



TRINITY
UNIVERSITY

Student
HANDBOOK
2020-2021

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Assembled by the Division of Student Life, this Student Handbook presents the statements guiding the Trinity University community and provides a compendium of the significant policies and procedures related to student life on campus. Students are expected to read and be familiar with the contents of this Handbook and applicable University policies, which are available at policies.trinity.edu, and are responsible for complying with the same.

The information contained in this Handbook is intended for general guidance only, and the University may amend, alter, or cancel any of its policies, rules, or guidelines at any time. Nothing in this Handbook or the University's policies is intended to create or act as an express or implied contract with any person or organization.

The names of people holding positions referenced in this handbook can be found using the [organization charts](#) maintained by Human Resources.

I. Who We Are

The Trinity University Mission Statement, along with the University's values, can be found [on the University website](#).

The University's [Statement on Student Rights and Responsibilities](#) guides policy and practice. Committed to making admissions and employment-related decisions without discrimination, the University adheres to its [Non-discrimination and Diversity Policy](#). See "Prohibition Against Discrimination and Harassment," in this Handbook, for more discussion.

Students sign the [Academic Honor Code](#) during their first week at Trinity. The Code covers all academic work. The names of Honor Council members and a form for reporting violations, as well as the Code itself, can be found at the University website.

All persons using Trinity University equipment, connections, and/or software are bound by [Information Technology Services policies](#).

II. Academic Success

University policies related to academic progress (enrollment, degree requirements, grades, transfer credit, dismissal, and withdrawal, for example), as well as policies related to study abroad and internships, are all best found in the [Courses of Study Bulletin](#).

The Faculty Handbook contains policies related to classroom procedures, faculty duties, student records, and course evaluations. Students will find policies related to their classroom responsibilities and expectations in [Chapter Five of the Faculty Handbook](#).

Financial Obligations

1. **AUTHORIZATION** All students are encouraged to authorize appropriate others (parents, etc.) to view and/or pay Trinity student account statements electronically. (See [Student Accounts](#) pages at University website.)
2. **OUTSTANDING BALANCES** Any student who has a financial obligation to the University, including but not limited to damage to University property, traffic fines, Health Services charges, library fines, or other fines is subject to being excluded from any or all of the usual privileges of the University, and the student's permanent record (transcripts) will not be released until the financial obligation is paid in full. In addition, the University will hold permanent records and/or transcripts for any student who has a delinquent Federal Perkins or institutional (Walton, etc.) loan balance or who has not completed the required loan exit session upon separation from the University.

If specific questions related to scholarships and financial aid are not answered on the Student Financial Services web pages, email studentfinancialservices@trinity.edu for assistance.

Involuntary Withdrawal

The [University-initiated Withdrawals Policy](#) addresses circumstances for the removal and reinstatement of students.

Transcript Notations

Any discipline or action that results in a student being ineligible to reenroll at the University, for a reason other than an academic or financial reason, will result in a notation to that effect on the student's transcript. More information is available in the [Transcript Notation Policy](#).

On request from the student, the University may remove the transcript notation from a student's transcript if the student is eligible to reenroll at the University or the University determines good cause exists to remove the notation.

Resources for Academic Success

The Tiger Learning Commons (TLC) is home to a number of resources for students. Located on the main floor of the library (EHCL 308), the departments listed below share a common mission to empower students to harness and develop their skills for academic success. More details and contact information are available at the [Trinity website](#).

- [Academic Success](#) provides academic programs and services to enhance student learning, academic performance, and personal development through one-on-one academic coaching and study skills workshops.
- [Student Accessibility Services](#) ensures that students with disabilities have equal access to curricular and co-curricular activities and services by arranging accommodations, training, consultation, and technical assistance.
- [The Writing Center](#) offers peer tutoring to students at all stages of the writing process, from finding a thesis to editing and revision.
- [The Quantitative Reasoning Skills \(QRS\) Center](#) offers peer tutoring for students in quantitatively demanding coursework, as

well as both general and course-specific workshops to facilitate student growth as it relates to quantitative reasoning.

Intellectual Property Policy

The University's Intellectual Property Policy is established in Chapter Four, "Research Responsibilities," of the Faculty Handbook. The policy applies to students, as well. See: [Section A of Chapter Four in the Faculty Handbook](#).

III. How We Live Together

Residential Life policies and the stipulations of the Board and Residential Life Agreement or the City Vista Residential License Agreement apply to students living on University property. All students are members of the University community and willfully consent to following policies and procedures outlined by Trinity University.

The **Trinity University Student Conduct Program** (SCP) aims to hold students accountable for their actions and provide them an opportunity to reflect upon their impact on the Trinity community through a fair, equitable, and education-based process. The SCP's mission is to encourage student learning and development while preserving the safety and integrity of Trinity University's academic and social communities.

By establishing student conduct policies and disciplinary procedures, the University fulfills an obligation set forth in the Statement on Student Rights and Responsibilities.

STANDARDS OF CONDUCT

Expectations of Students

Trinity University strives to preserve the rights and dignity of individuals and to create an environment in which civility, decency, and respect are honored. Students are expected to take responsibility for their actions and show respect for self, others, the University community, and property. Matriculation at Trinity University implies student understanding of and support for University standards. Failure to observe these standards and comply with University policies and other regulations will subject the student to University action through established discipline procedures.

Application of Student Standards

Policies and the consequences of their violation are applicable to the conduct of a student on campus, at University-sponsored events, or at any other location or time when the conduct (1) has an adverse impact on the reputation of the University, (2)

negatively affects the safety or welfare of University students, employees, or neighbors, or (3) interferes with or obstructs the mission or operations of the University.

Violations of local, state, or federal law are not condoned by the University, and alleged violators may be referred to the campus judicial process without regard to whether civil officials have also acted in the case. Status as a student is not exemption from either the rights or responsibilities of citizens.

In addition to the major standards of conduct, students are expected to abide by additional University policies that exist to further the orderly functioning of the University's departments and their resources.

If a student withdraws from the University pending disciplinary charges that may result in the student becoming ineligible to reenroll for a reason other than an academic or financial reason, the University will not end the disciplinary process until the University makes a final decision of responsibility.

Complaint Process

Any person may file a complaint with the Dean of Students Office alleging a violation of the University's published standards of student conduct.

ORDERS

Failure to comply with Administrative or Official Orders may result in referral for judicial action.

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

An Administrative Order is used to require or prohibit specific behaviors for a specified period of time and is issued from a University administrator (president, vice president, dean, or director). Compared to Official Orders, Administrative Orders are used to address situations of less urgency than Official Orders and are longer term in nature.

Examples of Administrative Orders include: barring a student from athletic events or a residence hall as a result of misbehavior or requiring one student to stay away from another in order to avoid conflict. Appeals of any Administrative Order can be made in

writing to the appropriate vice president within ten days of the order. A vice president's order or appellate decision can be appealed in writing within five days of receipt of the decision to the president of the University.

HEARING FORUMS AND PROCEDURES

The Dean of Students or a designee will review each case, consider corresponding policy violations, and assign the case to the appropriate hearing forum or University official for review. The review may include a review of documents, interviews of potential witnesses and other parties, and collection of other evidence. The case may be referred to a designated staff member for an administrative meeting, to the Student Conduct Panel, or to the Dean of Students. As set forth in the Statement on Student Rights and Responsibilities, the Dean of Students or designee has the authority to take interim action with respect to a student's status pending a final disciplinary action.

More information regarding the types of hearing forums and the University discipline procedures can be found on the [Student Conduct pages](#) of the University's website.

COVID-19 POLICIES

As a result of the COVID-19 pandemic, living and learning looks different at Trinity for the 2020-21 academic year. Regardless of if students are living and/or learning remotely, students remain subject to Trinity's policies. Members of the Trinity community have been asked to commit to the [TU Health Pledge](#) and the University has implemented specific policies relating to COVID-19, including as it relates to wearing face coverings and maintaining social/physical distance on campus. COVID-19 policies are available at [policies.trinity.edu](#) by searching "COVID."

MAJOR POLICIES

University policies are available at [policies.trinity.edu](#). Major policies significantly influencing student life at Trinity and for which students will be held accountable include:

[Alcohol Policy](#)

[Anti-harassment Policy](#)

[Commercial Enterprise Policy](#)

[Drugs Policy](#)

[Hazing Policy](#)

[Policy Prohibiting Sexual Harassment and Sexual Misconduct](#)

[Solicitation & Promotion Policy](#)

[Tobacco Free Policy](#)

[Values-based Policy: Personal Responsibility](#)

[Values-based Policy: Respect for Community](#)

[Values-based Policy: Respect for Others](#)

[Values-based Policy: Respect for Property](#)

[Values-based Policy: Respect for Self](#)

[Weapons Policy](#)

Prohibition Against Discrimination and Harassment

Trinity University is committed to the maintenance of an academic environment free of all forms of conduct considered to be harassment as such conduct adversely affects the working or learning environment.

The University reaffirms its commitment that unlawful harassment relating to a person's race, sex, color, sexual orientation, gender identity, gender expression, religion, national origin, age, or disability is prohibited. This prohibition against harassment includes harassment of employees, job applicants, students, prospective students, contractors, and visitors.

Anyone having a concern about discrimination or harassment should contact Compliance Officer/Title IX Coordinator Angela Miranda-Clark at 210-999-7835 or eos@trinity.edu. Employees are required to report sexual harassment, including sexual misconduct, in accordance with the [Policy on Mandatory Reporting Requirements for Sexual Harassment and Sexual Misconduct](#).

Complaints of sexual harassment and sexual misconduct against a student are handled in accordance with the [Policy Prohibiting Sexual Harassment and Sexual Misconduct Policy](#). Complaints of other forms of discrimination and harassment against faculty and staff are handled in accordance with the procedures outlined in the [Anti-harassment Policy](#).

Complaints of harassment and discrimination against students, excluding complaints of behavior covered by the Policy Prohibiting Sexual Harassment and Sexual Misconduct, will be reviewed by the Compliance Officer/Title IX Coordinator. At their discretion, the Compliance Officer/ Title IX Coordinator will work to address the issue informally. If the allegation is against a student and an informal resolution is not possible, the Compliance Officer/ Title IX Coordinator or designee will investigate the matter and then refer the case to the Dean of Students, who will follow the established process for student conduct issues.

IV. Resources for Student Life

Notice of **a campus-wide emergency** and links to further information, if appropriate, will be posted on Trinity's home page. For recorded status updates, dial 888-57-ALERT.

TO REPORT AN EMERGENCY ON CAMPUS, contact the Trinity University Police Department (TUPD) at 210-999-7000 (dial just 7000 from any on-campus phone) or use a "blue light" emergency phone. Identify yourself, give the location and nature of the emergency, and stay on the line until told to disconnect.

FOR MEDICAL EMERGENCIES, if it seems impossible or undesirable to move the person, or if the situation appears life threatening, call the TUPD at 210-999-7000. A dispatcher will contact and coordinate EMS response and provide assistance.

FOR PSYCHOLOGICAL CRISES during office hours, call Counseling Services at 210- 999-7411, Monday-Friday, 8:00 a.m.-5:00 p.m. For crises on weekends or in the evening, call TUPD at 210-999- 7000 and ask for the on-call counselor.

COVID-19 related questions and concerns should be directed to Trinity's Covid-19 Health and Wellness Team at (210) 999-8235. Information may also be found on the University's [COVID-19 website](#). If you have health related issues that are NOT related to COVID-19, please continue to contact Health Services at (210) 999-8111.

FOR NON-CRITICAL SITUATIONS when assistance is not needed immediately, go to Counseling Services or Health Services during regular hours of operation. Accidents that occur in residence halls should be reported to a member of the Residential Life staff.

Annual Security and Fire Safety Reports: Trinity University publishes an Annual Security and Fire Safety Report in compliance with the Jeanne Clery Act. This report includes security policies, campus crime statistics, fire safety policies and fire statistics. You may request a copy of this report by calling the Police Department at 210-999-7070 or by visiting the [University Police web pages](#).

Fire safety policies and fire statistics can be found on the [Fire Safety](#) web page. Information about University [emergency preparedness](#) is found at the University website.

Student Complaints or Concerns: Students are encouraged to address complaints to appropriate offices or through procedures as outlined on the [Student Complaint web page](#).

V. Student Organizations

Student organizations reflect and complement the University's mission, and Student Involvement (210-999-7547; getinvolved@trinity.edu) supports and facilitates formation and sustainability of student organizations. Policies and procedures related to student organizations are presented in the [Student Organizations Handbook](#).

Student Leaders Fall 2020

Ambassadors

Co-Directors: Rojan Shrestha, Treasure Bammel

Campus Publications

Mirage Editor-in-Chief: Hunter Nardiello

Mirage Managing Editor: Abby Ghorbani

Trinitonian Editor-in-Chief: Kayla Padilla

Trinitonian Managing Editor: Genevieve Humphreys

Trinitonian Advertising Director: Jessie De Arman

Business Manager: Jordan Juran

Greek Council

Co-chairs: Jack Garrett, Olivia Littlefield

Honor Council

External Chair: Mai Vu

Internal Chair: Victory Ogubuike

Student Conduct Board

Co-chairs: Casey McLeod, John Williamson

Student Government Association

President: Jaelen Harris

Vice President: Oliver Chapin-Eiserloh

Student Programming Board

Director: Meghan Desai

Assistant Director: Lilian De La Rosa

TigerTV

Station Manager: Kailey Lopez

Trinity Diversity Connection

President: Gabriella Garriga

Vice President: Jenna Ashworth

Trinity University Volunteer Action Community

Executive Coordinator: Elsie Duran