This Handbook is not the exclusive source of student policies. Trinity University students are also subject to the policies contained in the online policy repository of Trinity University.
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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.
Classroom Responsibilities and Expectations
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 Support provides academic programs and services to enhance student learning, academic performance, and personal development through one-on-one academic coaching, study skills workshops, and peer tutoring programs.
  • 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.
  • **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.

**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 4A of Chapter Four in the Faculty Handbook.

**III. How We Live Together**

**Student Conduct**

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 an 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 and Reporting Process
Any person may file a complaint or submit an incident report 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, director, or the Title IX Coordinator). Compared to Official Orders, Administrative Orders are used to address situations of less immediate 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 2021-22 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 Influencing Student Life

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
- Commercial Enterprise Policy
- Drugs Policy
- Hazing Policy
- Policy Prohibiting Harassment and Discrimination Based on Protected Status
- 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 sex, gender, sexual orientation, gender identity, gender expression, religion, race, color, ethnicity, national origin, age, disability, genetic information, veteran status, or citizenship status (collectively, “Protected
Status”) is prohibited. This prohibition against harassment includes harassment of employees, job applicants, students, prospective students, contractors, and visitors. Trinity policy also prohibits retaliation for making a report or participating in the process described in the policy.

Complaints of harassment and discrimination against students, excluding complaints of behavior covered by the Policy Prohibiting Sexual Harassment and Sexual Misconduct, will be resolved as described in the Policy Prohibiting Harassment and Discrimination Based on Protected Status. 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.

Sexual Harassment and Sexual Misconduct

As required by Texas law, almost all employees are required to report sexual harassment and sexual misconduct in accordance with the Policy on Mandatory Reporting Requirements for Sexual Harassment and Sexual Misconduct. If you would like to discuss a situation related to sexual harassment or sexual misconduct confidentially, there are confidential resources available to you. These confidential resources include licensed medical providers in Health Services, licensed providers in Counseling Services, full time Athletic Trainers, and the University Chaplain. These individuals are only required to notify the Title IX Coordinator of the type of incident they heard about, and cannot disclose any additional information without your consent - such as the name of anyone involved, the date or location of the incident, or anything else.

Complaints of sexual harassment and sexual misconduct are taken seriously and handled in accordance with the Policy Prohibiting Sexual Harassment and Sexual Misconduct Policy. This policy prohibits certain kinds of behavior including sexual assault, intimate partner violence (dating or domestic violence), stalking, sexual exploitation, and retaliation for reporting or participating in the process described in the policy.

If you experience sexual harassment or sexual misconduct, please contact the Title IX Coordinator to learn about your rights under the policy and the supportive measures available to you. Supportive measures can include Administrative Mutual No Contact Orders, criminal trespass warnings, academic and housing accommodations, access to counseling and health care, and anything we can reasonably do to help you continue to participate in our learning community.

IV. Resources for Student Life

Emergencies

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 CRISSES** 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](https://www.trinity.edu/coronavirus). 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](https://www.trinity.edu/police).

Fire safety policies and fire statistics can be found on the [Fire Safety web page](https://www.trinity.edu/police/fire-safety). 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](https://www.trinity.edu/studentaffairs/studentcomplaint).

**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](https://www.trinity.edu/studentaffairs/studentorganizations).

**Student Leaders Fall 2021**
**Ambassadors**
Co-Directors: Helen Liang, Elyshia Danaher

**Campus Publications**
Mirage Co-Editor-in-Chief: Jessica Garcia-Tejeda
Mirage Co-Editor-in-Chief: Abby Ghorbani
Trinitonian Editor-in-Chief: Dana Nichols
Trinitonian Managing Editor: Logan Crews
Trinitonian Advertising Director: Sara Tagarot
Business Manager: Mai Vo

Greek Council
Co-chairs: Nikhil Joyce & Alex Walker
Communications Chair: Maddie Ellis
Diversity & Inclusion Co-chairs: Om Dighe & Ciara Keogh
Recruitment & Orientation Co-chairs: Michael Dixon & Kate McGarrity
Risk Management & Judicial Chair: Ameer Mustafa
Service Chair: Christian Tatu
Standards Chair: Pedro Acosta
Treasurer: Alexander Downing

Honor Council
Internal Chair: Claire Siewert
External Chair: Sara Trauth

Student Conduct Panel
Co-chairs: Roxana Castor, Trinity Coatney

Student Government Association
President: Oliver Chapin-Eiserloh
Vice President: Nasim Salehitezangi

Student Programming Board
Director: Mona Mirpour
Assistant Director: Cade Blalock

TigerTV
Station Manager: Hunter Houser

Trinity Diversity Connection
President: Jahnavi Nikkam
Vice President: Lauren Stevens

Trinity University Volunteer Action Community
Executive Coordinator: Brynne Stevens