsibility of the person seeking witness testimony to make a reasonable attempt to summon them and to advise them of the time and place of the hearing. Should the witness not appear at the hearing, the panel will conduct the hearing without the benefit of his or her input.
  - (e) Academic dishonesty hearings are closed and the proceedings are kept confidential.
  - (f) The hearing shall be recorded in its entirety (this does not include the panel's deliberations) and shall be kept by the Dean of Students Office until the matter is concluded and no further appeal is possible. The confidential recording of the hearing is the property of the College and may not be copied or reproduced without the permission of the dean of students or his designee. In situations where a decision of the hearing panel is granted an appeal, the appellant may request to review the recording. If the request is granted, the dean of students will arrange for the respondent to review the recording in the Dean of Students Office. The College will not provide a written transcript of the hearing to the appellant.
4. Hearing Sequence—The sequence of a hearing will be at the discretion of the panel, but in general, it will follow the guidelines below to the extent practical and possible.
- (a) At the outset, the chairperson will read aloud the complaint and the response unless the complainant and respondent agree to waive that reading. Written copies of the complaint and response will be provided to members of the hearing panel and to the complainant and respondent, as long as the respondent provides a written response.
  - (b) The hearing panel will first hear from the complainant, who may choose to make a statement, after which the panel may question the complainant. Then the respondent may question the complainant. Next, the respondent may make a statement, after which the panel may question the respondent. Then the complainant may question the respondent. In the event that there is more than one complainant and/or more

than one respondent, the chairperson will determine the order in which parties are to be questioned.

- (c) If witnesses have been summoned, they will appear in an order determined by the panel. Each witness will be questioned first by the hearing panel, then by the parties to the case. Witnesses may be recalled to the hearing as required.
- (d) After all witnesses have appeared and been questioned, the hearing panel will question the complainant and the respondent. The complainant and respondent will also have a final opportunity to question one another and make closing statements.

## 5. Deliberations and Findings

- (a) Majority vote of the members of the hearing panel shall determine whether the accused student has violated any College regulations or policies regarding intellectual honesty. The hearing panel will use the standard of “preponderance of the evidence” (i.e., whether it is “more likely than not” that a violation has occurred) to make its decision.
- (b) If the panel finds that the student has violated regulations or policies regarding intellectual honesty, the hearing panel shall recommend a penalty from one of three penalty categories—censure, suspension, or expulsion—depending on the severity of the violation as indicated below. Permanent censures, suspensions, and expulsions are permanently recorded on the student’s permanent record (transcript). While each case is reviewed and judged individually, the following guidelines are in effect:
  - i. *Censure*: The penalty for an initial violation when the act of academic dishonesty involves cheating on an isolated part of a quiz or an examination, the inadvertent use of an unattributed source (written or oral) for a sentence or two within a paper, or other dishonest acts of comparable magnitude. A censured student is not in good standing, and the College may deny certain academic privileges such as College honors. Notice of censure is placed on the student’s transcript, either permanently or for a length of time specified when the censure is imposed.
  - ii. *Suspension*: The penalty for deliberate plagiarism, for more than an isolated unattributed sentence or two, for more than one instance of cheating on one or more quizzes or examinations, or for other dishonest acts of comparable magnitude. This penalty shall also be imposed for a violation in a course after the instructor has warned the student in writing (whether or not the initial violation was reported to the dean) or when a student who has already been censured for academic dishonesty commits a second censurable violation. A suspended student is physically separated from the

college and may not, while suspended, participate in the academic and co-curricular activities of the College or earn credits toward a Trinity degree. A student who incurs a suspension is not in good standing and may not receive certain academic privileges such as College honors.

- iii. *Expulsion*: The penalty when a second penalty of suspension is warranted or in instances of egregious violation of policies regarding intellectual honesty. Expulsion constitutes a dishonorable permanent separation from the College.
6. The hearing panel shall determine the length and conditions of the censure or suspension and any other factors it may deem relevant to the penalty for the case heard, including recommending that a faculty member assign a penalty grade to the student in the course in which the violation occurred, or recommending academic or other resources.
  7. The hearing panel shall not recommend a penalty outside the prescribed penalty category for the violation unless there are aggravating or mitigating circumstances of such unusual magnitude as to be wholly compelling to the panel.
  8. If a student is found to have violated any College regulations or policies regarding intellectual honesty, the hearing panel shall present its decision to the dean. If the dean has substantial concerns regarding the penalty, he/she shall return the case to the hearing panel within three business days with a written summary of these concerns. After due reconsideration, the hearing panel shall either affirm or modify its decision, then forward it to the dean for implementation.
  9. The dean will normally notify the student of the panel's decision within five business days of its findings.
  10. The dean may modify these procedures at his or her discretion to fit particular situations as long as any modification presents no advantage in favor of, or any bias against any party to the complaint.
  11. Normally, the Honor Council shall function only during those periods of the academic year when classes are in session. At other times the dean may choose either to hold a complaint in abeyance until classes resume or to have the case heard by a panel, which may be modified as necessary.

### *Procedures for Appeal in Cases of Academic Dishonesty*

#### 1. Basis for Appeal

- (a) If the complainant or respondent believes he or she has grounds (as defined below) to appeal the decision of the original hearing panel, he/she must notify the designated dean of students in writing within

five business days of the initial decision. The appellant's petition must indicate the grounds for an appeal and outline the evidence supporting the claim. The decision may be appealed only on the basis of one or more of the following grounds:

- i. Material procedural errors (relevant errors that would reasonably and significantly alter the outcome of the hearing)
  - ii. Availability of newly discovered and relevant evidence/information that was not available at the time of the hearing and that could change the outcome.
  - iii. Evidence of bias
  - iv. Fundamental unfairness of the penalty
- (b) Upon receipt of the letter of appeal, the dean will review the appeal and determine whether the request meets the criteria for appeal. If he/she determines that there is no basis for an appeal, the dean will inform the appellant of the decision, along with a rationale for denying the appeal. If the dean determines that reconsideration is warranted, he or she will assemble an appeal panel who will (a) rehear the case in its entirety, (b) conduct a limited basis rehearing that would focus on the new information presented, or (c) review the penalty. The appeal panel may not change the penalty category; however, should the appeal panel conclude from its deliberations that probable cause exists to believe that the penalty assigned by the original hearing panel is from an inappropriate penalty category, it may refer the case back to the panel for reconsideration with its grounds for resubmission.

## 2. Composition of Appeal Panel

- (a) During the academic year (i.e., until the last day of classes of a given semester), the appeal panel shall normally consist of three students from the Honor Council and two faculty members from the Jury Panel. The dean shall be a non-voting participant in all appeal panels. Should too few current members of the faculty jury or Honor Council be available for a given appeal, the dean will use his or her discretion in selecting appropriate panelists.
- (b) Any member of the appeal panel who is party to a case shall recuse him/herself from that case. If the appellant has reason to believe that a member of the panel cannot hear the case fairly and objectively, he/she should notify the dean in writing, citing the reasons for the challenge, and an alternate shall be seated, if possible, if the objection is warranted.

## 3. Procedure for Appeal Panel

- (a) The dean will give the appellant fair notice of the appeal panel meeting, where he/she will have the opportunity to address the board to

clarify points raised and to answer questions. The board may also call the complainant. Should the complainant or respondent not appear when summoned, the panel will conduct the proceeding without the benefit of his or her input.

- (b) The appellant may be accompanied at the proceeding by an adviser. During the appeal meeting, the adviser may confer with the appellant but may not participate directly in the proceeding. All advisers must be members of the College community (i.e., current student, faculty, or staff) and may not have formal legal training. It is the appellant's responsibility to inform his/her adviser of the parameters of the adviser's role and the time and place of the hearing.
- (c) In cases where more than one student has been charged with academic dishonesty, the panel reserves the right to question each student individually without the other student(s) present.
- (d) One or more representatives of the original hearing panel shall summarize the findings and rationale of the original proceeding for the appeal panel.
- (e) The complainant, appellant, and/or appeal panel may call material witnesses. Each witness shall appear before the panel only when giving testimony and may be questioned by members of the panel. The appeal panel reserves the right to determine which parties they will hear. It is the responsibility of the person seeking witness testimony to advise them of the time and place of the appeal. Should the witness not appear at the appeal meeting, the panel will proceed without the benefit of his or her input.
- (f) Academic dishonesty appeals are closed and the proceedings are kept confidential.
- (g) The dean may modify these procedures at his or her discretion to fit particular situations as long as any modification presents no advantage in favor of, or any bias against any party to the complaint.

#### 4. Deliberations and Findings

- (a) After review of relevant materials, or after rehearing the case, the panel will determine by majority vote that the original decision and sanction be upheld, or that the decision and/or sanctions be modified, and it will forward its findings to the dean for implementation.
- (b) The dean will normally notify the appellant of the panel's decision within five business days of its findings.
- (c) If the case is reviewed or reheard by an appeal panel or hearing panel, that decision is final.

Normally, hearings and appeals function during the academic year (i.e., until the last day of classes of a given semester). At other times the dean may choose

either to hold a request for an appeal in abeyance until classes resume or to permit the request to go forward and be reviewed by an appeals panel, which may be modified as necessary.

# Academic Standing

The Academic Affairs Committee (AAC) and IDP Council (IDPC) are responsible for evaluating the academic standing of all traditional and IDP degree candidates, respectively, according to the standards established by the Faculty. At the close of each term, normally within four weeks of grade posting in the fall and spring terms and as soon as grades are posted for the summer term, the AAC and IDPC meet to review each student's academic records to determine if the student meets the standards for good academic standing.

The standards for good academic standing that are reviewed are:

1. a minimum 1.667 term GPA;
2. non failure of .5 credit or more during the term; and
3. completion during the fall and spring term of a minimum of four credits attempted for traditional students or the completion during the fall and spring term of a minimum of two-thirds of the credits attempted for IDP students; Completion during the summer term of a minimum of two-thirds of the credits attempted for all students.

Students who meet the three standards are considered to be in good academic standing, a standard which indicates that the student has no current academic difficulties. A petition for a waiver of the four course-credit standard for traditional students must be submitted by the student in writing to the AAC before the end of the drop/add period. Each traditional student is expected to enroll in and complete nine course credits each academic year in order to earn 36 credits required for graduation, although a student may complete only eight course credits and remain in good academic standing. Disclosure of the student's status is governed by the published confidentiality standards as required by FERPA legislation and College policy.

A student whose work does not meet the standards for good academic standing is placed on academic probation. A student on academic probation may be subject to the completion of a defined set of academic actions or may be required to withdraw from the College.

Financial aid recipients must check with the Office of Financial Aid regarding satisfactory academic progress standards and guidelines for continued eligibility of aid.

All attempted credits that appear on the transcript for the term are considered in the determination of good academic standing. Attempted credits include courses from which a student withdraws after the drop/add period, regardless of whether the withdrawal is within the W period or is a late withdrawal approved by the AAC. Attempted courses in which a student receives either a passing or failing grade are considered completed courses for the purpose of determining academic standing. Students may not receive credit for a course more than once, excepting only those courses that invite repeated enrollment (e.g., topics, independent

studies, music lessons, etc.). A course for which a student has previously received credit may not be counted as an enrolled course, even though the repeated course itself may temporarily indicate an earned credit on the student's transcript. Students are responsible financially for repeated and withdrawn courses.

A student studying away from Trinity in Hartford will have the record for the period of study away reviewed upon return and will be placed on probation at Trinity according to all the standards used in the determination of academic standing at Trinity. Post matriculation approved transfer credits from non-Trinity programs are considered earned credits; the grade earned is not included in the GPA. Grades earned at Trinity's global sites, Trinity's Rome campus, PRESCO (Cordoba, Spain), Hartford Consortium for Higher Education, and the Twelve College Exchange (Amherst, Bowdoin, Connecticut College, including National Theater Institute (Moscow), Dartmouth, Mount Holyoke, Smith, Vassar, Wellesley, Wesleyan, Wheaton, or Williams-Mystic Seaport) are posted to the transcript and are factored into the GPA.

Incomplete (IN), No Grade Received (NGR) and In Progress (IP) will place the student in a review status, pending receipt of a letter grade at which time academic standing will be reevaluated by the AAC/IDPC. If a student receives an NGR in a course, the NGR will automatically convert to an F if a letter grade is not submitted to replace the NGR within 15 calendar days after the last day of the final examination period. The registrar will notify the faculty member and student that this conversion will occur. Pass/Fail grades are included in the assessment of academic standing, according to the published policy in the *Student Handbook*: "Full credit will be given for the courses graded pass or low pass; no credit will be given for courses graded fail, and a fail will have the same effect on academic standing as the regular grade of F." Remedial and English as a second language courses, and test based credits (i.e., CLEP) are not offered nor accepted at Trinity.

## **Academic Probation**

A student will be placed on academic probation by the AAC/IDPC if a) the student has not maintained good academic standing as defined above; or b) by a two-thirds vote of the AAC/IDPC, it is determined that academic work has been neglected. Examples of neglect of academic work include, but are not limited to, repeated absences from class, repeated late submission of work, repeated failing grades on work submitted, and/or repeated failure to turn in work in half or more than half of courses taken in a given term. A notation specifying academic probation will be made on the student's transcript. Although the transcript notation will be assigned to the term during which the student's work has incurred academic probation, the student will be considered to be on academic probation in the subsequent fall or spring term of enrollment.

### **Students on academic probation are required:**

1. to remain enrolled throughout the period of probation. Except in cases of validated emergency or serious illness, withdrawals from the College during the term of probation may be made only up to the add/drop deadline of

the term. Students who withdraw from the College prior to the add/drop deadline will be on probation during the next fall or spring term in which they are enrolled;

2. to complete all course work by the last day of examinations; and
3. to select all course work on a regularly graded basis without the exercise of the pass/low pass/fail option.

Students on academic probation who fail to attain the status of good academic standing by the end of the probationary period will be required to withdraw from the College. It is expected that all students on academic probation will be familiar with the academic regulations of the College, including the requirements for good academic standing; that they will, whenever possible, inform themselves of their own progress in their courses, and that they will avail themselves of the College's advisory and counseling resources during the period of academic probation.

A student enrolled in a full-year course will not be placed on probation for credit deficiency at the end of the first term if the missing credit for the full-year course is the sole source of the credit deficiency.

### *Required Withdrawal*

If a student incurs academic probation in two consecutive terms of enrollment or in any three terms of enrollment, the AAC/IDPC will require withdrawal of the student from the College for one year. A student will be required to withdraw from the College for one year if, at any time, by a two-thirds vote of the AAC/IDPC, neglect of academic work warrants it. Examples of neglect of academic work include, but are not limited to, repeated absences from class, repeated late submission of work, repeated failing grades on work submitted, and/or repeated failure to turn in work in half or more than half of courses taken in a given term. If a student incurs one academic probation subsequent to a required withdrawal, regardless of whether or not that required withdrawal was waived, the AAC/IDPC will require withdrawal of the student from the College for one year.

Required withdrawal is a suspension from the College because of academic deficiencies. Suspension is a physical separation from the College and restricts those students on required withdrawal from participating in the academic and co-curricular activities of the College. At the end of each term, required withdrawal is voted by the AAC/IDPC and noted on the student's transcript.

If the circumstances warrant it, the AAC/IDPC may grant a waiver of required withdrawal. (See section below on Petition Process for Waiver of Required Withdrawal.) A student who receives a waiver of required withdrawal will remain on academic probation and is subject to all the conditions of academic probation. Students required to withdraw who receive a grade change that might affect their current academic status shall not automatically be readmitted to the College. The AAC/IDPC shall review such cases within the context of the required withdrawal.

If, during a period of required withdrawal, a student wishes to do work at another accredited college and have such work credited at Trinity College, the

approval of the registrar must be obtained prior to enrolling in the course(s). A student may petition the AAC/IDPC to have such work credited: a) after the student has been in residence at Trinity College for one fall or spring term following the period of required withdrawal; b) if the student does not incur academic probation in the semester following the period of required withdrawal; and c) if a 1.667 GPA or better has been recorded during the semester at Trinity. For a full discussion of transfer credit, see the Student Handbook.

Seniors in their last semester prior to graduation who suffer academic probation and are, therefore, liable to incur required withdrawal will be exempt from the withdrawal as long as all other graduation requirements have been met. However, the notation of academic probation will be entered on their permanent record.

Students required to withdraw for any of the reasons stated above are eligible to apply for readmission. However, each application will be considered on its merits and readmission will not be automatic. Prior to their return, students are required to meet all of the conditions of return voted by the AAC/IDPC and communicated to the student at the time of their required withdrawal. The student should submit a petition for readmission through the Office of the Registrar to the AAC or through the Director of IDP to IDP Council, no later than April 15 or November 15, whichever date immediately precedes the semester in which the student intends to return. Students who are readmitted following required withdrawal will be on probation during the semester of their return and will be subject to the conditions of academic probation as explained above.

### *Notification*

When a student is placed on academic probation or required withdrawal, notice of this action will be given in writing to the student, the academic adviser(s), and, in the case of an athlete, the coach, in accordance with the Family Educational Rights and Privacy Act (“Buckley Amendment”). The student will be notified of the deficiency, the actions required to remedy the deficiency, the contingencies if the student fails to take appropriate actions, and the process to petition for a waiver of a required withdrawal. Usually, such notice will be given by the AAC/IDPC prior to the beginning of the probationary/required withdrawal semester and following the availability of grades for the previous term. In some instances, however, when grade and credit information is provided at irregular intervals, e.g., through grade changes, etc., such notice will be given by the AAC/IDPC in accordance with the availability of the pertinent information. Students on academic probation/required withdrawal who receive a grade change that might affect their current academic status shall not automatically be returned to good academic standing. The AAC/IDPC shall review such cases.

### **Petition Process for Waiver of Required Withdrawal**

The College recognizes that extenuating circumstances may impact the student’s ability to achieve the expected academic standards. The student may petition, based on extenuating circumstances, in writing to the AAC/IDPC for continued

enrollment. Given their potentially idiosyncratic nature, all extenuating circumstances cannot be specified. However, conditions such as a family tragedy, death of a close relative, or serious illness are examples of potentially extenuating circumstances. The student will receive written notification of the decision within 30 days of the receipt of the petition. The decision may detail the actions the student must take to remedy the loss of good academic standing and if the waiver has been granted on a conditional basis. The petition letter, supporting documentation for the college or external parties, and the AAC/IDPC decision will be maintained in the registrar's permanent academic record.

### *Voluntary Withdrawal*

Any student in good academic standing may voluntarily withdraw from the College. Trinity students on exchange or academic leave of absence do not withdraw from the College. A student voluntarily withdrawing must have a confidential exit interview with the dean of students/director of IDP and at that time complete and sign a Notification of Voluntary Withdrawal form that will be filed with the registrar. Notice of voluntary withdrawal is recorded permanently on the student's transcript.

Students who withdraw voluntarily mid-term may not participate in the academic and co-curricular activities of the College until their next semester of enrollment has begun. Students who voluntarily withdraw from the College during the term will have W for those courses entered on the transcript and will be placed on academic probation, but may request through the Dean of Students Office/Director of IDP a waiver from the AAC/IDPC of probation when extenuating circumstances required the voluntary withdrawal.

To return to the College from a voluntary withdrawal, a student must notify the registrar of the intention to return and submit a completed Notification of Intention to Return to Trinity College form, available from the Office of the Registrar, not later than April 15 for return in the fall term, and November 15 for return in the spring term. The registrar will confirm with the Dean of Students Office/IDP Office that there is no academic or social restriction that would prevent return to the College. IDP students must meet with the director of IDP; readmission is not automatic.

# Confidentiality Policies

The Board of Trustees provides two guides to the faculty on the matter of records. They are:

- Title XI, Section 1, of the Statutes of Trinity College: “The Faculty shall keep a record of the progress in study, and general conduct of students.”
- Title XI, Section 2, of the Statutes: “The students shall be ranked in the several classes according to their progress in study.”

The policy and guides set forth below on record maintenance and on confidentiality were prepared by an ad hoc committee of administrators and were put into effect by the president of the College after being reviewed by the Student Government Association and a faculty committee. They are consistent with the Trustee directions cited above and with applicable legislation.

No statement of policy can be made without reference to the manner in which records are maintained by various offices of the College. Confidentiality is dependent not only upon the good judgment of persons who keep information but also upon the kind of information kept and the manner in which it is kept. Consequently, the policy on the confidentiality of student records begins with specific guides to the keeping of specific types of records.

## *Guides to the Keeping of Student Records*

The following types of records will be permanently retained in the student’s central file at the Registrar’s Office:

- College Entrance Examination Board scores (aptitude and achievement)
- American College Testing Program test scores and student profile report
- Advanced Placement test scores
- Secondary school grade record (i.e., “transcript”)
- Application for admission
- Previous college transcripts of transfer students
- Any documents from foreign educational institutions, including transcripts
- Transcript from institution attended on Academic Leave of Absence
- Transcript from Twelve-College Exchange institution attended by Trinity student
- Thesis/independent study form
- Grade change letter or form from instructor

- Forms indicating change of information or status regarding an undergraduate; e.g., voluntary withdrawal, required withdrawal, marriage, name change
- Teaching assistant/research assistant/tutorial form
- Application and approval for individually tailored, interdisciplinary major
- Application and approval for student-designed interdisciplinary minor
- Internship application and approval forms
- Application and approval for credit by examination
- Student request to see contents of file
- Open Semester application
- Description of student-taught course
- Intensive Study Program description
- Letter notifying a student he/she has been required to withdraw for deficient scholarship
- Consortium grade sheet
- Trinity College/Rome Campus agreement

The following types of records in the student's central file at the Registrar's Office will not be available five years after the student graduates, or if the student withdraws, five years after the date of withdrawal:

- Letter offering admission
- Card signed by student accepting admission
- Supporting documents for admission, such as poems, photographs, etc., submitted by applicant
- Description of Advanced Placement course and teacher's recommendation regarding award of credit
- Dean of Students report form
- Letter to donor of scholarship
- Letter reporting student's grades to donor of scholarship
- Form letter regarding release of information to secondary school
- First-year student course selection form
- First-year student application for exemption tests and placement tests

- Letter to and from student regarding first-year course selection
- Notice of credit awarded transfer student
- Letter requesting readmission and application for readmission after required withdrawal
- Readmission inquiry
- Letter readmitting student
- Senior progress toward degree clearance sheet
- Senior application for degree
- Graduation status report
- General education distribution audit
- Letter regarding graduation requirements
- Advance registration form
- Add/drop schedule
- Add/drop form
- Notice to student who did not advance-register or register
- Consortium registration form
- Appeals to and letters from Curriculum Committee regarding such matters as course credit, additional credit, etc.
- Major declaration form
- Minor declaration form
- Integrated study track form
- Approval to alter integrated study track form
- Statement of incomplete grade
- Personal data form
- Address change, letter from student regarding same
- Request for information form
- Directory release form
- Individualized Degree Program (IDP) project proposals

- Foreign study application and correspondence
- Twelve-College Exchange Program application and correspondence
- Trinity College Rome Campus correspondence
- Letter regarding academic probation
- Mid-term grade progress report form
- Permission to be part-time student
- Reference letter for student. (This refers only to a copy placed in the student's central file at the Registrar's Office. Author retains copy as long as he/she chooses.)
- Sealed envelope regarding disciplinary action. (To be destroyed at graduation, unless a different date is specified on the envelope.)
- Selective Service Form 109

Enrollment, good student driver, good standing, etc., verifications (all types) are retained for one year after the date submitted.

The following records are no longer used:

- Leave of absence form
- Request for reference letter for student who was required to withdraw
- Reference letters for student applying for readmission
- Age of majority form
- Letter from acting registrar to draft board
- Freshman change-of-course form
- Medical letter of endorsement regarding application for readmission
- Motor vehicle card
- Worship attendance certificate
- Mid-term report to parents
- Test sheet regarding reading and vocabulary
- Junior adviser report form
- Freshman parents' letter responding to college counselor's questionnaire

- Request from Treasurer's Office to hold grades/transcripts for delinquent account. (To be destroyed at the time of graduation or when the bill is paid, whichever comes later.)
- Library request to withhold registration because of overdue books
- Letter to and from parent regarding student's progress/difficulty

The following types of records, accumulated in connection with the admissions process, will be destroyed between the time the student is admitted and the time he/she enrolls:

- Admissions Office interview notes and phone notes
- Evaluative comments contained on secondary school transcripts, mid-term school reports, and final school reports
- Headmaster's or principal's recommendation and secondary school teacher's recommendation
- College faculty and administrator recommendation submitted in support of an application to transfer to Trinity
- Any other letters of recommendation submitted in support of an application for admission
- Letter to or from applicant regarding Admissions Office interview appointment
- Letter from applicant requesting application form, *Bulletin*, etc.
- Letter to applicant regarding Admissions Office visit to applicant's school
- Form used to report alumni interview of applicant
- Receipt for payment of application fee or note indicating fee has been waived

The following schedule of retention will be observed for disciplinary records maintained by the Office of the Dean of Students and/or in the student's central file at the Registrar's Office:

- Records of disciplinary actions leading to fines, pensums, admonitions, and restrictions will be destroyed at the time the student graduates, unless a different time of destruction is specified to the student at the time the penalty is imposed. (Certain penalties, admonition foremost among them, are sometimes imposed for a period of one semester or one year, with the proviso that all records of the action will be destroyed at the end of the specified period if the student commits no new offense.)

- Records of disciplinary actions leading to censure of a limited duration will be destroyed at the time a student graduates unless the period of censure continues to a date later than the student's graduation, in which event the records shall be destroyed when the period of censure ends.
- Records of disciplinary actions leading to permanent censure and to suspension or expulsion will be permanently retained.

The following Financial Aid Office records will be retained until five years after the student graduates or until the records have been audited by federal authorities, whichever comes later:

- Notice of approval of loan
- Notice of work-study employment
- Notice of award of scholarship
- Loan application
- Letter from student accepting financial aid
- Need analysis
- Financial aid form/Free Application for Federal Student Aid (FAFSA)
- Student budget

Career Services Office records on individual students will be retained according to the following schedule:

- Letters of recommendation placed on file in the office at the student's request will be retained for 10 years following the date of graduation, unless specifically requested otherwise.
- All other materials will be destroyed as soon as the director of Career Services believes they are no longer useful to the student—ordinarily five years after the student graduates.

Health Center records will be retained for seven years.

Information provided by a student to the Alumni, Development, or Communications Offices, or information obtained by these offices from the public record, will be retained for such periods as the officers in charge deem necessary.

All records and forms connected with a student's advance registration, registration (e.g., add/drop schedules), housing, and participation in the meal plan will be destroyed as soon as they cease to be useful to the administrative offices involved.

The files of the Counseling Center will be available only to members of the counseling staff, and their contents will not be made available to others in or out of

the College without the mutual consent of the student involved and the counselor, except under legal compulsion or in cases where the safety of persons or property is involved.

It is the responsibility of the registrar to exclude from the student's central file information that does not bear directly on his/her academic performance or conduct.

A designated member of the College staff shall have the opportunity to cull from records scheduled for destruction material of historical value to the College. Such material may be entered into the College archives if approved by the president of the College.

### *Notice of Policies Regarding Student Access to Education Records at Trinity College (FERPA)*

In conformance with requirements established by the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. §1232g, ("FERPA") and federal regulations related thereto, Trinity College hereby provides notice of procedures and policies regarding student access to education records maintained by and at the College. It is the intent of Trinity College to comply fully with all provisions of the act, and for that reason, the College's prior procedures and policies have been revised so that they are consistent with the requirements and perceived intent of both the act and regulations interpreting the act. The College's procedures and policies must, of course, remain subject to any future modification made necessary or appropriate as a result of subsequent legislation; regulations; or judicial, federal, or administrative interpretations of the act.

What follows is an explanation of the act and the regulations, and a description of the procedures and policies adopted by the College in compliance with the legislation. Questions regarding the legislation and Trinity guidelines should be addressed to the President's Office. Copies of the act and the regulations are available for review in that office.

The purpose of the act, as it applies to Trinity College, is twofold: a) to give presently or formerly enrolled Trinity students access to their individual education records maintained at the College, and b) to protect such students' rights to privacy by limiting the transfer of their records without their consent.

### **Education Records**

"Education records" are defined as any information directly related to a student that is recorded in any manner (e.g., in writing, on film, on tape or disk) that is maintained by the College or one of its agents. Education records do not include a) private notes and other materials created by individual College personnel, provided they are not accessible or revealed to another individual, except a "substitute"; b) employment records made in the normal course of business used only in relation to the student's employment (unless contingent upon attendance); c) medical, psychiatric, or similar records that are used solely in connection with treatment purposes and are only available to recognized professionals or parapro-

professionals in connection with such treatment (provided, however, that a physician or other appropriate professional of the student's choice may review such records); and d) law enforcement records that are kept separate from education records, maintained by a law enforcement unit, and were created by that unit for the purpose of law enforcement. In each case, the act does not require the College to grant access to the types of records listed above. Therefore, student access to such records is at the sole discretion of the individual(s) who maintains these materials.

## Confidential Communications/Records Inaccessible to Students

It should also be noted that the act specifically indicates that the legislation does not alter the confidentiality of communications otherwise protected by law. To ensure that the College does not compromise the rights individuals enjoyed prior to the enactment of legislation, students and alumni will not be permitted access to materials of an evaluative nature that were received or placed in files prior to November 19, 1974. Additionally as provided by the act, students shall not have the right to see confidential letters and statements of recommendation placed in education records prior to January 1, 1975, provided that such letters and statements are used only for the purposes for which they were intended and were solicited or sent with a documented understanding of confidentiality. The act further stipulates that students do not have the right to see financial records of their parents. Further, the regulations specify that the act is not applicable to records that contain only information relating to a person after he/she is no longer a student at the College.

## Waiver of Rights

As provided by the legislation, students may voluntarily waive their rights of access to confidential recommendations respecting admissions, employment, and receipt of honors or awards. Under no circumstances, however, can a student be required to waive this right. (It should be understood that faculty and administrators are not required to write letters of recommendation on behalf of students, with or without the use of waivers.) To execute a waiver, the student will be asked to sign and date a written form specifying that information to which he/she voluntarily waives the right of access. Such forms are available at various College administrative offices, including the Career Services Office and the Registrar's Office. In waiving his/her right of access, the student retains the right to be notified, upon request, of the name of each person who has submitted such a confidential evaluation or recommendation. Moreover, the recommendation may be used only for the purpose intended. A waiver may not be required as a condition for admission to the College, receipt of financial aid, or any other services or benefits from the College. The act clarifies that the "student" to whom the right of access belongs is defined as any person concerning whom the College maintains education records or personal information, but does not include anyone who has not been in attendance at the College. Thus, an applicant for admission to Trinity College who is not admitted is not given the right under the act to see or challenge letters of recommendation or other records. Additionally, the act does not give the appli-

cant the right to challenge the College's decision not to admit. The rights provided by the act only accrue to those individuals who actually enroll at the College.

## Release of Information to Parents

The College has the right to provide to the parent or legal guardian of a dependent student, as defined for federal income tax purposes, information about his or her child without the College seeking the student's consent. Thus, at its discretion, the College will provide such information to the extent that it is permitted by law. Furthermore, at the end of each semester, the Registrar's Office will mail a grade report to all parents of dependent students. Students may complete a form, available in the Registrar's Office, requesting that grades not be sent automatically to parents. However, in this case, should the parents of a dependent student request the student's grades, the Registrar's Office will fulfill the request. Such a policy alters previous College policy, which gave every student of majority age sole power to decide whether his or her parents are to receive such information as student grades and college bills. Students should also be aware that the College may disclose information regarding drug and alcohol violations pursuant to the parental notification policy set forth in the Student Handbook.

## Directory Information Disclosure

As provided by the act, the College gives public notice that it retains the right to disclose, at its discretion, information regarding each student presently or previously attending the College that would not generally be considered harmful or an invasion of privacy if disclosed. Such information includes, but is not limited to, the student's names, address, telephone listing, e-mail address, photograph, video image, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (full- or part-time, undergraduate, graduate), graduation date, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information such as honors received.

Students have a right to inform the College within a reasonable period of time that any or all of this so-called "directory information" should not be released without prior consent. Requests by students to suppress from public distribution the above-mentioned information must be made annually in writing to the Registrar's Office within two weeks of the student's return to campus. In addition, any student who does not wish to appear in any photos or video used for marketing purposes must notify the Office of Communications in writing, immediately upon matriculation (see policy regarding publication of photographs on p. 163). As required by the act, this handbook serves as notice of Trinity College's intent to publish such directory information absent specific written student requests to the contrary.

Consistent with the act, the College has adopted the following procedures and policies in addition to those noted above.

## Release of Records

Except for those parties stated below, no one shall have access to education records without the signed written consent of the student concerned. The exceptions to the consent requirements are:

1. College officials deemed to have a legitimate educational interest in the records. College officials include such individuals as faculty, staff members, trustees, persons or students serving on an official Trinity committee assisting an official in his or her tasks (e.g., student employees), or a company or person employed or contracted by Trinity College to perform a special task (including, but not limited to, attorneys, auditors, and collection agencies). A College official has a legitimate educational interest in a student's education record if the official needs to review the record in order to fulfill his or her professional responsibility. A "legitimate educational interest" may include review of academic records by faculty and staff representing national honor societies.
2. Officials of another school in which the student seeks or intends to enroll, provided the student is given notice of the transfer, receives a copy of the record (if desired), and has an opportunity for a hearing to challenge the content of the record in accordance with the procedures of this policy.
3. Authorized representatives of the comptroller general or attorney general of the United States, the secretary of education, or state and local educational authorities, in connection with the audit, evaluation, or enforcement of state and federally supported education programs. Disclosure may only be made under this exception if personally identifiable information collected by the above representatives is destroyed when no longer needed for the purpose intended, unless the collection of such information is specifically authorized by law or the student has given written consent for disclosure.
4. Persons processing a student's financial aid application, or receipt of financial aid but only to the extent of determining eligibility, amount, and conditions for aid and enforcing such conditions or terms.
5. To state and local officials or authorities to whom information from student records is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974, if the disclosure concerns the juvenile justice system and its ability to effectively serve the student whose records are released. If a state statute concerning the juvenile justice system adopted after November 19, 1974, permits disclosure, records may be disclosed provided that the officials and authorities to whom the records are provided certify in writing that the information will not be subsequently disclosed to another party without the prior written consent of the student, except as permitted by state law.

6. Organizations conducting studies for, or on behalf of, educational agencies and institutions for the purpose of developing, validating, or administering predictive tests; administering student aid programs; or improving instruction, provided that the identity of students is not revealed to anyone other than representatives of such organizations and the information is destroyed when no longer needed for the purpose for which the study was conducted.
7. Recognized accrediting organizations carrying out their accrediting functions.
8. Parents or legal guardians of a student who is dependent upon such parents or legal guardians for federal income tax purposes.
9. To comply with a judicial order or lawfully issued subpoena provided the College makes reasonable efforts to notify the student in advance of compliance. However, the College is not required to notify the student if disclosure is requested pursuant to a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena, or the information furnished in response to the subpoena, not be disclosed or b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence of the subpoena (or its contents or information to be furnished) not be disclosed.
10. In connection with a health and safety emergency, if the knowledge of information from a student's record is necessary to protect the health or safety of the student or other persons. The factors to be taken into account in determining whether personally identifiable information from the education records of a student may be disclosed due to a health and safety emergency include:
  - (a) the seriousness of the threat to the health or safety of the student or other individuals;
  - (b) the need for information to meet the emergency;
  - (c) whether the parties to whom the information is disclosed are in a position to deal with the emergency; and
  - (d) the extent to which time is of the essence in dealing with the emergency.
11. If the College initiates legal action against a student, in which case the College may disclose to the court, without a court order or subpoena, the student's educational records that are relevant to proceeding with the legal action; or, if a parent or student initiates legal action against the College, the College may disclose, without court order or subpoena, any of the student's educational records relevant to defend the College.

12. A victim of an alleged perpetrator of a crime of violence (including arson, assault, burglary, homicide, vandalism, kidnapping, or robbery) or a non-forcible sex offense. In such event, disclosure may include only the final results of any disciplinary proceeding conducted by the College with respect to that crime, regardless of whether the College concluded that a violation was committed.
13. Disclosure of the final results of a disciplinary proceeding reached on or after October 7, 1998, provided that the College determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and that the student violated the College's rules and/or policies with respect to such crime or offense. The final results of the disciplinary proceeding include the student's name, the violation committed, and the sanction imposed. The College may not disclose the name of any other student, including a victim or witness, without the prior written consent of that other student.
14. The parents of the student, in accordance with the College's parental notification policy, when the student has violated federal, state, or local law, or any of the College's rules or policies governing the use or possession of alcohol or drugs.
15. To the attorney general of the United States or his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes, specified in 18 U.S.C. 2332b(g)(5)(B) and 2331. When producing information or permitting access to student records pursuant to this exception, the College is not required to record its disclosure in the record (log) referenced below.
16. Disclosure of information provided to the College under 42 U.S.C. 14071 concerning registered sex offenders.

Records released to any organization, agency, or individual shall be transmitted with a notice informing the recipient that such information is released only on the condition that the recipient will not permit any other party to have access to such information without the signed written consent of the student, unless disclosure is otherwise authorized by law.

Each office that maintains education records shall maintain a record for each student that shall list all individuals, agencies, or organizations that have requested or obtained access to such student's education record. This record requirement does not apply to requests or disclosure to: the student, the student's parents, a party seeking directory information, a party who has written consent from the student, institution officials (described above), or persons seeking or receiving the information as directed by a federal grand jury or other law enforcement subpoena (provided that the information requested is not to be redisclosed). This record is a permanent part of the student's educational records and must be available to the student upon request.

A student may inspect material belonging to his/her education record solely at the office that is responsible for maintaining such information. Any office may require that the student inspect that record only in the presence of the office head, who may assist in interpreting the information. Each office has the ultimate responsibility for establishing appropriate procedures; however, each office has been instructed to ask that the student's request be made in writing, and where appropriate, in person. On request, the student may be required to properly identify himself/herself in filing a request and prior to having access to his/her records. The student is obligated to examine the record during reasonable hours at the place the record is maintained and not to interfere with the operation of the office in which the record is being maintained.

Under the act, the College has 45 calendar days from the time of request until it must comply with the request.

In some instances, materials that are a part of a student's own record may include reference to other students. In such cases, the individual student's right to disclosure is limited only to that part of the record that pertains to him/her. The act does not give the student an absolute right of inspection of all such materials. At the College's discretion, a student can be informed of such materials, as specified by the act, but may legally be denied inspection of them.

Unless and until the College is provided with a written statement of permission by the author, confidential letters and statements of recommendation received prior to January 1, 1975, and evaluative materials received prior to November 19, 1974, will remain confidential and inaccessible to students. Materials received after those dates will not be treated as confidential by the College and will be accessible to students upon request, unless the student has waived his or her rights of access with respect to these materials.

Copies of records accessible to students shall be transmitted to the student upon payment of the established fee for issuing such copies.

Except as permitted by law, transcripts or personally identifiable information concerning a student's education record will be released to individuals or parties outside the College only with the signed written consent of the student. The act requires that the student's written consent be signed and dated and indicate which records are to be released, the reasons for such release, and to whom the copies are to be released. A copy of the material to be released may be requested by the student.

## Amendment of Records

A student who believes the information contained in his/her education records is inaccurate, misleading, or otherwise violates the student's privacy rights may request that the College amend them. A student who seeks to question such information will be requested to state the basis for the challenge in writing to the head of the office where the student's records are maintained. The head of the office may, if it is considered that circumstances warrant, alter the material in accordance with the assertion(s) made in the student's challenge.

If, however, the office head believes the challenge is not warranted, the matter will be referred in a reasonable period after request to a judicial board, empanelled by the dean of students, for an arbitration hearing. The student shall be given notice of the date, place, and time reasonably in advance of the hearing. The purpose of the hearing is to afford the student a full and fair opportunity to challenge and correct any inaccurate, misleading, or inappropriate information about the student.

The procedures for a hearing will ensure that a decision is rendered by disinterested persons. The judicial board, composed of one undergraduate, one faculty member and one administrator, will provide the student and the office head full opportunity to present their respective positions and to cross-question one another. Excluded from the panel will be any party who has a direct interest in the outcome of the hearing. The board will also hear witnesses when appropriate. The student may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney. The hearing will otherwise be guided by the applicable provision for due process spelled out in the procedures in complaints against students, as modified to conform to the requirements of the act.

Within a reasonable time after the conclusion of a hearing, the board will issue a written decision, copies of which will be provided to the student and the office head. This decision will be binding. The decision of the College shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

If, as a result of the hearing, the College decides that the information is inaccurate, misleading, or otherwise in violation of the student's privacy rights, it shall amend the education records of the student accordingly and so inform the student in writing.

If, as a result of the hearing, the College decides that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy rights, it shall inform the student of his or her right to place in the education records a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the College.

Any such explanation placed in the education records of the student shall:

- be maintained by the College as a part of the education records of the student as long as the record or contested portion thereof is maintained by the College, and
- if the education records of the student or contested portion thereof is disclosed by the College to any party, the explanation shall also be disclosed to that party.

It should be noted that the scope of records maintained for students may vary greatly depending on individual circumstances. In most cases, student files do not contain many of the types of records noted above. While a number of such records have been accessible to students in the past, certain records will remain confidential and not open to students as provided in the act and regulations and as explained above. Moreover, the act does not deny the College the right to

destroy any records if not otherwise precluded by law unless prior to destruction the eligible student has requested access. One of the intentions of the legislation was to encourage colleges and universities to reduce the number of records they maintain. The destruction of records is not inconsistent with the spirit of the law.

Finally, the act requires that a written record be kept with the education records of each student, indicating all parties outside the College who have requested or obtained access to the records. The record must also indicate the legitimate interest that each party has in obtaining the information. As noted previously, the act does not require the student's prior consent to the release of such files or information to Trinity College faculty or administrators who have a "legitimate educational interest" in seeing the material, or to certain other persons, agencies, and organizations specified above and in the act. Access and release forms are available in those College offices that keep student files.

The act and regulations thereto contain further information, much of which is technical and not appropriate for inclusion in this notice. The College will, of course, be guided by all sections of the act and regulations and not solely by those subjects and requirements addressed in this notice. Again, further clarification and copies of the legislation can be obtained through the President's Office.

In conclusion, two points should be re-emphasized. First, the College intends to comply fully with the intent and spirit of the Family Educational Rights and Privacy Act and the regulations related thereto. Second, the policies and procedures of the College remain subject to modification made necessary or appropriate as a result of subsequent legislation, regulations, or judicial and federal administrative interpretations of the act. Any questions regarding the legislation or the College's procedures and policies should be directed to the President's Office.

Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that oversees FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

## **Independent Study or Tutorial**

An independent study, sometimes known as a tutorial, is an individually tailored program of study, for one or two course credits, arranged between a student and an instructor and with the approval of the instructor's chair. Internships are one type of independent study. First-year students are not eligible to take independent study. However, first-year students may petition the Curriculum Committee for special permission to take an independent study (except an internship) for cause in the second semester. The registrar's office has the appropriate form that needs to be submitted to register for an independent study.

# Student-Designed Interdisciplinary Majors and Minors

## *Majors*

Students may petition the Curriculum Committee for permission to undertake an individually-tailored, interdisciplinary major. Such a major should be initiated only when it is clearly directed to the achievement of objectives that cannot reasonably be approximated by any regular major offered at Trinity. It must encompass a body of interrelated courses that make possible the achievement of the learning objectives, and it should be unified by a synthesizing agent. Typically, this is a carefully devised thesis project and/or appropriate comprehensive examination. Fulfillment of the major is not possible simply by means of perfunctory completion of a certain number of assorted courses in several disciplinary areas.

A student wishing to construct his/her own interdisciplinary major must, in close consultation with two faculty sponsors and with the advice of the department chairpersons of the disciplines involved in the program, carefully prepare a program of study which would constitute his/her major. (See the appropriate pages in the *Bulletin*.) Proposals should be submitted to Dean Sheila Fisher, secretary of the Curriculum Committee.

After the proposed major is approved by the Curriculum Committee, any change in the major must receive the written approval of the faculty sponsors and the Curriculum Committee's coordinator of individually tailored, interdisciplinary majors. If the proposed change is deemed to be questionable, the coordinator will refer it to the Curriculum Committee for a final decision. Approval of any change should be obtained in advance.

Each proposal must contain between 12 and 18 courses. At least one-half of the courses in the proposed major must be advanced-level courses. The Curriculum Committee cannot entertain majors that are pre-professional. That is, majors that purport to be pre-law, pre-medicine, pre-architecture, etc., are not acceptable. Also, no disciplinary major not already established as a regular major at the College may be presented as an interdisciplinary major.

The student, together with the faculty sponsors, must submit the proposal to Dean Sheila Fisher, secretary of the Curriculum Committee, on the appropriate form for this purpose available from the Registrar. The form must include all required signatures before it can be considered by the Curriculum Committee.

Completed proposal forms must be submitted for approval to the Curriculum Committee no later than advance registration for the student's fifth semester, and approved by the committee prior to registration for that semester. A Self-Designed Major Proposal Form is available on the Registrar's Office forms page. Ordinarily, the committee will not consider proposals submitted after that deadline. In those exceptional cases in which a student receives permission to continue working on a major proposal during the fifth semester, the student will not be allowed to register for a sixth semester until a revised proposal has been approved or he/she has declared a regular major.

The faculty sponsors of an individually tailored, interdisciplinary major may award the student honors if they judge both the student's grades in courses in the major and the quality of the student's thesis (or other synthesizing agent) to be of honors quality. In those exceptional cases when the student's thesis (or other synthesizing agent) is supervised by faculty other than the sponsors of the major, the supervisors join with the sponsors in making the determination about honors.

### *Minors*

Students may petition the Curriculum Committee for permission to undertake an individually tailored, interdisciplinary minor. Such student-designed minors must conform to the general student guidelines on minors (see above), as well as to the provisions specified in the following paragraphs.

1. A student-designed minor should be initiated only when it is directed toward clear educational objectives that cannot be reasonably approximated by an interdisciplinary minor now offered at the College. These objectives must be clearly specified in the student's proposal to the Curriculum Committee. All proposals should be submitted to Dean Sheila Fisher, coordinator for the Curriculum Committee.
2. Like the established minors, each student-designed interdisciplinary minor shall consist of five or six full-credit courses drawn from at least three different academic fields and integrated by appropriate means that are identified and explained in the student's proposal.
3. Students proposing such minors must first secure faculty sponsors from at least two of the academic fields represented in the minor. Ordinarily, sponsors will be drawn from among faculty who teach courses included in the minor. The student must work closely with both faculty sponsors in preparing the proposal for the Curriculum Committee.
4. The student must secure the signature of the chairperson of each of the faculty sponsors of the minor.
5. After a student-designed minor has been approved by the Curriculum Committee, the student must secure written approval from the faculty sponsors and the committee's coordinator for minors of any proposed changes in the constituent courses or means of integration. Such approval should be obtained before the changes are implemented.
6. A student wishing to undertake an individually tailored minor must submit his or her proposal to the Curriculum Committee no later than advance registration for the student's fifth semester of enrollment; and if the committee returns the proposal to the student for revision, the revised proposal must be submitted to the committee in time for it to act prior to advance registration for the student's sixth semester of enrollment.

7. All proposals for student-designed minors must be submitted to Dean Sheila Fisher, secretary of the Curriculum Committee, on the appropriate form for this purpose available from the Registrar. The form must include all required signatures before it can be considered by the Curriculum Committee.

# Student-Taught Courses

## *Information for Students Preparing Proposals*

1. Procedures and deadlines for application: A student who desires to offer his/her own course as provided by the curriculum (see *Bulletin*) should take the following steps:
  - (a) Draw up a proposal according to the format below.
  - (b) Obtain a faculty supervisor to assist in developing the proposal and to oversee the teaching of the course.
  - (c) Obtain an examiner to evaluate the work of the students enrolled in the course. The examiner must be someone other than the faculty supervisor.
  - (d) Submit one copy of the proposal to the Curriculum Committee's coordinator of student-taught courses (see below). The deadlines are the end of the last week of September for a course to be given in the following spring term, and the end of the last week of February for a course to be given in the following fall term.
  - (e) Submit to the coordinator of student-taught courses:
    - i. a written statement from the faculty supervisor indicating his/her approval of the course as proposed and the way he/she intends to supervise it,
    - ii. a written statement from the examiner indicating his/her willingness to evaluate the students who take the course, and
    - iii. a written comment from the chairperson or director if the course falls within the boundaries of a department or program.
2. Format of the proposal: This proposal should be specific and detailed in its presentation. The Curriculum Committee will only approve courses that combine worthwhile subject matter, carefully conceived structure, and thorough preparation of the teacher.
  - (a) Date:
  - (b) Name of student:
  - (c) Class:
  - (d) Campus address:
  - (e) Title of proposed course:
  - (f) Name of faculty supervisor:
  - (g) Name (and address) of examiner:
  - (h) Course description
    - i. Objectives of the course

- ii. Outline of the course including a timetable
  - iii. Conduct of the course (lecture, seminar, etc.)
- (i) Materials and resources: Careful account should be taken of the adequacy of the College facilities to support the course and any expenses that the College might be expected to sustain. In addition, regard should be given to expenditures required of students.
- i. Books and/or projects to be assigned
  - ii. Special assignments (labs, field experiences, trips, etc.)
  - iii. Special lecturers and/or consultants
  - iv. Materials to be used by student-teacher in preparation of the course, including a bibliography
- (j) Evaluation
- i. Written work (examinations, term paper, etc.) to be required of students
  - ii. Relative weight of each factor to be used in evaluating the students (e.g., examination, 50 percent; term paper, 30 percent; discussion, 20 percent)
- (k) Arrangements
- i. Number of class meetings and their length
  - ii. Limits of student enrollment (the maximum enrollment is 15 students)
  - iii. Amount of course credit recommended for students successfully completing the course (maximum of one course credit).
- (l) Justification
- i. Why do you want to teach this course?
  - ii. What would this course contribute to the curriculum of Trinity College?
- (m) Signature of the student:
- (n) Signature of the faculty supervisor:
- (o) Signature of the examiner:
3. Responsibilities of the student-teacher: Once a course is approved, the student-teacher is solely responsible for all aspects of that course, other than final evaluations, including:
- (a) arrangements for meeting time and place (contact the registrar);
  - (b) preparation of book lists for library reserve and the ordering of library books, if necessary, at least two months before the course is to be offered (see the librarian);

- (c) submission of book orders to the bookstore at least two months before the course is to be offered (see the manager of the bookstore);
  - (d) timely arrangements with the Computing Center for any computing services needed for the course; and
  - (e) signing of permission slips for pre-registration.
4. Responsibility of the faculty supervisor: The supervisor will assume the same responsibility for the student-taught course that a department chairperson does when an instructor in his or her department must withdraw from a course before it is completed.

Dean Sheila Fisher is the coordinator of student-taught courses for the Curriculum Committee. Procedures for application and preparation of a proposal should be discussed with her before submission to the committee.

# Teaching Assistants

Students may be eligible for either of two types of teaching assistantships: those involving a significant amount of academic work, for which the student earns academic credit, and those of a predominantly clerical nature, for which the student receives monetary compensation. Students may not earn academic credit as teaching assistants in physical educational courses. The following guidelines govern academic teaching assistantships.

## *Guidelines on the Award of Credit to Teaching Assistants*

1. Since academic credit for teaching assistants (TAs) is analogous to credit for regular course work, it is awarded only when the TA's responsibilities are such that he or she acquires sizable amounts of new knowledge and/or deepens significantly his or her grasp of previously learned subjects. Students may qualify for credit as TAs by undertaking some combination of the following activities:
  - (a) Working with the instructor to prepare the course.
  - (b) Assisting the instructor in making up examinations.
  - (c) Reading and commenting on (but not grading) interpretive papers and essay examinations (as opposed to performing such essentially mechanical tasks as checking multiple-choice tests).
  - (d) Serving with the instructor as co-leader of classroom discussions.
  - (e) Conducting review sessions or otherwise helping to explain course material to students.
  - (f) Assisting in the preparation and teaching of laboratories.
  - (g) Aiding the instructor with the evaluation of the course and of students' progress.
2. Credit should not be granted when the TA's duties are primarily non-academic, such as scoring objective tests, performing clerical work, photocopying, looking up references, etc. However, a TA receiving academic credit may, from time to time, be asked by the instructor to perform such non-academic tasks.
3. A TA's overall academic record should be superior.
4. A TA should have demonstrated competence beyond the level of the course in which he or she is assisting.
5. A student may not be enrolled in a course and serve concurrently as the TA for it.
6. A TA can receive credit only once for assisting in a particular course. If the instructor wishes to have a TA assist in the course a second time, the instructor should apply for pay for the TA.

7. A TA can receive a maximum of one course credit per course for successful completion of his or her TA duties; some teaching assistantships carry only fractional course credit (typically one-half credit).
8. In their role as TAs, students will sometimes have access to privileged information (e.g., how well or poorly particular students in the course are doing). They are not to divulge such information to other students, or any other parties. Instructors should provide their TAs with clear instructions about confidentiality at the start of the course.
9. A TA's work may be graded either with a letter grade or on a pass/fail basis, at the discretion of the instructor. The instructor shall specify the grading system of choice on the form the student uses to register for the teaching assistantship. When a TA is graded pass/fail, the teaching assistantship shall not count against the four-course limit on pass/fail courses.
10. A TA must be approved by the instructor of the course and by the department chairperson or program director. Such approval is signified by their signatures on the teaching assistantship registration form.
11. Effective with the Class of 1996, a student may count no more than two TA course credits toward the 36 credits required for the baccalaureate degree. In exceptional circumstances, a student may, with the endorsement of both his or her adviser and the instructor of the course, petition the Curriculum Committee for permission to count a third TA course credit toward the degree. The committee will consider such petitions *only* if they are submitted no later than one week after advance registration for the semester in which the proposed teaching assistantship would be taken.
12. An instructor using TAs should indicate that fact in the course description or on the syllabus.
13. The registrar will report to the Curriculum Committee on the use of TAs by Trinity faculty at least once a year.

# Open Semester

An open semester is a full term of independent work or internship, either on campus or away, supervised and evaluated by a member of the Trinity faculty. Only one open semester may be counted toward the 36 credits required for the bachelor's degree.

## *Open Semester Procedures*

1. Discuss your program with a faculty member who will be your open semester adviser. Decide with him/her on a method of evaluation of your work. Whether or not you have an off-campus adviser, your faculty open semester adviser has the final responsibility for the evaluation of your work for academic credit.
2. Meet with Anne Lundberg, the coordinator of open semesters, to discuss your project and secure application materials.
3. Define clearly and commit to writing your educational objectives in undertaking an open semester, your specific program (including a timetable), and your schedule of contacts with your open semester adviser.
4. Seek the approval of the appropriate department chairperson if you wish open semester course credits to be counted toward your major requirements. An open semester applicant should make sure he/she can fulfill all of the requirements for the major either through using course credits from the open semester or through completing necessary courses in the remaining semesters.
5. Consult with the director of financial aid if you receive financial aid and if you will live off campus during your open semester. Any earnings gained during open semester will be taken into account in awarding financial aid.
6. Consult the assistant director of campus life if you wish Trinity housing for part of your open semester. Open semester students desiring housing for the entire term of their open semester retain the eligibility they would have as students enrolled in four individual courses.
7. Observe the following deadlines for submission of the open semester application and your narrative to the coordinator: for off-campus open semesters, mid-term of the immediately preceding semester. All arrangements for on-campus open semesters must be completed prior to the end of the term immediately preceding that in which the open semester will be undertaken.
8. Every student participating in an open semester will pay full tuition and fees.

9. No advance registration is necessary provided that Ms. Lundberg is aware of your open semester plans. Once your application has been approved, it will be sent to the registrar, who will enroll you in the open semester.
10. An open semester during the regular academic year is taken for four course credits. Other courses may not be enrolled in concurrently without special permission obtained through the coordinator. Open semesters may also be taken in the summer, but ordinarily for only three course credits.
11. Open semesters are graded either pass/fail or with a letter grade at the discretion of the student's open semester faculty adviser, who will specify the means of grading at the time the open semester is approved. If the student's work for the open semester proves to be less substantial than planned, the open semester adviser may award only one, two, or three credits, instead of the usual four.
12. The open semester application—reflecting objectives, program, and evaluation—will serve as a catalog course description and will be placed in the student's folder in the Registrar's Office. In addition, the title you provide for your open semester will be entered on your transcript. At the conclusion of an open semester, the description may be rewritten (with the open semester adviser's approval) to reflect more closely the work of the open semester.
13. Final eligibility is contingent upon the elimination of all incomplete grades prior to the start of the open semester period. Approval for an open semester will be withdrawn if the student has not met this eligibility standard.
14. The following elements ought to be included as part of any open semester proposal:
  - (a) Structured, periodic contact with your open semester faculty adviser and the submission of periodic reports or appropriate written materials for evaluation.
  - (b) Some contact between any off-campus advisers or supervisors and your open semester faculty adviser.
  - (c) Time for rewriting if the culmination of your open semester is to be a written exercise (there should be a due date established for this).
  - (d) Copies of assignments done under the direction of an off-campus supervisor should be sent or given to your open semester faculty adviser.
  - (e) An understanding with any off-campus supervisor that your work will be of substance and will include the possibility for the exercise of your own initiative, creativity, imagination, and responsibility.

## Internships

Internships are a form of independent study involving a combination of supervised fieldwork activity and traditional academic inquiry under the direction of a faculty sponsor. They may be undertaken by any matriculated undergraduate, with the exception of first-year students. Beginning in the fall of 2011, the integrated internship option is no longer available. Internships will take the form of exploratory internships, which carry one-half course credit and are graded on a pass/fail basis. Students may count up to four exploratory internships for a total of two course credits as elective credits for graduation. In certain circumstances, students may do an academic internship through the sponsorship of a department or program. These internships carry one course credit and earn a letter grade. All academic internships must originate in an academic department and be approved by the sponsoring academic department prior to submitting an internship contract to the Career Services Office. (Credits earned for Integrated Internships by students in the classes of 2012, 2013, and 2014 count toward the maximum credits allowed for exploratory internships.)

### *Exploratory Internships*

These internships enable the student to explore a particular interest by working for a semester in a public or private agency, business enterprise, a cultural institution (e.g., a museum), or the like. In such internships, the emphasis is on the field experience, which is supplemented by work of a more conventionally academic nature. Exploratory internships may be directly related to the student's other studies in that they afford him or her an opportunity to apply skills and knowledge, or to test ideas and theories, learned in courses. In some instances, the relationship between the internship and the student's other academic work will be less direct.

Exploratory internships are valued at one-half of a course credit and are graded pass/fail. Before commencing such an internship, a student must file a contract with the Career Services Office using the form provided by that office.

Each exploratory internship requires the student to spend a minimum of eight hours a week at the field placement, where his or her work will be overseen by an appropriate staff member of the agency, business, or institution who is designated as the field supervisor. Moreover, the student is required to prepare suitable written work under the supervision of the faculty sponsor; this work often takes the form of a journal or log involving analytic summation. In the written work, the student is encouraged to reflect on the significance of the field experience and to draw interpretation and meaning from it. Finally, the student meets periodically with the faculty sponsor to report on his or her field activities. Whenever feasible, the student and the faculty sponsor also meet at least once with the field supervisor to discuss the student's work.

Each undergraduate degree candidate is entitled to earn up to two course credit through exploratory internships. Such credit may not be counted toward fulfillment of the requirements of a major. A student may exercise the pass/fail option in a regular course during the same semester as the internship. First-year students

may not enroll in exploratory internships, just as they may not take independent studies. As with other forms of independent study, all exploratory internships require the written approval of both the faculty sponsor and the sponsor's department chair or program director.

Field placements are arranged through the College's Career Services Office. Because one of the purposes of an internship is to afford students extramural experience, on-campus internships (i.e., those based at a department, office, or other institutional unit of the College) are generally not permitted. If questions arise about the suitability of a placement, they may be referred to the Curriculum Committee for a decision. Career Services ordinarily will not approve repeated internships at the same placement and with the same field supervisor. However, a second internship at the same placement may be acceptable if the work is substantially different than that done in the first internship.

### *Academic Internships*

In certain circumstances, some departments and programs will sponsor academic internships, allowing the student to earn credit towards a major, minor, or other program. As the term suggests, these academic internships assume a high degree of integration between what the student is doing in the field and what he or she has learned in courses and is learning from the reading component of the project. Such internships may be undertaken only with the approval of an academic department or program.

An academic internship requires the student to undertake a minimum of 100 hours of field work, do a substantial amount of related reading, and prepare suitable written work under the supervision of the faculty sponsor.

Such internships presuppose that the student has previously taken one or more courses germane to the internship. In designing academic internships, the student and the faculty sponsor will follow the guidelines developed by the Curriculum Committee and approved by the faculty (see below).

Academic internships are taken for letter grades. Though they ordinarily are valued at one course credit, more elaborate projects may carry as many as two credits, just as other types of independent study may. Such internships may be counted toward the fulfillment of requirements of a major or interdisciplinary minor only upon the written permission of the department chair, program director, or minor coordinator. Academic internships will be offered under the department's independent study number, unless the department has established a specific course to use for internships.

As with other forms of independent study, all academic internships require the written approval of both the faculty sponsor and the sponsor's department chair or program director.

Students undertaking academic internships may receive financial compensation for the work they do in the field, as may students taking open semesters. Placements for the fieldwork component of internships may be arranged through the College's Career Services Office. Career Services ordinarily will not approve

repeated internships at the same placement and with the same field supervisor. However, a second internship at the same placement may be acceptable if the work is substantially different than that done in the first internship.

### *Guidelines for Academic Internships*

The following guidelines are to be observed in planning and carrying out academic internships:

1. Before registering for an academic internship, the student must complete, in consultation with the faculty sponsor, a contract, using the form provided by the Career Services Office. This contract is to be filed with Career Services by the third day of classes each term, with copies provided to the faculty sponsor and the field supervisor. The application shall include:
  - (a) a statement of the student's educational objectives for the internship,
  - (b) a description of the student's anticipated field work activities,
  - (c) an explanation of how integration between the field work and academic work is to be achieved,
  - (d) a preliminary bibliography of books, articles, and other reading material the student expects to consult,
  - (e) a statement of substantial written work the student will prepare for evaluation by the faculty sponsor, including a schedule of due dates, and
  - (f) a statement of the previous course or courses the student has taken to qualify for the proposed internship.
2. Career Services shall review all contracts on behalf of the Curriculum Committee to ensure that they meet committee guidelines. Incomplete or insufficient contracts shall be returned to the student for revision.
3. The student and the faculty sponsor shall meet regularly to discuss the progress of the student's work—both the academic and the field components. Whenever feasible, there shall be at least one meeting of the sponsor, the student, and the student's field supervisor (i.e., the person who oversees the student's work at the institution, agency, or business where the field work is conducted). At the completion of the project, the field supervisor shall provide Career Services with an evaluation of the student's performance in the field. This evaluation will be forwarded to the faculty sponsor for inclusion in the student's final grade.
4. In order to qualify for an academic internship, the student must take at least one course that the faculty sponsor judges to be germane to the subject of the internship. This course must be specified on the application/contract.

5. If the academic internship is to count toward the fulfillment of the requirements of a major or an interdisciplinary minor, the department chair, program director, or minor coordinator involved shall so indicate on the contract. It is the student's responsibility to secure authorization of major or minor credit prior to the start of the internship.
6. Ordinarily, the academic internship is awarded one course credit. Internships approved by a department or program for major credit may receive up to two course credits. However, more than one course credit for a non-major internship will be awarded only if the Curriculum Committee grants prior approval. Any student seeking such approval shall submit a completed contract and a credit approval form to the Committee for review no later than two weeks before the last day of classes in the semester preceding the proposed internship. This regulation does not apply to CityTerm, or to the Legislative Internship Program offered by the Political Science Department.

# Transfer Credit

## *Summary of General Principles and Rules*

Transfer credit to Trinity College is considered from two categories of institutions: 1) regionally accredited U.S. institutions of higher education, and 2) the liberal arts universities of other countries that are recognized by their appropriate national educational authorities *and* have been approved by the Trinity College Office of International Programs. The Office of the Registrar evaluates transfer credit and acts on behalf of the Trinity Curriculum Committee in granting final approval for transfer credits. Students must obtain the signature of their faculty adviser on the application for transfer credit, indicating that the students' proposed study plan has been reviewed and recommended for transfer of credit. However, final approval of each course rests with the Office of the Registrar.

Credit is transferred on a course-by-course basis, not on a semester-by-semester basis. Course work accepted for transfer must parallel Trinity's own course offerings and/or be liberal arts in nature. Courses that primarily focus on the acquisition of technical skills related to professional training, preparation for which does not require exposure to the fundamental bases of literary, philosophical, interpretive, or scientific understandings, will not be granted credit. Examples of non-liberal arts courses that are not transferable include, but are not limited to, business, management, marketing, advertising, public relations, crafts, public speaking, cooking, interior decorating, fashion design, and professionally oriented courses in law and medicine. Examples of other courses that are not transferable to the College include English as a second language, credit by examination, CLEP (College Level Examination Program) credit, internships without a sufficient academic component, ROTC courses, military courses, and correspondence courses. Distance education and Internet courses are not accepted for transfer credit.

Course work that duplicates other work already credited at Trinity may not be transferred. Lower-level courses in mathematics and languages cannot be transferred subsequent to the crediting of higher-level courses in the same discipline.

Credit is not awarded for courses taken to fulfill requirements for either secondary school graduation or graduate or professional degrees.

Transfer credit will not be entered onto the student's record until all questions concerning particular courses have been resolved. Written notice that transfer credit has been posted will be provided to each student each time credit is posted for him or her by the Office of the Registrar. After credit has been transferred to a student's record at Trinity, such credit may not be removed unless the student later gains credit for a Trinity course that duplicates the earlier credit. The faculty reserves the right to examine a student on any work presented for transfer before allowing credit. A student who wishes to receive credit for work completed through direct enrollment in a foreign college or university for which Trinity approves enrollment only through the sponsorship of an American institution or program must successfully petition the Committee on International Programs. Please see the Office of International Programs for further details.

## *Transcript and Grade Requirements*

In order to be considered for transfer credit, course work must appear on the sponsoring institution's official transcript and be issued by the registrar. Official transcripts must be mailed to Trinity's Office of the Registrar. Hand-delivered transcripts are not accepted. Credit will only be considered for transfer if the transcribing college awards academic credit and if the grade earned is equivalent to a C- (70) or better, except that all courses taken at one of Trinity's Global Sites are posted regardless of grades earned. Work from foreign universities must be assessed to be equivalent to a C- or better according to accepted grade conversion scales.

## *Credit Limits*

The maximum course credits per academic period that may be transferred to Trinity from other institutions (either before or after matriculation at Trinity) is as follows:

1 academic year (fall and spring)	9.0
1 semester (fall or spring)	5.0
1 quarter	3.0
Summer	4.0

Credit at Trinity will not be increased over that awarded by the transcribing institution. Normally credit will not be decreased from that awarded by the transcribing institution, but the following exceptions apply: transferred physical education courses are limited to 0.25 course credit each (the amount awarded for such courses at Trinity) and to a maximum of one course credit; courses that overlap work already credited may be accepted for partial credit.

## *Semester Hour/Quarter Hour Conversions*

The following conversions are made from semester-hour or quarter-hour systems to Trinity's course credit system:

Semester hours	Trinity course credits	Quarter hours	Trinity course credits
1	0.25	1	0.00
2	0.50	2	0.25
3 or 4*	1.00	3	0.50
5	1.50	4	0.75
6 to 8*	2.00	5	1.00
9 or 10*	3.00	6	1.25

\*Courses in science that have full laboratories and are valued elsewhere at four semester hours will transfer to Trinity as 1.25 course credits; those valued at eight semester hours will transfer as 2.5 course credits.

Credits from the host institution are not usually summed before transfer. In order that the student not lose as much credit as would be the case if credit for courses were transferred individually, the following exceptions may apply:

- Courses in the same discipline that have low fractional credit values at an institution using the quarter system (i.e., courses valued at fewer than two quarter hours) will be combined in order to attain the minimum threshold of two quarter hours for transfer credit.
- If a foreign study program awards semester hour credits, and if one-half or more of a student's courses in any semester are valued at fewer than three semester hours, then the courses valued at fewer than three semester hours for that semester will be summed. A special formula will be applied.

### *Transfer Credit Rules for Specific Disciplines*

The following rules and procedures concerning restrictions or conditions for transfer credit for courses in several disciplines also apply:

*Accounting:* A maximum of two course credits in general, introductory coursework will be accepted.

*Computer science:* Only 0.5 course credit is awarded for a programming course valued at three or four semester hours elsewhere, and one course credit is the maximum that will be awarded for programming courses.

*Economics:* Students who transfer both introductory macroeconomics and introductory microeconomics may not enroll in Economics 101, Principles of Economics, at Trinity College. Students who transfer in either introductory macroeconomics or introductory microeconomics may enroll in Economics 101, Principles of Economics at Trinity College, but will receive 0.5 course credit for the transferred course.

*Education:* Many "practical" courses are acceptable, but such courses as "Teaching Crafts" are not.

*English:* A maximum of two course credits in introductory expository writing courses will be accepted.

*Filmmaking:* A maximum of two course credits will be accepted.

*Journalism:* A maximum of two course credits in journalism courses emphasizing writing will be accepted.

*Mathematics:* Courses at the calculus level or higher will be accepted; courses of a lower level or those in algebra, trigonometry, pre-calculus, geometry, or statistics will be reviewed by the chairperson of mathematics to determine their eligibility for credit at Trinity College

*Physical education:* Only courses like those taught at Trinity will be transferred; credit for intercollegiate sports will not be transferred.

*Studio arts:* A student desiring credit for courses in the craft disciplines (those using fibers, metals, or clay) must receive the written approval of the director of studio arts before enrolling.

### *Post-Matriculation Transfer Credit*

Students wishing to receive transfer credit from another institution after matriculating at Trinity must receive approval in advance by completing an application for transfer credit (available from the Office of the Registrar) and obtaining all required signatures. The deadlines for submitting applications for transfer credit to the Office of the Registrar:

- For the fall semester or a full academic year away: May 1
- For the spring semester away: November 15
- For summer classes: at least two weeks before the summer session begins.

A completed application for transfer credit will be reviewed once a student who is participating in an approved study abroad program has fulfilled all requirements set by the Office of International Programs.

Official course descriptions or syllabi, in English, must be attached to the application for transfer credit; course descriptions transposed by students are not accepted. Course descriptions specific to particular internships, independent studies, and research must also be attached. If official descriptions are not available, a specially prepared summary signed by the director of the host program will be accepted.

Trinity students who have accumulated 18 course credits toward their degree requirements may not transfer credit from two-year colleges.

Upon approval by the associate registrar, photocopies of the application for transfer credit, showing Trinity course credits to be earned upon satisfactory completion of the courses and any other special comments or notations will be distributed to the student, his or her major department chairperson(s), and his or her minor coordinator(s).

All approved post-matriculation transfer credit shall be posted with applicable credits and grades on the Trinity College transcript and shall be counted toward the requirement of 36 course credits for the bachelor's degree. Transfer credit will be posted only after any outstanding questions concerning particular courses are resolved.

### *Grades, GPA, and Academic Standing*

Beginning with fall 2006 study away, grades for transferred courses taken at one of Trinity's Global Learning Sites or through the Twelve-College Exchange Program, will be calculated into the grade point average and included in determining rank-in-class and academic standing, such as faculty honors, academic probation, and honors at graduation.

Grades from Trinity-approved study abroad programs offered by other colleges, universities, and program providers are not included in calculations of grade point average and rank-in-class, except that students who do not earn at least 4.0 course credits while participating in such a program, or whose grade point average from such a program is less than 1.667, shall be placed on Academic Probation.

### *Designating a Course to Be Graded on the Pass/Fail Basis*

Trinity students may designate one course taken at a Trinity Global Learning Site to be graded on the pass/low pass/fail grading basis, as long as the allotment of four pass/low pass/fail opportunities has not already been reached. Students must designate the pass/low pass/fail grading basis by the end of the add/drop deadline for their particular site. Students may opt out of the pass/low pass/fail grading basis no later than the last day of classes for their particular site; as is the case with studies in Hartford, a dropped pass/low pass/fail designation counts as one of the four opportunities available to students during their undergraduate career.

For studies at a Trinity-approved study abroad program, if allowed by the host program or institution, students may take the equivalent of one Trinity course credit on a pass/fail basis each semester. Any course taken pass/fail counts toward the total limit of four pass/fail courses applicable for graduation at Trinity. Courses graded pass will not be accepted unless certification is provided from the issuing registrar stating that the original grade or the quality of the work was equivalent to a C- or better.

Summer courses cannot be transferred if elected pass/fail, credit/no credit, or satisfactory/unsatisfactory.

### *Major, Minor, and General Education Distribution Credit*

Students who wish to use course work that has been accepted for transfer to fulfill requirements for the major or minor must obtain the written approval of the department chairperson, program director, or minor coordinator, using the applicable section(s) of the application for transfer credit. With the approval of the faculty coordinator of a minor, students may use a maximum of three courses taken elsewhere to replace courses in a six-course-credit minor, two in a five-credit minor. Courses not approved to fulfill major or minor requirements will be considered “elective” credit at Trinity.

Students who have matriculated may fulfill no more than two general education requirements through post-matriculation transfer credit; requests may be made using the applicable section of the application for transfer credit. Courses used to fulfill a general education, major, or minor credit must be taken for a letter grade.

### *Internships*

Internships will be awarded .50 course credit provided there is a sufficient academic component, and a grade and credit are awarded by the host school on its transcript. An internship that is an integral part of the study abroad program (i.e.

American University Washington Semester Program, INSTEP), will transfer as 1.0 Trinity course credit as long as it is valued at three or four semester hours at the host institution and has an extensive academic component.

Internships completed away from Trinity are included in the total number of internship credits allowed towards the degree (please refer to the requirements for the bachelor's degree in the *Bulletin*).

### *Repeated Courses*

Course work of any kind may not be repeated for credit. Students who have already earned credit but need to repeat a class in order to improve the grade first earned must attach the written approval of the department chairperson for that subject to the application for transfer credit. If approval is granted, the original grade will continue to be included in the grade point average, and the course repeated outside Trinity will be listed with the new grade shown, but not calculated into the grade point average, and without credit awarded.

### *Changes in Courses*

Once students arrive at their host program, changes in their approved study plan may occur. Students must submit changes on a new application for transfer credit and forward the application directly to their Trinity faculty adviser, with the new course descriptions attached. Students may print an application for transfer credit from

<http://www.trincoll.edu/Academics/registrar/Documents/ApplicationforTransferCredit.pdf>

A photocopy of the new application for transfer credit showing approval of proposed courses will be mailed to the students' home address.

### *Last Semester or Academic Year Away*

A student who wishes to spend the last semester of undergraduate study (or all of the senior year) away from Trinity must secure the permission of his or her major department chairperson, and, through the registrar, the permission of the dean of the faculty. All transfer credit requirements for a student studying away for his or her last semester must be completed by the established senior grade submission deadline. Further instructions and deadlines are available from the Office of the Registrar.

### *Hartford Consortium for Higher Education and the Twelve-College Exchange*

Courses taken in the Hartford Consortium for Higher Education or the Twelve-College Exchange are not subject to the C- or better grade requirement. Courses graded lower than C- will be treated as similarly graded courses at Trinity. Grades for these courses will be included in calculations of GPA, rank-in-class, and other academic standing. Students need not complete an application for transfer credit to enroll in courses in the Hartford Consortium for Higher Education; a special

consortium registration form is available in the Office of the Registrar. Please refer to the current *Bulletin* for further information about consortium registration. Consortium registration is not available during the summer; students enrolling in summer coursework at a school that is a member of the Hartford consortium must complete an application for transfer credit. Students participating in the Twelve-College Exchange Program, however, must complete the application for transfer credit and receive advance approval for all courses.

### *Pre-Matriculation Transfer Credit*

A maximum of 18 course credits taken at other institutions prior to matriculation at Trinity (20 for students who matriculated at Trinity before fall 1996) may be transferred to Trinity. Pre-matriculation courses accepted for transfer will be reviewed by the Office of the Registrar for fulfillment of the Trinity general education requirements. A course description or syllabus may be requested for a course if its acceptability is in question. Transfer credit is not awarded for courses transcribed by other colleges or universities if those courses were offered as part of a college-in-high-school program (these are courses with college syllabi that are taught to secondary school students by college teachers or by college-approved secondary school teachers and with enrollment limited to secondary school students).

Transcripts of pre-matriculation work completed in foreign universities will usually be referred to a national credentials evaluation service, such as Educational Credential Evaluators in Milwaukee, Wisconsin, for evaluation and transfer credit recommendations. After Trinity has received the evaluation report, the College's transfer credit policies will be used to determine what portion of the work, if any, will be accepted for transfer credit.

### *Advanced Placement and Certain European Examinations*

Advanced Placement (AP) credit is awarded according to the departmental policies stated in the *Bulletin*.

Credit for the International Baccalaureate and certain European examinations is awarded according to the policy stated in the *Bulletin*.

### *Use of Trinity College-Controlled Financial Aid for Non-Trinity Foreign or Domestic Study*

Trinity College students who are financial aid recipients may use that aid for study away under the following conditions:

#### Foreign Study

1. Financial aid may be used only for participation in programs approved by the Curriculum Committee. A list of approved programs is available in the Office of International Programs and at .
2. A student must be in good academic standing at Trinity College at the con-

clusion of the semester just prior to the beginning of the study away program in which he or she wishes to participate.

3. The proposed study away program must offer the applicant the opportunity to maintain normal progress toward the bachelor's degree and to earn the equivalent of at least four transferable course credits per semester (three transferable course credits per quarter or trimester).
4. Financial need will be evaluated on the basis of the cost of the approved study away program, including round-trip transportation and personal expenses. Loans will be available to cover the study abroad administrative fee.
5. Students who receive any form of financial assistance (including student and/or parent loans) will be required to complete specific Trinity College financial aid paperwork including a Trinity College power of attorney form (for Trinity and approved non-Trinity programs) and a student study away agreement (for approved non-Trinity programs).
6. Students attending an approved non-Trinity program must provide a copy of their itemized bill from their host institution or program to the Financial Aid Office. (The bill must show the program's or institution's address.) For students attending a Trinity program or affiliate, regular Trinity billing from the Office of Student Accounts may be expected.

## Domestic Study

1. The use of Trinity-controlled financial aid for domestic study is limited to participation in the following specific programs: Twelve-College Exchange, Williams-Mystic Maritime Studies Program, Eugene O'Neill National Theatre Institute, Marine Biology Lab and SEA Semester at Woods Hole, Duke University Marine Laboratory, and the Washington Semester Programs of American University. A student may wish to discuss with the director of financial aid his/her desire to use Trinity-controlled financial aid for study elsewhere domestically, but exceptions are rarely made.
2. Each of the conditions and procedures listed above (2. through 6.) must be followed, substituting "domestic" for "foreign."

## Study Away

The Office of International Programs (OIP) works with students who study away for a semester, academic year, or summer. Over 60% of Trinity College students study away for a semester, academic year, or summer on Trinity-approved international or domestic programs by the time they graduate.

Students who wish to pursue study away must read the section in the Student Handbook entitled “Transfer Credit,” p. 63, and the Guidelines for Study Away (available from the OIP, 66 Vernon Street, and on the OIP Web site) in order to familiarize themselves with important College policies and procedures pertaining to study away.

The College’s list of approved international and domestic study away opportunities is available in the OIP or on the OIP Web site,

[www.trincoll.edu/UrbanGlobal/StudyAway/](http://www.trincoll.edu/UrbanGlobal/StudyAway/).

Students studying away on semester or full year Trinity-administered programs in Barcelona, Buenos Aires, Cape Town, New York, Paris, Rome, Trinidad, or Vienna or on the PRESHCO program in Spain, the Baden-Württemberg Exchange in Germany, or the Twelve College Exchange pay Trinity College for participation in their program and do not pay an additional study away fee. (Note payment for room and board varies by program.)

Trinity students who study away on semester or full year approved non-Trinity programs will pay their program fees directly to the program provider plus a study away fee to Trinity of \$3,000 for one semester or \$3,500 for two semesters. Students who study on affiliate programs (contact the OIP for a complete listing) will pay the program directly for the program fees plus a reduced study away fee to Trinity of \$800 for one semester or \$1,000 for two semesters.

All students on financial aid may apply their aid to any programs approved by Trinity College for credit (see the Guidelines for Study Away for a complete list of approved study away programs). Students who receive financial aid and who plan to study away should contact the Financial Aid Office with any aid-related questions.

### *Policies and Procedures for Studying Away for a Semester or Year*

The following important study away policies and procedures apply to all students studying away from the College for a semester or academic year:

1. Students who intend to study away for credit toward the degree are urged to begin their research early. Students should start by reading the “Special Curricular Opportunities” and “Global Programs” sections of the *Bulletin*, as well as the *Guidelines for Study Away* (available from the OIP) for important information.
2. Students planning to study away for a semester or year should plan to attend the annual Study Away Fair (held October 12 in the Washington Room). Students must also meet with a member of the OIP staff and/or attend a

study away information session in the fall semester (by early December) of the year before they wish to study away. Students should contact the OIP for a schedule of information sessions and the fair.

3. Early advising is essential! Students are required to meet with their current faculty adviser and are strongly urged to meet with a faculty adviser in their intended major department(s) in order to discuss how to integrate their study away experience into their academic program at Trinity. Early declaration of the major is strongly encouraged.
4. Trinity students who wish to study away for a semester or full year must first obtain approval from the College by completing a Request for Approval to Study Away by the appropriate deadline. In order to gain approval to apply to study away, students must have a 2.5 minimum GPA at the time they submit the Request. Note: a minimum GPA of 2.7 is strongly recommended, and most study away programs require a 2.7 GPA or higher. Also, students must meet the GPA requirement and other prerequisites of the program(s) for which they request approval.
5. Students must be in good academic and social standing at Trinity (e. g. not on academic probation, suspended, etc.) in order to be eligible to study away in the subsequent semester or full year. Should a student not meet the requirement of good standing, approval to study away will be rescinded.
6. Prior to studying away, all students must fulfill the quantitative literacy (QL) requirement. Should a student not be QL-proficient prior to departure, approval to study away will be rescinded.
7. The Request for Approval to Study Away deadline is the first Friday in December, one year in advance of the study away period (December 2, 2011, for the 2012-2013 academic year). A second deadline will be added for students applying for spring semester if spaces remain available, but as this cannot be guaranteed, all students intending to study away for a semester or year should meet the December deadline. The Request is available from the Office of International Programs at 66 Vernon Street or online at

<http://www.trincoll.edu/UrbanGlobal/StudyAway/Documents/RequestForApprovaltoStudyAway20112012.pdf>

8. Students may apply for approval for two Trinity-approved study away programs per study away term.
9. Students who wish to study away for one semester must justify their preferred semester in their request. Students must be flexible regarding the choice of their semester of study away and must recognize that not all students may receive their first choice. Only in exceptional circumstances will subsequent changes of study away term be allowed.

10. As a small college that sends half of its students away to study off campus, Trinity is strongly affected by fluctuations in study away enrollment. Trinity's approval of a student's study away request begins a commitment on the part of the student. Students who submit a Request and receive notification from the OIP that they are approved to apply to study away will be added to the College's list of students studying away. Students must complete a withdrawal form (available on the OIP website or from the OIP) to be removed from this list. Students who withdraw after April 1 for fall or full year study away or October 1 for spring semester study away will be assessed a \$500 study away withdrawal fee.
11. The College takes a student's decision to be off campus seriously and plans enrollment and on-campus housing accordingly. The Office of Campus Life cannot guarantee the availability of on-campus housing to students who do not abide by their commitment to study away.
12. Upon receiving notice of Trinity approval to study away from the College, the student must complete their program-specific applications and submit them directly to the program providers. The OIP strongly recommends that students submit their study away program applications (Trinity and non-Trinity) as early as possible, prior to the deadline. Note that every program has its own deadline and some program deadlines may be earlier.
13. All students are required to submit a copy of their program acceptance letter and other confirmation paperwork to the OIP before they can be confirmed for study away. Students must complete all required paperwork by the appropriate deadlines.
14. Students who plan to transfer credit from study away back to Trinity must complete an application for transfer credit, available from the Office of the Registrar, and are expected to follow the policies and procedures outlined in the "Transfer Credit" section of this handbook, p. 63.
15. All students who attend Trinity-administered study away programs are required to comply with the conditions of the acceptance agreement, which indicates acceptance of the terms of admission to the program and the conditions of participation.
16. All students who study away are required to comply with the conditions of the code of conduct confirmation form, which stipulates the rules that apply to proper behavior in the visiting country, as well as regulations regarding academic honesty, the use of drugs or alcohol, respect for shared or personal property, and other regulations.
17. Since a period of foreign study can be accompanied by both physical and emotional stress, the Office of International Programs expects students attending Trinity-administered programs to provide an evaluation of their health by submitting the health statement form, which will be maintained

confidentially. Students with special health needs or particular medications should know that U.S.-style health care cannot be expected when studying away, and that few U.S. programs abroad employ physicians, health care providers, mental health professionals, or therapists. The College does not discriminate against individuals who have any type of medical, emotional, or psychological challenge. Trinity does, however, advise students who have a medical, emotional, or psychological condition to consult with a medical or mental health professional in this country to determine the potential stresses and medical consequences of study abroad.

18. Grades from international programs take longer than Trinity College grades to arrive and be processed and students are advised to be flexible with this timeline
19. All Trinity students studying away are required to complete an online evaluation upon completion of the program. A hold will be placed on the Trinity transcript until the student has submitted the evaluation upon their completion of their program.
20. Students must enroll in a full semester of liberal arts, academic, non-repetitive courses while studying away. Further, they should check with their program (s) to determine if they will earn all Trinity credits, all transfer credits (non-Trinity programs), or a combination of both. Note that grades for all courses taken on Trinity programs calculate into students' Trinity GPAs.

### *Policies and Procedures for Studying Away for Summer*

The Office of International Programs also advises students about Summer Study Away programs, including Trinity College Faculty-Led programs and non-Trinity programs sponsored by other institutions or providers. Acceptance of transfer credit from non-Trinity summer programs decisions are made in coordination with the Registrar's Office. Students who wish to pursue study away must read the section in the *Student Handbook* entitled "Transfer Credit," p. 63, and the *Guidelines for Study Away* (available from the OIP, 66 Vernon Street, and on the OIP Web site) in order to familiarize themselves with important College policies and procedures pertaining to study away.

Trinity College summer study away program fees are due to the College by the start date of that program. Non-Trinity program fees are to be paid directly to the program providers.

Although some programs offer limited scholarship funds, Trinity College Financial aid monies are not applicable to Summer Programs. There are several qualifying Federal Financial Aid grants available for summer study away. The OIP recommends students meet with a Financial Aid advisor to inquire about their options.

The following policies and procedures apply to all students studying on summer programs:

1. Students who intend to study away during the summer are strongly urged to meet with a faculty adviser in their intended major department(s) in order to discuss how to integrate their study away experience into their academic program at Trinity. Should a student wish to apply credit to their (intended) major, they should gain approval from the department head before participation on a summer Program.
2. Students must be in good academic and social standing at Trinity (e. g. not on academic probation, suspended, etc.) when applying to study away on a summer program.
3. Students must submit their application for summer programs by the deadlines provided by Trinity College or the program provider. Note that deadlines may be extended and there could be wait lists for Trinity College Summer Programs which fill early.
4. Students who plan to transfer credit from a non-Trinity College summer study away program back to Trinity must complete an “Application for Transfer Credit” prior to attending their Summer Program. These forms are available from the Office of the Registrar, and students are expected to follow the policies and procedures outlined in the “Transfer Credit” section of this handbook, p. 63. *Completion of this form is NOT required for Trinity College Summer Programs.*
5. All students who attend Trinity-administered summer study away programs are required to comply with the conditions of the acceptance agreement, which indicates acceptance of the terms of admission to the program and the conditions of participation.
6. Since a period of foreign study can be accompanied by both physical and emotional stress, the Office of International Programs expects students attending Trinity-administered summer programs to provide an evaluation of their health by submitting the health statement form, which will be maintained confidentially. Students with special health needs or particular medications should know that U.S.-style health care cannot be expected when studying away, and that few U.S. programs abroad employ physicians, health care providers, mental health professionals, or therapists. The College does not discriminate against individuals who have any type of medical, emotional, or psychological problem. Trinity does, however, advise students who have a medical, emotional, or psychological condition to consult with a medical or mental health professional in this country to determine the potential stresses and medical consequences of study abroad.
7. Grades from international programs (Grades for Trinity summer programs will be calculated into the Trinity GPA. Grades for non-Trinity summer programs will appear on students’ transcripts, but will not be calculated into the GPA.

### *Petition to Study Away on Non-Approved Programs*

The current list of approved study away programs has been adopted by the Curriculum Committee at Trinity College and is listed in the *Guidelines for Study Away* available from the Office of International Programs.

The Office of International Programs may grant approval to an individual student to study on a program not included on the official list of Trinity-approved programs. Students who wish to study on a non-approved program should contact the OIP. Students requesting to study away on a program with which the OIP is not familiar must submit a petition form, available from the OIP. This must be submitted together with the Request for Approval to Study Away by the appropriate deadline. If the student's petition is rejected, he or she may appeal this decision to the Curriculum Committee.

Approved petitioners must follow all policies and procedures for approved programs, including the completion of the application for transfer credit available in the Registrar's Office. The registrar, acting for the Curriculum Committee of the faculty, will determine which courses are eligible to receive transfer credit.

# College Life Policies

## Regulations Overview

The regulations of Trinity College are designed to maintain an environment in which teaching, learning, research, and related activities are undertaken freely and responsibly. Not only personal concerns, but also the concerns of others and the welfare of the College shall motivate the actions of each member of the Trinity community.

The opportunity to live and work in a diverse community is one of the chief attractions and advantages of the college environment. Within that environment, each member of the College, in private and in public, is expected to act with self-respect, prudence, and sensitivity toward the feelings of others.

The College Charter provides that the disciplinary responsibility and authority of Trinity College reside in the Board of Trustees. The Board of Trustees charges the president of the College as its chief executive officer to maintain order and justice and to advise the Board of Trustees if problems arise in either of these areas that would call for action by the trustees.

## Jurisdiction

The jurisdiction of the College policies, procedures, and regulations is broad. Trinity College will exercise jurisdiction to the extent practical and possible over all cases alleging violation(s) of College regulations occurring on campus as long as the person being charged is a student and regardless of the student status of the complainant. Withdrawal from the College will not constitute grounds to dismiss any charges that are brought against a student. If there is sufficient reason to believe that a complaint against a student is imminent, the College may exercise its jurisdiction even if a student elects to withdraw before a formal complaint is presented to the College. In cases in which a student withdraws from the College before the adjudication of the complaint, the College may proceed to adjudicate the complaint or place a notation on the student's transcript indicating that the student withdrew with charges pending.

The College will also exercise jurisdiction, to the extent practical and possible, over all cases alleging violations of College regulations that occur off campus, including any incident that takes place during a period when the College is not in session if:

- the incident poses a threat to the safety and well-being of any member of the campus community, including the person who is complained against;
- the incident is likely to have a substantial effect on the complainant's/victim's campus life and activities; or
- the incident affects a compelling interest of the College.

Where a perpetrator is not a student, the College is limited in its ability to exercise judicial options. However, the administration may still assist the victim. Options include, but are not limited to, a campus-based restraining order and access to campus resources like counseling and academic and residential accommodations.

Complaints against students by any member of the Trinity community are handled according to the procedures in grievances against students, p. 82. Complaints against faculty, administration, or staff are handled under separate procedures (p. 93, p. 98).

# College Regulations

## *Social Code*

All Trinity students are expected to know and abide by all College regulations, including the prohibition of the offenses described below. These offenses are applicable to students and their respective organizations, including Greek organizations, when a violation has occurred on or off campus.

1. Conduct that is unbecoming of a Trinity College student. This includes, but is not limited to, disturbance of the peace; disorderly or indecent conduct; physical or verbal abuse or assault; threats; intimidation; coercion; any conduct that threatens, instills fear, or infringes upon the rights, dignity, and integrity of any person; any conduct likely to lead to violence; harassment (a fuller definition is provided below).
2. Attempted or actual theft of, or misappropriation of, another's property or services (includes possession of stolen property). Attempted or actual damage, defacement, or destruction of property. Littering of College premises.
3. Knowingly furnishing false, inaccurate, or misleading information to or about the College.
4. Refusal to comply with a legitimate request of a College official or a campus safety officer, including refusal to identify oneself, or to relinquish one's Trinity College identification card, or to participate in a College investigation or judicial procedures when one has knowledge of relevant information.
5. Behavior or any activity that endangers the health and safety of oneself or of others. Examples include, but are not limited to: tampering, interfering with, or destroying fire safety equipment; unauthorized creation of a fire; failure to evacuate a building during a fire alarm; raising a false alarm of a fire or other emergency situation; unauthorized use, manufacture, or possession of firearms, ammunition, explosives, hand weapons, air rifles, or fireworks; self-destructive behavior; entrance to the roofs of College buildings (includes buildings owned by Greek-letter organizations); interference with entrance or egress from the College or any College facility; unsafe operation of a motor vehicle; throwing objects at or from windows.
6. Unauthorized access to College buildings, including climbing on College buildings.
7. Possession, use, duplication, or distribution of College keys or access codes without permission of the owner.
8. Dishonesty such as forgery, including forging another's signature on official College forms, or unauthorized alteration or use of College property. Cases of academic dishonesty are adjudicated under separate procedures, found in the section, "Intellectual Honesty," on p. 18.

9. Disruption of the orderly processes of the College, involving obstruction or interference with teaching, research, administration, disciplinary proceedings, or other College activities. Any conduct that prevents a College employee from performing his/her duties. Interference with College events and programs, authorized recruitment, or free and open discussion.
10. Failure to abide by the operating regulations of academic and non-academic offices and departments, student centers, libraries, laboratories, and other College buildings.
11. Misuse of College, state, or federally issued instruments of identification. This includes the possession of a falsified identification card or one that belongs to another person, or the creation, sale, or distribution of a falsified card.
12. Violation of federal, state, or local statutes.
13. Failure to comply with, or attempts to evade, any sanction imposed by a College official or the Honor Council.
14. Repeated violations of campus regulations in the operation and parking of vehicles.
15. Failure to comply with any Trinity College policy or regulation including, but not limited to:
  - (a) Integrity Contract
  - (b) Alcohol policy and regulations
  - (c) Drug policy and regulations
  - (d) Policy on sexual misconduct
  - (e) Residential contract and/or residential guidelines
  - (f) Health regulations
  - (g) Policy on the use of the College's name, seal, and other identifiers
  - (h) Regulations regarding posters and banners
  - (i) Regulations for the use of computing, communications, and video systems
  - (j) Administrative regulations concerning dances, parties, and organized social affairs, including those sponsored by Greek-letter organizations
  - (k) Special administrative regulations in force during vacation periods
  - (l) Policies, procedures, and regulations governing Greek-letter organization membership activities
  - (m) Policy against hazing
16. Knowingly assisting in, or urging or inciting others to violate any College policy, procedure, and/or regulation.

# Procedures in Grievances against Students

## *Glossary*

The following terms are used during judicial proceedings. Students should familiarize themselves with these terms in the event that they must participate in this process as a complainant, witness, or respondent.

## *Appeal*

A written petition for a reconsideration of one's case. Only one appeal per case is allowed. Specific guidelines need to be met for an appeal to be granted. See the complete explanation of appeals later in this section.

## *Appellate Hearing Officers and Boards*

Various hearing officers and panels may hear cases on appeal.

## *Campus Safety Report*

Written documentation of an incident that alleges violation(s) of College regulations and/or community standards. Campus Safety Reports (and their addendums) may only be submitted by a campus safety officer.

## *Complainant*

Any person who initiates a complaint against a student alleging violation(s) of college regulations via a report or written statement.

## *Dean of Students*

Trinity College designates the Office of the Dean of Students to supervise the administration of the College's Academic and Social Honor Codes. In those parts of the policy that refers to actions by "the dean," readers should note that they also refer to such persons designated by the dean to administer and resolve judicial cases.

## *Decision*

Formal closure to a judicial case. The decision will include the findings of the hearing officer or panel in terms of respondent responsibility, and may include any sanctions imposed if applicable. Decisions may be delivered by letter to student's mailbox, via e-mail, or directly to the respondent. Written decisions are not ordinarily delivered to the complainant.

## *Hearing Officer*

Any administrative staff member designated by the Dean of Students Office who is assigned to hear cases of alleged student misconduct.

## *Honor Council*

A group of elected and trained students who serve a one-year term. A hearing panel or appellate board is comprised of members from the Honor Council. Each member of the panel has a vote in determining respondent responsibility and in the recommendations of sanctions. The dean or his designee will advise the panel on judicial procedures but does not have a vote.

## *Incident Report*

Written documentation of an incident that alleges violation(s) of college regulations and/or community standards. Any College official, administrative staff member, faculty member, or student may submit incident reports.

## *Judicial Records*

Each case that has been adjudicated by the college is considered to be a Judicial Record. The Dean of Students Office maintains these records. Records are kept confidential, with the exception of the statistical reporting required for the Campus Security Act, the Parental Notification Policy and summary information to the Trinity community. Information on a student's judicial history may be released with the permission of the student or in such circumstances as permitted by law. Judicial records are maintained on file for a period of seven years after a student terminates studies at the College or permanently when there are sanctions of permanent censure, suspension, or expulsion.

## *Residential Guidelines*

The policies and procedures contained in this handbook, which govern all aspects of residential and community living for students enrolled at Trinity College.

## *Respondent*

A student who is charged with an alleged violation of college regulations and/or community standards.

## *Sanctions*

Formal reprimands imposed on a respondent who is found responsible for violating college regulations. Please refer to a non-exhaustive list of sanctions later in this section.

## *Initiation of Complaints*

1. Whenever an individual believes that a student or student organization has violated the published regulations of the College or the principles of the Student Integrity Contract, he or she should bring a complaint to the Dean of Students Office. Complaints regarding offenses in residence halls should be reported to the Office of Campus Life. However, residence hall offenses

of such severity that College censure, suspension, or expulsion might result will be referred to the Dean of Students Office.

2. Upon receipt of a complaint, the hearing officer assigned to the case will review the incident and conduct any preliminary investigation as appropriate. The hearing officer will determine if there are sufficient grounds to pursue the complaint and to use the College's grievance procedures to resolve the matter. It is the responsibility of the hearing officer to determine the appropriate process to hear the case—a formal hearing before an Honor Council panel or an administrative resolution. The hearing officer may consider the following before determining the process:

- (a) The preferences of the complainant and respondent.
- (b) Sensitivity of issues involved in the complaint.
- (c) The stage in the semester at which the complaint is presented (note that the Honor Council adjourns after the last day of classes each semester).
- (d) Whether or not the respondent wishes to contest the allegations.
- (e) Circumstances where respondent was “caught in the act.”

3. Administrative Resolution—Administrative resolutions are designed to be non-adversarial proceedings conducted in an atmosphere of informality and fairness. The process is designed to hear all sides of an incident and to have honest and open discussions. Students will meet with the hearing officer in his/her office or another private space. The hearing officer who is assigned to resolve a complaint may use his/her discretion in determining the appropriate means to come to a resolution, including inviting other hearing officers to be involved. The hearing officer may, at his/her discretion, meet independently with all the parties to a complaint or choose to meet collectively. In certain circumstances and at his/her discretion, a hearing officer may make an audio recording of portions or all of the conversations with students involved in the process. All administrative resolutions are designed to provide the respondent with the appropriate information to understand the complaint and properly prepare a response. If the respondent remains unsatisfied with the resolution, that person retains the right of appeal.

#### 4. Honor Council Resolutions

- (a) Cases that are not resolved through the administrative resolution process shall be forwarded to an Honor Council Judicial Panel for adjudication. The associate dean will assemble the following materials for the panel as well as for the complainant and respondent:
  - i. A formal written statement from the complainant, or an incident report complete with a detailed account regarding the nature of

the alleged offense. The dean shall provide a copy of the complaint to the respondent within a reasonable period of time.

- ii. Any written response that the respondent elects to submit in his/her defense.
  - iii. Any investigative report (may include photographs or witness statements).
  - iv. A copy of the grievance procedures.
- (b) If the respondent does not reply within 48 hours, or if he/she does not pledge to attend and participate in the hearing, the dean will so inform the Honor Council, which reserves the right to conduct the necessary hearing without the benefit of the respondent's input.
  - (c) A panel of five students from the Honor Council will constitute the judicial panel. The members of the hearing panel will designate a chairperson of the panel to serve as the presiding officer.
  - (d) The dean will inform the complainant and respondent of the hearing date, review the procedures to be followed, and give both parties such other information as seems pertinent.
  - (e) A member of the Dean of Students Office will serve in an advisory capacity to the hearing panel and, during the hearing, as a non-voting participant. In the event that the regular adviser to the hearing panel is a party to a complaint, or has relevant witness testimony, that person may not serve as an adviser in the hearing of that particular complaint. In such cases, the dean of students shall appoint another individual as adviser.

5. Hearings—The following rules and procedures shall govern all hearings

- (a) A member of the Honor Council shall recuse him/herself from a case if he/she is involved in the matter in some way.
- (b) The complainant and respondent are expected to attend all sessions of the hearing, except that either may be excused at his/her own request by the chairperson of the hearing panel. No hearing session will be held without the complainant and the respondent having been given ample notice and opportunity to attend.
- (c) The chairperson of the panel, the complainant, and the respondent have the right to name material witnesses and/or consultants and request their presence at the hearing. Each party to the case is responsible for notifying his/her witnesses of the time and place of the hearing and shall make all reasonable attempts to ensure that the witness is present during the hearing.
- (d) It will be the chairperson's responsibility, along with the hearing adviser from the Dean of Students Office, to interpret the College regulations; to inform the panel of correct procedures; to rule, with the

panel's agreement, on the relevance of questions asked by parties to the case; to rule on questions that are redundant; and to ensure that fair treatment and opportunity for civil and orderly participation are accorded to all parties.

- (e) The hearing shall be recorded in its entirety (this does not include the panel's deliberations) and shall be kept by the Dean of Students Office until the matter is concluded and no further appeal is possible. The confidential recording of the hearing is the property of the College and may not be copied or reproduced without the permission of the dean of students or his designee. In situations in which a decision of the hearing panel is granted an appeal, the appellant may request to review the recording. If the request is granted, the dean of students will arrange for the respondent to review the recording in the Dean of Students Office. The College will not provide a written transcript of the hearing to the appellant.
- (f) Each party to the case may be accompanied by one adviser during each hearing session. Advisers may not participate directly in the hearing session, but they may consult freely with the person whom they are advising. All advisers must be members of the College community (i.e., current student, faculty, or staff). An adviser may not have formal legal training.
- (g) Hearings will be private and the proceedings kept confidential. Witnesses and consultants may appear individually; the latter may appear at any time in the proceedings that the chairperson thinks proper. When a consultant is called to provide medical or psychological information about one of the parties to a case, the consultant may, with the concurrence of the chairperson and dean, exclude from the hearing room the complainant, the respondent, or both.
- (h) The chairperson and the dean may modify these procedures at their discretion to fit particular situations as long as any modification presents no advantage in favor of, or any bias against any party to the complaint.

## 6. Hearing Sequence

- (a) At the outset, the chairperson may read aloud the complaint and any response, written copies of which will be provided to members of the hearing panel and to the complainant and respondent. The chairperson or the dean will specify the College regulations involved in the matter.
- (b) The hearing panel will first hear from the complainant, who may choose to make a statement, after which the panel may question the complainant. Then the respondent may question the complainant. Next, the respondent may make a statement, after which the panel may question the respondent. Then the complainant may question the respondent. In the event that there is more than one complainant and/or more

than one respondent, the chairperson will determine the order in which parties are to be questioned.

- (c) If witnesses have been summoned, they will next appear, in an order determined by the chairperson. Each witness may be questioned first by the hearing panel, then by the parties to the case. Witnesses may be recalled to the hearing as required.
- (d) After all witnesses have appeared and been questioned, the hearing panel will question the complainant and the respondent. The complainant and respondent will also have a final opportunity to question one another and make closing statements.
- (e) Within five business days after the hearing adjourns, the hearing panel will determine by majority vote of the members of the panel who have been present throughout the hearing whether the accused student has violated a College regulation and recommend a sanction that follows the guidelines for sanctions, below. The hearing panel may, at its discretion, consult with the adviser from the Dean of Students Office regarding an appropriate penalty. The hearing panel will use the standard of “preponderance of the evidence” (i.e., whether it is “more likely than not” that a violation has occurred) to make its decision.
- (f) The chairperson of the hearing panel will refer its decision on any violations of College regulations along with any recommendations for a penalty in writing to the dean, who will, within five business days, review the panel’s findings for conformity to established policies and procedures. If the dean concurs, he will implement the decision. If the dean has substantial concerns regarding the recommendations on a penalty, he/she will return the case to the hearing panel within 48 hours with a rationale of these concerns for reconsideration. The panel will either affirm or alter its decision. The dean may not overturn the panel’s finding of a violation. The determination of an appropriate penalty is the responsibility of the dean of students (though he may entertain the recommendations of the hearing panel). After such reconsideration, the dean may not raise the same concerns a second time.
- (g) The dean will notify the respondent of the decision and sanction.

## 7. Appeals Procedures

- (a) Complainants and respondents may appeal the outcome of a conduct hearing. If a student wishes to appeal the decision of a hearing panel or administrative resolution, he/she must notify the dean of students in writing within five business days of the initial decision. For those cases resolved through the Office of Campus Life, persons may elect to appeal directly to the director of campus life in lieu of an appeals panel from the Honor Council. A judicial decision may be appealed only on the following grounds:

- i. Availability of newly discovered and relevant evidence/information that was not available at the time of the hearing and that could change the outcome.
  - ii. Material procedural errors in the hearing of the complaint.
  - iii. Fundamental unfairness of penalty.
  - iv. Evidence of bias of the adjudication.
- (b) Upon receipt of the letter of appeal, the dean of students will review the appeal and determine whether the request meets the criteria for appeal. If the dean determines that there is no basis for an appeal, he will inform the student bringing the request of his decision, along with a rationale for denying any appeal. If he determines that reconsideration is warranted, he will invoke the following procedures:
- i. The dean will constitute the appeals panel, which will consist of two students chosen from the Honor Council who were not previously involved in the case and one faculty member chosen from the Faculty Jury Panel.
  - ii. The appeals panel will be provided with all pertinent evidence, records, finding, and statements for review.
  - iii. The appeals panel may rehear a case in its entirety, following the procedures above, or the panel may solicit additional relevant information.
  - iv. After review(s) of relevant materials, or after rehearing the case, the appeals panel will determine that the original decision and sanction be upheld, or that the decision and/or sanctions be modified.
  - v. The appeals panel will forward its findings to the dean of students, who shall, within five business days, review the panel's findings. If the dean concurs, he will implement the decision. If he has substantial concerns regarding the sanction, he will return the case to the appeals panel within 48 hours with a written summary of these concerns for reconsideration. The panel will either affirm or alter its decision. The dean may not overturn the panel's finding of a violation. After such reconsideration, he may not raise the same concerns a second time.
  - vi. The dean will notify the student of the appeals panel's decision.

## 8. Other Pertinent Information

- (a) The Honor Council will function only during those periods when classes are in session at the College. At other times, the dean may either hold a complaint in abeyance until classes resume or he may take whatever other actions seem necessary. During the summer, the dean, or in his absence an appropriate officer designated by him, will hear complaints and take such disciplinary action as may be warranted.

- (b) Requests for appeals of a disciplinary action may be submitted to the dean during a vacation or examination period. An appeals board will meet only while the College is in regular session. At other times the dean may hold requests in abeyance, or he may take such action as he deems necessary.
- (c) At any time between the initial receipt of a complaint and the start of hearings, the dean may suspend temporarily, until the case has been adjudicated, any party to a case whose continued presence he believes would constitute a danger to the person himself/herself, to other members of the community, or to the well-being of the institution. Such temporary suspensions will not be entered on the student's permanent record.
- (d) Disciplinary action under these administrative procedures will be taken only when the complaint involves a published regulation of the College.
- (e) In extreme cases in which a significant number of people are alleged to have violated College regulations in a single incident, the dean of students will use reasonable means to restore order and investigate the circumstances of the incident. He may invoke summary suspension, seek the aid of civil authorities, and take action under the law. If disciplinary proceedings are to be employed, they will be similar to those described above.
- (f) All students who are involved in a College investigation/hearing are expected to provide all relevant evidence/information during the investigation phase and introduce all available information for consideration at the time of the hearing. A student may not appeal a hearing decision on a ground of new evidence/information if s/he elected to withhold relevant information at the time of the hearing.

## *Sanctions*

The following is a list of sanctions that are authorized by the College.

### *Immediate Dispersal of Occupants*

An immediate dispersal of room occupants (e.g., other than the residents of the assigned space).

### *Admonition*

A formal warning of the incurrance of serious blame; clarifies expected behavior in the future. Further misconduct may be treated with more serious sanctions.

### *Lottery Penalty*

Lottery points are added to a student's existing lottery point total, which means they pick later than they would based on their standing prior to the penalty being

added to their total.

### *Confiscation of Property*

The taking or removal of prohibited item(s) from an individual's or organization's possession. Confiscated items are not returned and may be disposed of by the College.

### *Censure*

Censure is the result of more serious blame than that for which admonition is given. Censured persons are not in good standing and may be automatically suspended or otherwise restricted if they receive a second censure. Residential censures are noted in a student's file. Notice of College censure is placed on the student's transcript, either permanently or for the length of time specified when the College censure is imposed.

### *Penums*

Requirement of the student to perform a specified number of work service hours. The student will fulfill this sanction in a specified campus department as approved by the hearing officer who imposed the sanction. It is the student's responsibility to assure that the appropriate documentation has been completed and submitted according to deadlines to avoid being fined.

### *Educational Sanctions*

Requirement of the student to perform a variety of educational sanctions. Educational sanctions may include but are not limited to any one or combination of the following:

- special assignments (e.g., letter of apology)
- educational posters regarding policies and/or student conduct
- research papers/personal essays

### *Referral for Alcohol/Drug Education, Assessment, or Counseling*

Requires a student to meet with an individual at the Health Center to have a non-clinical assessment of his/her health and lifestyle choices. Students might also be referred directly to the Trinity Counseling Center as well (please note that confidentiality will be maintained). The Health Center and/or the Counseling Center may also choose to recommend further evaluation and/or participation in counseling services.

### *Restitution*

Requirement of the student to provide restitution for damages done or other payment for expenses incurred as a result of his/her actions. Restitution may be required to the College, a specific department, or a specific individual as designated by the appropriate hearing officer or board.

### *Fines*

Levying of monetary fines payable to the Trustees of Trinity College for policy violations.

### *Room Inspections*

In instances where a student has been found to have violated health and safety regulations/policies, College officials may conduct unannounced inspections of the student's room to ensure compliance with our regulations. These inspections are in addition to routine health and safety inspections.

### *Residential Reassignment*

Removes the student from his/her current residential assignment, reassigning him/her to a new room. Specific restrictions on access to one's previous residential assignment may be imposed at the discretion of the hearing officer or board.

### *Restriction*

Restriction is imposed upon an individual to prevent participation in some aspect of the College's operations and life. Restriction from College housing prohibits the student from residing in any College-operated residence hall on either a temporary or a permanent basis. Students may reapply for housing after the stated period of restriction. Specific restrictions on access to residence halls during the period of suspension may also be invoked. Restriction usually includes forfeiture of any fee rebate for the remainder of the semester.

### *Suspension*

Suspension is a temporary separation from the College and may involve performance of specific tasks. A suspended student is physically separated from the College and may not, while suspended, participate in the academic and co-curricular activities of the College or earn credits toward a Trinity College degree.

### *Expulsion*

Expulsion is dishonorable permanent separation.

Suspensions and expulsions are permanently recorded on the student's transcript. Fines, pensums, restriction, and censure may be imposed upon student organizations, including Greek-letter organizations. The activity of student organizations, including Greek-letter organizations, may be suspended under certain circumstances and the College retains the authority to terminate the activities of any student organization.

# Violation of Law and College Discipline

1. College disciplinary proceedings may be initiated against a student charged with a violation of a law that is also a violation of College regulations without regard to the status of civil litigation or criminal arrest and prosecution. The College may conduct judicial proceedings prior to, simultaneously with, or after civil or criminal proceedings off campus.
2. When public authorities apprehend a student for a violation of the law, the College will not intervene because of his/her status as a student. Further, the College will not arrange for bail or provide legal counsel to the student. Should a student charged with a violation of the law approach the College for advice, an appropriate staff member will meet with the student and provide reasonable assistance.
3. In the event that a student is charged by a prosecutor, grand jury, or in a court of law with a felony, or is convicted of a felony the student is required to inform the college. The College may conduct an inquiry to determine if the student shall remain in student status, or whether he/she shall be suspended until the issue is resolved in the courts. The dean of students shall determine if the student presents a threat to the safety of him/herself or others, is a threat to College property, or if his/her continued presence on campus causes undue disruptions to the regular life and activities of the institution. The dean may also choose to have such determination made by the Honor Council after a private hearing, or by his designee.
4. Whenever convicted of a felony, a student may be suspended indefinitely.
5. If convicted and then released on probation, or on bond while awaiting appeal, or after serving a sentence, the student may petition the dean of students for readmission. The Honor Council will conduct a private hearing and advise the dean as to whether the student should be readmitted or denied readmission on any or all of the following grounds:
  - (a) The student is a potential threat to the safety and well-being of him/herself or others.
  - (b) His/her presence would be detrimental to the mission of the College.
6. The panel may also propose special conditions under which readmission would be permitted. The dean of students will, after reviewing the panel's recommendation(s), implement such decision as he finds appropriate.
7. In situations where a student has been suspended following a felony charge and a prosecutor decides not to pursue the charges, the student may petition for readmission following the procedures outlined above.

(Portions of this policy derived from Cornell University and Lewis and Clark College.)

# Complaints against Faculty Members

A person who believes him or herself to have been aggrieved by a faculty member may refer a complaint to the dean of faculty at any time. The complaint must be written, and it must state that it is a “formal complaint.” A record of the complaint and any subsequent action will be kept in a file in the dean of faculty’s office and not in the faculty member’s official Trinity College personnel file, which is usually maintained in the Human Resources Office. This file will be destroyed by the dean of faculty three years from the date of a final resolution of the complaint. The final resolution date of a complaint that goes to a hearing panel occurs on the date an appeal is completed or on the date of the deadline for filing an appeal if one is not filed. The final resolution date of a complaint resolved informally by the dean of the faculty is 14 days after the date of the letter from the dean to the parties describing the solution to the complaint.

While there is no established time limit within which a complainant must make a formal complaint, it should be done as promptly after the alleged violation as possible. One consequence of the failure to present a complaint promptly is that it may preclude recourse or legal remedies should the complainant decide to pursue them at a later time.

Upon receiving the complaint, the dean of faculty will immediately inform the alleged offender of the complaint and ensure that both parties have the formal, written statement of the complaint.

The dean of faculty will discuss the complaint separately with both the complainant and the respondent in order to determine whether an informal resolution of the complaint can be reached.

If after these discussions both parties and the dean can agree on a resolution of the matter, the complaint process may end. In this case, the dean of faculty will communicate the understanding reached to both parties in writing, and both parties will accept the resolution in writing within 14 days of the date of the dean’s letter to the parties communicating the understanding. The dean, the complainant, and the respondent all agree not to make public the content of the conversations that led to the resolution.

If a penalty is voluntarily accepted by the respondent, the penalty cannot be appealed by either party at a later time, and if the respondent agrees voluntarily to a temporary or permanent separation from the College, the penalty does not require review by the Academic Freedom Committee.

If the parties and the dean of faculty cannot agree on a resolution, the matter will be resolved either by arbitration or by formal hearing. A formal hearing will be held unless the parties both agree to a hearing by an arbitration panel. The dean of faculty will be responsible for aiding both the complainant and the respondent in preparing for the hearing. The hearing, whether by an arbitration panel or by a formal hearing panel, will be scheduled for no later than 30 days after the dean of faculty determines an informal resolution cannot be reached.

## *Arbitration Panel*

The dean of faculty will appoint a three-member arbitration panel selected from members of the pool appointed by the Faculty Conference to adjudicate complaints against faculty members. The panel will consist of one person nominated by the complainant, one person nominated by the respondent, and a chairperson selected by the dean of faculty. The dean will attempt to appoint the first-choice selection of the complainant and the respondent, but members of the pool may recuse themselves without being challenged and the dean may need to appoint an alternate choice of either party to make up the panel. The dean will take all due care not to bias panel members with respect to the merit of the complaint. Potential panel members need to know the names of the parties and the specific complaint so they may have enough information to consider a recusal for cause. However, beyond this information, the dean should not discuss the case with the panel members. It is a preferable that appointments be made by mail.

The dean will forward the complaint to the appointed panel, and the panel will meet as soon as possible with the complainant and respondent together. No formal record of the proceedings will be kept, factual finding will be based entirely on statements of the parties, there will be no external witnesses, and no outside counsel will be permitted. The proceedings may be recessed if more than one session is needed to hear the matter. It is expected that participants in the arbitration process will not make the proceedings public. Within 30 days of the close of the hearing, the panel will submit its findings of fact and a penalty (see below), if one is merited, to the parties and to the dean of faculty. The dean of faculty is bound by the finding of the panel and shall facilitate the penalty assigned by the panel if one is assigned.

## *Formal Hearing*

The dean of faculty will appoint a five-member hearing panel and name one member chairperson from members of the pool appointed by the Faculty Conference to adjudicate complaints against faculty members. This panel will hear the complaint against the faculty member following the hearing procedures outlined in this section. The panel will submit its findings of fact and a penalty, if one is merited, to the parties and to the dean of faculty. The dean of faculty is bound by the finding of the panel and shall facilitate the penalty assigned by the panel, if one is assigned.

## Basic Conditions of the Formal Hearing

1. Neither the complainant nor the respondent may peremptorily disqualify a member of the hearing panel, but if either party objects to one of the dean's selections for the panel, that person may state his/her reasons in writing and the dean shall have the discretionary authority to replace the person objected to with another person from the faculty pool. Pool members may recuse themselves from hearing the case without challenge.

2. The complainant and the respondent are expected to attend all sessions of the hearing, except that either may be excused by the hearing panel at his/her own request. No hearing session will be held without the complainant and the respondent having been given ample notice and opportunity to attend.
3. The hearing panel will summon all witnesses, and any and all members of the student body, the faculty, and the administration are expected to respond affirmatively to such a summons. From time to time other members of these groups may be called for consultative purposes, and they too are expected to respond affirmatively.
4. The hearing panel chairperson will serve to initiate a hearing, to summon all parties to it, and to summon witnesses and, when needed, consultants. It will be the panel's joint responsibility to interpret appropriate faculty rules and procedures, to rule on the relevance of questions asked by parties to the case, to rule on questions that are redundant, and to see that fair treatment and an opportunity for civil and orderly participation are accorded to all parties.
5. A tape recording of the sessions will be made and kept during the duration of the hearing and the deliberations of the panel by the hearing panel chairperson. The tape will be retained by the dean of faculty until the matter is concluded and no further appeals are possible, after which it will be immediately destroyed.
6. Each party may be accompanied by one adviser during each hearing session. Advisers may not participate directly in the session, but they may consult freely with the person whom they are advising. Ordinarily, the adviser will be a member of the College, but an outside adviser may be present at the request of the complainant or the respondent if the panel agrees, but no adviser may have formal legal training.
7. Hearings will be private and it is expected that no participants in the hearings will make the proceedings public. Witnesses will appear individually, as will consultants; the latter may appear at whatever time in the proceedings the panel thinks proper.

## Hearing Sequence

1. At the outset, the chairperson of the hearing panel will state aloud for the tape the persons present in the room and will then read aloud the complaint and any response, written copies of which will be provided to the members of the panel and to the complainant and respondent. The chairperson will then offer the complainant and the respondent opportunity to comment on their statements.

2. The panel will then hear testimony from the parties to the case. During this phase of the hearing only the complainant, the respondent, and their advisers shall be present. First the panel will question the complainant; then the respondent will be given an opportunity to question the complainant. Next the panel will question the respondent, and then the complainant will have an opportunity to question the respondent. In the event that there is more than one complainant and/or more than one respondent, the panel will determine the order in which parties are to be questioned. Requestioning, in the same order, will be permitted until no party and no panel member have any further questions.
3. If witnesses have been summoned, they will next appear, one by one and in an order determined by the panel in consultation with the complainant and the respondent. Normally the complainant will present his/her witnesses first, then the respondent will present his/her witnesses, and then the panel may call such witnesses or consultants as it deems necessary. Each witness will be questioned first by the party who called the witness, then by the other party and then by the panel. Witnesses may be requestioned and/or recalled as required.
4. After all witnesses have appeared and been questioned, the complainant and respondent will be provided a final opportunity to question one another after which the panel will have the opportunity to requestion the complainant and the respondent.
5. The hearing will then recess to permit both the complainant and the respondent to prepare a summary of their positions or such statement as they think appropriate. The length of the recess will be agreed on among the parties except that it may not exceed two weeks. The summary statements will be written and distributed by each party to the other party and to the members of the panel no later than 10 days after the recess.
6. The hearing will then resume with the presentation of the summary statement of the complainant followed by the summary statement of the respondent. After the panel has had an opportunity to ask final questions, the hearing will adjourn.
7. Within 30 days after the hearing adjourns, the panel will, in writing, report its findings of fact and a penalty, if one is merited, to the parties and to the dean of faculty.
8. Any records that are collected as evidence during the hearing will be held in the dean of faculty's file of the case and will be destroyed with the file after the final resolution of the complaint. The final resolution of the complaint occurs after an appeal is completed or after the deadline for filing an appeal has passed.

## Actions Possible

1. A finding of no merit to the charge. Such a finding will be reported to the parties by the dean and a copy of the finding and any reports made to the dean by a panel will be made a part of the record of the complaint.
2. A finding of guilty of the charge. Such a finding will result in one of the following actions or sanctions:
  - (a) Treatment: Medical or psychological treatment may be indicated. The matter may be considered closed when the faculty member is verified by a competent professional to be able to resume his or her duties, or this action may be coupled with admonition, censure, or suspension.
  - (b) Admonition: This penalty is a letter of admonition sent to the respondent by the dean. In addition, a copy of the letter of admonition will be placed in the respondent's personnel file.
  - (c) Censure: This penalty is a letter of admonition sent to the respondent by the dean. In addition, the fact of the admonition will be published in the Faculty Minutes and a copy of the letter of admonition will be placed in the respondent's personnel file.
  - (d) Suspension: This penalty is a temporary separation from the College. The conditions for the return of the faculty member to the College will be stipulated as part of the penalty. Notice of this penalty will be placed in the respondent's personnel file. This penalty must be referred to the Academic Freedom Committee for hearing in accordance with the procedures for dismissal of a tenured faculty member or a faculty member before the end of his or her appointment (Faculty Manual Appendix B).
  - (e) Dismissal: This penalty is a permanent separation from the College. Notice of this penalty will be placed in the respondent's personnel file. This penalty can be imposed only by the Board of Trustees on the recommendation of the AFC. The AFC does not redetermine the findings of the case, but it does determine whether the suggested penalty should be recommended to the Board.

## *Appeals*

Appeals to arbitration and formal hearing findings may be made to the president and must be made within three months of the receipt by the respondent and the complainant of the hearing panel's report of its findings.

## **Complaints against Administration and Staff**

Complaints against administration and staff should be directed to the director of Human Resources.

## Medical or Mental Health Withdrawals

From time to time medical or mental health issues arise in a student's life that make it inadvisable for the student to remain in school. Students who elect to withdraw simply follow the guidelines for a voluntary withdrawal as stated in the section on academic standing, p. 28. The dean of students or his designee reserves the right to require a student to withdraw when, in the opinion of the dean or designee, the student is disruptive, a threat to himself or herself, or is in some other state that prohibits the student from being a functioning member of the College community.

Students who are required to leave campus for medical or mental health reasons must secure permission from the dean or designee before they can return to campus. Normally permission to return will require a conversation with or detailed documentation from the health care provider who worked with the student during the withdrawal period.

# Disabilities Policy

Trinity College values diversity and is committed to promoting access to educational opportunities for all enrolled students. The College seeks to be in full compliance with all applicable legal requirements governing the treatment of disabilities. In keeping with the educational mission of the College, Trinity believes that students should develop skills of self-advocacy, be aware of their disabilities, and assist in the process of finding strategies to be successful.

Trinity provides assistance and accommodations for qualified students with documented disabilities as long as they are necessary to provide equal access to College programs and services and the accommodation is reasonable.

## *Definition of Disability*

The Americans with Disabilities Act defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activities. Major life activities are those functions that are important to most people's daily lives. Examples of major life activities are breathing, walking, talking, hearing, seeing, sleeping, caring for one's self, performing manual tasks, and working. Major life activities also include major bodily functions such as immune system functions, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. This includes people who have a record of an impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability, but are regarded as having a disability. The ADA also makes it unlawful to discriminate against a person based on that person's association with a person with a disability. The existence of impairment or the diagnosis of a medical condition in itself does not necessarily constitute a disability.

## *Definition of Reasonable Accommodations*

In order to be reasonable, the accommodation must be based on appropriately documented needs, not compromise the essential requirements of a course or program, not create a nuisance or threat to the safety of others, not impose an undue administrative or financial burden, and be directly related to the pursuit of educational objectives.

Normally, accommodations consist of extra time for examinations, preferred seating arrangements, note-taking assistance, tutorial support, or devices to assist those with visual or hearing impairments.

## *Determining Eligibility*

Students who want accommodations of any nature must complete the Accommodations Request Form (can be obtained online or in the Dean of Students Office) and must submit and maintain on file in the Dean of Students Office supporting documentation that is based on an evaluation conducted by an appropriate professional within the appropriate time frame (refer to documentation guidelines for

specific time frames on the Trinity College Counseling Center web page) and that documents the nature of the student's condition. The documentation must give detailed information about the student's diagnosis, treatment, and limitations, and make specific recommendations that are linked to the condition. The Dean of Students or his delegate will review the documentation and make a determination as to what assistance or accommodations are reasonable.

### *Self-Advocacy*

Students are required to supply the necessary documentation and then to notify the Dean of Students Office each term about which instructors the student wants notified of his or her situation. Students are required to request accommodations in a timely manner, normally at least two weeks before the accommodation is needed. Students are expected to notify the Dean's Office if there is a problem with the accommodation, and, in the case of mobility impairment or other special classroom considerations, give notice at least 30 days before the start of the semester so that appropriate arrangements can be made. Students are also expected to pursue financial aid, state vocational rehabilitation, or other available sources of support for personal equipment needs.

### *Housing or Dining Accommodations*

All requests for special housing or dining arrangements should be submitted on the Accommodations Request Form to the Disability Coordinator, who will process the request and call together a committee of representatives from the Health Center, Dean of Students Office, Counseling Center, Office of Campus Life, and Chartwells Dining Services, as appropriate, to review the request.

Requests for special housing consideration should be submitted to the Disability Coordinator in advance of the lottery. First-year students will be asked to indicate on the roommate questionnaire if they have medical considerations and to forward that material to the Health Center by July 1 of the year in which they will arrive. All students will be required to renew their applications for special housing accommodation by April 15 of each year in order to provide the appropriate offices with sufficient time to review the requests and make the appropriate assignments in a timely fashion.

### *Second-Language Requirement for Students with Learning Disabilities*

Trinity College recognizes that its second-language requirement will pose significant challenges to students with learning disabilities that adversely affect their ability to learn foreign languages. The College offers a variety of accommodations to assist such students in satisfying the requirement. The specific accommodations vary with the nature and severity of the disability. For students with severe language-learning disabilities, the only realistic option for satisfying the requirement may be to petition for permission to substitute for foreign language study two approved courses taught in English that examine the literature and/or

culture of a non-English-language country. If a student with a learning disability wishes to fulfill the second language requirement with a course other than American Sign Language or a course in literature in translation offered by LACS, the contact person for approving such a course will be the Chair of LACS, who will consider whether the courses requested provide satisfactory alternatives or will forward the student's request to the appropriate department or program. It is understood that these courses should be in the same culture, but will not need to be taken in consecutive semesters.

The deadline for submitting a petition is the second week of their third semester of enrollment for students who matriculate as first-year students, or the second week of their second semester of enrollment at Trinity for transfer students. Contact the Dean of Students Office to learn how to secure these kinds of accommodation.

## **Notice of Nondiscrimination and Compliance with the Americans with Disabilities Act of 1990**

The Americans with Disabilities Act, commonly referred to as ADA, prohibits discrimination against the disabled in employment and in their access to the facilities, goods, and services of most public places, including all colleges and universities. The law also imposes a building code on most construction and renovation projects designed to allow the disabled access to facilities.

Trinity College supports the language and intent of this legislation and seeks to comply fully with ADA requirements. This policy and requirement of nondiscrimination extend to admission to, attendance at, and employment in the College.

# Policy Statement on Discrimination, General Harassment and Abuse, Sexual Harassment, and Sexual Misconduct

## *Overview*

Harassment and discrimination are contrary to the College's mission. The College is committed to responding to all reports of harassment, abuse, or discrimination and will use all reasonable means to prevent, confront, and eliminate such behavior. Harassment and discriminatory acts infringe upon a victim's dignity and integrity, often denying or limiting a victim's access to academic life. Harassment and discriminatory acts are among the most egregious in our community and warrant the most serious penalties. Any student who is found to have violated the College's Harassment Policies through intentional and targeted behavior directed at any individual(s), on or off-campus, should expect that the College will impose sanctions, up to and including expulsion from the College. With the consent of the victim(s), the College will report the incident to the police when the alleged action constitutes a hate crime. Further, the College reserves the right to restrict any student who is accused of violating the College's Harassment Policies from all college property and/or events pending the resolution of the complaint.

Maintaining our commitment to a campus climate where harassment and discrimination are not tolerated must be a shared goal. By joining the Trinity College community, students accept that they too have an individual responsibility to help create an environment free of harassment. We encourage students to report promptly any behavior that falls short of our communal values and we expect students to cooperate fully in any college investigation or judicial process regarding harassment allegations.

Students should note that the College does not consider ignorance to be a reasonable defense in complaints of harassment and discrimination. As such, all students should familiarize themselves with the particulars of this policy as outlined below.

Additionally, while some actions, speech, and forms of expression run contrary to individual beliefs and even our community values, we recognize that many of them are protected by law and are permissible under the principles of academic freedom. We fully expect that those who introduce protected but controversial, provocative, or divisive elements, and those who disagree with them, will make themselves available to civil debate and discussion. The College provides space for provocative and unpopular speech and expression so long as those actions do not violate the law and/or are found to be targeted and intentional actions that violate our harassment policy.

## *Discrimination*

Members of the College community are prohibited from engaging in physical or verbal acts that have the purpose or effect of denying the right to equal access

to education or employment on the basis of race, ethnic or national origin, sex, age, disability, religion, sexual orientation, color, gender expression, or gender identity. Discrimination may be found to have occurred when there is evidence of differential treatment, i.e., when an agent or employee of the College, acting in his or her official capacity, treats a student or employee differently based on membership in the aforementioned protected classes without a non-discriminatory reason to do so, with the result that the person is prevented from participating in or gaining the privileges of programs and services of the College. Discrimination may also occur between parties of equal authority, or between students, based on the protected classes.

### *Discriminatory Harassment*

Discriminatory harassment is harassment based on race, ethnic or national origin, sex, age, disability, sexual orientation, color, gender expression, or gender identity. Discriminatory harassment includes conduct specifically directed at an individual or a small group of individuals and expresses hatred or contempt on the basis of stereotyped group characteristics or because of a person's identification with a particular group. Discriminatory harassment also includes any action or speech directed toward members of the aforementioned groups that reasonably can be determined to be threatening in content or is spoken in a manner that suggests violence toward such persons is imminent.

Discriminatory harassment may be found to have occurred when harassing conduct is sufficiently severe, pervasive, or persistent that it interferes with or limits a student's or employee's ability to participate in or gain the privileges of programs and services of the College.

### *General Harassment/Abuse*

Harassment includes, but is not limited to, physical or non-physical behavior, such as assault, abuse, stalking, hazing, invasion of privacy, and intimidation. The following definitions provide examples of behavior that will not be tolerated:

- *Assault* is nonconsensual physical contact that places someone in fear or apprehension of immediate harm. Relationship violence may also be categorized as assault.
- *Stalking* refers to a pattern of behavior in which an individual willfully, maliciously, and repeatedly follows another in his/her course of daily activities in such a way that the stalker's actions can reasonably be found to interfere with another person's ability to perform his or her regular duties or cause that person to feel frightened, intimidated, harassed, threatened, or molested.
- *Invasion of privacy* is unauthorized taking and use of facts, information, and/or property not in the public domain that a reasonable person would desire to keep from the public eye.

- *Intimidation* is spoken, written, or physical conduct directed toward an individual or individuals that unreasonably interferes with their full participation in the Trinity College community or that is intended to create or may be reasonably determined to have created a threatening or hostile environment.

### *Sexual Harassment*

Sexual harassment is not only incompatible with the mission of the College, it is also a form of sex discrimination that violates federal law (Title VII and Title IX), Connecticut law, and Trinity College policy. The College, its agents, supervisory employees, staff, and students shall be held liable for their acts of sexual harassment and are subject to appropriate college disciplinary action and personal liability.

Sexual harassment, whether opposite or same sex, includes but is not limited to: unwelcome sexual advances, unwelcome requests for sexual favors, or other behavior of a sexual nature, on or off campus, when:

- submission to such conduct is made a condition, explicit or implicit, of an individual's education or employment; or
- submission to or rejection of such conduct is used as a factor in or basis for decisions affecting an individual's education or employment; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's education or employment by creating an intimidating, hostile, or offensive educational, living, or work environment.

While it is not possible to list all the circumstances that may be considered sexual harassment, the following are examples of conduct that, if unwelcome, may constitute sexual harassment: physical, verbal, visual, or written conduct of a sexual nature, including, but not limited to, pressuring someone for dates, retaliation for non-submission to a request for sexual favors, and electronic messages or photos.

### *Romantic Relations*

All relationships that occur in a hierarchical relationship present an imbalance of power. By virtue of his or her position, a supervisor has control over the terms and conditions of a person's employment, or a student's academic standing.

Therefore, Trinity College affirms and upholds a policy that discourages romantic relations between supervisors, whether staff or faculty, and non-supervisors when a supervisory relationship exists or may exist. Additionally, this policy forbids such relationships when a faculty member has or may have responsibility for a student through all professional supervisory obligations, including teaching, advising, departmental, committee, and coaching.

This latter statement applies equally to graduate and IDP students. We expect faculty and supervisors to avoid engaging in romantic relationships with individuals over whom they exercise or have the potential to exercise power. When such

situations cannot be avoided, counsel should be sought from the appropriate College representative to ensure that any necessary steps are taken to avoid potential conflict.

### *Student Sexual Harassment*

Investigations and procedures related to sexual harassment *of students by students* are conducted by the Dean of Students Office. The procedures are outlined in the “College Regulations” section, p. 80.

### *Reporting Procedures*

Anyone who believes him or herself to have been harassed or discriminated against is encouraged to consult with any of the following:

- Trinity College’s Title IX Coordinator and Ombudsperson for Administrative Staff: Dean Karla Spurlock-Evans, x4234
- Faculty Ombudsperson: Maurice Wade, x2417
- Director of Human Resources: Beth Iacampo, x2273
- Associate Directors of Human Resources: Wendy DeLisa and Diane Schell, x2274 and x2275
- Associate Director of Human Resources and Diversity Officer: Irving Forestier, x2072
- Dean of Students: Fred Alford, x2157
- Associate Deans of Students: Ann Reuman and Christopher Card, x2154 and x2158
- Women and Gender Resource Action Center (WGRAC) Director: Laura Lockwood, x2408

If the complaint-taker deems the situation to be a case of sexual harassment, it is his/her responsibility to bring the matter to the appropriate party—dean of students, dean of faculty, or Human Resources. Confidentiality at all levels will be maintained to the extent possible within the scope of state and federal law.

An investigation, which may include meeting with witnesses, followed by a hearing, may need to be conducted to determine the status of the accused parties. A student may make a report of sexual harassment up to five years following graduation.

The procedures for filing a complaint against a faculty member are on p. 93 and in the appendix to the *Faculty Manual*. No actions concerning a faculty member’s behavior that could be construed to affect his or her status at the College should be taken outside of the procedures of Appendix A.4 of the *Faculty Manual*.

Following an investigation, disciplinary measures will be taken commensurate with the findings. These may include penalties up to and including termination or expulsion.

### *Retaliation*

State and federal laws and College policies protect against retaliation for reporting prohibited discrimination and harassment, filing a complaint of prohibited discrimination or harassment, or participating in the investigation of such a complaint. Any person who retaliates against an individual reporting or filing a complaint of discrimination or harassment is subject to disciplinary procedures up to and including expulsion or termination by the College.

This protection exists even if a complaint is eventually dismissed or is deemed to lack merit. Intentionally false accusations will not be tolerated, however, and a person will be held accountable for making intentionally false claims of prohibited discrimination or harassment. Colleagues who assist others in raising a complaint of prohibited discrimination or harassment by offering advice and moral support, or by giving testimony or documentary evidence in support of a complaint, are similarly protected.

Instances of retaliation should be promptly reported to the individual responsible for handling the original claim of discrimination or harassment.

### *Training*

In accordance with Connecticut law, all faculty and staff members who have supervisory responsibilities (this includes the supervision of a teaching assistant, graduate student, or mentor) are required to attend a two-hour sexual harassment prevention training program within six months of their assumption of supervisory responsibilities.

### *Sexual Misconduct*

Trinity College expressly prohibits sexual misconduct in all forms. Sexual misconduct includes the following:

#### Non-consensual Sexual Intercourse: Rape

Rape is any sexual penetration (oral, vaginal, or anal), however slight, with any object, or sexual intercourse by a man or a woman upon a man or a woman without effective consent (see below for definition of consent). Rape is a crime of violence or power in which one person forces, coerces, or manipulates another person into sexual intercourse. Rape includes vaginal, oral, or anal penetration and includes forced or coerced oral sex.

#### Non-consensual Sexual Contact: Sexual Assault

Sexual assault is any intentional sexual touching by a man or woman upon a man or woman without effective consent, whether such touching is direct or through

clothing. Sexual touching includes any intentional sexual contact with the breasts, buttocks, groin, genitals, mouth, or other bodily orifice of another, or touching another with any of these body parts, or making another touch you or himself or herself with or on any of these body parts. Sexual assault also includes any intentional bodily contact in a sexual manner, even though not involving the previously mentioned body parts.

## Relationship Violence

Relationship violence can take many forms. Some examples include, but are not limited to:

- physical abuse such as slapping, pulling hair, or punching;
- threats of abuse such as threatening to hit, harm, or use a weapon on another (whether the victim or acquaintance, friend, or family member of the victim), or other forms of verbal threats;
- emotional abuse such as damage of one's property, driving recklessly to scare someone, or name calling;
- humiliating one in public; or
- harassment directed toward a current or former partner.

## Sexual Exploitation

Sexual exploitation is any conduct in which a person takes nonconsensual, unjust, or abusive sexual advantage of another for his or her own benefit or to benefit or advantage anyone other than the person being exploited. This refers to behavior that does not constitute sexual misconduct or sexual harassment.

## Definition of Effective Consent

Effective consent is informed, free, and actively given mutually understandable words or actions that indicate a willingness to participate in a mutually agreed upon sexual activity. Consent may never be given by minors (in Connecticut, those not yet 16 years of age); mentally disabled persons; those who are incapacitated as a result of alcohol or other drug use (voluntary or involuntary); or those who are unconscious, unaware, asleep, or otherwise physically helpless. Consent that is obtained through the use of fraud or force (actual or implied), whether physical force, threats, intimidation, or verbal coercion, is *not* effective consent. Silence does not indicate consent.

## *Reporting Sexual Misconduct*

The Sexual Assault Response Team—SART was created to provide students with a safe and confidential way to report sexual misconduct and to receive any assistance necessary following a sexual assault. SART is coordinated by the WGRAC

director. SART members, their photos, reporting options, “date-rape drug” information, and prevention tips for women and men can be found on the SART Web site: [www.trincoll.edu/StudentLife/HealthSafety/CampusSafety/SART/default.htm](http://www.trincoll.edu/StudentLife/HealthSafety/CampusSafety/SART/default.htm). Additionally, any member of the campus community, student, faculty or staff, is strongly encouraged to report incidents of sexual misconduct to any of the individuals identified in the procedures section above. Students who report have these options:

- “Anonymous” reporting: SART members have reporting forms. Students can opt to fill out this form with the SART member, describing the incident, but without listing their name or the name of the alleged perpetrator. These reports become statistics for the College and do not bind a student to formal reporting. Students have the option of filing a formal or informal report.
- Formal reporting: Students have the option of filing a formal report with the Dean of Students Office, i.e. pressing charges. Students can fill out the form with the SART member, identifying the student’s name and the name of the alleged perpetrator, then meet with a dean to request that the College hold an investigation and a hearing to determine guilt or innocence, and assign a disciplinary measure if guilt is found. The hearing is conducted by a panel of administrators or the student Honor Council.
- Police report: Students are encouraged to file a report with the Hartford Police, but this decision is left up to them.
- Informal reporting: Students who do not want to pursue the formal or police option may meet with the dean of students to discuss other possible avenues of resolution.

### *Penalties*

Students found guilty of sexual assault face a range of disciplinary measures up to and including expulsion. In cases of alleged sex offense:

- the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
- both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Education Rights and Privacy Act (FERPA). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institutions’ final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

# Alcohol Provision and Use

Trinity College does not condone the irresponsible or illegal use of alcohol and will respond deliberately and appropriately when violations of this policy occur. It is the responsibility of every member of the College community to be informed of the risks associated with alcohol use. Because much of the behavior that fails to meet College standards often involves the use of alcohol, students are hereby advised that alcohol consumption or being under the influence of alcohol may not be offered as an excuse/rationale for any misconduct.

Whenever the use of alcohol gives rise to difficulties, members of the College staff are prepared to respond to those affected. The Health Center, the Counseling Center, the Dean of Students Office, and the College Chaplains are available to offer individuals confidential medical assistance and counseling. The members of these offices are also available to undergraduates, faculty, and staff who wish to discuss, in confidence, the deleterious effects of alcohol and to provide information about Alcoholics Anonymous, Al-Anon, and other organizations.

While it is College policy to respond constructively to those who are or might become “problem” drinkers, it is also College policy that behavior that falls below College standards, and that stems from the use of alcohol or other drugs, be treated without consideration of its relation to alcohol or drug use. Indeed, the individual whose drinking repeatedly leads to substandard behavior may be dealt with more severely because of the predictable relationship between his or her use of alcohol and the behavior that follows.

## *Alcohol Policy Regulations and Violations*

1. Undergraduates and others are expected to observe the various laws, statutes, and ordinances that govern the provision of alcohol and the use of identity cards in Connecticut and in Hartford. *Under Connecticut law, the sale or service of alcohol to anyone who has not reached the age of 21 is prohibited.* No person under age may purchase, possess, or consume alcohol anywhere on campus, including student rooms in a residence hall or in Greek-organization houses or on their grounds.
2. No person may keep or carry an open container of alcohol in any public space on campus.
3. Individual members of the faculty, administration, and staff who entertain undergraduates privately on campus or in their homes are advised to be certain that alcohol is only to be provided on such occasions that meet the requirements of the law.
4. Alcohol is prohibited in all lounges, and open containers of alcohol are prohibited in hallways. Common source containers (e.g., kegs, beer balls) of alcohol are not permitted in any open spaces, including residence halls. If a common space container is found in a residence hall, the responsible individual(s) will be subject to restriction from campus housing.

5. Drinking games, devices such as funnels, or other activities or apparatus designed to promote rapid or excessive consumption are forbidden.
6. Outside organizations, individuals, or businesses will not in any way advertise the availability or sale of alcoholic beverages in any area of the Trinity College campus.
7. If violations of the alcohol policy occur, appropriate disciplinary action will be taken by the Dean of Students Office or the Office of Campus Life.
8. Public Act 06-112: An Act Concerning Underage Drinking: This act makes it illegal for someone who possesses or controls private property, including a dwelling unit, to a) knowingly permit a minor to illegally possess alcohol in the unit or on the property, or b) fail to make reasonable efforts to stop a minor from possessing alcohol in the unit or on the property when he knows the minor possesses alcohol illegally. The act makes a first offense an infraction and subsequent offenses subject to up to one year in prison, a fine of up to \$500, or both.

Policies regarding the approved use of alcohol at events taking place in college facilities may be found on p. [164](#).

# Drug Use

The use of drugs has become so widespread a danger in society that no college or university can ignore the problem. Because the College is concerned with preventing the serious difficulties that arise for the individual from illegal drug usage and from illegal drug distribution, certain members of the College staff are available to those in need of confidential counseling and medical assistance. The College strongly encourages the use of these services.

There are, however, other aspects to illegal drug usage and distribution, and the College community should be fully informed of the possible consequences. Members of the community should be aware of the deleterious effects that drugs and the traffic in drugs may have upon the individual and upon the welfare of the academic institution. Therefore, the following regulations apply.

## *Regulations*

1. Students are expected to be aware of and to observe the Connecticut and federal statutes concerning the illegal possession, distribution, sale, manufacture, prescription, and/or administration of those drugs that contain any quantity of a substance that has been designated as subject to federal narcotic laws, or has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or has been designated by the public health council and commissioner of consumer protection pursuant to Section 19-451 as having a stimulant, depressant, or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type, and other stimulant and depressant drugs. Specifically excluded from controlled drugs are alcohol, nicotine, and caffeine. Students are expected to be aware of and observe the laws concerning “club or designer drugs,” which include but are not limited to methylene-dioxy-methamphetamine (MDMA, also known as “ecstasy” or “X”), ketamine (“Special K”), gamma-hydroxybutrate (“GHB”), and rohypnol (“roofies”). In addition to any prohibition governed by federal or state law, the College prohibits the following behaviors:
  - (a) Any possession, use, sale, distribution, or manufacture of any narcotic, drug, nonprescribed medication, chemical compound, or other controlled substance; any misuse of prescribed medication; any attempt to engage in the aforementioned activities.
  - (b) Any possession, use, sale, distribution, or manufacture of drug paraphernalia or any attempt to engage in the aforementioned activities relating to paraphernalia. Such items are subject to confiscation.
2. Although the College wishes to counsel and advise individuals and groups

who are having difficulty with drugs, the College may find itself obligated to apprise the appropriate public agencies when it has knowledge of violations because the possession, use, sale, manufacture, prescription, or distribution of illegal drugs is an offense against Connecticut and federal laws.

3. Students charged with and/or convicted of felonious possession, use, or sale of drugs will be subject to the College's disciplinary procedures (see p. 92).

Nothing in these regulations alters the concern of the administration and faculty to help those individuals who wish counseling on drugs. The hope is that we can maintain a healthy campus community, a prospect severely jeopardized by the use of dangerous drugs and by certain activities related to drugs. The welfare of Trinity College requires frank recognition of the risks involved in drug abuse and continued efforts to find effective means to solve this problem.

## Hazing

All forms of hazing are expressly prohibited by the College. The following definition of hazing has been approved by the College administration:

Hazing is defined as any action or situation involving a pledge, new, or associate member, affiliate, guest, or neophyte of any student organization or athletic team that produces mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include risk of physical injury, physical abuse in any form, creation of fatigue, psychological shocks, wearing in public apparel that is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, activities that interfere with study or with the academic schedule, and any other activities that are not consistent with the regulations and policies of Trinity College.

Any person who has been hazed or any person who has witnessed hazing (including those who possess information on hazing activities) should report the incident(s) to the Dean of Students Office and the Department of Campus Safety.

# Residential Guidelines

As stated elsewhere in the *Student Handbook*, the College expects undergraduates “in public and in private ... to act with self-respect, with prudence, and with sensitivity toward the feelings of others.” All members of the residential community share responsibility for setting and upholding appropriate standards of community living.

The policies included herein are meant to be guidelines for student behavior and are not intended to be an inclusive list. Students are expected to use good judgment and act in accordance with all federal, state, and local laws. In addition, special consideration should be given to making sure that students’ actions do not endanger, threaten, or disturb themselves or others in the community.

Upon acceptance of a residence assignment (either in person or through an authorized proxy), a student agrees to adhere to all terms and conditions of the residential guidelines. Failure to act in accordance with College regulations and the residential guidelines may result in one or more penalties listed within the *Student Handbook* and/or the residential guidelines.

## Section I: Residential Contracts

### *Dates of Occupancy\**

#### **Fall Term 2010**

- Residence halls open for first-year students on Thursday, September 2, at 9:00 a.m.
- Residence halls open for upper-class students on Saturday, September 4, at 12:00 noon
- Residence halls close for all winter break on Wednesday, December 22, at 12:00 noon

#### **Spring Term 2011**

- Residence halls open for all undergraduates on Sunday, January 23, at 12:00 noon
- Residence halls close for all undergraduates on Saturday, May 14, at 12:00 noon
- Residence halls close for graduating seniors on Monday, May 23, at 9:00 a.m.

\*These dates are subject to change.

1. All residents must vacate their campus residence 24 hours after their last final examination each semester.

2. Students are not permitted to remain in campus residences during the winter or summer vacation (break) periods without the explicit written permission of the Office of Campus Life. Break periods are defined as any period not included in the residential contract dates reprinted above. To obtain permission to stay during break periods, students (or departments on their behalf) must make a written request to the Office of Campus Life. Permission will only be granted to students who meet certain criteria (e.g., international students, athletes participating in competition, students working for the College, etc.) and will not be granted for personal convenience. Although College services (such as dining facilities) are limited, students are permitted to remain in campus residences during the Thanksgiving break and spring break periods.
  - (a) Residents who enter or remain in campus residences during break periods without prior approval will be subject to disciplinary action/penalties and required to vacate immediately.
  - (b) Any unassigned damages occurring to the buildings over any break periods will be charged to students granted occupancy for that time period.
  - (c) Students granted permission to stay during the break periods must stay in the room approved by the Office of Campus Life and must abide by all policies contained within these residential guidelines.
3. Fall-term residents who do not contract a room for the spring term must completely vacate their fall-term room by Wednesday, December 22, at 12:00 noon at the latest. All spring-term residents must completely vacate their room by Saturday, May 14, at 12:00 noon at the latest. After these closure times, the Department of Facilities will enter all rooms to thoroughly clean. This includes the disposal of all items remaining in the room. After occupancy periods, students will only be let into their former assignment at Campus Safety's discretion and will be assessed a room entry fee.
4. With the exception of the senior class and resident assistants, students approved to remain in campus housing past Saturday, May 14, (summer housing residents, Commencement/Reunion workers, international students, athletes participating in competition, etc.) may be subject to temporary relocation. These students must relocate to a temporary assignment upon request by the Office of Campus Life.
5. Please take note: a per-day fee may be assessed to any student who occupies his or her room outside the dates stated in the residential contract.

### *Terms and Conditions of Occupancy*

1. Residents are expected to abide by all published fee and occupancy schedules, and are required to pay their semester room fees prior to assuming occupancy.

2. Residents must occupy their accommodations as assigned by the Office of Campus Life. Written approval from the Office of Campus Life must be secured for all residence assignments before a student may occupy a residential space.
3. Any student who vacates or is required hereunder to vacate accommodations shall remove all personal property prior to the time specified herein for yielding up such space. In the event such property is not removed, it shall be deemed abandoned and may be disposed of in any manner deemed appropriate by the College.
4. Assignment switching (changing rooms) without written permission is prohibited and will result in disciplinary action.
5. The College supplies custodial services only for public common areas only. Residents are responsible for maintaining clean private spaces.
6. There are no sanctioned storage areas accessible to students. Students should seek outside vendors for this type of service.
7. The College's responsibilities under a residential contract remain in force only so long as the student is enrolled as a Trinity undergraduate student and otherwise permitted to occupy student accommodations. Students who are not so enrolled or who are required for any reason to vacate their accommodations must vacate within 48 hours of the notice. Failure to vacate will entitle the College to remove the student from accommodations without resort to judicial proceedings. If such proceedings are commenced, the student will pay the College's costs and attorneys' fees incurred in the enforcement of the residential contract.
8. In order to house all undergraduates, the College may, at its discretion, increase the occupancy of assigned residences or reassign occupants to other accommodations.
9. The Office of Campus Life strives to fill every bed, particularly for the beginning of each semester. A student whose roommate cancels his/her housing contract or moves out of the room should not expect to occupy a multiple occupancy room alone. Students will be asked to: (a) consolidate within another vacancy, (b) notify the Office of Campus Life of new roommate(s) within 72 hours of the vacancy, or (c) expect to receive new roommate(s) placed by the associate director for residential life. Reassignments and consolidations usually take place two to four weeks into each semester, but can occur at any time during the active residential contract. The Office of Campus Life reserves the right to consolidate empty spaces within a building or make reassignments when vacancies occur during the summer or winter recess, or summer session.

10. The College may delay in enforcing any of its rights under a residential contract without losing them. Additionally, the College may elect to waive any of its rights under a residential contract without jeopardizing any other rights so granted.
11. Any form of lottery fraud (misuse of lottery numbers, special arrangements, etc.) may invalidate a residential contract.
12. At the beginning of each semester, there will be a two-week moratorium on room change requests to conduct a census and verify all vacancies.
13. There are more specific policies regarding the room selection process contained in the document entitled “2010-2011 Room Selection Lottery Instructions.” Please refer to this document for specifics on the room selection process.
14. Trinity College is a residential college and all students are expected to live in housing provided by the College. Prior to the spring housing lottery, the Office of Campus Life will publish guidelines for students requesting to live off campus.

### *Room Condition Report*

1. Students are responsible for completing an online room condition report within one week of assuming occupancy of a residential assignment. Upon checking in to a residential assignment, it is the student’s sole responsibility to verify the condition of the room and the included. Any damages or missing items must be documented in order to avoid future charges.
2. At the end of each term, rooms will be inspected by an agent of the Facilities Department and any damages or missing items not previously noted on the check-in form will be billed directly to the student’s account. Excessive damages and/or necessary cleaning found at the end of a term may also be referred for disciplinary action.

### *Special Assignments*

The College will consider requests for special room assignments. This process is explained in the room selection lottery instructions. Special assignments may be considered for the following situations: documented medical needs, physical disabilities, and students with married status (spouse must be a matriculated Trinity student as well). Special arrangements are certified at the time of assignment, often with additional contractual guidelines. Any misuse of the special assignment or any change in circumstance that invalidates the need for a special assignment may result in termination of the contract. The College may then take possession of the assigned accommodations.

## Medical Information

Residents must comply with all medical history information requirements and all health/medical requirements as established by the director of the Health Center prior to assuming occupancy. Please note that Connecticut state law requires all dormitory residents to have had the meningitis vaccine. Students will not be allowed to take occupancy until the Health Center has certified they are in compliance with this law.

## Room and Furniture Condition

1. Students are responsible for maintaining the condition of their rooms and their furnishings during their periods of occupancy. Changes like painting, installing shelves, etc. are not permitted and are considered unauthorized changes. Unauthorized changes and damages to College property that occur during the school year by residents or their guests are the financial responsibility of the residents of the room/suite/apartment. Students are required to report these unauthorized changes/damages immediately to the Office of Campus Life. Unauthorized changes/damage to furniture, walls, or any part of the room will be assigned a repair/replacement cost and charged to the responsible student(s). Students with excessive damages in their rooms will face disciplinary action up to and including restriction from housing.
2. The Office of Campus Life conducts health and safety inspections in each residence hall room once per semester. Not only is it expected that rooms be free of any prohibited items/policy violations, students are also expected to maintain hygienic conditions so as to not attract insects and rodents to the area. For safety reasons, rooms must also be free of debris and not overloaded with furnishings. Failure to comply will result in disciplinary action and/or a \$100 fine. Hazardous materials such as bodily fluids found in a residential space will result in disciplinary action.
3. Each room is equipped with a bed frame, extra-long mattress, desk, desk chair, and wardrobe/bureau (where built-ins do not exist). Many common rooms are provided with a sofa, chair, and coffee/end tables. There are only a limited number of items in back stock, but every legitimate furniture request will be honored. For furniture repairs, requests, etc. please contact the Facilities Help Desk by dialing extension x5300. Please note that bookcases are not guaranteed.
  - (a) All furniture that is issued to student rooms must remain in that room for the duration of the year. If room furniture is found outside the room (e.g., hallways, basements, lounges, storage areas, etc.), it will be removed and the room missing that piece will be charged for its full replacement cost.
4. The College employs a maintenance and custodial staff to keep the residence halls in good physical condition. Requests for maintenance should

be directed to Facilities at x5300. Upon vacating their assignment, students are expected to take all personal belongings, remove all trash, and do a quick sweeping. Supplies are available from Facilities or the area coordinator's office. Please be advised that rooms that require excessive cleaning or furniture/rug removal will be assessed a cleaning fee.

5. Nails, screws, double-stick tape, or duct tape on the walls, furniture, or fixtures is prohibited due to the physical damage that often occurs from using these materials. Repainting/repairs resulting from the use of such adhesives is the financial responsibility of the resident(s) of the room. The use of low-adhesive masking tape or white poster putty may be used to hang posters and other decorations.
6. In all cases, if a responsible party is not identified in advance, the assigned financial cost for damages, missing items, furniture removal, and/or cleaning fees within a room will be equally distributed among the roommates of that space.
7. Public Displays: Pictures and other materials that may be considered to be objectionable are subject to removal in areas that may be visible outside a residence hall room/suite/apartment (e.g., directly in windows, exteriors of doors, etc.).

## Personal Property Liability/Insurance Coverage

Neither the College nor the Office of Campus Life can be held directly or indirectly financially liable for any damage or loss of property due to the actions of students, undetermined vandalism, fire, facility failure, theft, severe weather, or other acts of nature. Students are therefore encouraged to review their family's personal property insurance for coverage or to carry their own homeowner's/renter's insurance to ensure that property and belongings are covered for theft and loss while at school. The Office of Campus Life has student insurance information available upon request.

## Locking System

The College has two access control systems working to protect students in the residence halls: Locknetics pads and networked card readers. These systems are administered by the Facilities Department, Access Control Division. All questions should be referred to x5300.

1. Locknetics key pads are used on interior doors and are accessible via a unique six-digit personal access code (PAC) issued to each student when he/she arrives at Trinity. The PAC students receive upon arriving at the College will be used during their entire tenure at Trinity.
  - (a) PACs should not be compromised (shared) under any circumstance. If a PAC is compromised, a \$25 fee will be imposed (codes are used on exterior, interior, lounge, and bathroom doors).

- (b) If a resident wants to change his/her PAC, e-mail .
2. At the entrances to all residence halls, the College also has networked card readers that use student ID cards. Students are expected to carry their IDs with them at all times. The exterior doors are also equipped with horns and strobe lights that will alert both residents and Campus Safety when a breach has occurred. Please note that each resident has several seconds to enter the door and have it close behind him or her.
  3. Under normal circumstances, all lock repair issues, PACs problems, or card reader failures should be directed to x5300. If an emergency exists, please contact Campus Safety immediately at x2222. Students who require a replacement ID card should go to Facilities (x2444) during normal business hours (note: a \$50 replacement fee will be assessed). Call Campus Safety (x2222) during evening hours or on weekends.
  4. Tampering with any locking system, adding additional locking devices, propping open any exterior residence hall doors, or holding the door open for non-residents are very serious violations that will result in disciplinary action.

## Room Entry

The College will make every attempt to respect the student's desire for privacy within the community. This policy is designed to ensure reasonable and appropriate entry into a student's room by only authorized staff members, and to define the conditions under which authorized personnel may enter a student's room. Authorized staff members who may enter a student's room include: Department of Facilities maintenance and custodial personnel, Campus Safety personnel, Campus Life administrative staff members, deans, administrators on call, and resident assistants.

1. Rooms may be entered under the following conditions:
  - (a) To provide room maintenance inspections or repair services
  - (b) To conduct health and safety inspections
  - (c) When there is reasonable cause to believe that College or residential policies are being violated
  - (d) When there is reasonable cause to believe an emergency situation has arisen that requires the room be entered
  - (e) When a student vacates a room for a break period
  - (f) When the occupancy period of the room has ended
2. Illegal materials/prohibited items in plain view may be confiscated and disposed of if they are noticed by authorized personnel, or in response to a violation of College or residential policy.

3. When a member of the police or a government agency seeks permission of the College to search a student's room, such permission will not be granted without a warrant. Undergraduates (including roommates) have no authority to grant permission to such agencies to conduct searches of property of individuals in absentia. The director of campus safety, the dean of students, and/or the administrator on call must be immediately notified of such agencies' presence and intent.

## Changes in a Residential Contract or Room Assignment

1. When a student withdraws from his/her room, rental charges are based upon the date of receipt of written notification of withdrawal from the residential contract. Students must correspond in writing with the Office of Campus Life as soon as a decision is made to withdraw from a contract.
2. In order to ensure that students who select rooms in the lottery have the intention of residing in those rooms in the fall, there are cancellation penalties. This is very helpful in making sure that all vacancies are known well in advance of move-in and that students who do not yet have a room are not waiting for a space to become available. The cancellation deadline is May 4, 2010, at 4:00 p.m. Any student who withdraws from housing after May 4, 2010, will incur a room cancellation fee. The fees are as follows:
  - (a) Withdrawal between May 5, 2010 and June 30, 2010: \$500.00
  - (b) Withdrawal between July 1, 2010 and July 31, 2010: \$750.00
  - (c) Withdrawal after July 31, 2010: \$500 – \$1,000.00
3. If a student fails to occupy a residence without notification by the first day of classes, it may be assumed that the student has withdrawn and that a legitimate vacancy exists. The \$1,000 room cancellation fee will be placed on his/her student account.
4. When a withdrawal from a contract occurs before the beginning of the eighth week of the term, the \$1,000 room cancellation fee will be placed on the student's account. Additionally, the rental charges of the room will be prorated. During or after the eighth week, students are required to pay rental for the full academic semester.
5. In the event that a resident student withdraws from a single-occupancy room, the Office of Campus Life will reassign the vacancy.
6. In the event that a resident student withdraws from a multiple-occupancy room, the Office of Campus Life will assign an occupant to the vacancy if the remaining occupants do not select, in writing, a replacement within 72 hours after the vacancy is recognized. If a replacement is selected, that chosen individual must immediately contact the Office of Campus Life to negotiate assignment to the vacancy.

7. To be considered for reassignment from a multiple occupancy room, students must first contact their area coordinator. In most cases, students will be asked to first attempt to rectify any conflicts through staff-mediated discussions. Students may not change their assignment without first notifying their roommate(s). Please note that very few vacancies actually exist and the best course of action is always to use the residential staff to help with roommate conflicts.
8. Students residing in multiple occupancy rooms who go through the appropriate steps and are allowed a room change will almost always be assigned to a vacancy in another multiple occupancy room and not to a single room.
9. Disciplinary penalties may be levied against those who deliberately discourage or reject individuals from filling vacancies.
10. Before a vacant space may be occupied or any change in residence (including switches) made, all room changes must be approved by the Office of Campus Life. Failure to obtain the approval prior to occupying accommodations may result in penalties and eviction of the occupant.
11. Students arriving early and/or staying late will be fined and/or subject to disciplinary action for the use of the space outside of the regular operating schedule for student residential spaces.

## *Section II: Residential Policies*

A primary aim of the Office of Campus Life is to maintain an atmosphere that is conducive to the pursuit of academic goals and personal growth and development. In order to achieve this goal, it is important to remember that a large number of individuals live together in a residence hall. This situation requires students to accept the responsibility involved with living in a community environment and make a special effort to be aware of how their actions affect their neighbors and roommates. To this end, policies and community standards for the residence halls have been developed to establish an environment in which a large number of people may live together with maximum freedom while recognizing the rights and safety of fellow residents. Students are encouraged to learn responsible decision-making, develop an appreciation of community standards, respect individual rights and property, practice good citizenship, and understand the policies of the College within the context of a community living environment. Community standards include, but are not limited to the following.

### Respect for Others

#### 1. Mutual Respect

- (a) It is expected that all members of the community will treat others with respect. Student behavior should not interfere with the rights of a

roommate or other residence hall students to privacy or to sleep or study within their rooms.

- (b) In particular, the Office of Campus Life at Trinity views seriously any action against another person or organization based on their race, religion, age, national origin, disability status, gender, or sexual orientation.
- (c) Students will be held responsible for behavior that infringes on the individual rights and autonomy of others.

## 2. Lounge Use

- (a) All events in residential lounges must be sponsored or sanctioned by residential staff. Alcohol use and smoking are prohibited in all community areas.
- (b) Residential lounges are not to be used for private parties, nor may off-campus or campus groups use these areas for their activities.
- (c) Lounge furnishings are provided for the use of all residents and may not be removed. Appropriation of such furnishings is regarded as theft, punishable by a full replacement-cost fine and possible eviction from campus housing of all parties involved. If there is any question about what furniture belongs in a lounge, students should contact the area coordinator for that area.
- (d) Lounge alteration is not permitted without the express written permission of the Office of Campus Life.

## 3. Pets

- (a) Undergraduate students are not permitted to possess or maintain animals within the residential halls unless there is a documented physical disability that requires the student to keep a service animal. As such, student's guests must abide by all policies of the College and are not allowed to bring any pets with them to campus.
- (b) Depending on the situation, students will be held responsible for the removal of the pet, and be charged a fee of \$50 per day that the pet was found to be living in the residential halls, in addition to any costs associated with the physical care or removal of the pet.
- (c) Failure to observe this policy may result in the eviction from campus housing of all parties involved. Repeat violations of this policy will lead to sanctions that may include loss of housing.
- (d) The only exception to this rule is that students are allowed to have fish, provided they are kept in properly maintained aquariums of 20 gallons of water or less.

4. Noise Violations: Specified quiet hours are maintained to help provide an atmosphere that is conducive to good scholarship and to promote an environment in which individuals can learn from the experience of group living. Courtesy hours are in effect throughout all of the residence halls 24 hours a day. Therefore, excessive noise is not permitted at any time. The enforcement of noise violations is the responsibility of each student, with assistance from Campus Life staff as needed.
- (a) Each floor must observe the minimum acceptable quiet hours of 10:00 p.m. to 8:00 a.m., Sunday through Thursday; 12:00 a.m. to 10:00 a.m., Friday and Saturday. During stated quiet hours there must be no music, loud talking, or other noises that can be heard outside a student's room.
  - (b) Quiet hours may be increased (added to), but never decreased. Such a decision should be made on a floor-by-floor basis, with all community members coming to a consensus.
  - (c) Excessive noise, as determined by residential staff members and/or affected students, is not permitted. Students will be documented outside of the stated "quiet hours" for excessive noise.
  - (d) During final examination periods, 24-hour quiet hours will go into effect for the entire Campus Life system no later than midnight on the last day of classes. Additional quiet hours may be imposed during midterms and the last week of classes.
  - (e) Students are prohibited from creating noise (e.g., through amplified sound, leaving music in rooms unattended, facing stereo speakers out windows, use of megaphones, electronic instruments and/or equipment, microphones, etc.).
5. Guests: A guest is defined as any individual who is not currently assigned as a resident of that particular residence hall room. Consideration for roommates and other floor residents dictates that guests must not infringe on another's right to privacy and the quiet enjoyment of the facilities he/she has under contract. Therefore, all visitors, regardless of gender, must be approved by all residents of the room/suite/apartment.
- (a) Roommates should mutually determine an appropriate length of stay before guests arrive, provided these guidelines are followed:
    - i. A resident may not pressure or coerce a roommate to tolerate the presence of a guest.
    - ii. The presence or behavior of a guest may not restrict residents' comfortable use of common and private space or create any situation that infringes on these rights.

- iii. The presence of a guest must not exceed three overnights in any one week (Monday-Sunday). Longer visits indicate illegal residence in the building or disrespect for the rights of the residents of the room and may lead to immediate removal of the guest, revocation of guest privileges, and judicial action.
  - iv. A guest may not occupy any student room when the host student is not present without permission of the roommate(s).
- (b) Personal Access Codes (PACs) may not be compromised (shared) with guests; they must remain confidential at all times.
  - (c) All guests must use gender-appropriate bathroom facilities.
  - (d) Guests must abide by all policies of the College, residence halls, and floors, with both hosts and guests held responsible for inappropriate conduct.
  - (e) Students are subject to both disciplinary action for the inappropriate behavior of their guests, and/or financial restitution for any damage as a result of guest behavior.
  - (f) Guests found not observing College regulations or policies contained within the residential guidelines may be escorted from the residence hall and restricted from further access.
  - (g) All guests, including Trinity students, must carry a valid photo ID at all times and provide this identification when asked by a College staff member. Failure to provide valid identification will result in immediate guest removal.
  - (h) Special attention should be paid to students who are hosting prospective students, athletic recruits, and non-college age students. At no time may these guests be asked to violate policies contained in these residential guidelines. Facilitating this kind of activity will result in the most severe disciplinary sanctions.

### *Alcohol, Drugs, and Smoking in Residential Facilities*

Many offenses against individuals and property committed at Trinity College are a direct result of alcohol/drug misuse and abuse. Trinity expects all students and community members to refrain from engaging in behaviors that are physically unhealthy and detrimental to the academic endeavors of the College. Antisocial behavior resulting from alcohol consumption and/or drug use is unacceptable from our student population.

### **Alcohol**

In accordance with state and local laws, persons under the age of 21 may not keep or consume alcoholic beverages at any time. Policies governing alcohol use within the residence halls exist within the framework that all spaces within the residential properties are categorized as either “private” or “community.” Private spaces

include student rooms with a closed door in all properties, common rooms within quads, and the living room and kitchen areas within a cooking unit. Community spaces include student rooms with an open door; building entries, lobbies, balconies, bathrooms, corridors, porches, stairways, and study rooms; and any other residence hall areas accessible to all residents of a property.

1. At any time, a College official or residential staff member may ask students to show proof of age (21+). All individuals present are required to comply. If a person does not have any proof of age when asked, then the individual will be treated as an underage person and asked to dump his or her alcohol.
2. Alcoholic beverages and/or empty containers (including beer can displays, bar set-ups, and alcohol containers used for decoration) are not permitted in rooms where underage students are present.
3. Regardless of age, any apparatus designed for the rapid consumption of alcohol or “drinking games” are not permitted in or around the residence halls (e.g., beer “bongs,” funnels, “Beirut” tables, “Pong” tables, ice luges, etc.). Such items are subject to immediate confiscation.
4. Persons 21 years of age or older residing in upper-class residence halls may keep or consume alcohol in private spaces only; all roommates must also be of legal drinking age.
5. Regardless of age, no person may keep or transport common sources of alcohol (e.g., kegs or beer “balls”—empty or full and of any size) in or about any residential space. Students found with common sources of alcohol will be subject to disciplinary action, including restriction from the residence halls.
6. Regardless of age, no person may bring open containers of alcohol into a residence hall.
7. All violations of the above policies are subject to immediate confiscation or dumping of the alcohol. When asked by a College official or residential staff member to dump an alcoholic beverage, all individuals present (students and guests) are required to comply.

## Narcotics, Drugs, and Drug Paraphernalia

1. College policy is cited in conjunction with the following provisions regarding drugs and paraphernalia in the residence halls. Possession, use, sale, and/or distribution of any narcotic, drug, non-prescribed medicine, chemical compound, or other controlled substances is prohibited, except as expressly permitted by law.
2. The possession of drug paraphernalia (pipes, bongs, roach clips, etc.)—used, unused, or decorative—is prohibited. Such items are subject to confiscation.

## Creation of Smoke/Cigarette Smoking

1. Smoking is not permitted in any residence hall space at any time. If the smoker is not caught in the act, but two independent parties confirm that smoke is present, students assigned to the room cited will face disciplinary action.
2. Smoking is also prohibited within a 20-foot perimeter outside of buildings.
3. Candles and incense are prohibited in the residence halls. They will be subject to immediate confiscation.
4. Tampering in any way with the fire safety systems in student rooms (including covering a smoke detector) is extremely dangerous and jeopardizes the safety of all who live in the building. Students living in a space where the fire safety system has been tampered with will be referred for immediate disciplinary action.
5. Students who set off fire alarms by cooking, using kitchen equipment, or otherwise creating smoke in a residential space will be responsible for all costs incurred by the College resulting from the smoke as well as referral to the residential judicial system.

## Residential Safety

Personal safety and security are both individual and community responsibilities. Community members are expected to take seriously their own safety as well as the safety of others. To this end, individuals should strive to take all precautions necessary to anticipate and report safety concerns to the appropriate departments (Office of Campus Life, Campus Safety, and/or Facilities). This includes, but is not limited to, physical property and building safety, personal safety, and fire safety.

## Endangering Behavior

1. Inconsiderate behavior (including irresponsible behavior resulting from alcohol or other drug abuse) and excessive noise is prohibited.
2. Using bicycles, roller blades, skateboards, or other recreational devices in the residence halls is prohibited.
3. Participation in any type of sport activity (including water fights) in the hallways and/or public areas of the residence halls is prohibited.
4. Throwing any objects (including snowballs) towards the residence halls (or other College-owned buildings) is prohibited.
5. Certain areas are off limits to students at all times. Regardless of whether the area is accessible through a window, door, hatch, or other, access to

the following spaces is prohibited and students found in such areas are subject to restriction from housing: roofs, mechanical rooms, storage spaces, custodial closets, attics, and ledges.

6. Except in the case of an emergency, students are prohibited from exiting rooms via windows.

## Windows and Screens

The misuse of windows and window screens can present a serious safety hazard to students and other College community members. The following guidelines are in place to address these concerns:

1. Residents may not remove the screens or window stops from their room window or other residence hall window at any time, nor take any action that may tend to damage the window, window screens, tracks, or closures.
2. No objects of any type may be thrown, dropped, pushed out of, placed outside of, or allowed to fall from any residence hall window. Students found responsible for such actions will face residential restriction.

## Building Safety and Security

Safety and security systems are maintained for the general welfare of the community and are not to be abused.

Propping exterior doors is prohibited.

1. Giving out personal access codes is prohibited and punishable by financial penalties.
2. When individual rooms are left unattended, the door and window(s) should be kept closed and locked.
3. Solicitors, canvassers, delivery persons, peddlers, and other unauthorized people are not permitted to enter residential facilities. Residents should not negotiate with such people or admit them into campus facilities; Campus Safety should be notified immediately of such individuals.
4. In order to maintain safe evacuation routes, students are not permitted to leave or lock bicycles/scooters in hallways or stairways.

## Fire Safety

Fire safety is a serious matter and it is the responsibility of every resident to protect themselves as well as their hall mates. Covering and/or tampering with a smoke detector endangers not only your life, but also the lives of everyone in the residence hall. Time is a crucial element when responding to a fire and covering or tampering with fire safety equipment can significantly impact a professional response. Please remember the following:

- Do not overload electrical outlets and make sure extension cords are used properly.
  - Do not cover and/or tamper with smoke detectors for any reason at any time.
  - Do not smoke in College buildings
  - Do not use candles or incense in your room.
  - Do not leave cooking equipment unattended when in use (even microwaves).
  - Do not leave lamps on when you are not in your room.
  - Know at least two ways out of your residence hall.
  - Never disregard fire alarms; immediately exit the residence hall or building when an alarm sounds.
1. Residents must familiarize themselves with emergency exit locations and evacuation procedures.
  2. When a fire alarm sounds, all students are required to evacuate the residence hall. The directions of staff, Campus Safety, and fire safety officers are to be followed at all times. Failure to evacuate a building when a fire alarm sounds and/or at the request of a College or Fire Department official will result in disciplinary action.
  3. Intentionally sounding (pulling) a false alarm; making a false emergency call; attempting to ignite and/or igniting a substance; issuing a bomb threat; constructing mock explosive devices; or tampering with, destroying, and/or possessing fire equipment, emergency signs, and sprinklers are prohibited. Such action is considered to be in violation of state and local ordinances. Abuse of fire safety systems may result in (1) the levying of financial damages up to \$1,000, (2) immediate eviction, and/or (3) indefinite restriction from campus residence. The residents of an entire building may be billed for common area damages (here, false alarms) when the responsible party/parties are unknown.
  4. Fire-alarm pull stations, fire extinguisher cabinets, smoke detectors, and exit signs must not be covered and exits must remain free from obstruction at all times. Even temporary obstruction of such items is prohibited.
  5. Safety inspections will be conducted by Campus Life staff members each semester in order to determine compliance with safety regulations. Restricted items may be removed during such inspections.

## Prohibited Items

1. The following items are among those prohibited in the residence halls: candles; incense; air conditioners; waterbeds; halogen lamps; open-coiled electrical or heating appliances including toasters, toaster ovens, hot plates (including George Foreman-style grills), barbecue grills, broilers, space heaters, immersion heaters, and ovens; and use or storage of any type of flammable liquid.
2. Small refrigerators; microwaves; and electric coffeepots, hotpots, and tea kettles (with automatic shut-off) are permitted if they are UL (Underwriters Lab, Inc.) listed. Amperage limitations may be imposed.
3. Decorative wall coverings must not cover any room fixtures (lights, sprinkler systems, etc.) or hang freely from the ceiling.
4. Use of darts and dartboards in any area of the residence halls is prohibited.
5. Construction of lofts of any type is prohibited.
6. Cement-type blocks (cinder, etc.) are prohibited.
7. Holiday trees must be artificial and holiday lights must be UL-approved and low wattage. Holiday lights must not come into contact with flammable wall hangings.
8. Antennas, satellite dishes, or other external devices are prohibited from the exteriors of the residence halls.
9. Extension cords must be in the form of “surge protectors” or heavy-duty (indoor-outdoor) quality.
10. The outdoor use of barbecue grills and/or hibachis must take place at least 20 feet from College buildings. Such items (and charcoal, lighter fluid, etc.) may not be stored in residential spaces under any circumstances, and will be subject to confiscation and disposal.
11. The unauthorized use, possession, manufacture, sale, or distribution of weapons such as firearms, air rifles, ammunition, explosives, hand weapons, or fireworks of all kinds is prohibited.

## Respect for Property

Trinity College strives to provide residential facilities that are in good physical condition and conducive to student academic success. These environments should be sources of pride, requiring that all community members respect the property of the College. Damages to or theft of College property will not be tolerated under any circumstances.

1. Community Space Condition

- (a) Breaking, vandalizing, defacing, and/or unauthorized removal of College and residence hall property (even into another room), including public area furniture; walls, floors, or ceilings; recycling or trash bins; and room number signs, are considered to be damage and/or theft.
  - (b) Students who become aware of or have information relating to damages or theft of College property and/or facilities are required to report such information to the Office of Campus Life.
  - (c) In the event that damages occur accidentally, those responsible are required to immediately contact the Office of Campus Life to avoid serious disciplinary action. Assuming responsibility for accidents may require reimbursement for damages, but evasion of responsibility will most certainly yield more stringent penalties.
2. Community Damage Policy: In the event of damages, theft, and cleaning charges in the public areas of the residence hall (lounges, hallways, bathrooms, elevators, etc.), the Office of Campus Life will charge residents for repair/replacement costs if the responsible person(s) are not identified.

# Health Regulations

## *Policy Regarding Pets*

Undergraduates are not permitted to have animals on the Trinity College campus or in any of its buildings except when a specific disability so requires (a service animal). That prohibition is designed to protect the health, safety, and convenience of all members of the community. Failure to observe that prohibition will result in the levying of disciplinary penalties.

## *Pre-Matriculation Physical Examinations*

All entering students are required to submit the completed prescribed medical examination form including immunization data in order to receive housing or to register for classes.

The state of Connecticut requires by law that all students residing on campus show proof of immunization prior to taking up residence including;

1. recent meningococcal meningitis.
2. two doses of vaccination against measles, mumps, and rubella and
3. documentation to show protection against varicella (chicken pox) by either;
  - (a) evidence of the receipt of two varicella vaccines
  - (b) laboratory evidence of immunity (serology), or
  - (c) provider attestation of the date of disease.

The director of Health Services reserves the right to assess incoming documentation and qualify immunizations as acceptable or request additional ones.

It will be the implied responsibility of each student to determine his or her contraindications for participation in club, intramural, physical education, and recreational sport activities.

## *Student Health Insurance Requirement*

Each traditional undergraduate student must prove they have adequate current health insurance coverage underwritten by a U.S. company before they can register for classes. If coverage from home does not meet the standard or there is no existing coverage, students may purchase the policy Trinity makes available.

In order to assure that all students have coverage, the cost of the policy that Trinity makes available is added to each student's tuition bill. When information regarding proof of coverage is supplied via an online waiver process each summer, the cost of the policy is removed from the tuition bill.

## *Insurance Coverage for Student Employees with Work-Related Injuries*

Student employees who incur an injury in the course of their employment at the College are covered under the College's worker's compensation policy. This policy covers all medical expenses for treatment of the injury provided that care is provided by participants in the Hartford Insurance Managed Care Network. This program is administered by The Hartford, Trinity's workers' compensation insurance carrier. Students who are injured must notify their supervisor as soon as possible, and complete a first report of accident or injury and forward it to the Human Resources Department.

The Hartford Medical Insurance Managed Care Network is comprised of selected doctors and hospitals (including Hartford and Saint Francis hospitals), as well as other medical providers (such as Hartford Medical Group), that are qualified to treat workplace injuries. If you are injured while working at Trinity, you must tell the provider of service that you are eligible for benefits through the Hartford Medical Insurance Managed Care Network. The providers of service are aware of their participation in the program and any pre-certification procedures they are to follow.

Please note, if you are injured at work you must:

1. Notify your supervisor immediately (or as soon as possible following the incident). In addition, a "First Report of Injury" report must be filled out and forwarded to Human Resources, also as soon as possible.
2. Use a medical provider who is a member of the Hartford Medical Insurance Managed Care Network. Campus Safety, Human Resources, and the Health Center have a list of participants and telephone numbers. You can also find a participating provider by looking at the Hartford Insurance Group Web site at [www.thehartford.com](http://www.thehartford.com), and clicking on the medical provider lookup link.
3. If you believe you are in a life-threatening situation, proceed to the nearest hospital or emergency room regardless of whether or not the facility is an approved Hartford Medical Insurance Managed Care Network provider. Payment of claims will not be forfeited in such instances.

Student employees must follow these steps to ensure receipt of their workers' compensation benefits. Anyone who obtains medical care from a provider who is not a participant in the Hartford Medical Insurance Managed Care Network (except as explained above) may not receive payment of medical benefits.

A list of emergency numbers, directories of participating providers, and "Action Steps for Work-Related Injuries" are posted in Human Resources, the Health Center, Facilities, and Campus Safety. If you have specific questions, you should contact the Human Resources Department at (860) 297-2272.

# Safety Regulations

Personal safety and concerns for property are important issues that all members of the Trinity community should recognize. By simply being aware of potential problems and taking steps to avoid difficult or dangerous situations, we can avoid becoming the victims of a crime or the unwitting participants in a serious incident.

The crime prevention strategies and procedures that follow this section are presented both to educate newcomers to Trinity regarding situations they may encounter and to provide information on effective responses if they are. However, these guidelines are not comprehensive, and the reader should recognize that a sense of mutual concern for one another is the general principle that should shape our safety consciousness.

Emergency numbers are listed below as well as on the back cover of this book. Campus Safety serves as a referral to all the listed resources, as well as to others for which there may be a need.

Campus Safety (emergency and routine)	x2222
Hartford Police Department (emergency)	9-911
Hartford Police Department (routine)	(860) 527-6300
Hartford Fire Department (emergency)	9-911
Trinity Health Center	x2018
Ambulance	9-911

College campuses are not immune from crime, and they often attract criminals who, because of age and appearance, are unobtrusive. You are strongly urged to heed the following precautions to reduce your chances, and those of others, of becoming victims of crime. Remember, prevention is the first and best defense against crime.

1. *Do not walk alone*, especially after dark! Don't be embarrassed to ask another person to accompany you. If you must travel alone on campus after dark, use the Campus Safety Shuttle Service or take a security escort (explained below). If you study at night in a remote location such as an empty classroom, don't study alone. If you are using your office at night, notify Campus Safety of your presence and keep your door locked.
2. Be alert and aware of your surroundings, including unusual occurrences and persons behaving suspiciously, at all times. Trust your instincts whenever you feel uncomfortable or fearful. If you sense danger, get out of the situation immediately.
3. Avoid dark, vacant areas that afford hiding places for potential assailants. There are Campus Safety emergency call boxes and emergency phones situated throughout campus; if you think you are being followed, head quickly for a call box to alert the Campus Safety Department of your concern. If a call box is not in the immediate area, head quickly toward a lighted area or a

group of people. Try to notice and remember as much as possible about the person behaving suspiciously and advise the Campus Safety Department as soon as possible.

4. Never allow an unfamiliar person to accompany you into a locked building to which you have access. Don't shout dormitory combinations out the window, and discourage others from doing the same.
5. Never prop open exterior doors.
6. Keep your door closed and locked at all times while you are in your room, and even if you are leaving the room for only a few minutes. Keep first floor windows locked when your room is not occupied. Do not let strangers into your room.
7. Solicitors are not allowed in College buildings, including residences. For your own protection, do not permit someone who purports to be selling something into your room, and report such persons to Campus Safety immediately.
8. Draw your shades after dark, and never dress or undress in front of windows.
9. If you remain in campus housing over a holiday period or when most other students are away, you must obtain permission from the Office of Campus Life.
10. Be alert when you enter an elevator. It may be better to wait for an empty car than to get on with a stranger.
11. While driving in urban areas, including those in and around the College, keep all doors locked and windows rolled up. If threatened, honk your horn and drive away.
12. You should be particularly alert in garages and parking lots. At night, park your car in a well-lighted area. Keep it locked, and check the interior before you get in. Always have your keys in your hand—they can be used as an effective weapon.
13. Do not hitchhike or pick up hitchhikers, even in the company of another person. The savings in time or money are not worth the exposure to danger. Remember, once the car takes off, you lose control of the situation.
14. Take a self-defense class. They are offered at Trinity through Campus Safety, the Women and Gender Resource Action Center, and the Athletic Department.
15. Be responsible when using alcohol. Any mind-altering substance will impair your ability to judge the safety of a given situation, whether a late-night walk across campus or your invitation to an acquaintance to join you in your room for a nightcap.

16. Know yourself, your limitations, and your strengths. Think seriously about the possibility of an attack, and try to figure out what your reaction might be.

Avoiding risky activities is the best defense against physical assault and dangerous situations. Do not walk or jog alone; walking or jogging with a friend will significantly reduce your chances of being the victim of a violent crime.

### *Prevention of Property Loss*

Theft of property, both from buildings and motor vehicles, is the most common crime reported at Trinity. The most frequently stolen items are stereos, car radios, clothing, wallets and handbags, cash, jewelry, cameras, bicycles, and electronic equipment. The College does not assume responsibility for the loss of personal property. It is strongly recommended that expensive belongings be insured. Observing the following precautions will reduce your chances of property loss.

### Residences and Other Buildings

1. Keep your door locked at all times, even if you are inside with friends.
2. Don't give out your room combination or ID card to anyone. You may compromise the confidentiality and the safety of all dormitory occupants, not just you.
3. Identify callers before opening the door. Don't allow callers in without first ascertaining their identity and purpose.
4. *Never prop open exterior doors*, or otherwise frustrate the lock system. If you find a door that is propped open, close it. Broken locks should be reported immediately to Facilities or Campus Safety. People who are caught propping open exterior doors will be subject to disciplinary action.
5. Don't leave valuables lying about in your room, especially during College vacations.
6. During classes, keep your knapsack or handbag with you. Do not leave belongings in unattended areas even for a moment.
7. Always lock your bicycle, even if you're only going to be gone for a moment. Lock it securely, through both wheels and the frame, to an immovable object using a heavy chain, cable, or bike lock.
8. Record the make, model, and serial numbers of all bicycles, computers, electronic equipment, and other valuable items. Leave valuable jewelry at home, or hide it carefully in your dormitory room. Mark clothing labels with your name. The Campus Safety Office has "Operation Identification" forms and pen engravers available for your use. By investing a few minutes of your time, you will have a permanent record of your valuables on file in the Campus Safety Office.

9. Check your parents' homeowner's insurance policy to ascertain whether your possessions are covered while at school. College insurance does not cover your personal property.
10. In the event that you should become the victim of a crime, report it to Campus Safety immediately. Also report any suspicious activity or person to Campus Safety immediately.

## Vehicle Protection

1. Do not bring a vehicle to campus unless you have a compelling reason to do so. Vehicles parked on and near campus are sometimes susceptible to acts of vandalism and theft.
2. If you must bring a vehicle to campus, install an anti-theft device such as an audible alarm system, a disabling switch, or the "club."
3. Always lock car doors and remove the keys from the ignition. Ensure that all windows are rolled up or latched securely when leaving the vehicle.
4. Do not leave articles inside your vehicle in plain view. Lock them in the trunk or take them with you. Cell phones should never be left visible in a vehicle.
5. Park your vehicle in a well-lighted area where there is heavy pedestrian traffic.
6. Periodically check on your vehicle, and move it to another location if it has been stationary for more than a few days. Vehicles parked for several days draw the attention of thieves.
7. In case of vandalism or theft, report the incident to Campus Safety (x2222) and the Hartford Police Department (860-527-6300). Some insurance companies require that such incidents be reported to the local police in order for the claim to be compensable.

## *Campus Safety Shuttle Service and Security Escorts*

Students are encouraged to use the shuttle service provided by Campus Safety for traveling from one point to another on campus, and within certain off-campus boundaries, during the hours of darkness. The following are guidelines for using the shuttle service:

1. The Campus Safety on-campus shuttle vehicles operate on a set schedule from dusk until 2:00 a.m. on weeknights and until 3:00 a.m. on weekend nights. Fourteen shuttle stops are posted throughout campus.
2. After scheduled service ends, walking escorts will be provided. Larger groups may walk with relative safety to their on-campus destinations.

3. When calling for an escort after scheduled service ends, identify yourself, the location where you wish to be picked up, and your destination. Meet the responding officer at the designated time. Do not keep the officer waiting.
4. Smoking and the possession of open containers of alcohol are not permitted in the Campus Safety or shuttle vehicles.
5. Boundaries for off-campus shuttles are limited to a 10-block radius of the campus.
6. Campus Safety student drivers (not Campus Safety officers) may provide non-emergency transportation to and from Hartford Hospital and other medical offices in the immediate vicinity of the campus. This service is for medical conditions that are not life threatening or do not require special handling. All emergency transportation must be provided by ambulance.

### *Security Alerts and Campus Safety Advisories*

Campus Safety advisories are posted on the Trinity Exchange. When an incident occurs that may pose an ongoing threat or disruption to the campus, Campus Safety, the dean of students, or the administrator on call will notify the campus community via e-mail and voicemail. In the event of a full-scale emergency, College officials will notify the campus community using the Trinity College Alert System (TCAS), which allows designated officials to notify students, faculty, and staff of an urgent situation using voice and text messages delivered to cell phones and other personal devices and e-mail accounts. *All students are required to enroll in the TCAS.*

The purpose of a Campus Safety advisory is to alert the Trinity community of the need for extreme caution. Such a need is present if the identity of the perpetrator(s) is unknown, or if the attacker has not been apprehended. A description of the incident is provided in the Campus Safety advisory so people faced with similar circumstances will be aware of the danger. A description of the suspect is included only if distinctive features were observed that would assist others in identifying him/her, or that would otherwise allow people faced with similar circumstances to be aware of the physical danger.

Advisories are published by the Campus Safety Department in consultation with the administrator on call. Campus Safety personnel distribute Campus Safety advisories.

Any information pertinent to an incident described on the advisory should be communicated to the Campus Safety Department immediately. The identities of all victims and informants will remain confidential.

### *Fire Prevention and Safety*

Virtually all campus buildings are equipped with fire detection systems. These systems are activated by smoke detectors, heat detectors, and manual pull-shunts. An audible horn sounds when any of the activating devices is engaged. The larger

campus buildings have fire detection systems that automatically alert both the Campus Safety Department and the Hartford Fire Department when the systems are activated. All occupants should evacuate the building immediately when an alarm sounds. Failure to do so is a violation of College regulations which will be reported to the dean of students.

Fire drills will be held at various times. All occupants of the residence halls must cooperate with evacuation efforts when the alarm sounds. Failure to do so will result in corrective action being initiated by the Office of Campus Life or the Dean of Students Office.

The following precautions and regulations must be observed, both to avoid accidentally causing a fire, and to be aware of the proper response in the event of a suspected or actual fire:

1. Know the location of the fire alarm activating device nearest you, as well as the closest exit.
2. Do not tamper with fire alarms.
3. Do not smoke in your dorm room.
4. Keep flammable materials away from all heat sources. Do not use makeshift lampshades or put any material on top of a lampshade.
5. Do not overload electrical circuits.
6. Electrical appliances should never be left unattended. They should be unplugged when you leave your room or retire for the night. Pull the plug from the socket by the plug itself, not the cord.
7. *Never attempt to extinguish an electrical fire using water.*
8. No open flames are allowed in residential spaces.
9. Do not clutter corridors and stairways. The law prohibits placing items such as bicycles, chairs, desks, or beds in any exit way such as hallways and stairwells.
10. Do not store flammable liquids, gases, or chemicals in any location other than an approved laboratory.

If you discover or suspect a fire:

1. Do not try to extinguish the fire yourself. Sound the alarm in the building, and then leave the building immediately.
2. Call the Hartford Fire Department (9-911), then the Campus Safety Office (x2222). Give the location of the fire, your name, and your location.

3. If you live near a person whose mobility, sight, or hearing is impaired, give that person whatever assistance is needed to leave the building. If there is immediate danger and you are unable to assist people who are impaired, alert the responding firefighters and Campus Safety officers of the person's location and circumstances as soon as they arrive.

If you suspect you are in a burning building:

1. Do not try to put the fire out. Sound the alarm in the building and evacuate immediately.
2. If there is smoke in the room, keep low to the floor where the air is fresher. Put a towel, wet if possible, over your mouth and nose.
3. Before passing through any doors, feel the metal doorknob and the door itself. If either is hot, do not open the door. Exit through a window if possible.
4. If you are not near the ground floor, open the windows slightly from the top (to let out smoke and heat) and the bottom (to let the fresh air in). Hang something out the window to alert firefighters of your presence. *Do not jump.*
5. If neither the door nor doorknob is hot to the touch, brace yourself against the door and open it slowly to make sure there is not flame or heavy smoke on the other side. Close the door quickly if there is.
6. If you are able to leave the room, close the door as you exit. Go to the nearest exit or stairs. *Do not use an elevator!* If the nearest exit is blocked by fire, heat, or smoke, go to the next nearest exit.
7. If all exits on the floor are blocked, go back to your room, close the door, open the windows as described, and make your presence known to rescuers by waving something and shouting.
8. After evacuating the building, stand clear. Allow firefighting equipment to maneuver.
9. Follow the directions of firefighters, Campus Safety officers, or other College officials. Do not re-enter the building until it is declared safe by the Fire Department.

A number of residence evacuations occur each year as a result of someone maliciously pulling a shunt. As stated in the residential contract, any student caught pulling a shunt for any reason other than a legitimate concern for safety will be subject to discipline by the Office of Campus Life. The student may be held responsible for the cost of the Hartford Fire Department's response, which is about \$1,000. If no responsible party is identified, these charges will be divided among

residents of that building. In addition, the responding fire chief has the authority to impose criminal sanctions for the malicious activation of a fire alarm. These sanctions include, but are not limited to, the arrest of the suspect.

# **Student Bill of Rights in Regards to Campus Safety**

1. All Trinity students must be treated equally. A student's race, color, nationality, ethnicity, gender, handicap, age, religious creed, or sexual orientation should have no bearing on the quality of service that he/she receives.
2. There should be a mutual respect between Campus Safety officers and the students of Trinity College. Trinity students should never be made subject to the unprovoked use of neglect, or unprofessional behavior on the part of any Campus Safety officer. Students should also understand that non-compliance to an officer's reasonable request may result in disciplinary action.
3. All Trinity students have the right to know of all the services offered by Campus Safety. Each student has the right to utilize all services offered by Campus Safety. All requests made by Trinity students should be met by Campus Safety officers given that the requests are reasonable, feasible, and are part of a Campus Safety officer's duties.
4. All Trinity students should be able to inform themselves about what happens on their campus. Students should be able to access information regarding safety related incidents that occur on and around campus given that these incidents are relevant and could affect other students in the Trinity community.
5. Every complaint that a student makes about the services he/she receives from Campus Safety officers must be reviewed and properly addressed by a supervisor. A clear, just resolution must be reached in a timely manner. All parties should be made aware of the decision.

# Motor Vehicle Regulations

Rules and regulations have been put into effect to control the use of limited parking facilities and to eliminate inconvenience and dangers to members of the community. These rules are subject to change upon notification of the student body.

Due to an ever-increasing flow of traffic through the campus, students are requested to cooperate by keeping the use of motor vehicles on campus to an absolute minimum.

## *General Regulations*

Applicable to all students, administration, faculty, staff, and visitors.

1. All vehicles used on campus by students, visitors, faculty, administrators, staff, and employees of College-affiliated organizations must be registered with the director of Campus Safety of Trinity College and must display a College decal. Registration is essential so that the Campus Safety Office can assist in cases of theft, fire, vandalism, and motor vehicle accidents, and in the control of traffic on campus. The Campus Safety Office may be unable to assist in such cases if the vehicle is not registered.
2. Each person using a vehicle on or near the campus should know and abide by the rules and regulations stated herein.
3. Trinity College assumes no responsibility for vehicles parked or operated on College property; the risk remains fully with the operator and/or the owner of the motor vehicle.
4. From time to time, blocks of parking will be reserved for special events.
5. Vehicles found abandoned, improperly parked, or not registered with Campus Safety may be towed at the owner's expense.
6. The individual in whose name a vehicle is registered is responsible for the on-campus parking of that vehicle even though it may be operated by another person.
7. All personnel and students must obey the traffic control signs displayed on campus for the safety of pedestrians and to facilitate the movement of traffic.
8. All personnel and students must secure temporary parking permits for overnight or long-term visitors.
9. Students are responsible for ensuring that their registered guests abide by all College parking and vehicle regulations.
10. The speed limit on all College roadways is 15 mph unless otherwise posted.

## *Restrictions*

Applicable to all students, faculty, administration, staff, and visitors.

1. Do not park on campus roads or driveways at any time.
2. Sidewalks, lawns, and cultivated areas are not to be used as roadways or as parking areas at any time.
3. Parking is forbidden at all times in delivery areas, loading platforms, service roads, and in front of any doorway or fire exit.
4. Do not park in such a manner that you are blocking other vehicles.
5. Motor vehicles must never be brought into any dormitory or any other College building.
6. Vehicles parked in designated handicapped zones or fire zones, or blocking parked vehicles are subject to towing without warning at the owner's expense.
7. Do not park in areas not designated or marked as parking lanes.
8. Do not park in violation of posted restrictions.
9. Parking is not permitted in the Mather driveway.

## *Faculty, Administration, and Staff Registration*

Faculty, administration, and staff must register with the director of Campus Safety, 76 Vernon Street, x2222. They may park in any authorized parking lot.

## *Student Registration and Campus Parking Permits*

First-year students are not permitted to bring cars to campus. Student registration and parking permits must be obtained each academic year prior the close of the spring semester if the student resides on campus. Special academic program, graduate, and IDP students, or non-resident students may register prior to the first day of classes.

Returning seniors, juniors, and sophomores are allowed to bring cars to campus. The fee for an undergraduate student resident parking permit is \$150 for the year and will be billed to the student's account. Students who plan to study abroad one semester must notify Campus Safety, at which time the registration for one semester will be billed at a cost of \$75. Students (including those living in College apartment housing) using any College parking facilities must have a parking permit.

In order to obtain a campus parking permit decal, the year, make, model, and plate number of the vehicle are required. Upon registration, an agreement must

also be signed outlining general parking rules applicable to all students, administrative staff, faculty, and visitors. No decal will be issued unless the student presents a valid ID and the vehicle's registration and signs the agreement.

Failure to register will result in a *\$150 fee each time the vehicle is on campus.*

Students' needs for cars on campus have lessened in recent years with the availability of free public bus service (through the U-Pass system) and shuttle systems to transport to social and shopping outlets. Students have helped us design these services to meet their needs and we will continue to monitor both need and satisfaction with the service and make adjustments accordingly. However, we recognize that occasionally a dire need arises for having a car on campus, at least on a short-term basis. Therefore, a few registrations will be reserved to accommodate special cases (e.g., a serious medical problem). Petitions for registration under these circumstances can be delivered to Campus Safety at any time during the academic year. The campus safety director will review, advise, grant exceptions, and issue a temporary registration.

Graduate, special, and non-resident students must also register with the director of campus safety in order to receive a campus parking permit. The registration fee is \$75. See the section on student parking.

Students enrolled in other institutions in the Hartford Consortium for Higher Education, or at Wesleyan and Central Connecticut State University, whose vehicles are duly registered at that institution may park in designated student parking areas at Trinity College and are bound by the regulations applying to Trinity students.

Trinity students taking courses at colleges in the consortium and whose vehicles bear valid Trinity stickers may park in student areas in those institutions provided they abide by the regulations of each institution. Responsibility for knowing the regulations at other consortium institutions rests with the student.

Summer school students shall register with the Campus Safety Office, 76 Vernon Street, in order to receive a campus parking permit.

Graduate and summer school and special students must follow the parking rules and regulations applicable to all students.

A Trinity College parking permit decal will be issued prior to the first day of classes and must be displayed on the lower right of the front windshield.

Motorcycles, motorbikes, and scooters are defined as motor vehicles for the purposes of these regulations, and by the state of Connecticut. They should display the sticker on the rear fender.

Vehicles on campus that do not bear a Trinity parking permit decal will be checked with the state motor vehicle department to ascertain ownership.

All registration fees are applied to the construction, posting, security, maintenance, and improvement of campus parking areas and roads.

### *Student Parking*

The following regulations are in effect year-round, whether the College is in session or not:

1. All students who bring a car to campus must have a parking decal.
2. Students with a valid parking decal may park in the following authorized parking areas in accordance with posted restrictions:
  - (a) 76 Vernon Street (west side)
  - (b) 168 New Britain Avenue
  - (c) Anadama
  - (d) Broad and Allen Place Lot (1283 Broad Street)
  - (e) Broad and Vernon Street Lot
  - (f) Clemens
  - (g) Crescent Street and New Britain Avenue Lot
  - (h) Ferris (Broad Street side)
  - (i) High Rise Lot (north side of building)
  - (j) Little (four spaces only)
  - (k) North Campus Lot (east of building)
  - (l) Ogilby
  - (m) Stowe
  - (n) Koeppel Community Sports Center (175 New Britain Avenue)
  - (o) Trinfo Café (1300 Broad Street)
  - (p) Vernon Place
  - (q) Wiggins Lot
3. The roadway in front of the Life Sciences Building is not an authorized parking area.
4. There is no student parking allowed in the Seabury, 133 Vernon Street, and Admissions parking lots at any time. These areas are highly congested and must be left open to handle special events on campus and evening affairs. No student parking is permitted in the McCook, Hallden, Austin Arts Center, Chemistry, Library, Life Science, Hansen Hall, Summit lots A- E, 129-133 Allen Place and 115 Allen Place, and Jarvis from 7:00 a.m. to 5:00 p.m. daily except Saturdays and Sundays. Additionally, the parking lots at 79 Vernon Street, 86-88 Vernon Street, 104-106 Vernon Street, 97-99 Crescent Street, 1300 Broad Street, and 133 Allen Place are also faculty/staff parking areas from 7:00 a.m. to 5:00 p.m., Monday through Friday.
5. All vehicles found illegally parked on campus will be towed.
6. Signs are posted with information relating to parking restrictions in each lot.

7. Students who wish to park on the city streets do so at their own risk and are subject to the parking laws and ordinances of the city of Hartford. One of the city's regulations is that there shall be no unreasonable parking on the city streets. (Three hours or more constitutes "unreasonable" parking.) Campus Safety suggests that students use the campus parking facilities whenever possible. They afford much more protection than on-street parking.
8. Student vehicles parked in an area set aside for faculty, staff, or visitors will be ticketed and towed at the owner's expense.
9. Vehicles parked in designated handicapped zones and fire zones, or blocking parked vehicles, are subject to towing without warning and at the owner's expense.
10. Piggyback parking (vehicles parking behind each other) will not be allowed in any of the parking lots.
11. Vehicles accumulating more than five parking tickets per academic year will lose on-campus registration.
12. Parking regulations are enforced continuously, 12 months a year.
13. With vehicle registration comes responsibility for all violations that accrue. Violations will be billed to the registered owner of the car.
14. Unregistered vehicles are subject to towing at owner's expense.

### *Penalties Applicable to Regulation Violations*

The Campus Safety staff has the authority to impose fines for various breaches of parking and other regulations. Printed below is a list of the offenses and fines. Penalties apply to all members and employees of the College.

1. No parking/restricted area, \$25
2. No parking on road/access area, \$25
3. Blocking parked vehicles (towing violation), \$40
4. Driving M/V in pedestrian area, \$55
5. Violation of fire laws, \$70
6. Parking in handicapped zone, \$70
7. Reckless driving, \$70
8. Failure to register/change registration, \$150
9. Parking on lawn/cultivated area, \$70

Payments are to be made in cash or by check at the Business Office. The indicated fine must be paid or the citation must be appealed to the Campus Safety Office within five business days of the date of the violation.

Students with unpaid fines outstanding at the end of any semester will not be permitted to register for courses for the following semester until their fines are paid. Seniors must pay their fines before graduation. A student may not receive a degree or an honorable dismissal, and may be denied grade reports and transcript service until the student's College bills are paid.

### *Appeals*

Anyone questioning the validity of a parking violation may appeal to the director of Campus Safety. The appeal must be made within five business days of the dated violation. Appeals that are denied can be brought before a designated appeals board. The appeal must be in writing and may be forwarded through the director of campus safety for review by the appeals board.

### *Replacement of Parking Decal and Change in Vehicle Use*

Any transfer of ownership such as a purchase, sale, or exchange of a vehicle that bears a Trinity registration decal must be reported promptly to the Campus Safety Office.

If the registration decal is damaged or fails to adhere properly, it may be exchanged for another permit by applying at the Campus Safety Office.

Vehicles that change in class of use (e.g., staff or faculty vehicle that becomes a student vehicle, special student vehicle that becomes a regular student vehicle, etc.) must have their registration changed with the director of Campus Safety within 48 hours of the change. The fine for failure to change vehicle registration is \$150.

### *University Pass (U-Pass) Program*

The U-Pass Program is a collaboration between Trinity College and CT Transit, the public transportation provider for Greater Hartford. Funded by the Trinity Student Government Association, the U-Pass is a semester-long pass (a new one is issued each semester) giving students the freedom to ride CT Transit local service buses as they wish, without any out-of-pocket costs.

One of the goals of this partnership is to make higher education institutions active partners in promoting the use of public transportation in Greater Hartford to reduce reliance on cars. The benefits of such a program are numerous, including a reduced need for parking and enhanced air quality. Moreover, this program furthers the College's efforts to be a more active and engaged member of its community of Hartford. How we chose to move around in a community is as important as the other things we do. By using CT Transit as one of the primary ways to transport ourselves throughout Hartford, we further promote a change in our perception of Hartford from that of an unknown entity to that of a community that is familiar and embraced as such.

The Trinity College campus is served by three bus routes that connect to downtown Hartford, Westfarms Mall in West Hartford, and the New Britain town center. In downtown Hartford, connections to other CT Transit buses provide access to a variety of retail and employment centers, entertainment venues, Union Station (bus and train station), and Bradley International Airport.

Free CT Transit timetables and system maps are available outside Mather Dining Hall. Students may also call the CT Transit Customer Service Center at (860) 525-9189, visit their Web site at [www.cttransit.com](http://www.cttransit.com) , or e-mail them at [hartfordinfo@cttransit.com](mailto:hartfordinfo@cttransit.com) . To report a lost or stolen pass, or for any other questions regarding CT Transit or the administration of the U-Pass Program, please contact the Trinity U-Pass program coordinator, Joe Barber, director of the Office of Community Service and Civic Engagement, Mather Hall, Lower Level, at x4256 or [joseph.barber@trincoll.edu](mailto:joseph.barber@trincoll.edu) .

## Poster and Banner Regulations

The American Association of University Professors' Joint Statement on Rights and Freedoms of Students (1067 as amended and reaffirmed 1991, 1992, 1993, p. 23) includes the following:

“Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They should always be free to support causes by orderly means that do not disrupt the regular and essential operations of the institution. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.”

Recognizing the importance of free exchange of ideas to the academic mission of the College, and consistent with the AAUP's statement, these regulations are not an attempt to restrict content or ideas, but rather a mechanism by which we may facilitate their orderly exchange and promote dialogue and provision of equal access. Members of the campus community should feel free to contact the sponsors of posters or banners directly if their content is viewed as inappropriate or offensive.

Individuals and organizations are expected to use good judgment and civility when posting information. Bearing in mind that space is limited, all members of the College community are encouraged to design posters or banners and post them in ways that may maximize the use of these spaces.

### *General Regulations*

1. Posting on campus is restricted to members of the College community. Non-Trinity persons/organizations must obtain sponsorship from a member of the College community or student organization in order to post flyers or banners. Otherwise, they may obtain permission from the Office of Campus Life.
2. All publicly posted materials must include reliable contact information of the person or organization responsible for the poster or banner and the date when the poster may be removed. It is expected that the sponsoring individual or organization will remove posters or banners promptly when they cease to be active. In cases where a non-Trinity entity obtains sponsorship from a member of the campus community, the contact information of the sponsor must be included on the poster.
3. Persons and organizations may post information on campus except in the following places: glass surfaces, trees, ceilings, road signs, paved surfaces, and the Chapel. People may not post materials on inside walls that might be damaged through posting. Persons may post materials on the doors of their private offices and private residential spaces as well as on other non-restricted doors and bulletin boards. An individual may post material anywhere in his/her private office or residential space in a manner that prevents damage to surfaces.

4. Posting inside or outside administrative offices is restricted to those areas designated for campus community posting. Permission should be obtained from the director or chair of the appropriate office.
5. All persons and organizations must use appropriate materials (tape, pushpins, or string, depending on where the poster or banner is being placed) for posting. Pushpins may be used only on bulletin boards. Staples and nails may not be used for posting.
6. Posters and banners may be constructed of paper, cardboard, or cloth. For the purposes of these regulations, posters larger than 3 ft. x 3 ft. are considered to be oversized posters.
7. All posters and banners shall be free of any reference to the availability of alcohol.

### *Banners and Oversized Posters*

Members of the College community have the opportunity to hang large posters and banners in the following locations:

Location	Maximum poster size	Available spaces
Mather lobby	80 in. x 20 in.	6
Dining hall windows (north and south ends)	70 in. x 40 in.	8
Above the Mather Cave patio	12 ft. x 9 ft.	5
Vernon Social Center patio	12 ft. x 9 ft.	2
Hamlin Arch (north and south) (With permission of room residents and in accordance with the rules for not damaging windows)	80 in. x 20 in.	2

The procedures for posting banners are as follows:

1. Submit your banner to the Office of Campus Life (OCL) at Mather Hall Room 107 at least 48 hours before the day you wish the banner to be hung.
2. Banners and hanging posters may be hung for a maximum of one week. People or organizations may request extensions through OCL.
3. Upon approval of the banner or poster, it is the responsibility of the sponsor to hang the banner and to remove it.
4. All banners or posters hung without the approval of OCL will be removed and discarded.

## *Chalking*

1. Chalking is restricted to paved horizontal surfaces.
2. The person or organization is responsible for the chalking must ensure that the surface is appropriately clean within a reasonable time (approximately one week).

## *Posting in the Residence Halls*

Due to fire codes, there are limited spaces available for posting in the residence halls. Resident assistants are responsible for bulletin boards on their floors and in the lobbies of their respective halls. Individuals or organizations wishing to have poster or flyers on these boards should bring 100 8.5 in. x 11 in. posters to the Office of Campus Life at least one week prior to any dated material. The posters will then be distributed to the resident assistants for posting within the residence halls.

## Student Businesses

With the exception of external business partners approved through the director of business operations (86-88 Vernon Street), soliciting, buying, and selling on the Trinity College campus is open *only* to Trinity undergraduates and approved student organizations.

Written permission must be obtained from the director of campus life (Mather Hall) each time a new business activity is conducted. Failure to obtain permission before conducting business or failure to adhere to the rules therein may result in administrative and/or disciplinary action. The right to sell products/services may be denied if it is determined to be an infringement of standing contracts existing between the College and various vendors already on campus. Space must be reserved with the Office of Campus Life (x2099) at the Mather Welcome Desk.

Students who are involved in selling goods or services (i.e., advertising) outside Trinity College, that is, to citizens or merchants of the Greater Hartford area, do so on their own. The College does not assume any responsibility for these types of business ventures. Written permits will not be granted to students who solicit for advertising space unless it is for use in an approved College publication.

Any student, sport team, or student group planning a raffle or lottery must adhere to the state laws governing these activities. The sale of food or beverage must also conform to all local, state, and federal guidelines.

## **College Name, Seal, and Other Identifiers Policy**

All members of the College community are expected to exercise prudence and discretion in the use of the College's name, seal, and other identifiers. Students and recognized organizations may use the College's name for purposes of identification but may not use their affiliation with Trinity College to imply that the College endorses their activities. In circumstances presenting the potential for implication of the College's support, endorsement, association with, or opposition to any activity, event, program, policy, product, or the like, a disclaimer must be provided.

The use of the College seal is restricted to official purposes and documents, including diplomas, letterhead, legal contracts, and certain official printed materials. The College seal alone may not be used as the College logo, nor should it be used as a standalone element. The College seal may not be used for private purposes, including, but not limited to, personal or organizational stationery, business cards, surveys, or personal Web sites. Further, persons or organizations wishing to produce products that bear the College's name, seal, or other graphic identifiers (including photographs), must first obtain permission from the Office of Communications.

# Computing, Communications, and Video Systems Regulations

The College provides an outstanding collection of computing, voice, and video networks that deliver an unparalleled degree of power and freedom to every member of our academic community. With the freedom afforded by Trinity's networks comes the responsibility to be a good citizen. As with any community, the electronic community of which you are now a member cannot function without some sense of order.

Please take a few minutes now to read the guidelines below. Keep in mind that it is your responsibility to know and adhere to these regulations. Ignorance of the rules is not an acceptable defense. The latest version of the rules is available online at [www.trincoll.edu/Library/its/security/Pages/RulesandRegulations.aspx](http://www.trincoll.edu/Library/its/security/Pages/RulesandRegulations.aspx).

## *Guiding Principles*

### Purpose and Scope of Service

Trinity College's voice, data, and video communication networks are for the use of Trinity College students, faculty, and staff, and are to be used only for the academic, educational, and research purposes of the College.

Accounts given to you for accessing the network, e-mail, the Internet, the library, and other shared systems are provided expressly for your personal use only and are not to be used by anyone else, including family members.

Giving access to your account to anyone off campus may result in permanent suspension of your access privileges.

### Scholarly Integrity and Author's Rights

"Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to all works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement; right to privacy; and right to determine the form, manner, and terms of publication and distribution.

"Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, are grounds for disciplinary action."

(From *The Educom Code*: [www.educause.edu/ir/library/html/code.html](http://www.educause.edu/ir/library/html/code.html) )

### Anonymity and Responsibility

It is technically possible to generate messages (via e-mail, newsgroups, Web forms, Web mail links, etc.) with ambiguous identification of the sender. Because of the relatively impersonal nature of the interaction, opportunities exist for misuse. Therefore, acceptable use of all networked systems requires the accurate

and unambiguous identification of the source of all sent messages.

Exercise caution in letting other individuals use your computer. The owner of the computer will be held responsible for any inappropriate use of the computer, along with whoever actually committed the offense. Inappropriate use can be made of Web browsers, e-mail programs, “broadcast” and messaging utilities, and newsgroup readers, among others.

## Applicability of Existing Codes of Conduct

Computer and network use on campus are guided by the same principles and subject to the same disciplinary sanctions (and appeal processes) as are other campus activities. All the rules and regulations of the College, as outlined in the *Student Handbook*, including any disciplinary action specified, extend to all areas of computer use, both academic and non-academic. Common sense, common courtesy, and consideration of the implications of one’s actions within the context of our academic community are essential, and extend the scope of these guidelines beyond any listing of specific prohibitions. Understanding this is part of your responsibilities. A few analogies may serve to clarify how these principles apply to the new media:

- Gaining unauthorized access to an account or directory is analogous to breaking into a room or office.
- Looking at files on a private directory or USB flash drive is analogous to going through someone’s desk, which, if unauthorized, is a violation of privacy.
- The facilities provided for communication among computers are analogous to the telephone and postal systems, and the same standards of ethical behavior apply.
- Writing a program is like writing an essay and the same rules of intellectual honesty apply.
- Unauthorized modification of a hard drive or other system is vandalism.
- Downloading copyrighted software, music, and movies using file-sharing programs or making unlicensed copies of them is analogous to stealing them from a store and is a federal crime.
- Sending lewd or intimidating messages via the network is harassment.

## Network Use Guidelines

While the general principles discussed above provide guidance for virtually all activities on the College’s computer, voice, and video networks, the newness and phenomenal growth of telecommunications systems and services warrant additional attention.

The network use guidelines bring into sharper relief a number of salient issues. All traffic on the campus communications networks must hew to these guidelines. Use of the networks must:

- Be consistent with the purposes of the networks
- Not interfere with the work of other users of the networks
- Avoid wasting campus computing resources
- Be consistent with applicable state and federal law
- Be consistent with all other regulations set forth in the *Trinity College Student Handbook*.

## Examples and Explication

Here are some examples of activities that would violate one or more of the guidelines. They are meant to be illustrative, not exhaustive.

### **Be consistent with the purposes of the networks**

Trinity College's voice and data communication networks are for the use of Trinity College faculty, students, and staff, and are to be used only for the academic, educational, and research purposes of the College. Usage that is prohibited because it conflicts with the stated purposes of the networks includes, but is not limited to, these examples:

- Providing your username and password to an off-campus individual for any reason is expressly forbidden.
- Using the College networks to support personal or other business interests, beyond the College's own efforts, is forbidden. This includes advertising and marketing as well as substantive services. Selling information intended for members of the campus community or selling access to or via Trinity's networks to outside concerns is forbidden.

It is not acceptable to use the printing facilities to produce output not related to the College's mission (i.e., it is not acceptable to print announcements or fliers for outside agencies, materials for a spouse's club, etc.).

### **Do not interfere with the work of other users**

Usage that is prohibited because it may interfere with the work of other users includes, but is not limited to, these examples:

- Usage that is likely to result in the loss or disruption of another person's work or service is prohibited. Examples of prohibited activities include tampering with data, voice, or video network electronics or wiring, or interfering with an active client computer or network server.

- The intentional introduction of viruses, or malicious tampering with any computer system, is expressly prohibited.
- Messages which cause an ongoing interruption in the work of another person are strictly prohibited (i.e., “broadcast” messages that are sent after the recipient has requested that they stop or are sent indiscriminately to large groups of users). E-mail “chain letters” are expressly forbidden.

### **Avoid wasting campus computing resources**

Usage that is prohibited because it wastes computing and/or network resources includes, but is not limited to, these examples:

- Network bandwidth is to be considered a vital, shared resource. Any application that might cause congestion of the networks or otherwise interfere with the work of others is not allowed. Such applications include any e-mail “chain letters,” excessive “broadcast” messages to lists or individuals, and excessive transfer of large files.
- Disk storage space on College-owned networked computers is a limited resource. Personal files (including work in progress) will not be saved on public-access personal computers. Files saved in personal accounts, including UNIX hosts, must be discipline-related and are subject to review by Information Technology Services staff. Using accounts on UNIX hosts to store personal Windows or Macintosh files is expressly forbidden. Personal accounts may be purged by ITS at the end of each academic year at any time. Violations of this policy will be dealt with by ITS staff and may result in the suspension of access to the network and/or personal account.

It is not acceptable to print multiple copies of output on public printers.

### **Be consistent with applicable state and federal law**

Usage that is prohibited because it conflicts with state or federal law includes, but is not limited to, these examples:

Messages that harass an individual or group are strictly prohibited and senders will be prosecuted.

Users of the Trinity networks may not share copyrighted material for which they do not have the license to share. This includes computer programs (“software”), audio files, video files, electronic texts, and all other media.

### **Software**

- A personal, single-copy software license is not a license to “share” the software. It is each individual’s responsibility to make sure that she or he has the proper license to use a specified software package or media file. A good rule of thumb is to never use software or media that you did not purchase.

- Copying licensed software that you did not purchase is software piracy. Software piracy is a federal crime. Do not copy other students' software, and do not offer your own software for copying.

Unless explicitly noted, all software on the Internet should be considered copyrighted work. Therefore, students are prohibited from downloading software and/or modifying any such files without permission from the copyright holder or as granted in a license agreement or other contract defining use.

### **Music and other Media Files**

- Exchanging digital copies of music files, often in the MP3 format, has become popular. Posting on the network or in any other way exchanging copies of songs from commercial music CDs is illegal. Musicians and their recording companies do not provide you with a license to share copies of their music when you purchase an audio CD. On several occasions in the past, Trinity College was officially contacted by lawyers from the Recording Industry Association of America when such copies were traced to our campus. The RIAA and related groups vigorously defend the copyrights on their properties and have taken legal actions against students to preserve these rights.
- Even more fundamental is the College's expectation that all members of our campus community will respect the value of intellectual and creative labor, which is the essence of our enterprise. The copyright law is simply a manifestation of this principle, one that all students and staff members must scrupulously respect.
- More information on copyright issues can be found at the Business Software Alliance: [www.bsa.org/usa/antipiracy](http://www.bsa.org/usa/antipiracy) and the Software & Information Industry Association: [www.siiia.net](http://www.siiia.net). Information on MP3 (music) files can be found on the Recording Industry Association of America's Web site, [www.riaa.com](http://www.riaa.com). See also the EDUCOM code, cited at the beginning of this document.

There are a number of legal downloading alternatives, and a list of the most common ones is available online from EDUCAUSE:

[www.educause.edu/legalcontent](http://www.educause.edu/legalcontent)

Be consistent with the regulations set forth in the *Student Handbook*.

As mentioned in the guiding principles above, existing codes of conduct are directly applicable to computer and network usage. Usage that is prohibited because it is not consistent with the *Student Handbook* includes, but is not limited to, these examples:

- It is not acceptable to alter, disable, or remove any software that resides on a machine in the Trinity public computing areas or is accessible via Trinity's network resources.

- The intentional introduction of viruses, or malicious tampering with any computer system, is expressly forbidden.
- It is not acceptable to attempt to discover or obtain user accounts and passwords via coercion, hacking, or any other method. It is also against the policy for any unauthorized parties to use the network administrative accounts.
- It is not acceptable to use another person's Trinity ID card and/or name to gain access to public computing resources, including printing resources.
- It is not acceptable to physically tamper with, tap, disable, or remove any equipment, wiring, or networking hardware from the public computing areas, classrooms, dormitory rooms, or equipment areas. This covers computing, voice, and video network systems equally.

**Racial and Sexual harassment via the network:** Trinity College has explicit policies set forth in the *Student Handbook* regarding racial and sexual harassment. Neither of these transgressions will be tolerated on Trinity's networks and all incidents will be dealt with firmly, according to established procedures.

**Personal accounts** on Trinity's networks are for the personal use of the specified individual only and are not to be shared. Giving your username and password to anyone, on or off campus, is expressly forbidden. An individual is ultimately responsible for all violations committed under his/her user ID, no matter if he/she claims the violation was committed by someone else who had authorized or unauthorized access to his/her user ID. If an individual suspects his/her user password has been compromised, it is that individual's responsibility to report it to ITS (students should call x2007, faculty and staff should call x2100) as soon as it is discovered.

**Use of external networks:** Computers on the Trinity campus have access to regional and national computer networks such as the Internet. These networks have their own use policies. It is the responsibility of the user to know and adhere to these regulations. Ignorance of the rules is not an acceptable defense.

*(Parts of the preceding were originally derived from policies at several academic institutions, including the Massachusetts Institute of Technology and the Software Publishers Association.)*

## Publication of Photographs

Several offices of the College, principally the Communications Office, provide information to news organizations about Trinity students' accomplishments and activities while they are at the College and at the time of graduation. Additionally, the College supplies photographs and other visual images of students and corollary text in response to requests from news organizations.

As a regular practice, photographs of students, faculty, staff, and visitors to campus are used in print and electronic publications produced by Trinity for recruitment and general information purposes. Any student who does not wish to appear in any photos or video used for these purposes must notify the Office of Communications in writing, immediately upon matriculation.

In addition, students who wish to suppress from public distribution information that may be considered "directory information," (e.g., name, graduation date, honors received, etc.) should make such requests, in writing, to the Registrar's Office in accordance with the College's policy regarding directory information (see policy regarding education records, p. 33).

It should be noted that, with respect to the use of photographs of groups of students (appearing in scenes, at events, or in classes in session, etc.), it is the College's policy and practice to use such group images without permission or restraints. All images are property of Trinity College and may not be reproduced in any form, printed or electronic, in any medium, including the Internet, without express written permission of Trinity College.

# Social Affairs Regulations

Trinity College anticipates that its students will plan and implement a wide range of activities to complement their classroom experience. While social events are an important component to campus life, students' academic needs should always take priority at the College. The staff of the Office of Campus Life—Student Activities (Mather 107) is available to assist both individual students and recognized groups in bringing their programming ideas to fruition.

Below we discuss how to plan a program and the policies governing student events. It is important to remember that there are numerous and often overlapping demands and successful events require careful planning and enough time to complete all the steps. **Please note that individual hosts and/or student organizations and their officers who fail to comply with or enforce any of these regulations will face college judicial action.**

## *Planning an Event*

### Meeting with OCL Staff to Consider Logistics

The first step in the event planning process is to meet with a member of the Office of Campus Life—Student Activities to think through the necessary steps. Some events are quite simple and can be accomplished in a short time period. Others might require advanced planning and a considerable amount of coordination and outside resources. The steps discussed with OCL staff may include:

- Setting a date and time
- Working with collaborating programming bodies and offices
- Meeting with the Special Events and Calendar Office
- Identifying funding sources and College reimbursement policies
- Discussing approved vendors
- Assessing safety and risk management
- Reviewing the event registration process

## *Registration*

The college uses an online reservation system to keep track of all meetings, events, workshops, etc. All use of campus space must go through the online reservation system at: <http://reservations.trincoll.edu>, but only certain events require official college “registration.” The ones that do:

- are open to attendees outside the membership of the organization,
- will serve alcohol,
- will charge admission, or

- are advertised to off-campus participants in any way, or
- take place outdoors

These events must be registered online at least *two weeks prior to the event*.

Recognized Greek letter organizations who wish to register small-scale, late-night events at their houses should contact the Office of Campus Safety directly for approval.

### *Event Approval*

After registration has been completed, the Office of Campus Life and/or the Special Events and Calendar Office will review the plan. If the event overlaps with other events, conflicts with campus holidays, or cannot be feasibly managed on the date requested, alternate dates or times will be suggested.

### *General Event Policies*

Trinity College expects that all social events will be conducted in an orderly fashion with respect for the rights of students, guests, and surrounding neighbors, and with special recognition to the need of fellow undergraduates for an environment in which they can undertake their studies and other academic obligations.

With these considerations in mind, the College has established the following regulations with regard to parties, dances, concerts, and other student social events on College property or in Greek organization houses. The planning and successful running of the event is the responsibility of the officers of the sponsoring organization or individual host.

1. Any form of off-campus advertising of events is prohibited except with the express permission of the director of student activities. This includes posting off-campus, Facebook invitations to non-Trinity lists, radio advertising, fliers, etc.
2. Admission fees must be approved in advance by the director of student activities, who will consult any groups that have provided advance funding. If an admission fee is approved, a cash box must be used and given to the OCL administrator on site at the conclusion of the event. All funds will be deposited into the organization's College account.
3. Social events may not be held on weekdays before 4:00 p.m., when most classes have concluded for the day.
4. All indoor parties must end, with music off and lights on, by midnight Sunday through Thursday, and by 2:00 a.m. Friday and Saturday. There are no exceptions to this policy.
5. All outdoor parties, including Greek organization events on their grounds, must end, with music off and lights on, by midnight Sunday through Thursday, and by 1:00 a.m. Friday and Saturday.

6. The sponsor(s) are responsible for ending the event on time and moving the guests quietly and expeditiously from the venue.
7. No student social events at may be held after the last day of classes each semester. The only exceptions are Senior Week events.
8. The sponsor(s) of the event must be on site and make themselves known to guests, Campus Safety officers, and College administrators at the start of the event.
9. The number of guests (non-Trinity students) should not exceed the number of Trinity students present at any event. Each Trinity student may not bring more than two guests to an event.
10. Trinity students are expected to provide their student ID upon entrance to events. As guests arrive, they must show a valid college ID and check in. Their student host must do the same and remain present at the event for as long as guests remain. Non-Trinity students who are not guests of Trinity students may not attend undergraduate-sponsored social events. Family-oriented events and those open to the community may provide some exceptions to this guest policy at the discretion of the Office of Campus Life.
11. It is the responsibility of the sponsoring organization to uphold the policy that guests must be accompanied by a Trinity student to enter the event. Individual students will be held responsible for the behavior of their guests.
12. At the conclusion of the event, sponsor(s) must ensure that the facility and adjacent areas used are clean and undamaged to the satisfaction of the administrator(s) on site. The Facilities Department will assess fees for cleaning or damage. Sponsors may also be referred to the Dean of Students Office for disciplinary action.
13. Security needs for each event will be determined by the Office of Campus Life.
14. If deemed necessary for health or safety reasons, Hartford Police, Campus Safety, OCL staff, or event sponsors may end the event early. Students who are behaving inappropriately may also be removed from the event at the discretion of these staff members. Such action should be reported to the Office of the Dean of Students as soon as possible.

### *Events with Alcohol in College-Owned Facilities*

These policies apply to events with alcohol in College-owned facilities or privately owned ones (e.g., Greek organization houses, Hillel) that are open to the entire campus community. In addition to the following policies, the College's general regulations regarding the use of alcoholic beverages, on p. 111, apply.

Student organizations are encouraged to plan in advance when interested in holding a social event with alcohol. Organizations should start their planning of

social events *eight weeks prior to the event* to help the Office of Campus Life better assist those organizations wishing to hold an event with alcohol.

**Please note that alcohol is *not* allowed at student events when those in attendance will be predominately underclassmen (approximately 75 percent under drinking age). This means no alcohol may be served, and no alcohol may be brought in (*no BYOB*).**

1. Alcohol *is* allowed at student events when:
  - (a) those in attendance will be predominately seniors, faculty, or alumni (approximately 75 percent of legal drinking age), or
  - (b) they are part of special alumni events (i.e., Tent City, Homecoming tailgating).
2. Alcohol service is provided within the following parameters:
  - (a) When alcohol is provided at College social functions or at other College functions sponsored by individuals and undergraduate organizations, those providing it and those consuming it will obey College regulations, state statutes, and Hartford ordinances.
  - (b) The sponsor(s) of functions, as well as the facility host in the case of events at Greek organization houses, are responsible for seeing to it that the provisions and consumption of alcohol are lawful and that the behavior of individuals and groups conforms to College standards.
  - (c) The College's preferred vendor (Chartwells) must supply alcohol and trained, bonded, and insured bartenders at any events in College-owned facilities.
  - (d) The Office of Campus life will determine an appropriate method for checking IDs and wristbanding those of legal drinking age.
  - (e) Alcohol is served in an area separate than any dance floor, and no drinks allowed on dance floor.
  - (f) Only beer and wine are served. No hard alcohol may be served at any registered social events.
  - (g) Limited alcohol service time (not the entire span of the event)
  - (h) When hosted by a faculty member or fraternity, there must be a person who is registered as a "host" and assumes responsibility for the event.
  - (i) The Special Events and Calendar Office will register individual "hosts" and have them sign off on a form with the rules outlined.
  - (j) Hosts must purchase insurance if deemed necessary by the Special Events and Calendar Office.
  - (k) Social events at which alcohol is served may not be held Sunday through Thursday nights.

- (l) Fundraising parties at which alcohol is provided are not permitted.
- (m) No alcohol may be brought into the event (*no BYOB*).
- (n) Advertising for social functions is to be free of reference, direct or indirect, verbally or graphically, to the availability (or unavailability) of alcohol.
- (o) Departments and offices that, from time to time, entertain undergraduates may provide alcohol only under conditions that conform to the College regulations and the law.
- (p) Whenever alcohol is served, Chartwells is required to also provide an adequate supply of food and non-alcoholic beverages.

### *Events with Alcohol in Non-College-Owned Facilities*

These groups are required to use the services of a third-party alcohol service provider or obtain a temporary liquor permit from the Liquor Control Board if they wish to hold an event with alcohol and charge admission. Pending the recommendations of the Liquor Control Board and the Hartford Fire Marshal, sponsoring organizations should allow at least four weeks for the temporary liquor permit to be processed. Please note that this four-week time period is in addition to the two weeks required for the College's registration process. If the sponsoring organization/individual gains a temporary liquor permit, the following actions will be necessary for the event to take place:

1. A copy of any liquor license, short term or long term, that has been procured by an undergraduate organization must be placed on file with the director of campus safety one week before the alcohol is to be served under the license. Sponsors of events where alcohol will be served and for which a charge at the door is advertised can require payment only if a one-day permit is obtained.
2. When a permit is not obtained, the sponsor or sponsoring organization must provide alcoholic beverages free of charge.
3. The sponsoring organization/individual will be required to provide two event monitors from the organization as contacts for the night of the event.
4. The sponsoring organization/individual must arrange for security personnel. The director of Campus Safety will determine appropriate security needs.
5. Each sponsoring organization/individual will be required to provide bartending and ID-checking staff hired by the Office of Campus Life for the serving of alcohol and guest registration.
6. If the sponsoring organization/individual will charge admission for the event and collect money at the door, the organization/individual must submit the names of students involved in the collection of money or tickets on the

registration form. These students, along with event monitors from the sponsoring organization, are required to meet with a representative of the Office of Campus Life prior to the event to review procedures for those attending.

7. The Office of Campus Life will determine the quantity of alcohol allowed at the social event.
8. The Office of Campus Life will provide at least one administrative staff member from the department.
9. When an organization chooses to use the services of a third-party vendor for procuring and dispensing alcohol, the following conditions will apply:
  - (a) The sponsoring organization must have a copy of its insurance certificate that names Trinity College and its agents as additionally insured on file with the College's business office.
  - (b) A copy of the vendor's liquor license must be forwarded to the Office of Campus Life—Student Activities at least one week before the event.
  - (c) All vendors must provide proof of insurance and any certificate of insurance must list Trinity College and its agents as additionally insured.? The insurance certificate must be forwarded to OCL at least one week before the event.

### *College Sponsored Events with Alcohol that Take Place Off Campus*

1. Alcohol service is up to individual facility's policies.
2. No drink tickets may be provided by the College.
3. Reduced selections are recommended (no shots, hard bars, etc.).
4. Transportation to and from the event must be provided by a third-party transportation company.

# Greek-Letter Organization Procedures and Regulations

All Greek organizations at Trinity, whether officially recognized by the College or not, will be subject to all College rules governing Greek organizations. All student social organizations, whether located on or off campus, comprised primarily or exclusively of Trinity College students that have some of the purposes or attributes of a Greek organization, as determined by the Office of the Dean of Students, will be subject to all College rules governing Greek organizations.

All Greek organizations associated with national organizations are required to notify their nationals that fraternities will offer full memberships to women and sororities will offer full memberships to men. Organizations that will not be allowed by their nationals or that choose not to admit members of both sexes and wish to disband rather than reorganize may not pledge new members, but they may be able to continue to exist on campus until their membership is depleted. Individual Greek organizations must be comprised of approximately equal numbers of men and women.

All Greek organizations that are fully recognized by the College are required to be members of the Inter Greek Council (IGC) and shall be held accountable for such standards and conduct as outlined in the IGC constitution. The officers of the Greek organizations may establish such other organizations as they may require to assist in the conduct of the Greek organization rush process and in other activities related to the recruitment and initiation of Greek organization members. When such bodies are established, they will meet with a member of the Dean of Students Office to discuss Greek organization affairs and the conduct of recruitment.

Students will become eligible for Greek organization membership when they have attained sophomore status. Further, all students who seek membership must be in good academic standing (i.e., may not be on academic probation) when applying for membership. First-year students may attend any open Greek organization function.

Each Greek organization is to make a sign-up list available for prospective members at the beginning of a rush period. Each prospective member may indicate interest by signing one or more such lists. These lists will be filed with the Dean of Students Office at the conclusion of the rush program.

A formal rush period for all Greek organizations will start at the beginning of each term at a date determined by the IGC and the Dean of Students Office. Greek organizations may not hold any rush event outside of the dates determined by the IGC.

A Greek organization may have no more than one rush period in one term.

Greek organizations that have chosen not to participate in the fall term rush period may not rush sooner than the rush period of the spring term.

Each Greek organization must have at least two open rush receptions during each period; these receptions must be well-publicized on campus.

Each Greek organization may sponsor a pre-rush for first-year students during

the last two weeks of April each year.

### *Rushing Conduct*

No Greek organization member should suggest to a prospective pledge that he or she refuse a bid from one Greek organization in order to wait for a bid from another.

A prospective pledge should not give a promise, verbal or written, to join a certain Greek organization before formal bids are issued.

Greek organization members and those acting on behalf of a Greek organization should not visit another Greek organization's rushing functions for the purpose of inviting prospective pledges to visit or return with them to their own rush function.

No Greek organization member should buy anything for or give anything to a prospective pledge, and no prospective pledge should buy anything for or give anything to a Greek organization member during the rush period.

### *Rushing and Pledging Information*

Each Greek organization seeking new members will notify the Dean of Students Office. Upon request from the College, all Greek-letter organizations must provide:

- a complete membership and officer list;
- a statement of financial costs to members such as dues, social fees, dining fees, house fee, etc.;
- a copy of the program in which pledges are to participate.

Greek organizations will supply appropriate information regarding membership to interested students upon request. Such information may include:

- statement of purpose (including purposes of parent organization if organization is other than a local Greek organizations);
- membership criteria;
- financial costs to members: dues, social fees, dining fees, house fee, etc.

Before each rush period begins, Greek organizations are expected to conduct an open forum at which rush procedures, pledging, and membership are discussed. This forum is to be well-publicized on campus.

The Office of the Dean of Students will evaluate pledge programs and, if necessary, require reasonable changes. Pledges will be required to complete a Pledge Orientation Program designed jointly by the IGC and the Dean of Students Office. This program may run over the course of several weeks and all pledges are expected to attend the programs or risk losing their eligibility to join a Greek organization until they have completed the program. With the exception of the Pledge

Orientation Program, no Greek organization may hold mid-week pledging events (i.e., Mondays through Thursdays, inclusive).

### *Risk Management*

All Greek-letter organizations are required to inform their members of appropriate risk management practices to ensure the safety of their members and guests. In cases in which the College sponsors educational programs around risk management, all Greek-letter organizations must ensure that appropriate members from their respective organizations attend these programs.

Additionally, all societies must carry insurance in the amount specified by the College, especially liability insurance for the organization. Insurance policies must remain in effect whether or not the College is in session. All insurance policies must name the College and its agents as additionally insured and the College shall be named as a certificate holder. The College reserves the right to withdraw or suspend recognition for any Greek-letter organization that does not meet the requirements regarding insurance.

### *Alcohol Regulations*

No alcoholic beverages may be served during rush or pledge activities either on or off campus.

### *Policy against Hazing*

The College prohibits all forms of hazing. Please refer to the policy against hazing, p. 115, for complete information.

Any pledge who has been hazed, or any member of the Trinity community who has witnessed hazing, should report the incident to the Dean of Students Office.

### *Disciplinary Procedures, Penalties, and Sanctions*

All undergraduate organizations (including Greek organizations), their officers, and their members (both collectively and individually) are responsible for adherence to College regulations as well as to the special regulations set forth in this section. Violations will be subject to procedures established by the Inter-Greek Council Judicial Board.

The penalties that may be imposed when there have been failures to meet requirements or to keep regulations will be those found under the section on grievances against students, p. 82. To this number, two specific penalties are added:

- *Withdrawal of Recognition.* Recognition may be withdrawn from an undergraduate organization if it, its officers, or its members fail to meet the requirements stated above and/or violate one or more of the College regulations.
- *Prohibition against Participation.* When an undergraduate organization

does not have recognition, undergraduates may be forbidden to participate in its activities. Failure to observe this prohibition may be cause for a more serious disciplinary penalty.

# Student-Athlete Social Responsibility Policy

Participation in Trinity College's athletic programs is a privilege and not a right. The Trinity College Athletic Department, comprised of coaches, athletic trainers, and administrators, expects students participating in our athletic programs to adhere to high standards of honor and good citizenship and to conduct themselves in a responsible manner that brings credit to themselves and to Trinity College. Toward that end, students participating in Trinity's athletic programs are required to adhere to this student-athlete social responsibility policy.

The student-athlete social responsibility policy is a supplement to, and not a substitute for, the Student Integrity Contract and all policies, requirements, and directives contained in the *Student Handbook*. All students are required to comply with the *Student Handbook*, and students participating in the College's athletic programs are additionally expected to comply with this student-athlete social responsibility policy. In the event of conflicting provisions, the *Student Handbook* shall prevail. In addition, all Trinity College students are required to comply with all federal, state, and local laws. Any penalties or sanctions called for or imposed under this student athletic social responsibility policy are in addition to, and not a substitute for, any penalty, sanction, or disciplinary action imposed by the Trinity College administration.

The student-athlete social responsibility policy is not written with the specificity of a criminal statute, nor is it intended to cover every instance of potentially prohibited conduct.

## *Statement Regarding Abuse of Drugs and Alcohol*

This student-athlete social responsibility policy was created, in part, to address concerns regarding the use of alcohol and/or illegal drugs by student-athletes. The Trinity College Athletic Department recognizes that problems with alcohol and other illegal drugs are not confined to student-athletes, but they are of special concern because of the high visibility and additional social pressures that athletes often face as representatives of our institution.

We believe that the use of non-therapeutic drugs and tobacco and the abuse of alcohol are detrimental to the mental and physical well-being of student-athletes, and, in many instances, illegal. Since the use of drugs and the abuse of alcohol can impair academic and athletic performance, such use is inconsistent with our goal of maximizing the full potential of each student-athlete. Again, we expect all students participating in our athletic program to behave responsibly at all times, to pursue the mission of the College and Athletic Department, and to adhere to the rules and regulations set forth by each. One of the central purposes of the student-athlete social responsibility policy is to address issues facing our student-athletes through prevention and education programs.

It is our hope that adherence to this policy and participation in this program will result in an environment in which non-therapeutic drugs are never used, where alcohol is not consumed by under-age student-athletes, and where student-athletes of legal drinking age either do not consume alcohol or do so only in moderation.

In this regard, our goals include:

- educating coaches and athletes about the problems and dangers associated with the use of alcohol and drugs;
- discouraging and prohibiting illicit drug use by all students participating in our athletic programs;
- providing access to education, counseling, and referral services to those student-athletes identified as potentially having drug or alcohol abuse problems;
- encouraging an atmosphere of self-respect in which anti-social behavior, whether resulting from alcohol consumption/drug use or not, is unacceptable; and
- promoting informed, intelligent decision-making on the part of our student-athletes with regard to the use of alcohol and other drugs.

Any student participating in our athletic program who believes that he or she has an alcohol or drug-related problem, or who believes that a friend or teammate may have such a problem, is encouraged to discuss the problem with any department staff member. A coach or athletic trainer who reasonably believes that a student-athlete may have an alcohol- or drug-related problem is expected to address the perceived problem with the student-athlete and is also required to bring such information to the attention of the athletic director.

A student perceived as having an alcohol or drug problem may be referred for evaluation or counseling to the Dean of Students Office or Counseling Center. A student may independently and confidentially seek the advice of the Health Center, the Counseling Center, or the chaplain. The Trinity College Athletic Department wants student-athletes to seek help before alcohol abuse, drug use, or any health issue becomes a problem requiring disciplinary or other corrective action.

### *Policy*

Students participating in our athletic program represent Trinity College at all times and are expected to observe the rules, spirit, and customs of their sport. Head coaches are expected to control their teams and, to the best of their ability, to ensure compliance with these rules and regulations. Head coaches are empowered to establish and enforce additional rules and sanctions that govern their particular sport, in and out of season, with regard to conduct, training, discipline, and competition, as long as such additional rules and regulations do not contradict or undermine these rules and regulations or the rules, regulations, and policies of Trinity College.

The following policies apply during the time that the athlete is a matriculated student and during the academic year, including the entire time during which a team may be practicing, competing, or traveling during a recognized College

break. This includes out-of-season athletes who are listed on a sport roster, and in-season athletes who are practicing and competing in College athletics programs, and while otherwise representing the College's athletic program (including while at or traveling to and from off-campus contests). Nothing in this policy prohibits the Athletic Department or a head coach from imposing sanctions against a student-athlete for conduct occurring during the winter, spring, or summer break periods.

Student athletes who compete in NCAA athletic competitions are subject to the drug rules and testing of the NCAA. Student athletes detected using illegal substances by the NCAA are subject to the sanctions imposed under those rules and any regulations and sanctions imposed by Trinity College.

### *Rules and Regulations*

- No alcohol or illegal drugs are allowed at any team function, including competitions and practices.
- No alcohol or illegal drugs are allowed on any van, bus, or other means of team transportation.
- No alcohol or illegal drugs are allowed at any team banquet or break-up party, on or off campus.
- No alcohol or illegal drugs are allowed on team trips, whether classes are in session or out of session.
- No team or individual hazing or initiation activities are permitted. Hazing is defined on p. 115.
- No violation of NCAA regulations, including, but not limited to, regulations concerning drugs, illegal substances, gambling, and tobacco is permitted.
- No lewd, indecent, abusive, or obscene behavior is permitted on campus or at any athletic contest or team function, including, but not limited to, practices, team meetings, and travel.

### *Sanctions*

Sanctions for violations of this student-athlete social responsibility policy are above and beyond any penalties or sanctions imposed by the administration of Trinity College. The following disciplinary actions have been approved by the Athletic Department for violations of the rules and regulations set forth above. Additionally, student athletes may be subject to these sanctions for violations of Trinity College policies, rules, and regulations as set forth in the *Student Handbook*.

Disciplinary sanctions shall include, but are not limited to, reprimand, athletic departmental probation, suspension from a team for a period of time, or expulsion

from the team. In addition, a team may be subject to group discipline including, but not limited to, reprimand, team probation, cancellation of contest, and/or cancellation of the entire season or the remainder of a season.

Additionally, the student-athlete may be required to immediately undergo evaluation by the health educator or the Counseling Center and to seek treatment as deemed necessary. The student athlete may be required to provide a note from an appropriate health care professional stating that he or she is fit to return to athletic training and competition.

## *Procedures*

All hearings will follow the formal procedures in the *Student Handbook* (“Grievances against Students,” p. 82) as they pertain to the Athletic Department. When a violation of these rules and regulations is alleged, the student-athlete’s coach is obligated to bring such allegations to the attention of the director of athletics. The director of athletics will then refer the allegation to the Athletic Department Judicial Board (ADJB), which will decide, after reviewing all pertinent information and statements, whether disciplinary action is to be imposed and, if so, what the penalty will be. Sanctions for violating these rules and regulations will be determined by the ADJB.

Any sanction imposed will be determined by the severity and nature of the violation and the number of times the student athlete has violated departmental or College rules, regulations, or policies. The ADJB shall be comprised of the associate athletic director (as chair), an athletic trainer, and two coaches and three members from the Student-Athlete Advisory Council (SAAC) not involved with the athlete(s) in question. The SAAC is comprised of student representatives from all varsity sports.

Although it is expected that the director of athletics will promptly refer alleged violations of these rules and regulations to the ADJB, there is no time limit as to when such allegations must be referred to the ADJB. Any sanction imposed by the ADJB will be carried out immediately or as soon as practical. A hearing by the ADJB and decision on any appropriate sanction will not be delayed simply because the violation occurs during the school year, but out of season for the student-athlete.

## *Appeals*

A student-athlete who believes that he or she has been treated unfairly with regard to a decision of the ADJB may file a written appeal with the director of athletics. The written notice of appeal should include a statement by the student of the grounds for contesting the violation/sanction and include any relevant materials.

Student-athletes may only file appeals on the following grounds: (a) alleged procedural errors in the hearing regarding the violation, (b) the availability of new and relevant evidence or information, or (c) the fundamental unfairness of the sanction.

Except for appeals based on the availability of new and relevant evidence, any

appeal must be submitted within three calendar days after receiving notice of the sanction so as not to suspend or delay the effectiveness of the sanction. Appeals brought on the grounds of new and relevant evidence or information may be filed at any time, but the filing of such an appeal will not stay or delay imposition of the sanction.

The director of athletics will make his best efforts to review any appeals filed before the sanction takes effect. If the appeal is granted in whole or in part, all concerned parties will be notified of the decision by the director of athletics. The director of athletics is not required to conduct any formal hearing of an appeal and may simply consider the appeal based on the information submitted.

### *Record Keeping*

The results of any disciplinary decision and appeals are retained in the Office of the Director of Athletics with a copy of any resulting document sent to the Office of the Dean of Students. The Athletic Department maintains records of incident reports, correspondence related to the matter, sanctions, and any follow-up requirements. Such files are maintained in space designated by the Office of the Director of Athletics. Access to these files is ordinarily limited to the director of athletics, the associate athletic director, the head coach of the student's team, and the head athletic trainer. Access to such files will be granted to the dean of students and the directors of the Health Center and the Counseling Center or their designees upon their request.

### *Notice*

All student athletes are expected to familiarize themselves, on a yearly basis, with all school, conference, and departmental rules and regulations including, but not limited to, all rules and regulations regarding alcohol and drugs. Consequently, all student-athletes are expected to have read and understood this student-athlete social responsibility policy. Ignorance of the provisions of the student-athlete social responsibility policy is not a defense to any charges of violations of these rules and regulations.

At the beginning of each school year, all coaches are expected to familiarize themselves with all school, conference, and departmental policies and procedures. Any questions regarding any such policies should be directed to the director of athletics.

The student-athlete social responsibility policy is dated and reviewed each year by the Athletic Advisory Council.

## Intramural Sports Regulations

Good sportsmanship is a requirement of all participants in intramural sports. Players and coaches are to conduct themselves properly at all times. The intramural coordinator reserves the right to suspend or disqualify individuals or a group for unsportsmanlike conduct. Unsportsmanlike actions before, during, and/or after a contest will not be tolerated and violators will face swift disciplinary action. The team captain assumes full responsibility for the conduct of the team and spectators. There will be no alcohol consumed at the site before or during the game by anyone. Players who do will be suspended from the team and the team will forfeit the game.

Unsportsmanlike conduct includes actions that are unbecoming to an ethical, fair, or honorable individual. It consists of acts of deceit, disrespect, fighting, vulgarity, taunting, or the intentional injuring of another player. The Intramural Department disapproves of any form of taunting that is intended or designed to embarrass, ridicule, or demean others under any circumstances.

Any player or team that is suspended from an intramural competition must meet with the intramural coordinator before any other intramural activities are resumed. If a player or team is suspended from two activities, participation in any other intramural programs will not be allowed for the remainder of the year.

### *NESCAC Presidents' Statement on Abusive Drinking and Hazing*

In addition to being partners in athletic competition, the 11 colleges and universities comprising the New England Small College Athletic Conference (NESCAC) are united in efforts to provide safe environments in which students may mature intellectually and socially.

Recognizing that social life plays a role in the college experience, each campus has increased its efforts to encourage students to make responsible choices. Each school takes a strong stand against substance abuse, including alcohol abuse. While the vast majority of students at NESCAC institutions who choose to drink alcohol do so responsibly, each school has disciplinary and educational programs in place for students who misuse alcohol and other substances.

Additionally, all of the conference schools expressly prohibit hazing.

NESCAC member institutions are Amherst College, Bates College, Bowdoin College, Colby College, Connecticut College, Hamilton College, Middlebury College, Trinity College, Tufts University, Wesleyan University, and Williams College.

# Financial Regulations

## *Payment of College Bills, Office of Student Accounts*

Trinity College maintains a single account for each student to which all charges for tuition, fees, room, and meal plans will be applied. Financial Aid and payments received will be reflected on the student's account as those transactions occur. Students can view their current account activity and access prior billing statements on TrinBillPay system at all times. A Statement of Accounts is issued electronically on the TrinBillPay system in July for the fall term and November for spring term. Students can authorize a parent or third party to access TrinBillPay system to view and make payments on their student account. Students and authorized payers are notified by email when bills are ready for viewing. Students are responsible for monitoring their account activity and making payment by the published due dates. Monthly statements will be issued as new charges occur or an unpaid balance remains. Payment is due in full before classes begin.

The Financial Aid Office will review aid applications and verify the accuracy of information after which, financial aid will credit the student account for grants, loans, and scholarships. Outside scholarships will be posted when funds are received.

Any student who fails to pay the balance on the Statement of Account by the specified due dates will not be allowed to attend class, register, utilize campus facilities, receive academic transcripts or grade reports, or graduate.

A late payment fee of \$100 may be assessed each month if billed charges remain unpaid 30 days from billing date, up to a maximum of \$500 each term. Families must allow sufficient time for mailing of payments if TrinBillPay is not used for electronic payment delivery. Any collection costs incurred by the College will be passed on to the student.

## *Schedule of College Fees 2011-2012*

	Fall	Spring	Total
Tuition	\$20,990	\$20,990	\$ 41,980
General Fee	845	845	1,690
Student Activity Fee	200	200	400
Room	3,695	3,695	7,390
Regular Meal Plan	1,995	1,995	3,990
	\$27,725	\$27,725	\$55,450
	=====	=====	=====
IDP tuition(per credit)	Fall	Spring	
	\$3,030	\$3,030	
IDP General Fee	470	470	
IDP Student Activity Fee	60	60	

The full tuition amount of \$20,990 per semester will be charged for full-

time study between 3.0 and 5.75 course credits per term. Students registering for 6.0 credits will be charged an additional \$4,664 for exceeding the credit limit (6.25 credits = \$5,830; 6.50 credits = \$6,996; 6.75 credits = \$7,162; 7.0 credits = \$13,993). Trinity College students enrolled in a Trinity College Global Learning Site will be charged fees according to the following rates for 2011-2012:

Barcelona	\$26,400
Cape Town	\$27,800
Paris	\$25,700 (\$26,300 for homestay)
Rome	\$27,800
Buenos Aires	\$26,300
Trinidad	\$27,800
Vienna	\$25,000

**Part-Time Study:** students who are enrolled in fewer than 3.0 course credits and have received part time status approval, will be billed \$ 13,993 for that term, which represents 2/3 of full tuition. Written approval for part-time status by the Registrar's Office must be submitted to the Student Accounts Office for an adjustment to the tuition billing

**Repeat Courses:** A fee of \$4,664 per credit will be charged for each repeated course if that course brings the student's course credit hours over the 5.75 limit.

The General Fee of \$1,690 (IDP \$ 470) partially finances the operation of the student center, vocational tests, laboratory fees, and admission to athletic events.

The Student Activity Fee of \$400 (IDP \$60) is enacted by the Student Budget Committee to finance student organizations and publications, the radio station, and admission to Austin Arts Center events.

All first-year students are charged \$50 for a transcript fee. This one-time fee enables students to obtain their academic transcripts without having to pay each time a transcript is requested.

Students will be charged a study-away fee for participation in a program on the College's approved study-away list: \$3,000 for one semester and \$3,500 for two semesters. Students who enroll in Trinity-sponsored programs will be charged \$ 800 for one term and \$ 1000 for two consecutive terms.

### *Trinity College Refund Policy*

#### Tuition and Fees Refunds

Refund requests will be processed upon *written request* by the student to the Student Accounts Office. Students who officially withdraw after tuition, room, board, and fees are paid but before classes begin will be given a full refund of all charges, less a \$250 administrative charge. If the official withdrawal occurs after classes begin, tuition and fees are charged as follows:

First day through second week	80 % refund
Third week	60 % refund
Fourth week	40 % refund
Fifth week	20 % refund
After fifth week	no refund

The date of withdrawal is the date the registrar receives written notification from the student. Refunds may be affected by financial aid award adjustments and new federal regulations. This refund policy also applies to charges for extra course credits.

### Withdrawal from Class after the End of Add/Drop

Students may add or drop course credit hours during the add/drop period without financial consequence. Following the conclusion of the add/drop period, a student may still withdraw from a class up to the Friday of the fourth full week of classes. However, the student is financially responsible for the cost of this class.

### Withdrawal from Residential Contracts

Students must notify the Office of Campus Life as soon as the decision is made to withdraw from a housing contract. Students who participate in the housing lottery and then withdraw from housing will be subject to a monetary penalty. Please consult with the Office of Campus Life for additional information.

Room charges are assessed on the date of receipt of written notification of withdrawal from a residential contract. No room charge adjustment is made for withdrawal from housing during or after the fifth week of a contracted term. If a resident fails to occupy a residence by the first day of undergraduate classes in the contracted term, it may be assumed that the resident has withdrawn and that a legitimate vacancy exists. Rental charges will be computed as if the resident submitted written notification of withdrawal on the first day of class and a cancellation fee will apply.

### Meal Plan Participation and Refunds

Returning students will be billed for the meal plan they participated in during the previous term. All first year and transfer students will be billed for the traditional meal plan (19 meals). Participation in the meal plan is mandatory for all students except seniors, with the following exceptions: students living in buildings that are classified as cooking units (Anadama, Clemens, Stowe, Wiggins) and students who are members of Trinity-authorized eating clubs may select a less expensive meal plan or may drop the meal plan completely. All meal plan changes must be made during the first ten days of the semester. Meal plan changes must be made with Chartwells Office by sending an email to [meal.plans@trincoll.edu](mailto:meal.plans@trincoll.edu). Refunds for meal plan adjustments will be processed beginning one week following the last day of add/drop period and are subject to verification of available funds from the student account.

## Payment of Refunds

Refunds will be made on a timely basis following receipt of a written request and will be prorated among sources of outside payment. Refunds will not be issued until at least one week after the last day of the add/drop period.

## *Satisfactory Academic Progress Policy, Office of Financial Aid*

New Satisfactory Academic Progress standards for financial aid eligibility effective July 1, 2011 for all full-time and part-time undergraduate degree candidates.

### Overview

To continue to participate in Title IV, Higher Education Act (HEA) programs, Trinity College shall demonstrate that the institution is capable of adequately administering these programs under each of the standards established in federal regulation and set forth here in College policy.

For purposes of determining student eligibility for financial assistance under Title IV, HEA programs, the College establishes, publishes, and applies Satisfactory Academic Progress (SAP) standards that meet all federal requirements. To be eligible to receive federal financial aid, a student is required to maintain satisfactory academic progress in his or her course of study according to the College's published standards. SAP standards are based on cumulative measures of a student's progress toward degree completion. The financial aid office is responsible for ensuring that all students who receive financial aid meet these standards.

To be eligible to receive institutional funds, a student is also required to maintain satisfactory academic progress toward degree completion. For additional information regarding institutional funds eligibility, a student should contact the financial aid office.

It is important to note that SAP standards are separate from, and in addition to, the Academic Standing policy established by the faculty of the College. The Academic Affairs Committee (AAC) and IDP Council (IDPC) are responsible for ensuring that all traditional and IDP degree candidates, respectively, meet the College's academic standing requirements. For additional information regarding academic standing requirements, students should refer to the Academic Discipline section of the *Bulletin* or the *Student Handbook*.

Sections included in this policy are:

- Overview
- SAP Standards
- Definitions
- Appeals
- Regaining Eligibility

A printed copy of this SAP policy will be provided upon request.

## SAP Standards

Federal regulations require that the College's SAP policy contain reasonable standards for measuring whether an otherwise eligible financial aid student is maintaining satisfactory progress in his or her educational program. The Secretary considers an institution's standards to be reasonable if the standards:

1. Are the same as or stricter than the institution's standards for a student enrolled in the educational program who is not receiving assistance under a Title IV, HEA program; and Trinity's SAP standards must, therefore, be the same as or stricter than the College's good academic standing requirements listed in the Student Handbook. A calculation confirming that Trinity's SAP standards are the same as or stricter than the College's good academic standing requirements is on file with the financial aid office.
2. Include the following elements:
  - (a) Qualitative Standard: the College measures a student's progression toward degree completion using a fixed grade point standard on a 4.0 grade point average scale. To be eligible to receive federal, state and institutional financial assistance, a student is required to maintain a cumulative 1.667 GPA at the end of each semester of enrollment.
    - i. *Minimum Cumulative GPA = 1.667*
    - ii. Federal regulations further specify that "a student is making SAP if, at the end of the second year, the student has a grade point average of at least a "C" or its equivalent, or has academic standing consistent with the institution's requirements for graduation." Since the College's requirement for graduation is attainment of a "C-" or a 1.667, the College's qualitative standard satisfies federal requirements. At the end of the second year, a student at the College is required to maintain a 1.667 GPA which is consistent with the College's requirement for graduation.
  - (b) Quantitative Standard: the College also measures a student's progression toward degree completion based on a quantitative scale that consists of a maximum timeframe in which a student must complete his or her degree. The quantitative standard includes:
    - i. Maximum Timeframe: the College defines maximum timeframe as 150% of the published length of the education program in attempted credits.
    - ii. *Maximum Timeframe = 54 Attempted Credits (150% X 36 Credits)*
    - iii. To be eligible to receive federal, state and institutional financial assistance, a student is required to complete his or her degree requirements within the maximum timeframe of 54 attempted credits. A student cannot appeal to extend the maximum timeframe beyond 54 attempted credits.

- iv. This maximum timeframe of 54 attempted credits is a standard applicable to federal aid eligibility and not to Trinity grant funds. College policy limits the maximum number of terms for which a student may receive institutional grant assistance based on his or her enrollment status and the number of transfer credits accepted by the College. For additional information regarding institutional funds eligibility, a student should contact to the Financial Aid Office.
- (c) Increments: College policy divides the maximum timeframe into equal periods of enrollment known as semesters or terms.
- (d) Pace: the College has established a schedule designating the minimum percentage of work, known as pace, that a student must successfully complete at the end of each semester to complete his or her degree within the maximum timeframe. Pace is calculated by dividing the cumulative number of credits that the student has successfully completed by the cumulative number of credits that the student has attempted.
  - i.  $\text{Pace} = \frac{\text{Cumulative Number of Credits Successfully Completed}}{\text{Cumulative Number of Credits Attempted}}$
  - ii. Cumulative Number of Credits Attempted
  - iii. To be eligible to receive federal, state and institutional financial assistance, a student is required to successfully complete a minimum of 80% of all attempted credits.
  - iv. *Minimum Pace = 80%*

## Definitions

As defined above, a student's Pace is calculated by dividing the cumulative number of credits successfully completed by the cumulative number of credits attempted. College policy defines the following terms for the calculation of Pace and review of credits counted toward the maximum timeframe of 54 attempted credits:

### *Credits Successfully Completed*

Credits successfully completed include all courses for which a student receives a passing grade of D- or better, pass, or low pass. In addition, all transfer credits are counted as credits successfully completed.

### *Credits Attempted*

Credits attempted include all courses for which a student receives a passing grade of D- or better, pass, low pass, incomplete, "W", "F", or "NGR". In addition, all transfer credits are counted as credits attempted. All credits attempted must be counted toward the maximum timeframe.

### *Incompletes*

All courses for which a student receives a provisional designation of “incomplete” must be counted toward the maximum timeframe and included in the calculation of a student’s Pace.

#### *Withdrawals*

All courses for which a student receives a “W” on the permanent record must be counted toward the maximum timeframe and included in the calculation of a student’s Pace.

#### *Remedial Courses (noncredit)*

Remedial courses are not offered nor accepted at the College. Therefore, remedial courses are not counted toward the maximum timeframe and are not included in the calculation of a student’s Pace.

#### *Repeated Courses*

All repeated courses must be counted toward the maximum timeframe and included in the calculation of a student’s Pace. Repeated courses for which a student receives additional credit (e.g., topics, independent studies, music lessons, etc.) are counted both in the cumulative number of successfully completed and attempted credits. Repeated courses for which a student does not receive additional credit are not counted in the cumulative number of successfully completed but are counted in the cumulative number of attempted credits.

#### *English as a Second Language (ESL)*

ESL courses are not offered nor accepted at the College. Therefore, ESL courses are not counted toward the maximum timeframe and are not included in the calculation of a student’s Pace.

#### *Test-based Credits (e.g., CLEP)*

Test-based credits are not offered nor accepted at the College. Therefore, test-based credits are not counted toward the maximum timeframe and are not included in the calculation of a student’s Pace.

#### *Transfer Credits*

All pre-matriculation (including AP credits) and post-matriculation transfer credits must be counted toward the maximum timeframe and included in the calculation of a student’s Pace. Transfer credits are counted in both the cumulative number of successfully completed and attempted credits.

Transfer credits are not counted in the calculation of a student’s GPA.

#### *Second Majors*

A student who elects to declare a second major must complete all degree requirements within the maximum timeframe. Credits applicable to second majors are included in the calculation of a student’s pace.

#### *Additional Degrees*

A student pursuing a second undergraduate degree at the College is only eligible to receive federal Stafford loans. All credits applicable to the second degree are counted toward the maximum timeframe and included in the calculation of a student's Pace.

## SAP Reviews

At the end of each semester (fall, spring and summer), normally within two to four weeks of grade posting, the record of each financial aid applicant enrolled in that semester is reviewed to determine if he or she is making satisfactory academic progress toward degree completion. The review includes a determination as to whether the student has met the cumulative qualitative and quantitative standards set forth in the College's SAP policy. Specifically included in the review is a measurement of the student's Pace to ensure that the student will complete the program within the maximum timeframe of 54 attempted credits. The director of financial aid is responsible for all reviews of SAP standards.

Students will be notified in writing of the results of an evaluation that impacts the student's eligibility for federal, state and institutional financial assistance. SAP reviews will result in a student being placed on one of the following statuses:

### *Good Financial Aid Standing*

A student who has met the SAP qualitative and quantitative standards listed above is making satisfactory academic progress toward degree completion. This student is in good financial aid standing with the College and is eligible to receive assistance under federal Title IV, state and institutional financial aid programs during the next semester of enrollment, providing the student remains in good academic standing with the College and meets all other program requirements.

### *Financial Aid Warning*

The first time a student has not met all SAP qualitative and quantitative standards listed above, he or she will be placed on financial aid warning. This student is not making satisfactory academic progress toward degree completion and must repair the deficiencies during the next term of enrollment. A student on financial aid warning may continue to receive assistance under federal Title IV, state and institutional financial aid programs during the next semester, providing the student remains in good academic standing with the College and meets all other program requirements. The financial aid warning status will be assigned automatically without an appeal or other action required by the student.

A student cannot be placed on two consecutive terms of financial aid warning; a student must return to good financial aid standing by the end of the financial aid warning period to remain eligible to receive financial aid. A student who has returned to good financial aid standing but at a later date does not meet SAP standards can be placed on a second term of financial aid warning.

### *Financial Aid Probation*

A student on financial aid warning who has not met all SAP qualitative and quantitative standards by the end of the next semester of enrollment is no longer eligible to receive assistance under federal Title IV, state and institutional financial aid programs unless the student has an approved SAP appeal on file with the financial aid office. All SAP appeals must be submitted to the director of financial aid according to the process outlined in the Appeals section of this policy. If the director of financial aid approves an appeal, the student will be placed on financial aid probation. A student on financial aid probation is eligible to receive assistance under federal Title IV, state and institutional financial aid programs during the next semester of enrollment, providing the student remains in good academic standing with the College and meets all other program requirements.

### *Financial Aid Suspension*

A student on financial aid warning who has not met all SAP qualitative and quantitative standards by the end of the next semester of enrollment and who does not have an approved appeal on file with the financial aid office is no longer eligible to receive assistance under federal Title IV, state and institutional financial aid programs. This student will be placed on financial aid suspension and will be required to make up all SAP deficiencies to regain eligibility for federal, state and institutional financial aid.

## Appeals

As stated above, a student on financial aid warning who has not met the SAP standards by the end of the next semester of enrollment is no longer eligible to receive financial aid and will be placed on financial aid suspension. If mitigating circumstances prevented the student from meeting the requirements, a student may appeal to have his or her eligibility reinstated for one term of financial aid probation. Such circumstances would include:

- 1.the death of a relative;
- 2.an injury of the student;
- 3.an illness of the student; or
- 4.other special circumstances.

A student who wishes to appeal his or her financial aid suspension must adhere to the following procedures:

- 1.complete and sign a SAP appeal form;
- 2.attach supporting documentation to the SAP appeal form; and
- 3.submit the SAP appeal form with documentation to the financial aid office, according to the deadline schedule listed on the form.

*Submitting a SAP appeal does not guarantee approval or reinstatement of financial aid eligibility.*

The director of financial aid will usually review all submitted SAP appeal forms within ten business days of receipt of the appeal. Decisions are made after a careful evaluation of the student's unique circumstances, federal Title IV require-

ments, and College policy. In some cases, it may be necessary for the director of financial aid to consult with the AAC or IDPC before appeal decisions can be made. Notification will be sent in writing to the student as to the outcome of the appeal review. SAP appeal reviews will result in one of the following outcomes:

#### *Not Approved*

A student whose SAP appeal is not approved will remain on financial aid suspension and will not be eligible to receive financial aid until all SAP deficiencies have been repaired (See Regaining Eligibility).

#### *Approved with Probation*

A student whose SAP appeal is approved with probation will be placed on financial aid probation and is eligible to receive financial aid during the next semester of enrollment, provided the student remains in good academic standing with the College and meets all other program requirements.

A student on financial aid probation may be required to fulfill specific terms and conditions, such as taking a reduced course load or enrolling in specific courses. A student on financial aid probation must repair all SAP deficiencies during the next term of enrollment in order to remain eligible for financial aid.

#### *Approved with an Academic Plan*

In some cases, it may be mathematically impossible for a student to repair his or her SAP deficiencies with one term of enrollment. In such cases, a student's SAP appeal may be approved with an academic plan to restore SAP deficiencies over more than one term. The Academic Affairs Committee and the IDP Council in consultation with the director of financial aid will develop an academic plan with the student that, if followed, will ensure that the student is able to meet the College's SAP standards by a specific point in time. The academic plan may require the student to fulfill specific terms and conditions, such as taking a reduced course load or enrolling in specific courses.

A student on an approved academic plan is eligible to receive financial aid during the next semester of enrollment and each subsequent term of enrollment, provided the student meets the SAP standards outlined in the student's specific academic plan. The student must remain in good academic standing with the College and meet all other program requirements.

## Regaining Eligibility

A student who has been placed on financial aid suspension may re-establish his or her eligibility to receive federal, state and institutional financial assistance by one of the three paths described below:

1. The student successfully appeals the suspension and is approved for a term of financial aid probation or approved with an academic plan.
2. The student meets the minimum SAP quantitative and qualitative standards by completing a course(s) at the College without receiving financial assistance.

To enroll in a course(s) at the College, all traditional and IDP students must meet the academic standing requirements of the College as overseen by the AAC and IDPC, respectively.

3. The student meets the minimum SAP quantitative and qualitative standards by completing a course(s) at another institution without receiving financial assistance. A student who wishes to take a course(s) at another institution must receive prior approval according to College policy. The following explains the impact of transfer credits on SAP standards:

a. Impact of transfer credits on SAP quantitative standards:

All transfer credits must be counted toward the maximum timeframe and included in the calculation of a student's Pace. Transfer credits are counted in both the cumulative number of successfully completed and attempted credits.

b. Impact of transfer credits on SAP qualitative standard (GPA):

According to College policy, post-matriculation transfer grades will be indicated on the transcript, but will not be included in calculations of grade point average, rank-in-class, or other academic standings. Therefore, a student will not be able to repair the SAP qualitative standard by completing a course(s) at another institution. A student who needs to restore his or her GPA to the minimum SAP standard will need to enroll in a course(s) at Trinity without receiving financial assistance or successfully appeal his or her financial aid suspension. The director of financial aid will, however, consider transfer grades when reviewing and approving SAP appeals.

# **Patent and Invention Policy**

Please contact the Office of the Dean of the Faculty for a copy of the Trinity College Patent and Invention Policy.

## Age of Majority

Eighteen is the age of majority under Connecticut law, except regarding the provision and sale of alcohol (see Policy on Alcohol Provision and Use, p. 111). With regard to the age of majority, the following have been approved by the Trustees as College policy:

That catalogs, viewbooks, student handbooks, and similar materials prepared by the College inform those who read them: a) that in Connecticut the age of majority is 18 and that under the law, students that age and older have the full rights and responsibilities of all other adults, except as limited by the provisions of Title 30, Chapter 545 of the Connecticut General Statutes, the Liquor Control Act; and b) that, as a matter of principle, in keeping with College policy, students normally be dealt with directly in matters pertaining to College bills, grades, academic credit, and academic and disciplinary status.

# Statement on In-Loco-Parentis and Parental Notification Policy

In the regular practice of the College, neither the faculty nor the administration assumes what has been generally referred to as an *in-loco-parentis* role. Students are expected to conduct their lives with ordinary prudence. When conduct on campus or at College-sponsored events falls short of this expectation and is in violation of the College's policies, procedures, or regulations, the College will rely on its own judicial procedures to obtain the necessary redress and corrections. For misconduct off campus, students must accept the consequences of action taken against them by civil authority and should not expect the College to intervene on their behalf. The College will not arrange bail or provide legal services to students who are in difficulty with the law but, rather, will expect students to arrange their own release.

Recognizing the benefits that may come from the involvement of parents in the life of the College, students are encouraged to keep their parents and legal guardians apprised of their progress. It is the College's position that the responsibility for advising parents of a student's academic and disciplinary standing primarily belongs to the student. It is expected that students will accurately and promptly inform their parents of situations in which their behavior or performance has compromised their good standing at the College.

To supplement the information that students are expected to provide to their parents and due to recent amendments to federal laws giving colleges the authority to notify parents of students less than 21 years of age who violate alcohol or drug policies, the College has adopted a written Parental Notification Policy. The policy is in addition to the intervention and education programs already offered to students.

## *When Parents Are Notified*

Regarding alcohol and drugs, parents will be notified when:

- The College receives notification from law enforcement officials that a Trinity College student under the age of 21 years has been arrested during an academic session for an alcohol or drug related violation.
- A student under the age of 21 incurs a serious sanction for a first-time offense (such as removal from housing, censure, suspension, or expulsion) or incurs any sanction for a second or subsequent violation of the College's drug or alcohol policy.

Regarding other situations (and regardless of age), parents will be notified when:

- The College receives notification that a student has been admitted to the hospital or is suffering from a life-threatening illness or there is reason to believe that a student's health and well-being are in immediate jeopardy.

- A student has been arrested and is unable to arrange his/her own quick release.
- A student has violated a College policy banning violent behavior.

Any notification to parents is contingent upon the provisions of applicable law, including the Higher Education Act, and the extent to which the law permits such notification. Further, any notification to parents regarding disciplinary action taken as a result of a judicial process will be made only upon completion of the process. Students may grant permission to release information, in addition to that described above, to their parents/legal guardian by signing a consent form.

Although in practice we may notify students when their parent or guardian has been contacted, we are not required to do so by law. We are required to keep a record of the contact and will disclose it to students upon request. Furthermore, under certain circumstances, we are permitted by law to release the student's records to a court without the student's or parent's consent.

Please note that in emergency situations, the College reserves the right to contact the individual(s) whom a student indicates to be the emergency contact.

(Portions of this policy adopted, with permission, from the University of Virginia.)

# **Notice of Nondiscrimination and Appointment of Title IX Compliance Officer**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in all federally funded education programs. The regulation implementing Title IX, effective July 21, 1975, specifies a number of actions that educational institutions receiving federal funds must take in order to be in compliance with the law.

Trinity College supports the language and intent of this legislation, and seeks to comply fully with Title IX requirements. In conformance with such legislation, the College provides notice here to its students, employees, applicants, and others that Trinity College, as required by Title IX and its regulation, does not discriminate on the basis of sex in the educational programs or activities that it operates. This policy and requirement of nondiscrimination extend to both admission to and employment in the College.

Karla Spurlock-Evans, dean of multicultural affairs and senior diversity officer, is the official responsible for the coordination of efforts by the College to comply with and carry out requirements and responsibilities under Title IX. Dean Spurlock-Evans' office is in Hamlin/Cook.

## **Notice of Nondiscrimination and Appointment of Compliance Officer Pursuant to Section 504, Rehabilitation Act of 1973, as Amended (Nondiscrimination on the Basis of Handicap)**

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination on the basis of handicap in any program or activity receiving federal financial assistance. The regulations implementing Section 504, effective June 3, 1977, specify a number of actions that educational institutions receiving federal funds must take in order to be in compliance with the law.

Trinity College supports the language and intent of this legislation and seeks to comply fully with Section 504 requirements. In conformance with such legislation, the College provides notice here to its students, employees, applicants, and others that Trinity College, as required by Section 504 and its regulations, does not discriminate on the basis of handicap in the educational programs or activities it operates. This policy and requirement of nondiscrimination extend to both admission to and employment in the College.

Karla Spurlock-Evans, dean of multicultural affairs and affirmative action officer, is responsible for the coordination of the College's efforts to comply with and carry out requirements and responsibilities under Section 504 and the implementing regulations. Dean Spurlock-Evans' office is in Hamlin/Cook.

# **Introduction to College Services and General Information**

# Trinity College Charter

To read the Charter of Trinity College as Amended, please visit  
[www.trincoll.edu/prog/facman/doc0049.html](http://www.trincoll.edu/prog/facman/doc0049.html).

# Academic and Advisory Resources

Trinity offers a variety of resources to help you in your time at the College. To learn more about each office, please visit its Web page.

Aetna Quantitative Center

[www.trincoll.edu/Academics/centers/QuantitativeCenter/](http://www.trincoll.edu/Academics/centers/QuantitativeCenter/)

Bookstore

<http://trinity.bncollege.com>

Campus Life

[www.trincoll.edu/StudentLife/CampusLife/](http://www.trincoll.edu/StudentLife/CampusLife/)

Campus Safety

[www.trincoll.edu/cs/](http://www.trincoll.edu/cs/)

Career Services

[www.trincoll.edu/Academics/CareerServices/](http://www.trincoll.edu/Academics/CareerServices/)

Computing Center

[www.trincoll.edu/Library/its/](http://www.trincoll.edu/Library/its/)

Counseling Center

[www.trincoll.edu/StudentLife/HealthWellness/counseling/](http://www.trincoll.edu/StudentLife/HealthWellness/counseling/)

Dean of Students

[www.trincoll.edu/StudentLife/Help/DeanOfStudents/](http://www.trincoll.edu/StudentLife/Help/DeanOfStudents/)

Financial Aid

[www.trincoll.edu/Admissions/finaid/current/](http://www.trincoll.edu/Admissions/finaid/current/)

First-Year Program

[www.trincoll.edu/Academics/FYP/](http://www.trincoll.edu/Academics/FYP/)

Health Center

[www.trincoll.edu/StudentLife/HealthWellness/health/](http://www.trincoll.edu/StudentLife/HealthWellness/health/)

International Programs

[www.trincoll.edu/UrbanGlobal/StudyAway/](http://www.trincoll.edu/UrbanGlobal/StudyAway/)

Internships

[www.trincoll.edu/Academics/CareerServices/internships/](http://www.trincoll.edu/Academics/CareerServices/internships/)

Library

<http://library.trincoll.edu/>

Multicultural Affairs

[www.trincoll.edu/StudentLife/Diversity/MulticulturalAffairs/](http://www.trincoll.edu/StudentLife/Diversity/MulticulturalAffairs/)

Registrar

[www.trincoll.edu/Academics/registrar/](http://www.trincoll.edu/Academics/registrar/)

Religious Life

[www.trincoll.edu/StudentLife/TheChaplaincy/](http://www.trincoll.edu/StudentLife/TheChaplaincy/)

Women & Gender Resource Action Center

[www.trincoll.edu/StudentLife/Diversity/WGRAC/](http://www.trincoll.edu/StudentLife/Diversity/WGRAC/)

Writing & Rhetoric Center

[www.trincoll.edu/Academics/centers/Writing/Pages/](http://www.trincoll.edu/Academics/centers/Writing/Pages/)

## Reservations and Use of College Facilities by Members of the College Community

With an average of 9,000 events and programs scheduled on campus each year, it is necessary to maintain an event management scheduling system of all events and programs in order to coordinate all campus support services requests and to avoid event and program conflicts whenever possible.

Planned events and programs in any College facility, including residence halls and Greek organization houses, must be processed through the event management scheduling system managed by Calendar and Special Events Office.

Room reservations may be made at <http://reservations.trincoll.edu> on a first-come, first-served basis by the designated student organization club officer. College departments, recognized student organizations, and campus-sponsored events have priority in booking events and program. Please refer to the section titled "Social Affairs Regulations," p. 164 in regards to planning an event.

The Calendar and Special Events and Calendar Office is located on the upper level of Mather Hall.

# Post Office

The Post Office, under the supervision of Central Services, is located on the lower level of Mather Hall. The regular business hours for all postal services are between 10:00 a.m. and 3:00 p.m., Monday through Friday. The Post Office is equipped to handle money orders (10:00 a.m. until 2:00 p.m.); special delivery, certified, insured, express, and registered mail; parcel post; and the sale of postage stamps. Package pick-up is also available from 8:00 a.m. to noon on Saturdays.

First-class mail and parcel post arrive on campus at approximately 9:30 a.m., Monday through Saturday. UPS and FedEx arrive shortly thereafter. Outgoing mail is picked up between 3:00 and 3:30 p.m., Monday through Friday, and 4:00 p.m., Saturday, only from the mailbox located directly across from the Post Office window.

Regular and campus mail is delivered daily to all departments on campus. All campus mail should be addressed to the individual and his or her department.

Each student is assigned a postal box for the four-year stay on the Trinity campus. It is essential that all mail, parcel post and express, be addressed to the box number, not the residence hall room. Please use the current directory for Post Office number information.

## *General Information*

1. Use postal box numbers on all intra-campus mail for students. Notify your friends, relatives, and magazine publishers of your box number.
2. Collect your own mail. Postal employees are not permitted to give mail to anyone but the addressee.
3. Special delivery and express mail arriving after the Post Office is closed will be delivered to the information desk of Mather Hall. Express mail that has not been picked up during regular working hours will also be delivered to the front desk. The student on duty will make every attempt to notify the addressee.
4. No one is admitted in the Post Office before 10:00 a.m.
5. Do not place money in campus mail.
6. Parcel post, oversized envelopes, and all pictures will be tagged and a notification issued for pickup.
7. Tests, themes, and term papers cannot be accepted for distribution through campus mail unless put in an envelope and addressed properly.
8. When a student goes on open semester or an exchange program, he or she must notify the Post Office. Mail will be forwarded as requested. Mail cannot be forwarded overseas.

9. All first-class mail and magazines will be forwarded during summer vacation.
10. Graduating students are requested to inform all friends, publishers, and correspondents of their new address.

### *Post Office Stuffing Policy*

1. Stuffing of mailboxes by Post Office personnel is permitted with permission from the postmaster 48 hours in advance. All blanket stuffing of boxes is allowed only after 11:00 a.m. Off-campus related activities may use the bulletin boards in Mather and other buildings to advertise with permission from the directors of those buildings.
2. Arrangements for special return boxes for surveys, questionnaires, volunteer work, etc., should be made with the associate director for operations and judicial affairs in the Office of Campus Life.

## Sexual Assault Awareness and Education

During orientation and throughout the year, WGRAC and student organizations present students with information that is designed to create an awareness of circumstances surrounding the crimes of rape and sexual assault and how to prevent these circumstances. Students are introduced to the members of SART—Sexual Assault Response Team. This team, coordinated by the Women and Gender Resource Action Center (WGRAC) is trained to respond to victims of sexual violence, stalking, and relationship violence. SART photos and information, as well as off-campus resources, can be found on the SART Web site: [www.trincoll.edu](http://www.trincoll.edu), *Click: Student Life*.

Student peer counselors are SART members who are specially trained to work with victims of sexual assault and to educate others on issues relating to sexual harassment and sexual assault. They speak to various groups on campus upon request and are contacted through WGRAC.

Students Against Sexual Assault (SASA), sponsored by WGRAC, is a group dedicated to ending campus rape and to increasing awareness and education concerning issues surrounding sexual assault. SASA organizes annual programs, including *Voices Raised in Power* in November, *The Vagina Monologues* in February, and *Take Back the Night* in April. SASA is organized through WGRAC, and is open to all students. For more information contact: [Laura.Lockwood@trincoll.edu](mailto:Laura.Lockwood@trincoll.edu).

Various educational programs related to sexual assault are also sponsored in the residence halls by WGRAC and the Office of Campus Life staff. The Counseling Center and WGRAC sponsor a *Survivors of Violence Support Group*, held weekly at the Counseling Center. For more information please e-mail: [Jaimie.Burns@trincoll.edu](mailto:Jaimie.Burns@trincoll.edu). Please visit WGRAC's Web site for information on upcoming educational events.

### *What to Do in Cases of Sexual Assault*

The College recognizes that confidentiality in cases of sexual assault, especially those committed by an acquaintance, can be extremely important to the survivor and all College responders will make every reasonable effort to honor the confidentiality of the survivor, the accused, and witnesses. Survivors are encouraged to report sexual assaults to both Campus Safety and the Hartford Police Department. Campus Safety officials will facilitate contact with the Hartford Police Department at the survivor's request.

Students who are uncertain of what to do following a sexual assault should talk to their Resident Assistant (RA), or, contact the Dean of Students Office, Campus Safety, Counseling Center, WGRAC, or any member of **SART—Sexual Assault Response Team** (see below). SART members include student peer counselors who have been state-certified as sexual assault counselors. SART member photos and contact information are available on the SART Web site. At night and on weekends, survivors should contact Campus Safety or their Area Coordinator (via their RA) and request a response from the Administrator on Call (AOC), or alternately, may contact the Mather Front Desk and request personal contact by

the AOC. The contacted administrator will review with the survivor his/ her options (*Please see Reporting Options below*), including reporting the incident to the police, the advisability of seeking medical attention, and available counseling resources.

Members of the Counseling Center, chaplains, and those who service the state hotlines have privileged communication, meaning anything that is said to them is privileged by state and federal statute and cannot be revealed without written permission of the student. (*Please see Reporting Options below.*)

If the survivor wishes, the contacted administrator may facilitate contact with the Hartford Police, other College officials, and/or the College Counseling Center. If possible, when ready, the survivor should write down a description of the assailant (if his or her identity is unknown or uncertain), the location of the sexual assault, and the details of what occurred. This information may be helpful in a College proceeding or a court case.

The wishes of a survivor who does not want to report a sexual assault to the local police will prevail *unless* senior College officials believe the seriousness of the assault warrants police involvement due to the potential threat to the survivor or others. If the sexual assault was perpetrated by a stranger to the victim and the incident is reported to College authorities, the circumstances may warrant the publication of a security alert in order to notify the Trinity community of the need for extreme caution (e.g., if the perpetrator is not apprehended and poses a continuing threat to the community).

The College encourages the survivor to go to Hartford Hospital to get a 'post-evidence collection kit,' also known as a "rape kit." Campus Safety will ensure transportation to the hospital. You may bring a friend, and a Campus Advocate from the local rape crisis services (YWCA/Sexual Assault Crisis Services) will be notified, and can meet you at the hospital. This advocate will stay with you and advocate on your behalf at your request. The College advises that the survivor bring a change of clothes, and try not to shower or douche following the assault. The exam can take up to four hours, or more, depending on the wait time. Tests for "date-rape" drugs—such as GHB or Rohypnol—and STDs can be administered if requested.

## *Reporting Options*

Here are the reporting options Trinity College offers a survivor of sexual assault, rape, stalking, battering/domestic violence:

### **Anonymous Option**

If you would like to disclose the incident to someone at the College in full confidentiality, you can speak to Chaplain Allison Read or Father Michael Dolan in the Chaplain's Office, or a staff member at the Counseling Center. In addition to providing support and counseling, they can also make referrals and talk about your options. You can also contact the Connecticut 24-hour hotlines for sexual assault and domestic violence.

## **Confidential Option**

If you would like to speak to a SART member to receive support, referrals, information, and help understanding the reporting options, their numbers/locations are listed below. SART members are trained in survivor response. The SART member will document your assault on the SART form. Listing your name is optional and up to you. This form will act as a statistic for the College, as the College must keep track of the number of reported sexual assaults in compliance with federal law—the Clery Act. The SART members will maintain confidentiality to the fullest extent possible. You will need to report the incident to the dean of students if: you are under 18, if you or the campus community is in imminent danger, or if the SART member has to comply with a legal order.

## **Facilitation Option**

You may decide you would like to meet with a college Facilitator to work with you to possibly resolve the situation, with or without the alleged perpetrator. For instance, a Facilitator could meet with both you and the alleged perpetrator to discuss what happened; you may ask the Facilitator to read a letter you have written to the alleged perpetrator; you may discuss having the alleged perpetrator keep distance from you. College Facilitators are Chaplain Allison Read and Hillel Director Lisa Kassow. If the matter is not resolved in this stage, either the survivor or the accused has the right to ask that the matter proceed to formal charges. The facilitator will most likely recuse himself or herself from that formal process.

## **Press Charges with College Option**

The College encourages you to file a conduct charge with the Dean of Students Office. The dean will conduct and investigation—meeting with witnesses or those who can corroborate events before or after the incident. A hearing will be held with an administrative panel, at which you can have an adviser who is a member of the College, and witnesses that you name. Based on the evidence presented, the alleged perpetrator will be found guilty or not guilty, and disciplinary measures will be meted out based on the severity of the incident. We strongly urge you to press charges before the alleged perpetrator graduates; after the fact there is little action the College can take. If you had been drinking at the time of the incident, and were under age 21, you will not be found in violation of College alcohol policy unless the circumstances are extraordinary.

## **Press Charges with Hartford Police Option**

The College encourages you to file a report with the Hartford Police. The evidence gathered at the hospital will be held for 90 days and can be used by the police in your investigation. A SART member can accompany you when you file a report. In Connecticut, you have up to five years following the incident to file a report.

The survivor's identity will remain confidential regardless of the responding authority. The survivor may even request a third party to report the incident to

the dean of students, Campus Safety, or the police in order to protect his or her anonymity. In the event that the victim is in an academic or living situation that involves contact with the alleged assailant, the dean of students will, to the extent possible, facilitate the reassignment of living quarters and/or academic situations to prevent such contact.

Sexual assaults allegedly perpetrated by members of the College community and that are reported to College officials in order to initiate an investigation followed by a hearing will be handled in the manner described in the *Policy on Sexual Misconduct and Harassment*, available on the Human Resources or WGRAC Web site. a student who wishes to bring a complaint against a member of the administration or staff should consult the dean or associate deans of students: [Frederick.alford@trincoll.edu](mailto:Frederick.alford@trincoll.edu), [ann.reuman@trincoll.edu](mailto:ann.reuman@trincoll.edu), [Christopher.card@trincoll.edu](mailto:Christopher.card@trincoll.edu), and/or the Director of Human Resources: [beth.iacampo@trincoll.edu](mailto:beth.iacampo@trincoll.edu)

**Below are SART (Sexual Assault Response Team) members** available to assist those of the Trinity community who wish to report a sexual assault; seek counseling, academic intervention or medical support; or who would like guidance relating to the reporting options for survivors of sexual assault, rape, stalking, and dating/relationship violence.

## *Sexual Assault Response Team (SART)*

### On-Campus Members

#### **Campus Safety:** (860) 297-2222

Charles Morris, Director, (860) 297-2054

Chris Lyons, Associate Director, (860) 297-2222

#### **Dean of Students**

Frederick Alford, Dean of Students, (860) 297-2157

Christopher Card, Associate Dean, (860) 297-2158

Ann Reuman, Associate Dean, (860) 297-2154

David Andres, Director of Strategic Projects, (860) 297-2306

#### **Administrator on call (AOC),** (860) 297-2222, ask for AOC

#### **Student Peer Counselors**

Charley Wedeen '12, (917) 207-7391

#### **Health Center,** (860) 297-2018

Martha Burke O'Brien, APRN, Director, (860) 297-2023

#### **Counseling Center,** (860) 297-2415

Dr. Randy Lee, Director, (860) 297-2413

Dr. Jaime Burns, Associate Director, (860) 297-2419

Dr. John Carlson, Counselor, (860) 297-2415

Bonnie Scranton, LCSW, (860) 297-2412

#### **Women and Gender Resource Action Center (WGRAC)**

Laura Lockwood, Director, (860) 297-2408

Lauren Donais, Program Coordinator, (860) 297-4131

#### **Chapel**

Alison Read, Chaplain, (860) 297-2013

Marwa Aly, Muslim Chaplain, (860) 297-2016

Michael Dolan, Catholic Campus Ministry, (860) 297-2016

### **Hillel House**

Lisa Kassow, Director, (860) 297-4195

### **Office of Campus Life**

Amy DeBaun, Director, (860) 297-2304

Nora Huth, Assistant Director of Campus Activities, (860) 297-2011

Josh Cantor, Coordinator of Recreational Programs, (860) 297-5102

Devlin Hughes, Area Coordinator, (860) 297-4168

Pejay Lucky, Area Coordinator, (860) 297-4279

Geralyn Dias, Area Coordinator, (860) 297-4207

Brett Jackson, Area Coordinator, (860) 297-4206

### **First-Year Program**

Margaret Lindsey, Dean, (860) 297-5375

### **Athletics**

Robin Sheppard, Associate Director, (860) 297-2059

### **Office of Multicultural Affairs**

Karla Spurlock-Evans, Dean, (860) 297-4234

### **Office of Community Service and Civic Engagement**

Lindsey Eichler, (860) 297-2383

### **Development**

Carolyn Darr, Administrative Coordinator, (860) 297-2446

Andrew Miller, Assoc. Dir. Gift Planning, (860) 297-5396

### **Queer Resource Center**

Crystal Nieves, Coordinator, (860) 987-6273

### **Quest Leadership Program**

Andy Miller, Director, (860) 297-5396

## **Off-Campus Members**

### **Hartford Police**

Non-Emergency: (860) 527-6300

Emergency: 911

### **YWCA/SACS (Sexual Assault Crisis Services):**

Sexual Assault 24-hour hotline, (888) 999-5545

Spanish Toll-Free sexual assault 24-hour Hotline, (888) 568-8332

**Domestic Violence 24-hour Hotline, (888) 774-2900**

# Student Government Association

An organization of dynamic student leadership since 1974, the Trinity College Student Government Association (SGA) is elected by the students, for the students. As the centralized representative governing entity of the student body, the SGA holds regular senate meetings to deal with a broad range of campus issues relating to student life, community development, and academic affairs and welcomes hearing from students on all issues that affect the student body. The association also oversees every recognized student organization and works to promote a vibrant, engaged life at the College.

## *SGA Non-Discrimination Statement*

The Trinity College Student Government Association adopted the following non-discrimination statement on December 9, 2007:

“In keeping with the mission statement of Trinity College, aforementioned in this handbook, the student body will not tolerate acts of discrimination, including but not limited to, discrimination on the basis of age, color, disability, gender identity, marital status, national or ethnic origin, physical characteristics, race, religion, sex, sexual orientation, or socioeconomic status in student interactions, in the administration of its educational policies, admissions policies, recruitment policies, employment policies, and other College administered programs.”

This statement owes a debt of gratitude to M.I.T. and Bates for their non-discrimination policies.

## Emergency Information

A representative of the Dean of Students Office is on call daily after office hours and on weekends during the regular academic year, including mid-session and vacations. In case of emergency, call Campus Safety at x2222 and they will contact the administrator on call.

### *Illness or Health Concern*

Health Center (adjacent to Wheaton Hall)

Monday - Friday: 8:30 a.m. to 5:30 p.m.

Saturday: 12:00 noon to 4:00 p.m.

Sunday: Closed

During hours the Health Center is closed, TCERT, our student volunteer EMT service, is active and a staff member or physician is on call. After-hours care can be reached by calling Campus Safety at x2222.

### *What to Do in Case of Fire*

- Know the location of the fire alarm box nearest your room.
- Do not try to fight a fire; contact the Fire Department by calling 9-911 from a campus phone.
- Do not panic.
- When the fire alarm sounds, evacuate the building immediately. Do not pull any more fire alarm boxes.
- In case of fire outside your room, leave the door shut. Heated gases and smoke may be on the other side. Feel the door; if it is hot or seeping smoke, block the door and stuff the cracks.
- If you must open the door, do so cautiously. Stand behind the door, bracing yourself against it. The next room may contain superheated air under pressure, a blast of which may prove to be fatal. Be ready to close the door quickly if necessary.
- Plan an alternate escape route from each room. Fire and smoke can block your normal exit route. Open a window a crack at the top and bottom for fresh air. Hang a sheet out the window to signal rescuers. Do not jump.
- If a room is filled with smoke, get down on your hands and knees. The air at the lower part of the room is fresher and contains more oxygen and fewer gases.

You can help by taking the following precautions:

- Do not block fire doors or exits with trunks, furniture, draperies, etc.

- Do not tamper with fire alarm boxes or firefighting equipment.
- Do not try to fight an electrical fire with water or soda acid extinguishers; you can be electrocuted.
- Do not overload electrical circuits.
- Do not smoke in your room.

### *Procedures in Event of a Bomb Threat*

A bomb threat should be taken seriously. The person receiving the call should:

- note the exact time of call,
- note as correctly as possible the wording of the threat,
- describe any voice characteristics,
- immediately notify Police Headquarters, Investigative Services Bureau, at (860) 527-6300, giving all details, and
- then immediately notify Campus Safety, x2222, and the Dean of Students Office, x2156.

If a caller specifies that a bomb is located in a particular building, floor, classroom, auditorium, or other place of assembly, notify Campus Safety. In the case of evacuation, doors and windows should be left open. Should there be an explosion, the gases resulting from detonation (which cause injury and damage) may escape more freely, thus reducing the impact of the explosion. After the building has been searched by police, fire fighters, and College officials, and it is ascertained there is no further threat, one of the College officials will announce that the building may be reoccupied.