



TRINITY UNIVERSITY

Student Handbook 2023 - 2024

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 Affairs, 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 [Campus Directory webpage](#).

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

Classroom Responsibilities and Expectations

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

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

Student Financial Responsibility Agreement information

Our goal is to help our students understand the cost of their education and the financial policies associated with their enrollment at Trinity University. TU requires all students to complete a [Student Financial Responsibility Agreement \(SFRA\)](#), via TigerPAWS each semester, prior to registering for classes. The SFRA informs students of their financial responsibilities associated with enrolling for classes and explains the potential consequences that may result if a student fails to meet those obligations.

Information regarding Student Accounts and Financial Aid is located on the Student Financial Services [web pages](#). If specific questions related to scholarships and financial aid are not answered on these 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 disabled students have equal access to curricular and co-curricular activities and services by arranging accommodations, training, consultation, and technical assistance.

Academic Advising

At Trinity, we are deeply invested in your academic and personal success. Many advising resources are available to help you explore opportunities, identify goals, plan your degree program, and navigate your academic experience. As an incoming first-year or transfer student, you will be connected with an advisor who will be your guide until you declare a major. From move-in day through graduation, you will receive the support and encouragement you need to achieve your academic goals and thrive at Trinity. Visit the [Academic Advising](#) website to learn more.

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 5A of Chapter Five in the Faculty Handbook](#).

III. How We Live Together

Student Diversity and Inclusion

The mission of the Student [Diversity and Inclusion Office \(SDIO\)](#) is to ensure that the core Trinity University value of Intentional Inclusion is visible and celebrated in the academic, professional, and social development of each student. Through actively engaging students with social justice, equity, and inclusion concepts, the office builds capacity and support for students from traditionally and historically marginalized communities.

Learn more about Trinity's commitment to inclusive excellence on the [Diversity, Equity, and Inclusion website](#).

Residential Life

Trinity University offers space and flexibility in on-campus housing with a three-year residency requirement. Trinity University is proud to offer several housing options based on class year and living communities. Visit the [Residential Life website](#) for additional information.

[Residential Life policies](#) and the stipulations of the Housing Agreement apply to students living on University property (including City Vista). All students are members of the University community and willfully consent to following policies and procedures outlined by Trinity University.

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.

Respecting Local, State, and Federal Law

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.

Respecting University Policies

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.

Such additional policies relate to and include, but are not limited to:

- Academics
- Library operations
- Copyright
- Information technology and computing
- Parking
- Traffic control
- Intercollegiate athletics
- Intramural sports
- Campus publications
- Dining facilities
- Residential life (including the "Board and Residential Agreement")

These policies may be found on [Trinity's online policy portal](#) or on individual department web pages or publications. Violations of these policies will subject the organization and/or individuals involved to appropriate action.

Student Withdrawal and Pending Charges

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 Affairs 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, Title IX Coordinator, or a designee). 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 Integrity 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.

Student Conduct

The Trinity University Student conduct program 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 mission of Student Conduct 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.

Sanctions

Sanctions are intended to be incremental and increasing in severity when a pattern of conduct emerges. Trinity University reserves the right to impose any sanctions in order to address student conduct violations.

At times, when infractions are egregious, students may be withdrawn from the University for a period of time (suspension) or permanently (expulsion).

Appeals

Students have the right to appeal a conduct decision within five days of receiving the decision letter.

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

The presence of COVID-19 is expected to continue for the foreseeable future, but at this writing, it is too early to determine what impact it will have on the 2023-24 academic year. The University may implement specific policies relating to COVID-19 depending on local, state and national virus related metrics and policies. Students are expected to abide by any TU COVID-19 related policies should they arise. The most up-to-date campus information on COVID-19 can be found at <https://www.trinity.edu/emergency/coronavirus> and 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 the Interim Compliance Officer/Title IX Coordinator Kateeka Harris 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 all staff in Health Services, all staff in Counseling Services, all staff in the office of the University Chaplain, and full time Athletic Trainers. 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, etc.

IV. Resources

Emergency Procedures are posted publicly on the [emergency preparedness website](#). All students, faculty, and staff should review these important procedures on a regular basis to ensure campus-wide preparedness for any threat or hazard, such as a fire, tornado/severe weather, or active threat situation.

A notice of **a significant campus-wide emergency** and links to further information, if appropriate, will be posted on Trinity's [emergency website](#). For recorded status updates on the TrinAlert Hotline, 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 non-emergencies, call 210-999-7070.**

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.

Health Services is available for non-emergency medical services. Many services are available to students without charge and nurses, a physician, and a nurse practitioner are available on campus to meet a wide range of student healthcare needs. For more information visit the [Health Services website](#).

Telehealth urgent care and telehealth nutrition consultation appointments are available 24/7 via TigerCare Live. For more information visit the Telehealth section on the Health Services [webpage](#).

COVID-19 related questions and concerns should be directed to Trinity's Covid-19 Health 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.

Counseling Services is available and free of charge to all enrolled Trinity Students. Our experts offer confidential individual counseling and groups to support students along their journey. Visit the [Counseling Services website](#) or call 210-999-7411.

Free and confidential counseling is also available virtually through TigerCare Live. To learn more about this option as well as the in-person option on campus, visit this [webpage](#).

For Psychological Crises during office hours, call Counseling Services at 210-999-7411, or visit the office in the west wing of the Coates Student Center, Monday-Friday, 8:00 a.m.-5:00 p.m. Students can also speak with a counselor 24/7 by calling 1-866-349-5575.

Mental Health Transport to a hospital will occur when a student requires professional psychiatric care, most commonly due to the student's imminent risk of ending their life. A mental health transport occurs, ideally, with the student's consent and can occur without their consent for the student's safety as permitted by state law. Students requiring a mental health transport are typically taken to [Laurel Ridge Treatment Center](#), 17720 Corporate Woods Dr., 210-491-9400.

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. A counselor is available for non-crisis counseling 24/7 at 1-866-349-8255.

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: As part of our SACS accreditation, we are required to provide an avenue for students to voice concerns about the University and have those concerns addressed. At Trinity, students are encouraged to report concerns and complaints through procedures as outlined on the [Student Complaint web page](#). If you are concerned about a peer, please complete [this form](#) which notifies campus partners in the Office of Dean of Students, Residential Life, and Academic Affairs. Once submitted, follow up with the student will occur to make sure the student is connected to appropriate support resources on campus.

Visit the [Tiger Hub Resource Guide](#), an easy to use webpage to help you find resources and answer questions.

V. Student Organizations

Student organizations reflect and complement the University's mission, and Student Development and Engagement (210-999-7547; getinvolved@trinity.edu) supports and facilitates formation and sustainability of student organizations. Trinity University has more than 115 student organizations including fraternity and sorority communities and club sports. For a list of active student organizations and contact information, visit the [Student Engagement & Development Webpage](#). Policies and procedures related to student organizations are presented in the [Student Organizations Handbook](#).