



**Trinity College
Student Handbook
2024-2025**

Trinity College

Student Handbook 2024-2025

September 1, 2024

Trinity College

300 Summit Street

Hartford, Connecticut 06106-3100

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<http://www.trincoll.edu>

Dear Trinity Students:

During your undergraduate career, the relationships you forge with other students will serve as the bonds that shape our community and hold it together. Your interactions must be guided by principles of care, honesty, integrity, and civility. Together, we must foster inclusivity, promote agency, and create an environment conducive to our personal and collective growth and success.

All students should aspire to lead bold, engaged, and transformative lives, that add value to our shared community. The community standards guidelines, policies and procedures found in this handbook are presented to you as a foundation on which to structure your daily interactions. You are responsible for reading, understanding, and observing these guidelines, policies, and procedures. Should you have a question, we strongly encourage you to connect with your Residential Learning Coordinators to discuss the values and communal principles we uphold as a College. They can speak with you individually or in groups and always welcome opportunities to engage in thoughtful discussions about the principles represented by the College's policies.

At its core, our goal is to develop a strong community that is inclusive, respectful, caring, and healthy. We remain committed to creating and maintaining learning, living and working environments that are safe, equitable, accessible and inclusive for all members of our community. You and your peers help shape the culture of our community. Your engagement in thoughtful discussions and interactions with each other defines our campus climate.

Immediately following this letter, you will find our Integrity Contract. Every year new students sign it and each day students live it. This contract represents a commitment by students to maintain the highest standards of academic integrity and to realize their potential as mature and caring adults. Every student has the capacity at Trinity to self-govern and, to accomplish this, must hold herself/himself/themselves, and each other, accountable to our community standards.

Your active support of these policies and community standards along with your participation in the vibrant and diverse life of our College will move Trinity toward an inclusive community. We wish you the best in the coming year

Sincerely,

Joe DiChristina

Vice President for Student Success and Enrollment Management

Robert P. Lukaskiewicz

Dean of Community Life and Standards

NOTICE: The reader should take notice that every effort is made to ensure the accuracy of the information provided herein. Although Trinity College reserves the right to make changes to the *Student Handbook* at any time without prior notice should extraordinary circumstances necessitate it, the College acknowledges the value of the free and open exchange of ideas between students, faculty, and administration regarding policies affecting student life. Therefore, before making any changes to the Student Handbook that may have a significant impact on the campus community, Trinity College will make every effort to provide at least a two-week notice to the student body, and allow for the campus community to offer comment regarding the proposed policy change unless a clear and present danger or change in state or federal law compels immediate action by the College.

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, subject to the regulations and procedures of Trinity College.

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. 29).

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.31)

Part II: Membership, Election, and Tenure

Any student in good academic and social standing may seek a position on the Honor Council. Nomination forms (students may self-nominate) are distributed to non-first-year students in the fall. The first eligible 30 will be accepted, with consideration given to having a balance of class years and Nest affiliations. First-year students are invited to apply in the spring semester. All students must be in good standing at the time of nomination and remain in good standing for the duration of their term on the Honor Council. All persons seeking a position on the Council must commit themselves to serving for the entire academic year.

Students selected to the Honor Council must be available to sit on panels during the academic year. Note that hearings typically occur on weekday afternoons and/or early evenings. Please note that Honor Council obligations will take priority over all other nonacademic obligations.

Honor Council members should possess strong critical thinking skills, utilize good judgment, and faithfully apply the integrity contract to the College's judicial process.

To be eligible for nomination to the Honor Council, the person seeking the position must obtain a signature from each of the following: a student leader (executive member of a recognized student organization, captain of an athletic team, RA, P.R.I.D.E. leader, first-year mentor, etc.) and a member of the faculty. The Office of Student and Community Life is responsible for training the members of the Council on judicial procedures and principles of fundamental fairness.

Trinity College Charter

To read the Charter of Trinity College as Amended, please visit:
www.trincoll.edu/abouttrinity/leadership-governance/.

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Section I. Academic Policies

Academic Calendar

To access the most up-to-date version of the academic calendar, please visit:
<https://www.trincoll.edu/registrar/academic-calendars/>

Confidentiality Policies and Student Records

Trinity College has a detailed policy regarding the confidentiality of student records. This policy guides the processes of faculty and administrative offices including Admissions, Career and Life Design, Counseling and Wellness Center, Financial Aid, Health Center, Registrar, and Student and Community Life. This policy can be found in the [Trinity College Bulletin](#).

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

As mandated by the Family Educational Rights and Privacy Act of 1974 (FERPA) and federal regulations, Trinity College provides notice of procedures and policies regarding student access to education records maintained by and at the College. The purpose of the Act, as it applies to Trinity College, is to give presently or formerly enrolled Trinity students access to their individual education records as maintained by Trinity, and to protect students' rights to privacy by limiting the transfer of their records without their consent. To learn more about FERPA protections, visit the [Trinity College Bulletin](#).

Intellectual Honesty

In accordance with the Trinity College Student Integrity Contract (p.4), 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.”¹ 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,”² they 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.³

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, they might write thus:

As Mencken says, “The American, probably more than any other man, is prone to be apologetic about the trade he follows.”⁴

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.

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:

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

²Birk and Birk, *Understanding and Using English*, pp. 696-697.

³H.L. Mencken, *The American Language: An Inquiry into the Development of English in the United States* (4th ed.; New York: Alfred A. Knopf, 1936), p. 284.

⁴Mencken, *The American Language*, p. 284.

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.⁵

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 their 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.⁶

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.⁷

Information on Procedures in Academic Dishonesty Cases

A faculty member may not impose a grade penalty for academic dishonesty without notifying the student and reporting the student to the chair of the Jury Pool (if proceeding to first violation resolution) or to the Office of Student and Community Life (if proceeding to a formal hearing). A suspected violation must be reported in a reasonable period of time (normally within 30 business days of the date when the alleged violation is discovered).

Procedures of Fair Process to be followed in Academic Dishonesty cases:

1. A faculty member who believes that there has been plagiarism or other academic dishonesty should contact the Office of Student and Community Life to ascertain whether this is a first violation. If so, and if the faculty member decides to offer the student the option of first violation resolution, they shall confront the student with the charge.
2. If the student admits committing the violation, chooses the First Violation Resolution Process, and signs the faculty member's account of the violation, the faculty member shall contact the chair of the Jury Pool who will schedule a meeting of the student, the faculty member, a representative of the Office of Student and Community Life, and either the chair, the vice chair, or another member of the Pool designated by the chair or vice chair. The meeting will normally be scheduled within ten business days of the student and faculty member agreeing to the First Violation Resolution Process.

⁵Mencken, *The American Language*, p. 284.

⁶Mencken, *The American Language*, p. 284.

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

3. Prior to the meeting, the faculty member will discuss precedents regarding proposed grade penalties with the member of the Jury Pool who will be in attendance; the final decision will rest with the faculty member. The maximum sanction that may be imposed under the First Violation Resolution Process is failure of the course. At the meeting, the student will sign a statement admitting responsibility and accepting the proposed penalty. The statement will be forwarded to the Office of Student and Community Life as a record of the student's first offense.
4. In the case of a student ineligible for first violation resolution, or who is not afforded the opportunity for it, or who declines it, a faculty member intending to impose a grade penalty for academic dishonesty must submit a letter of complaint with supporting documents to the Office of Student and Community Life. A hearing will normally be promptly scheduled. Notification of the hearing and a list of the members of the Hearing Panel will be given to the faculty member and the accused student. (See "Procedures in Cases of Academic Dishonesty" in the Student Handbook for hearing procedures governing student conduct.)
5. A copy of the charge and specifications will be provided to the accused student, who is expected to attend the hearing. The accused student may be accompanied at the hearing by an adviser. The adviser, who must be a current faculty, staff, or student member of the Trinity Community, may give the student advice in the course of the hearing but may not speak at the hearing on the student's behalf or otherwise function at the hearing as defense counsel might in a legal proceeding.
6. The faculty member will be expected to attend the hearing and may be questioned.
7. Ordinarily, the Hearing Panel will first hear the faculty member bringing the charge. They may make a statement, after which they will be questioned by members of the Hearing Panel and then by the accused student. Next, the accused student may make a statement, after which they will be questioned by members of the Hearing Panel and then by the faculty member.
8. The faculty member and the accused student may call material fact (not character) witnesses, who may be questioned by members of the Hearing Panel and by parties to the case. The witnesses will be heard in an order determined by the Chair. Normally, each witness will be present at the hearing only when giving testimony. The chair of the panel will inform each witness not to discuss the case outside of the hearing. At the conclusion of the hearing, the faculty member will make a closing statement affirming or revising the grading penalty they intend to impose should the student be found responsible for the violation.

9. In cases where more than one student has been charged with academic dishonesty, all of the accused students may be present when any one of their number is addressing the Hearing Panel.
10. Academic dishonesty hearings are closed, and the proceedings are kept confidential.
11. Any member of a Hearing Panel or an Appeal Panel who is party to a case shall disqualify themselves for that case.
12. A student found to have violated the academic honesty policy of the Integrity Contract may be assigned a penalty in addition to the one proposed by the faculty member from one of three penalty categories—censure, suspension, or expulsion—depending on the severity of the offense. The penalty categories are described below:
 - a. *Censure*: The penalty when the act of academic dishonesty involves cheating on a quiz or an examination, the limited use of unattributed sources (written or oral) in a paper, or other dishonest acts of comparable magnitude.
 - b. *Suspension*: The penalty for repeated cheating on one or more quizzes or examinations, for extensive plagiarism, or for other dishonest acts of comparable magnitude. This penalty will also be imposed for an offense in a course after the instructor has warned the student in writing or when a student who has already been censured for academic dishonesty commits a second censurable offense.
 - c. *Expulsion*: The penalty when a second penalty of suspension is warranted.
13. Within the penalty categories censure and suspension, the Hearing Panel shall determine the length of the censure or the suspension; the conditions, if any, under which a censure may be removed from the student's permanent record; the conditions under which a student on suspension may return, and any other factors it may deem relevant to the penalty for the case heard.
14. The record of each hearing shall consist of a written summary and a recording of the entire hearing that shall be kept on file in the Office of Student and Community Life until the matter is concluded and no further appeal is possible. In the event of an appeal, these materials will be made available to the appellant, the faculty member who brought the case, and the Academic Dishonesty Appeal Panel hearing the case.

15. The Office of Student and Community Life shall inform the faculty adviser after a student has undergone a First Violation Resolution. Where a First Violation Resolution is not involved, the Office of Student and Community Life shall notify a student's faculty adviser when it receives a letter from a faculty member alleging that the student has violated the academic dishonesty policy. The Office of Student and Community Life shall inform the adviser of the result after a decision is rendered in a student's academic dishonesty case by a hearing panel or appeals panel.

Composition of Panels

The Faculty Jury Pool has been established to staff the faculty portion of academic dishonesty and social misconduct hearing panels, and the faculty portion of academic dishonesty and social misconduct appeal panels.

1. The Jury Pool chair and/or vice-chair shall select the Pool members for academic dishonesty hearings and appeals and if necessary, designate a Pool member to attend a first violation resolution meeting.
2. Academic dishonesty hearing panels consist of two students drawn from the Honor Council, and three faculty members drawn from the Jury Pool. Chaired by a faculty member, they hear cases of academic dishonesty brought against students.
3. Academic dishonesty appeal panels consist of two faculty members drawn from the Jury Pool and one student drawn from the Honor Council. Chaired by a faculty member, they consider appeals from students found to have violated the academic dishonesty policies of the Student Integrity Contract.
4. A Pool member who sits on a hearing panel may not serve on an appeal panel convened to consider the case in question.
5. When classes are out of session, hearing and appeal panels will consist of three members of the Jury Pool.
6. The designated dean shall be a nonvoting participant on all hearing and appeal panels. The Dean of Student and Community Life is charged with implementing the panels' decisions.

Deliberations and Findings

1. 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.
2. If the panel finds that the student has violated regulations or policies regarding intellectual honesty and has assigned one of the three penalty categories—censure, suspension, or expulsion—the penalty category for academic dishonesty will be recorded on the student’s transcript. Permanent censures, suspensions, and expulsions are permanently recorded on the student’s permanent record (transcript).
3. The dean will normally notify the student of the panel’s decision within five business days of its findings.
4. 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.
5. 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. Respondents who have been found to have violated a College regulation and have received a sanction(s) of censure, suspension, or expulsion, may appeal the outcome, if the student believes they have grounds (as defined below) to appeal the decision of the original hearing panel. They 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. Discovery of new factual information that was not known or available at the time of the adjudication and the presentation of which would have affected the original outcome. Omission of factual information that was known and available to the appealing party is not a valid ground for an appeal;

- ii. Material procedural error that rendered the adjudication fundamentally unfair;
 - iii. Abuse of discretion in the issuance of a sanction, meaning that the imposed sanction was significantly disproportionate to the offense;
or
 - iv. Evidence of bias in the adjudication.
- 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 the dean determines that there is no basis for an appeal, they will inform the appellant of the decision, along with a rationale for denying the appeal. If the dean determines that reconsideration is warranted, they 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. Procedure for Appeal Panel

- a. The dean will give the appellant fair notice of the appeal panel meeting, where they 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 their 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). It is the appellant's responsibility to inform their 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 their input.

- f. Academic dishonesty appeals are closed, and the proceedings are kept confidential.
- g. 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.

3. 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.

Additional Information

- 1. The respondent may write a response to the charge and submit that, along with any other relevant materials that they want to be considered, to the dean. This response letter is due within five days of being notified of the complaint.
- 2. Should the complainant or respondent not appear for the hearing, the panel will reserve the right to conduct a hearing without the benefit of their input.
- 3. 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 their 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 Office of Student and Community Life. The College will not provide a written transcript of the hearing to the appellant.

4. 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 record indicating that the student withdrew with charges pending. The dean reserves the right to place a notation of pending charges on the student's transcript until the process is complete.
5. We recommend that students take advantage of the various resources available to them, including their faculty advisers, parents/guardians, counseling, and other support systems.
6. The designated dean shall select the Honor Council members for hearing or appeal panels.
7. If the complainant or respondent has reason to believe that a member of the panel cannot hear the case fairly and objectively, they 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.
8. When classes are out of session (i.e., after the last day of classes of a given semester), hearing and appeal panels will consist of three members of the Jury Pool.
9. Should too few members of the Jury Pool and/or Honor Council be available to constitute a normal panel, the Jury Pool Chair and dean will consult on selecting appropriate panelists.

Academic Policy on Recording of Class Lectures

The classroom is a learning space where students and faculty exchange ideas freely. In a liberal arts college, learning happens in community with others. Recording and distributing class lectures without faculty approval undermines “an atmosphere of mutual trust and respect in which scholarly work and learning thrive” ([Student Integrity Contract](#)). This policy lays out when class recordings can be made and circulated, premised on core principles of academic freedom and academic integrity.

1. **Written Consent and Personal Use.** Students may not record any class sessions without requesting and receiving *written permission* from the instructor. Student requests must include a brief rationale for the recording, the date(s) of recording, and its intended use. The instructor must provide consent in writing before a class session can be recorded. Moreover, before a class can be recorded, a student must sign this [Student Pledge regarding Recording of Class Sessions](#), which affirms that any approved recording will be for personal use only (i.e., learning) and not circulated to anyone else. They should submit this form to their professor. Students who have an ADA-approved accommodation follow a different process (see below).
2. **Scope of the Policy.** “Recording” refers in this policy to audio or video formats. “Lectures” refers to all content shared during a scheduled class meeting, regardless of the class format (e.g., it applies to seminars, studios, and labs). This policy also applies to class sessions held over Zoom or other online platforms. See [Trinity’s policy and guidelines](#) for additional best practices regarding Zoom recordings.
3. **Faculty Recordings.** Any and all recordings made by faculty of class lectures will be [FERPA-compliant](#). For example, class recordings should not be shared beyond the members of the class, unless they feature the instructor only. Under no circumstances should recordings with personally identifiable information about students be shared more broadly without students’ written consent. Faculty requesting such permission from students should first contact their associate dean in the Office of the Dean of Faculty.
4. **ADA Accommodations.** Some students who receive ADA-approved accommodations from the Student Accessibility Resource Center (SARC) also receive permission to record class sessions as part of their accommodation. Nothing will change for these students as a result of this policy. In such cases, students follow SARC’s [Trinity College’s Audio Recording Policy](#) and sign the [Student Pledge regarding Audio Recording of Class Lectures](#).
5. **Academic Freedom, Academic Integrity, and Accountability.** This policy upholds both principles of academic freedom and academic integrity. Any

violation of the Student Pledge regarding Audio Recording of Class Lectures will be considered a conduct issue in violation of the [Student Integrity Contract](#) and will be subject to the College's disciplinary procedures. Those who believe their academic freedom has been violated should contact the faculty Academic Freedom Committee. Implementation of this policy will be consistent with Trinity College's [Policy on Nondiscrimination](#) and [Policy on Sexual Misconduct](#), as well as our commitment to being a campus free of retaliation.

6. **Course Syllabi and Awareness of the Policy.** Faculty may choose to include in their syllabus reference to or a copy of this statement. Regardless of whether a statement is included on the syllabus, all students are responsible for following this policy, which will be posted in the *Student Handbook* under its academic policies. All first-year students will also receive information about the policy; department chairs and program directors may also choose to disseminate the policy.

Leaves of Absence

A student may request a leave of absence for academic, medical, and/or personal reasons. A leave of absence after the term has begun will lead to a drop, withdrawal, or early grading from all courses depending on the timing.

A leave of absence typically lasts one or two semesters, though extensions may be requested. The reasons for taking a leave of absence can vary; however, a leave of absence should be requested only under exceptional circumstances. For example, students facing a family or medical emergency might choose to request a leave.

Before Submitting a Leave of Absence Request

Students who wish to request a leave of absence must complete the following:

1. Meet with a dean in the Office of Student and Community Life as soon as possible to explore their options, discuss the implications of a leave, and begin planning their return to Trinity.
2. Review the [Leave of Absence/Voluntary Withdrawal Timing and Implications](#) chart on the Registrar's website that describes the implications of taking a leave before or after the term has begun.
 - Students on financial aid are strongly advised to consult with the Financial Aid Office to discuss the impact of a leave on their aid eligibility and federal loan repayment requirements.
 - International students are strongly advised to consult with the International Student Office to discuss the impact of a leave of absence on their legal status in the United States.
 - All students should consider the billing, housing, and registration impacts of a leave of absence.

Submitting a Leave of Absence Request

The Leave of Absence Request form is available on the [Registrar's Office Forms page](#). You will not be considered on leave until you submit this form to the Registrar's Office and your request has been approved. On the form, you will be asked to indicate whether the requested leave is for personal, medical, and/or academic reasons.

- The **personal** category should be used for family, financial, nonmedical, and nonacademic reasons. A family member's medical issue is a personal reason.

- The **medical** category should be used for any medical or mental health issue of the student.
- The **academic** category should be used by students who intend to pause their studies at Trinity and plan temporarily to pursue academic studies elsewhere (not including Trinity Study Away programs). A leave of absence is not a viable path to avoid academic consequences such as unsatisfactory grades or academic standing status. The leave may be approved; however, the academic consequences may still be enforced.

The category or categories you indicate will determine the office with which you will need to consult as you leave Trinity and when you return. In some cases, a student may be required to leave campus for special medical or mental health reasons. Such cases tend to occur only when a student poses a threat to self or others or is otherwise in a state that prohibits the student from being a functioning member of the College community. Students who are required to leave campus temporarily for medical or mental health reasons must provide, in addition to the Request to Return form, a written statement from a trained health professional addressing their departure circumstances and readiness to return before re-enrolling in courses.

Approval or Denial of a Leave of Absence Request

The subcommittee of the Academic Affairs Committee will review any request submitted after the established withdrawal deadline. You may be asked to submit additional information or meet with a campus staff member before a decision is given. In general, a decision will be made within a few days.

- The effective date of the leave will be determined by the subcommittee of the Academic Affairs Committee. The date will be recorded permanently on the student's record and shared with relevant College offices, including the Financial Aid Office, The Bantam Network Residential Learning Community, and the Office of Student Accounts. The effective date of the student's leave will be one of the following:
 - the date the Office of the Registrar receives a completed Leave of Absence Request,
 - the date of withdrawal from courses based on instructors' attendance records and/or confirmation of an Academically Related Activity,
 - the last day examinations if effective at the end of the term, or
 - the date the request is approved

- The course cancel, drop, or withdrawal date will be the last date the student attended classes as indicated on the leave request form or as confirmed by instructors. This date is also recorded permanently on the student's record and elsewhere within the College.
- A course will be removed from the student's record if the leave is before the start of term.
- A course will be dropped if the leave is after the start of the term and before the drop deadline.
- A course will receive a grade of W if the leave is after the drop deadline and before the course withdrawal deadline.
- A course will receive a grade based on work submitted if the leave is after the withdrawal deadline unless the subcommittee of the Academic Affairs Committee agrees to an exception due to an extraordinary circumstance that emerged close to the withdrawal date. As noted above, a leave request is not a path to avoid academic consequences.
- A student who has been approved for a leave of absence from the College after the term has begun will have enrollments resolved according to the standard milestones (e.g., drop deadline or withdrawal deadline) unless extenuating circumstances required the leave of absence and a petition to waive the deadline is submitted and approved by the Academic Affairs Committee.

Further Guidelines for Leave of Absence

- Students on a leave of absence from the College are still considered members of the College community.
- Students on a leave of absence from the College officially are withdrawn during that period.
- Students who request a leave of absence while the semester is in progress may not participate in Academically Related Activities and co-curricular activities of the College or be employed by the College until their next semester of enrollment has begun.
- Academically Related Activities not allowed during a leave of absence include submission of an academic assignment, taking an exam, interactive tutorial or computer instruction, attending a study group assigned by the instructor, participating in an online discussion about academic matters (including Moodle), and initiating contact with an

instructor about an academic subject studied in a course in which the student is enrolled.

- A student who has been approved for a leave of absence while on Academic Probation or Waiver of Required Withdrawal will return to these academic standing statuses when they return. A waiver from the applicable faculty committee may be granted due to extenuating circumstances beyond the student's control.
- A student who submits a completed leave of absence form to the Office of the Registrar may rescind their intention to withdraw by submitting a written notice to the Office of the Registrar within 48 hours of submission of the original notification.

Returning from a Leave of Absence

To return to the College from a leave of absence, the student must notify the Registrar's Office of the intention to return and submit a completed Request to Return to Trinity College form, available on the [Registrar's Office Forms page](#). This process should be initiated by February 1 and completed by March 1 for return in the summer term or fall semester and initiated by September 1 and completed by October 1 for return in the J-term or spring semester.

The student is responsible for completing the necessary paperwork to arrange transfer credit for any courses taken while on leave by the same deadlines. The goal of this timetable is to allow those approved to return to participate in advance registration.

The Registrar will confirm with the Office of Student and Community Life, the Center for Academic and Experiential Advising, Financial Aid Director, and Manager of Student Accounts and Loans that there are no academic, financial, or social restrictions that would prevent the student's return to the College.

Voluntary Withdrawal

A student may voluntarily withdraw from the College. A voluntary withdrawal after the term has begun will lead to a drop, withdrawal, or early grading from all courses depending on the timing. The procedures and guidelines below constitute the only accepted method to formally and officially notify the College of a student's intent to withdraw.

A student who wishes to voluntarily withdraw from the College must complete the following steps:

1. Review the [Leave of Absence/Voluntary Withdrawal Timing and Implications](#) chart on the Registrar's website that describes the implications of withdrawing before or after the term has begun.
2. Submit a completed Notification of Voluntary Withdrawal available on the [Registrar's Office Forms page](#). The form must include the last date the student attended classes. Note: If the student intends to complete the current semester and then withdraw prior to the beginning of the next semester, the last date of class attendance is the last day of final examinations for the current term.
3. Have a confidential exit interview with the Director of Student Success. Completion of these three steps constitutes official notification to the College of withdrawal.

Determination of the Effective Date of Withdrawal

- The effective date of the student's withdrawal will be determined by the subcommittee of the Academic Affairs Committee. The date will be recorded permanently on the student's record and shared with relevant College offices, including the Financial Aid Office, The Bantam Network Residential Learning Community, and the Office of Student Accounts. The effective date of the student's withdrawal will be one of the following:
 - the date the Office of the Registrar receives a completed Notification of Voluntary Withdrawal
 - the date of withdrawal based on instructors' attendance records and/or confirmation of an Academically Related Activity, or the midpoint of the semester if last date of attendance cannot be determined
 - the date the student unofficially withdrew due to illness, accident, grievous personal loss or other circumstances beyond the student's control
 - the last day of examinations if effective at the end of the term

- If a student has voluntarily withdrawn from the College while the semester is in progress, the date of their course cancel, drop, or withdrawal date will be the last date the student attended classes as indicated on the leave request form or as confirmed by instructors. This date is also recorded permanently on the student's record and elsewhere within the College.
 - A course will be removed from the student's record if the voluntary withdrawal is before the start of term.
 - A course will be dropped if the voluntary withdrawal is after the start of the term and before the drop deadline.
 - A course will receive the grade of W if the voluntary withdrawal is after the drop deadline and before the course withdrawal deadline.
 - A course will receive a grade based on work submitted if the voluntary withdrawal is after the withdrawal deadline unless the subcommittee of the Academic Affairs Committee agrees to an exception due to an extraordinary circumstance that emerged close to the withdrawal date. As noted above, a voluntary withdrawal is not a path to avoid academic consequences.
- If a student leaves the College while a semester is in progress without providing formal official notification of voluntary withdrawal, and the College determines that the student unofficially withdrew due to illness, accident, grievous personal loss, or other circumstances beyond the student's control, the College will determine the date of withdrawal according to the date of the applicable event.
- If a student leaves the College while a semester is in progress without providing formal official notification of voluntary withdrawal, the Office of the Registrar will determine the date of withdrawal based on instructors' attendance records and/or confirmation of an Academically Related Activity, or the midpoint of the semester if last date of attendance cannot be determined. An Academically Related Activity includes submission of an academic assignment, taking an exam, interactive tutorial or computer instruction, attending a study group assigned by the instructor, participating in an online discussion about academic matters (including Moodle), and initiating contact with an instructor about an academic subject studied in a course in which the student is enrolled.

Further Guidelines for Voluntary Withdrawal

- Students who request a voluntary withdrawal while the semester is in progress may no longer participate in Academically Related Activities

and co-curricular activities of the College or be employed by the College.

- A student who submits a Notification of Voluntary Withdrawal while on Academic Probation or Waiver of Required Withdrawal will automatically be placed on Required Withdrawal. A waiver from Academic Affairs Committee may be granted due to extenuating circumstances beyond the student's control.
- A student who submits a completed Notification of Voluntary Withdrawal to the Office of the Registrar may rescind their intention to withdraw by submitting a written notice to the Office of the Registrar within 48 hours of submission of the original notification.

Requests to Return to Trinity College

Returning to campus requires that students complete a Request to Return Form found on the [Registrar's Office Forms page](#). This process should be initiated by February 1 and completed by March 1 for a summer or fall return and initiated by September 1 and completed by October 1 for a J-term or spring return.

The student is responsible for completing the necessary paperwork to arrange transfer credit for any courses taken while on leave by the same deadlines. The goal of this timetable is to allow those approved to return to participate in advance registration.

The Registrar will confirm with the Office of Student and Community Life, Financial Aid Director, the Center for Academic and Experiential Advising, and Manager of Student Accounts and Loans that there are no academic, financial, or social restrictions that would prevent the student's return to the College.

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.

Complaints Against Faculty Members

A person who believes themselves 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 selections 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 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 their 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 their 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 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 recording 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 recording 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. Re-questioning, 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 their witnesses first, then the respondent will present their 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 re-questioned 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 re-question 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 their 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 their 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 receipt by the respondent and the complainant of the hearing panel's report of its findings.

Other Resources for Grievances

In accordance with federal law and Department of Education regulations, Trinity students are welcome to file a grievance or bring an unresolved grievance to the State

of Connecticut Office of Higher Education or the New England Association of Schools and Colleges. The contact information is listed below:

Connecticut Office of Higher Education

450 Columbus Blvd., Suite 707

Hartford, CT 06103

(860) 947-1824

<https://veoci.com/v/p/181953/workflow/girt4qhrrvkv>

New England Commission of Higher Education

3 Burlington Woods Dr.

Suite 100

Burlington, MA 01803

(855) 886-3272

<http://www.neche.org/>

NC-SARA and Student Complaints

The State Authorization Reciprocity Agreement (SARA) is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. SARA is overseen by a National Council and administered by four regional education compacts. The Connecticut Office of Higher Education became a member of SARA in 2017, thus allowing Trinity College to apply to be a member of SARA.

Trinity College is authorized to operate under the State Authorization Reciprocity Agreement (NC-SARA). Approval for institutional participation was granted by the State of Connecticut Office of Higher Education in 2021. Further information is located on <https://nc-sara.org/>

State Authorization Reciprocity Agreement (SARA)

CT State Office of Higher Education SARA

Portal: <http://www.ctohe.org/SARA/Default.shtml>

National Council for State Authorization Reciprocity Agreements Student Questions Page: <https://www.nc-sara.org/studentquestions>

Complaints About Connecticut Independent Colleges, Postsecondary Career Schools, and SARA Institutions

The Office of Higher Education is responsible for quality review of independent colleges and the regulation of postsecondary career schools located in Connecticut. As a member of the State Authorization Reciprocity Agreement (SARA), the Office also is responsible for the investigation and resolution of out-of-state students' complaints against all institutions of higher education based in Connecticut and offering distance education via SARA.

If you believe that Trinity College has not fulfilled its promises while operating under SARA, you may file a complaint with the Office of Higher Education. They will investigate complaints concerning matters within their statutory authority and, if justified, take appropriate action. Generally, issues falling under their jurisdiction involve academic quality and licensing; issues regarding student life (such as student discipline, grading and housing) fall solely within the purview of institutions. The Office of Higher Education will act only on complaints that were unable to be resolved through the institution's internal dispute resolution process. Their agency cannot provide legal advice.

Filing a Complaint with the Office of Higher Education

Before contacting the Office of Higher Education, you must first exhaust Trinity College's internal grievance or complaint procedures. These policies are published in the *Student Handbook*. Once you have pursued your concerns using Trinity College's procedures, and have not reached a mutually agreeable resolution, you may proceed with filing a formal complaint with the Office of Higher Education. To do so, complete an [Initial Review form](#) and submit it [here](#).

Emily Bjornberg, Senior Consultant, Academic Affairs
Connecticut Office of Higher Education
450 Columbus Blvd., Suite 707
Hartford, CT 06103
860-947-1824
Emily.Bjornberg@ct.gov
<https://ohe.ct.gov/>

Section II. Financial Policies

Financial Regulations

Payment of College Bills, Office of Student Accounts

Payment for tuition, fees, room and board is due in full by the dates shown on the College calendar and prior to the start of each semester, unless an authorized monthly payment plan has been established prior to payment due date. Electronic semester bills will be displayed on the Nelnet Campus Commerce system and students and their authorized payers will be notified by email when bills are ready to view. Trinity College does not print and mail paper billing statements to students. Students must set up a parent or other payer as an “authorized payer” on their Nelnet Campus Commerce account. This gives access for a parent or other payer to view the bills through Nelnet Campus Commerce and to pay online. Please refer to the instructions on our [website](#). Subsequent monthly bills for fees (i.e., athletic charges, library fines, parking tickets, Health Center charges, meal plan upgrades), not included in the original semester bill, may be viewed through Nelnet Campus Commerce after fees are posted to the account. Charges are payable by the due date on the billing statement. Payment by check should be made payable to Trustees of Trinity College and mailed to Trinity College, Office of Student Accounts, 300 Summit St., Hartford, CT 06106.

A monthly payment plan option is available each semester through Nelnet Campus Commerce and runs June through October for the fall semester and November through March for the spring semester. A student or any authorized payer can enroll in the monthly payment plan by the published enrollment dates. To enroll, go to <https://mycollegepaymentplan.com/trincoll/> to set up your monthly payment amount and use the standard billed charges found on the student accounts website.

Students who fail to pay all billed charges by the specified due dates will be considered delinquent and their accounts are subject to monthly late fees of \$100. The College reserves the right to withhold transcripts or grades, cancel or deny class registration and attendance privileges, or terminate access to campus facilities or housing. Delinquent accounts may be placed with a collection agency and assessed with all collection costs incurred by the College. A student may also be financially withdrawn from the College for failure to pay their account in full by all published due dates.

Communications regarding College expenses should be addressed to the Student Accounts and Loans Manager or by email to student-accounts@trincoll.edu.

Schedule of College Fees 2024-2025

2024–2025 ACADEMIC YEAR	FALL TERM	SPRING TERM	TOTAL
Tuition	\$33,825	\$33,825	\$67,650
Standard Room*	\$6,110	\$6,110	\$12,220
Board** (traditional meal plan)	\$3,335	\$3,335	\$6,670
General Fee	\$1,345	\$1,345	\$2,690
Student Activity Fee	\$215	\$215	\$430
Total	\$44,830	\$44,830	\$89,660

**There is an additional charge of \$1,750 to live in a Crescent Townhouse.*

*** Board cost will be adjusted based on student's meal plan contract.*

A tuition charge of \$33,825 per semester will be billed for full-time study up to and including 5.75 course credits per term. Students registered for more than 5.75 credits will incur additional charges.

Credit hours	Additional tuition fee
6.0	\$7,517
6.25	\$9,396
6.50	\$11,275
6.75	\$13,154
7.0-7.75	\$15,033-\$22,551

Cost of Credits Beyond the Standard Course Load: For 2024-2025, \$33,825 is charged for full-time study per semester.

Full-time study is defined as 3.00 to 5.75 course credits per term. Standard course credits carried per term are 4.5; the College allows for 1.25 additional course credits to be carried without charge. Students who register for 6.0 course credits are charged an additional \$7,517, with some exceptions. The College will exclude the following courses (up to a maximum of 1.50 credits per semester) from surcharge: teaching assistantship, research assistantship, internship, first-year mentor, thesis, independent study, theater and dance courses 109 and 309, private music lessons and music ensembles. Please note this exclusion is for tuition for the course credit only. Other costs associated with these courses, such as instructor fees, will be charged.

Part-time enrollment: All requests for part-time enrollment must be approved by the Academic Affairs Committee. After part-time status is approved, students who are enrolled for 2.75 or fewer credits should submit a request for part-time billing to the Student Accounts Office. These students will be charged \$22,551 (2/3 of regular tuition) for that semester.

Repeat courses: A fee of \$7,517 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 College meal plan program is mandatory for all students in campus housing except seniors. Students residing in buildings that are classified as cooking units may opt for a reduced meal plan or may drop it entirely. Please refer to the meal plan information on the following pages.

Room Fee: Students living in campus housing will be charged \$6,110 per semester with the exception of the Crescent Street Townhouses, which will be billed at \$7,860 per semester.

The General Fee partially finances the operation of the student center, vocational tests, laboratory fees, and admission to athletic events.

The Student Activity Fee is administered by the Student Budget Committee to finance student organizations, publications, the radio station, and admission to Austin Arts Center events.

Study Away

Trinity College students enrolled in study at a Trinity College Global Site will be charged for tuition, room, meals, and fees according to the following rates for **2024-2025**:

Cape Town	\$41,280
LaMaMa	\$42,970
Rome	\$44,615
Shanghai	suspended
Vienna	\$41,280
Home School Tuition (Approved External Programs)	\$35,170

In order to be eligible for financial aid and academic credit, students must remain matriculated at the College while enrolled in a study away program. Trinity students who enroll in a program that is not approved by Trinity must withdraw from the College and forfeit Trinity-administered financial aid. No academic credit toward the Trinity degree will be awarded for programs not approved by the College.

Other financial information

Course Audits: \$650 per credit.

Campus parking fee: TBD

Returned check fee: \$40 per check.

Late payment fees: The late payment fee for nonpayment of billed charges by the scheduled due dates is \$100 for each month the account remains delinquent. Please allow sufficient time for mailing if you choose to pay by paper check to

ensure that the payment arrives by the due date. Subsequent late fees will be charged up to a maximum of \$500 per term.

Credit cards: Trinity College accepts MasterCard, Discover, American Express & VISA credit card payments on Nelnet Campus Commerce with a 2.75% convenience fee paid directly to the credit card processing company.

Satisfactory Academic Progress Policy, Office of Financial Aid

Satisfactory Academic Progress standards for financial aid eligibility effective July 1, 2021 for all full-time and part-time undergraduate degree candidates.

Overview

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 their 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
- Relevant SAP 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 contains reasonable standards for measuring whether an otherwise eligible financial aid student is maintaining satisfactory progress in their educational program. An institution's standards are considered 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.
 - i) *For an admitted student who began enrollment prior to July 1, 2013*: 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.
 - ii) Minimum Cumulative GPA = 1.667 at the end of each and every term of enrollment.
 - iii) 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 for a student who began enrollment prior to July 1, 2013, the College's qualitative standard satisfies federal requirements.
 - iv) *For an admitted student who began enrollment after July 1, 2013*: To be eligible to receive federal, state, and institutional financial assistance, a student is required to maintain a cumulative GPA at the end of each semester of enrollment as follows:
 - v) Minimum Cumulative GPA = 1.667 at the end of the first term of enrollment;
 - vi) Minimum Cumulative GPA = 2.000 at the end of the second and every subsequent term of enrollment.
 - vii) 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 2.000 for a student who began/begins enrollment after July 1, 2013, the College's qualitative standard satisfies federal requirements.
 - 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 their 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 their degree requirements within the maximum timeframe of 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 their enrollment status and the number of transfer credits accepted by the College. For additional information regarding institutional funds eligibility, a student should contact the Financial Aid Office.
- v) **Increments:** College policy divides the maximum timeframe into equal periods of enrollment known as semesters or terms.
- vi) **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 their 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.
- vii) $\text{Pace} = \frac{\text{Cumulative Number of Credits Successfully Completed}}{\text{Cumulative Number of Credits Attempted}}$. 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.
- viii) $\text{Minimum Pace} = 80\%$

Relevant SAP Definition

Pace

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 or 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 or 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 the applicant 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 Colleges 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.

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 Financial Aid Office according to the process outlined in the Appeals section of this policy. If an appeal is approved, 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 their 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 their 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.

Decisions are made after a careful evaluation of the student’s unique circumstances, federal Title IV requirements, 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 their 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 student should work with the AAC and the IDPC to 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. This plan must be submitted in writing to the Financial Aid Office.

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 reestablish their eligibility to receive federal, state, and institutional financial assistance by one of the three paths described below:

- i. The student successfully appeals the suspension and is approved for a term of financial aid probation or approved with an academic plan.
- ii. 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.
- iii. 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 their GPA to the minimum SAP standard will need to enroll in a course(s) at Trinity without receiving financial assistance or successfully appeal their financial aid suspension. However, transfer grades may be considered when reviewing and approving SAP appeals.

Trinity College Refund Policy

Tuition and fees refunds

Refunds may be requested by the student in writing or by email to the Student Accounts Office. Students who officially withdraw after tuition and fees are billed, but before classes begin, will be given a full refund of all charges paid, less a \$350 administrative charge. The date of withdrawal is the date the Registrar receives written notification from the student. First-year and transfer students withdrawing prior to the start of classes should submit notice to the Director of Admissions. The refund policy also applies to charges for extra course credits. Please refer to the Office of Student Accounts and Loans' Web page.

If the official withdrawal occurs after classes begin, refunds may be affected by financial aid award adjustments and any applicable federal regulations. Tuition and fees are charged as follows and refunds processed accordingly:

Date of withdrawal	Percentage charged
1 day through 14 days	20 percent
Third week	40 percent
Fourth week	60 percent
Fifth week	80 percent
After fifth week	100 percent

This refund policy also applies to charges for extra course credits. An optional Tuition Insurance is offered to Trinity College families from Grad Guard. Information can be found at https://gradguard.com/?school_id=6803. This is not paid through or billed by Trinity College.

Withdrawal from class after the end of add/drop

Students may add or drop course credit hours during the add/drop period. A student may withdraw from a class through the Friday of the fourth full week of classes; however, the student is financially responsible for the cost of that class, if the withdrawal occurs after the add/drop period. For example, a student who is registered for 5.75 course credit hours and withdraws from a 1.0 course credit class after the add/drop period is financially responsible for 5.75 course credit hours. If that student replaces that withdrawn class with another (1.0), the student will be financially registered for 6.75 course credit hours and will be charged accordingly.

Withdrawal from residential contracts

Students who participate in the housing lottery and then withdraw from housing will be subject to a monetary penalty. Students must notify the Office of Residential Life as soon as the decision is made to withdraw from a housing contract. Please consult the Residential Life Office for additional information: <https://www.trincoll.edu/bantam-network>

Room charges are assessed using the date of receipt of written notification for withdrawal from a residential contract. No room charge adjustment is made for withdrawal from housing during or after the fifth week of the contracted term. If a resident fails to occupy a residence by the first day of undergraduate classes in the term contracted for, it will 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 contract refunds

Returning students will be billed for the All Access meal plan. All first-year and transfer students will be billed for the All Access meal plan. Participation in the meal plan is mandatory for all students residing in campus housing. There are exceptions for members of Trinity-authorized eating clubs (St. Anthony Hall, and Alpha Delta Phi), who may select a less-expensive meal plan or may drop the meal plan completely. All meal plan changes must be made in writing by email to meal.plans@trincoll.edu during the add/drop period of the semester or at the Chartwells Office located in Mather Hall.

Students adjusting their meal plan down must submit a written refund request to the Student Accounts Office if they have overpaid as a result of the change. Refunds will be processed after the meal plan add/drop period.

Meal plan 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.

Section III. Health and Safety Policies

Emergency Information

A representative of the Office of Student and Community Life is on call daily after office hours and on weekends during the regular academic year, including mid-session and vacations. In case of an emergency, call Campus Safety at 860-297-2222, and they will contact the administrator on call.

Illness or Health Concern

Health Center (adjacent to Trinity Hall)

Monday - Friday: 8:30 a.m. to 5:00 p.m. Saturday and Sunday: Closed

After hours, call the Health Center's on-call service at 860-297-2018.

Please visit our [website](#) for further details and assistance.

What to Do in Case of Fire

- Know the location of the fire alarm box nearest your room.
- Call the Hartford Fire Department (911), then Campus Safety (860-297-2222). Give the location of the fire, your name, and your location.
- 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.

- In the event of a fire or other situations that could lead to a disruption in electrical services, don't take the elevator, take the stairs.
- 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.

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.
- Do not cover and/or tamper with smoke detectors for any reason at any time.

Health Regulations

Pre-Matriculation Physical Examinations

All entering students are required to submit the completed medical examination form including proof of completed immunization documentation to receive housing and to register for classes.

The [State of Connecticut](#) requires that all college students have completed and show proof of immunization/vaccination, prior to the start of their first semester. The following vaccinations are required:

1. Meningococcal (1 dose after age 16, within 5 years of residing on campus)
2. Measles (2 doses)
3. Mumps (2 doses)
4. Rubella (2 doses)
5. Varicella (2 doses) **OR** Documentation to show protection against varicella (chicken pox) by providing one of the following:
 - evidence of the receipt of two varicella vaccines
 - laboratory evidence of immunity (serology)
 - provider attestation of the date of disease

The medical director, clinical lead, and nursing supervisor of the Health Center reserve the right to assess incoming documentation and qualify immunizations/vaccinations as acceptable and/or request additional immunizations/vaccinations and documentation.

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.

Please contact the Student Accounts Office if you have any questions regarding the school's insurance.

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 Medical 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 composed 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 Website at www.thehartford.com/worker-compensation, and clicking on the medical network provider lookup link in the right-hand column.
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.

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.

These guidelines, however, 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. Avoiding risky activities is the best defense against dangerous situations.

Emergency numbers are listed below. 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	860-297-2222
Hartford Police or Fire Departments	911
Trinity College Health Center	860-297-2018
Ambulance	911

Personal Safety

Remember, prevention is the first and best defense against crime.

1. At all times be alert and aware of your surroundings, including unusual occurrences and persons behaving suspiciously. Trust your instincts whenever you feel uncomfortable or fearful. If you sense danger, get out of the situation immediately.
2. Avoid dark, vacant areas. 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.
3. Avoid walking or jogging alone. Never allow an unfamiliar person to accompany you into a locked building to which you have access.
4. Never prop open exterior doors.
5. Keep your door closed and locked at all times while you are in your room. Keep

windows locked when your room is not occupied. Do not let strangers into your room.

6. 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.
7. Draw your shades after dark, and never dress or undress in front of windows.
8. If you expect to remain in campus housing over a holiday period or when most other students are away, you must obtain permission from The Bantam Network Residential Learning Community.
9. At night, park your car in a well-lit area and be sure it is locked. Do not leave valuables in plain sight.
10. Periodically check on your vehicle and move it to another location if it has been stationary for more than a few days.
11. Be responsible when using alcohol. Any mind-altering substance will impair your ability to judge the safety of a given situation.
12. Keep your door locked at all times.
13. Do not give your ID card to anyone. Doing so may compromise your confidentiality and safety, as well as that of other residents in the building.
14. Identify persons before opening the door. Do not allow persons in without first ascertaining their identity and purpose.
15. *Never prop open exterior doors* or otherwise tamper with the lock system. If you find a door that is propped open, close it. Broken locks should be reported immediately to Access Control or Campus Safety after hours. People who are caught propping open exterior doors or bathroom doors in residential buildings will be subject to disciplinary action.
16. During classes, keep your backpack or handbag with you. Do not leave belongings in unattended areas.
17. Always lock your bicycle, even if you are only going to be gone for a moment. Lock it securely, through both wheels and the frame, to an immovable object.
18. Record the make, model, and serial numbers of all bicycles, computers, electronic equipment, and other valuable items.
19. In the event that you should become the victim of a crime, report it to Campus Safety immediately. Report any suspicious activity or person to Campus Safety immediately.

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 that will be reported to the Office of Student and Community Life.

Fire drills will be held once per semester. All occupants of the residential communities must cooperate with evacuation efforts when the alarm sounds. Failure to do so will result in corrective action being initiated by The Bantam Network Residential Learning Community and Office of Student and Community Life.

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 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 (911), then the Campus Safety Department

(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.

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 Bantam Network Residential Learning Community. The student may be held responsible for the cost of the Hartford Fire Department's response. 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.

Shuttle Service

Students are encouraged to use the shuttle service provided by Campus Safety for traveling from one point to another on campus during evening hours.

The following are guidelines for using the shuttle service:

1. The on-campus shuttle bus generally operates from 6:00 p.m. until 2:00 a.m. Sunday-Wednesday, and from 8:00 p.m. until 4:00 a.m., Thursday-Saturday. This bus is wheelchair accessible. Shuttle bus stops are posted throughout campus.
2. Check with the Office of Student Leadership and Engagement for the off-campus shuttle schedule. After scheduled service ends, walking escorts remain available through Campus Safety.
3. When calling for an escort after scheduled service ends, identify yourself and the location where you wish to be met for a walking escort to your destination. Meet the responding officer at the designated time and location.
4. Uber Health provides nonemergency transportation to and from Hartford Hospital and other medical offices in the immediate vicinity of the campus at no charge to students. This service is for medical conditions that are not life threatening and do not require special handling. All emergency transportation must be provided by ambulance. Please contact the Health Center (860-297-2018) or Campus Safety after hours (860-297-2222).
5. Smoking and the possession of open containers of alcohol are not permitted in any Campus Safety vehicle or shuttle bus.

Timely Warning Policy

Trinity College alerts the campus community about any Clery Act-reportable crime that is reported to campus security authorities or local police agencies, occurs within the campus area (the federally defined “Clery geography”), and is considered to represent a serious or ongoing threat to the campus community.

The Director of Campus Safety, in consultation with various campus and law enforcement authorities, will determine on a case-by-case basis whether the incident represents a serious or ongoing threat to the campus community. If the incident constitutes this threat, the Campus Safety Department will post a campuswide alert via email.

The substance of the Timely Warning is carefully determined. When issuing a Timely Warning, the names of the victims are withheld to maintain confidentiality. If information is known, and if the inclusion of such information would not compromise law enforcement efforts, Timely Warnings include a description of the crime, its location, and injuries, if any, to victim(s). Timely Warnings are published to inform the College community of pertinent facts of an incident and to provide reminders of services available, such as campus shuttle services, walking escorts, emergency call boxes, and other recommendations to prevent similar crimes.

Emergency Response and Notification

The Trinity College emergency plan guides College officials in responding to emergency situations. The College Incident Commander, will decide, in consultation with College administrators, the level of emergency and the appropriate response measures. Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus, authorized College officials will notify the campus community, without delay via TrinALERT, the emergency notification system, unless the notification will compromise efforts to contain the emergency.

TrinALERT notifications can be simultaneously broadcast in multiple formats, including:

- Voice messages to cell, office, and home phones
- Text messages to mobile devices capable of receiving text messages
- Emails to all Trinity addresses and an alternate provided by individuals
- Announcements on websites trincoll.edu and Trinity Today

Plan activation begins at the discretion of the College Incident Commander upon receipt of information of an emergency event or threat of an emergency. Based on confirmation from Campus Safety and information obtained from local first responders and/or the national weather service, the College Incident Commander will

declare the level of emergency and activate the emergency management plan to the extent necessary to control the situation.

All students and staff members are responsible for providing and maintaining their up-to-date personal contact information via the “urgent communication” fields within TC Online (PeopleSoft) so that they can be included in emergency broadcasts via TrinALERT. Full-scale tests of TrinALERT are conducted and publicized annually. The full-scale test will allow us to identify and resolve any potential issues as well as familiarize the community with the system.

Student Bill of Rights in Regard to Campus Safety

1. All Trinity students must be treated equally. A student’s race, color, nationality, ethnicity, gender, disability, age, religious creed, or sexual orientation should have no bearing on the quality of service that they receive.
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 noncompliance 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 they receive 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 Parking Regulations

Background

Trinity College maintains several parking areas available to students, faculty, and staff. Despite this, parking spots remain at a premium. Therefore, the following regulations have been put into effect to manage the appropriate and authorized use of these parking areas. This is accomplished through ticket enforcement, and in occasional instances, towing of unauthorized vehicles. It is therefore important for all students, faculty, and staff to read and understand the parking regulations detailed below. These regulations are subject to change upon notification of the campus community.

General Information

First-year students are not permitted to bring cars to campus.

All other students residing on campus, including summer students, must register their vehicles (including motorcycles and scooters) and obtain a parking permit through Campus Safety each academic year. The fee for sophomore, junior, and senior undergraduate students is \$220 for the academic year, and will be billed to the student's account. Graduate, special, and nonresident students must also register their vehicle. Their registration fee is \$110.

Students who anticipate studying abroad for one semester may have their fees prorated (reduced by \$110 per academic year) if notification and adequate proof is provided to Campus Safety.

Any student (including those living in College apartments or noncampus housing) using any College parking facilities must also have a parking permit.

Faculty and staff must also obtain a parking permit from Campus Safety.

Registration of vehicles is essential so that the Campus Safety Department can assist in cases of theft, fire, vandalism, and motor vehicle accidents, and in the control of traffic on campus. All registration fees are applied to the construction, posting, security, maintenance, and improvement of campus parking areas and roads.

The failure to register a vehicle when required to do so may result in a parking ticket carrying a \$220 fee for each cited violation.

Obtaining a Parking Permit

Students, faculty, and staff can obtain a parking permit at the Campus Safety office located at 76 Vernon Street. Applicants must present documentation detailing the year, make, model, and plate number of the vehicle along with their College ID. Upon registration, an agreement must also be signed acknowledging general parking regulations applicable to students, faculty, or staff. Permits must be displayed on the

lower right of the front windshield. Motorcycles and scooters should display the permit sticker on the rear fender.

Temporary permits for visitors are also available at the Campus Safety office.

General Regulations

Applicable to all students, faculty, administration, 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 Campus Safety of Trinity College and must display a College decal.
2. 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.
3. On occasion, blocks of parking will be reserved for special events, during which No Parking rules are in effect.
4. Vehicles found abandoned, improperly parked, or not registered with Campus Safety may be towed at the owner's expense.
5. 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.
6. 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.
7. All personnel and students must secure temporary parking permits for overnight or long-term visitors.
8. Students are responsible for ensuring that their registered guests abide by all College parking and vehicle regulations.

Parking Restrictions

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

1. Parking is prohibited on campus roads or driveways.
2. Parking or driving on sidewalks, lawns, and cultivated areas is prohibited.
3. Parking is forbidden at all times in delivery areas, loading platforms, service roads, and in front of any doorway or fire exit.
4. Parking in such a manner that you are blocking other vehicles is prohibited.

5. Motor vehicles must never be brought into any dormitory or any other College building.
6. Unauthorized parking in designated handicapped zones or fire zones or blocking parked vehicles is prohibited; vehicles parked in such fashion are subject to tow without warning at the owner's expense.
7. Parking in areas not designated or marked as parking lanes is prohibited.
8. Parking in violation of posted restrictions is prohibited.
9. Parking in the Gates Quad Circle at Mather Hall is prohibited.

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 parking areas in accordance with posted restrictions:
 - (a) 76 Vernon Street (west side)
 - (b) 168 New Britain Avenue
 - (c) Broad and Allen Place Lot (1283 Broad Street)
 - (d) Broad and Vernon Street Lot
 - (e) Clemens
 - (f) Crescent Street Lot
 - (g) C-Can Lot
 - (h) Ferris (Broad Street side)
 - (i) High Rise Lot (north side of building)
 - (j) North Campus Lot (east of building)
 - (k) Ogilby
 - (l) Stowe
 - (m) Koeppel Community Sports Center (175 New Britain Avenue)
 - (n) Trinfo (1300 Broad Street)
 - (o) Vernon Place

Student Parking – Area Restrictions

Student parking is not permitted in the following areas

1. The roadway in front of the Life Sciences Building.
2. Ferris roadway
3. Gates Quad Circle
4. Seabury Lot
5. 133 Vernon Street Lot (President's house)
6. Admissions parking lots
7. Vernon Street (south side)

Student Parking – Time Restrictions

Student parking is subject to the following time restrictions

1. Students *may not* park in the following areas between the hours of 7:00 a.m. to 5:00 p.m. daily (except Saturday and Sundays):
 - (a) Austin Arts Center
 - (b) Chemistry
 - (c) Library
 - (d) Life Science
 - (e) Hallden and McCook
 - (f) Hansen Hall
 - (g) Jarvis
 - (h) Summit lots A-E
 - (i) Trinity Commons
 - (j) 114 Crescent Street
 - (k) 129-133 Allen Place
 - (l) 79 Vernon Street

(m)86-88 Vernon Street

(n) 104-106 Vernon Street

(o) 1300 Broad Street (Trinfo)

Additional Information

1. ALL VEHICLES FOUND ILLEGALLY PARKED ON CAMPUS WILL BE TOWED.
2. Signs are posted with information related to parking restrictions at each lot.
3. 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. Campus Safety suggests that students use the campus parking facilities whenever possible.
4. Student vehicles parked in an area set aside for faculty, staff, or visitors will be **ticketed and towed** at the owner's expense.
5. Vehicles parked in designated handicapped zones and fire zones, or blocking parked vehicles, are subject to tow without warning and at the owner's expense.
6. Vehicles accumulating more than five parking tickets per academic year will lose on-campus parking privileges.
7. Parking regulations are enforced continuously, 12 months a year.
8. Violations will be billed to the registered owner of the car.
9. Unregistered vehicles are subject to towing at owner's expense.

Penalties

The Campus Safety staff has the authority to impose fines for various parking violations and regulations. Below is a list of offenses and fines. Penalties apply to all students 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), \$50
4. Driving motor vehicle in pedestrian area, \$50
5. Violation of fire laws, \$100
6. Parking in accessible zone, \$100
7. Reckless driving, \$100

8. Failure to register/change registration, \$220

9. Parking on lawn/cultivated area, \$100

Students with outstanding fines at the end of any semester will not be permitted to register for courses for the following semester until fines are paid. Seniors must pay their fines prior to 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 fines are paid. All fine payments are to be made at the Student Accounts Office.

Appeals

Any person who has received a parking citation who questions the validity of said citation may appeal its issuance to the Director of Campus Safety within ten business days of the violation date. The appeal must be made in writing and forwarded to the Director of Campus Safety. Appeal forms are available at the Campus Safety Department.

Appeals that are denied may be brought before a designated appeals board.

Replacement of Parking Decal/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 to the Campus Safety Department.

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

A change in the designation of a vehicle (e.g., student vehicle becomes a staff vehicle, special student vehicle becomes a regular student vehicle) must be updated with Campus Safety within 48 hours of the change. The fine for failure to change vehicle registration is \$220.

Exceptional Circumstances

Occasionally a dire need arises for having a car on campus by those otherwise prohibited from having one. These are generally on a short-term basis only. 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.

Alternatives to Parking on Campus – Bantam Bus Pass Program

The Bantam Bus Program is a collaboration between Trinity College and CT Transit, the public transportation provider for Greater Hartford. Funded by the Trinity Student Government Association and the Office of Community Service and Civic

Engagement, the Bantam Bus Pass is a semester-long pass (issued each semester) giving students the freedom to ride CT Transit local service buses as they wish, without any out-of-pocket costs.

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), CTfastrak (bus rapid transit line between Hartford and New Britain), and Bradley International Airport. During the eighteen years of the Bantam Bus Pass Program, Trinity students have logged over 325,000 rides in CT Transit system through the Bantam Bus Pass.

Free CT Transit timetables and system maps are available outside Mather Dining Hall. Students may also contact the CT Transit Customer Service Center at (860) 525-9189 or email them at hartfordinfo@cttransit.com, or visit their Web site at www.cttransit.com. To report a lost or stolen pass, or for any other questions regarding CT Transit or the administration of the Bantam Bus Pass Program, please contact the Trinity Bantam Bus Pass program coordinator, Joe Barber, director of the Office of Community Service and Civic Engagement, Mather Hall, Lower Level, at (860) 297-4256 or joseph.barber@trincoll.edu.

Section IV. College 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.

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 or order of a College official or a campus safety officer, including community health directives; 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 to 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 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. 29.

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 their 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 nonacademic 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 harassment
 - (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.

17. Gambling is prohibited in all residential communities. Students are expected to be aware of and to observe Connecticut statutes concerning gambling. In the State of Connecticut, it is illegal to participate in gambling of any kind if you are below the age of 21. Violations of College gambling policy will result in disciplinary action taken by the Office of Student and Community Life or the Bantam Network.

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. The College exercises jurisdiction over all students from the point of acceptance to the College through graduation or transfer from the College regardless of enrollment status. Students who are on required or voluntary withdrawal, study abroad, or any leave of absence remain under the College's jurisdiction. The College will also exercise jurisdiction over student organizations whether the organization is a College-sanctioned entity or independent organization that maintains students as members. 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 or an organization, 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 such as 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. 101. Complaints against faculty, administration, or staff are handled under separate procedures (p. 48, p. 112). Regardless of whether a complaint is made, the College may investigate health, safety or welfare concerns involving Trinity College students, employees, programs or activities, including concerns about sexual violence or harassment. The scope of such investigations will be determined on a case-by-case basis by the College's administration in consultation with legal counsel and may include outside investigators or consultants. Depending on the purpose of the investigation, disclosure of the results may be limited. Faculty, staff and students are expected to cooperate fully with any investigation authorized by the College.

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 their 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 they 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 themselves or others, is a threat to College property, or if their 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 their 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 dean or designee will determine 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 themselves or others.
 - (b) Their presence would be detrimental to the mission of the College.
6. The dean or designee 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.)

General Note Regarding Conduct Violations Resulting in Permanent Sanctions and Notations

Transcript notations for conduct violations: Conduct violations resulting in censure, suspension, or expulsion will be noted on the student's official transcript. In instances of permanent Censure, suspension, and expulsion, the notation is permanent.

Suspensions for conduct violations: A student suspended for conduct violations 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.

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 has demonstrated they are at risk of harming themselves or another, including multiple incidents of alcohol or substance abuse.
- 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 their 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.)

Alcohol 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 Office of Student and Community Life, 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 their 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 residential building 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 residential communities. If a common source container is found in a residential building, 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 Office of Student and Community Life or The Bantam Network Residential Learning Community.
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. [159](#).

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. 82).

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.

Trinity College Amnesty Policies

Trinity College values the general welfare of our students. We recognize and acknowledge that their daily decisions impact their success both in and out of the classroom. As a result, we promote a community of care, one in which students are encouraged to be attentive to the wellness, health, and safety of Trinity community members in addition to their own.

In an effort to further promote a community of care, the College encourages bystanders, and when possible, students who are facing a medical or mental health crisis due to the consumption of alcohol and/or drugs, to take responsible action and seek immediate assistance. Oftentimes students may have alcohol poisoning, with symptoms including unconsciousness or unresponsiveness, disorientation or confusion, slow breathing, vomiting or choking, and cold or pale skin. In these cases, students are encouraged to seek assistance from Campus Safety, a Resident Adviser, a Residential Learning Coordinator or other College administrators without fear of disciplinary action as outlined in Trinity's Drug Use and Alcohol Use policies. Under appropriate circumstances, as described in the amnesty policies below, College sanctions regarding alcohol and drug use may not apply.

Medical Amnesty: Under the medical amnesty policy, a student who is experiencing a physical and/or mental health crisis due to the consumption of alcohol and/or drugs and who seeks immediate medical and mental health assistance may not be subject to disciplinary action under the College's Drug Use and Alcohol Provision and Use policies if it is the student's first violation of that policy. The Office of Student and Community Life will approach repeated incidents with a higher degree of concern and a high level of intervention.

Good Samaritan Amnesty: Under the Good Samaritan amnesty policy, bystanders (individual students, teams, student groups, or student organizations) who proactively and in good faith seek immediate medical and mental health assistance for a student experiencing a physical and/or mental health crisis due to the consumption of alcohol or other drugs may not be subject to disciplinary actions regarding their own violation of the College's Drug Use and Alcohol Use policies. A team's, student group's, or student organization's willingness to seek medical assistance for a member or guest will be viewed as an important factor in determining whether a sanction is warranted for violation of College policy.

Once reported, all alcohol and drug paraphernalia will be confiscated and will not be returned to the individuals involved under these policies. All involved parties will be recorded by Campus Security as witnesses, and the information recorded will be provided to the Office of Student and Community Life, who then will determine

whether either policy applies to the student(s) involved. The Office of Student and Community Life determines in all cases if the amnesty policies apply. Students who are reported to the Office of Student and Community Life as having experienced a medical or mental health crisis due to alcohol and/or drugs will be referred to an educational program, and, in some cases, parental notification will occur. Educational programs provide students with an opportunity to discuss corrective measures around their decisions related to alcohol and/or drugs. Students who do not complete the educational program recommendations may face disciplinary action consistent with the College's Drug Use and Alcohol Use policies.

The amnesty policies do not prevent action by the Hartford Police Department or other law enforcement personnel. Students are expected to abide by College policies, Connecticut state laws, and federal laws. Furthermore, the amnesty policies do not protect individual students, teams, student groups, or student organizations who:

- Are found in violation of additional College policies including but not limited to those that address assault, harassment, sexual misconduct and harassment, hazing, vandalism, driving under the influence, property damage, and/or distribution of illicit substances.
- Failed to or interfered with the attempts or abilities of others to seek medical or mental health assistance for the person in need.
- Intentionally placed the wellness, health, and safety of the student needing medical or mental health assistance at risk (e.g., forced consumption, unknown substances given to a student against their will or without their knowledge, etc.).

These amnesty policies apply only to sanctions given by the Office of Student and Community Life. Athletic teams and other Trinity organizations may develop their own rules about alcohol and drug use, and consequences of violations may result in sanctions to participate on those teams or in those organizations. Students should check with athletic coaches and organization leaders regarding their own rules on alcohol and drug use. However, if an athletic coach or Trinity College organization leader seeks to impose sanctions on a student who has provided a report under the amnesty policies, the coach or organization leader should first consult with the Office of Student and Community Life about whether following the policies might be a mitigating circumstance affecting the sanction.

Creation of the amnesty policies was a collaborative effort of Inter-Greek Council, Student Government Association, and the Office of Student and Community Life. Input was solicited from the larger campus community, and amnesty policies from NESCAC peer institutions (Colby College, Hamilton College, and Amherst College) were reviewed.

Sexual Harassment

(see [Policy on Sexual Harassment and Sex-based Discrimination](#).)

Trinity College prohibits discrimination on the basis of sex or gender in the College's education programs and activities, including in admissions and employment. The Policy on Sexual Harassment specifically prohibits sexual harassment, including hostile environment sexual harassment (unwelcome conduct of a sexual nature determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to education or employment) and quid pro quo sexual harassment. For the purposes of the Policy on Sexual Harassment, the term "sexual harassment" also encompasses sexual assault, domestic violence, dating violence, and stalking. The Policy on Sexual Harassment also contains additional definitions that fall under the Violence Against Women Act (VAWA) and all subsequent Reauthorizations of the Act on pages 8-11. If any of the definitions listed on pages 8-11 of the Policy on Sexual Harassment are alleged to be violated, they will be reviewed and adjudicated by the procedures on Grievances Against Students in this Handbook found on page 101.

If you have any questions or concerns regarding the Policy on Sexual Harassment, please contact the Title IX Coordinator, located at 208 Mather Hall, or at 860-297-2688 or titleixcoordinator@trincoll.edu.

Trinity College Policy on Nondiscrimination Statement

Statement on Nondiscrimination

Trinity College prepares students to be bold, independent thinkers who lead transformative lives. Ours is a community that rewards intellectual curiosity, welcomes open debate and dialogue, and strives to expand the boundaries of knowledge and compassion. By eliminating discrimination and embracing diversity, equity, and inclusion, we foster an environment of trust and mutual respect where everyone who lives, studies, and works at Trinity can meaningfully engage, connect, and transform themselves and the world around them.

Discrimination is contrary to the College's mission. Discriminatory acts infringe upon a victim's dignity and integrity, often denying or limiting a victim's access to academic life. Discriminatory acts are among the most egregious in our community and warrant the most serious penalties. The College is committed to responding to all reports of alleged discrimination and will use all reasonable means to prevent, confront, and eliminate such behavior. Some forms of discriminatory harassment may also violate criminal law (e.g., assault, battery) and complainants may wish to report the alleged conduct to law enforcement as well. Upon request, the College will assist individuals in filing such reports with law enforcement.

Maintaining our commitment to a campus climate where discrimination and discriminatory harassment are not tolerated must be a shared goal. By joining the Trinity College community, all Trinity community members accept that they too have an individual responsibility to help create an environment free of discrimination and discriminatory harassment. All members of the Trinity community should familiarize themselves with the College's nondiscrimination policy, as found below; ignorance of the policy is not a reasonable defense in complaints of discrimination.

The College encourages prompt reporting of any discriminatory behavior, and it expects full cooperation in any College investigation or judicial process regarding discrimination or discriminatory harassment allegations.

The College protects the rights and privacy of individuals reporting acts of alleged discrimination, individuals simply accused of discrimination, and individuals who participate in the College's investigation of, or efforts to address, alleged discrimination. Retaliation against any person who has made a complaint of discrimination, or who has cooperated in the investigation of such a complaint, is illegal and a violation of College policy.

Although certain actions, speech, and forms of expression may run contrary to individual beliefs, many of them are protected by law and are permissible under the principles of academic freedom. The College provides space for provocative and unpopular speech and expression so long as those actions do not violate the law and/or are not found to be targeted and intentional actions that violate the College's nondiscrimination policy.

Policy on Nondiscrimination

Trinity College prohibits discrimination on the basis of race, color, national origin, ancestry, religion or religious creed, gender or sex (including pregnancy), gender identity or expression, sexual orientation, disability, age, genetic information, marital status, veteran status or any other category protected by federal or state law. Broadly speaking, discrimination entails differential treatment of an individual or a group of individuals, based on one or more of these protected classes, that has the purpose or effect of depriving such individuals equal access or opportunity in employment or education. Discrimination may occur between parties of equal or unequal authority, whether students, faculty, or staff.

Discriminatory harassment is conduct that has the purpose or effect of creating a hostile, intimidating or offensive working, living or learning environment.

Retaliation is prohibited. Retaliation is defined as conduct that may reasonably be perceived to adversely affect a person's educational, living, or work environment because of their good-faith participation in the reporting, investigation, and/or resolution of a report of a violation of this policy; or discourage a reasonable person from making a report or participating in an investigation under this policy, any other College policy, or any other local, state, or federal complaint process.

Even an individual absolved of alleged discrimination can be guilty of retaliation, if that individual behaves in a manner designed to "punish" or dissuade another individual who has complained of discrimination or participated in the investigation or adjudication of such a complaint.

Scope of the Policy on Nondiscrimination

Trinity College's nondiscrimination policy applies to all College community members, including all trustees, students, employees, alumni, visitors, and volunteers who participate in the College's programs and activities, whether the program or activity is on or off campus, including any study away programs sponsored by the College. Any such individual may make a report of an alleged act of discrimination under this policy. Anyone who conducts business with the College or on College property, including vendors and independent contractors, also are expected to comply with this policy. Complaints against such individuals will be handled in accordance with existing contracts and agreements.

Behaviors that violate the nondiscriminatory policy may also violate other College policies, including Trinity College Policy on Sexual Discrimination. For all sex-based discrimination incidents on August 1, 2024 and beyond, the Office of Title IX will pursue the matter.

This policy is Trinity College's official policy governing nondiscrimination and is intended to comply with all relevant federal and state laws and the College's statements and policies. It replaces any other College policies prohibiting discrimination. The College will amend the Nondiscrimination Policy from time to

time, to ensure compliance with applicable laws.

The College will work in collaboration with the Faculty Conference, the Student Government Association, and the Staff Councils prior to making any changes to this policy.

Procedures

All personnel who are responsible for hiring and promoting employees and for the development and implementation of College programs or activities are obligated to support this policy and to respond promptly and appropriately to any concerns that are brought to their attention. The College has established procedures for the reporting and prompt, fair, and impartial investigation and adjudication of discrimination and retaliation complaints.

See [Student Handbook](#) for procedures involving claims against students; [Faculty Manual](#) for procedures involving claims against faculty; and [Employee Handbook](#) for procedures involving claims against nonfaculty employees.

If you have any questions or concerns regarding the Policy on Nondiscrimination, please contact the Assistant Vice President of Diversity, Equity and Inclusion and Compliance, Pamela Whitley, at 860-297-2493 or pamela.whitley@trincoll.edu.

What to Do in Cases of Sexual Harassment and Sex-based Discrimination

To review the College’s Policy on Sexual Harassment and Sex-based Discrimination, including options for reporting, please see [Policy on Sexual Harassment and Sex-based Discrimination](#).

Sexual Assault Awareness, Education, and Prevention

The Women and Gender Resource Action Center (WGRAC) sponsors the majority of sexual violence prevention workshops and programs, including bystander intervention training. WGRAC is a welcoming space on campus for all students, regardless of gender, gender identity and expression, sex, sexual orientation, race, ethnicity, religion or political viewpoint. We are a place of safety, change, inclusiveness, and social justice. WGRAC seeks to address inequities and injustices on and off campus and empower students to lead on these issues.

WGRAC hosts a student-led group called SECS—Students Encouraging Consensual Sex. SECS organizes annual programs—The Red Flag Campaign, Voices Raised in Power, “A Memory, a Monologue, a Rant and a Prayer”, Take Back the Night, and Walk a Mile in Her Shoes—as well as movie nights, flyer campaigns and other interesting and educational activities. For further information please visit the Calendar page on the WGRAC website: www.trincoll.edu/WGRAC. To learn how

you can participate in this student organization or other related activities you can contact our SECS Coordinators.

WGRAC also hosts the Masculinity Project, a student-led organization that hosts discussions and programs on issues related to gender roles and expectations, varying definitions of masculinity, and racial and ethnic identities. They sponsor programs including “Walk a Mile in Her Shoes” to express solidarity and support for survivors of sexual and relationship violence. You can contact us for further information.

Please also visit the Calendar page on the WGRAC website for a list of upcoming programs: www.trincoll.edu/WGRAC

To comply with state and federal law, the College instituted the online video *Not Anymore*, produced by Student Success, as required viewing for all students. WGRAC oversees its implementation. This instructional tool aids students’ understanding of sexual assault education and prevention, including the resources available on and off campus.

To prevent sexual misconduct and harassment, WGRAC offers bystander intervention and sexual misconduct educational workshops to all campus members. Additionally, sexual assault counselor state certification is available through a semester long course taught by the YWCA Sexual Assault Crisis Services (SACS) in the fall. For information about these programs or to inquire about becoming a Student Bystander Trainer please contact laura.lockwood@trincoll.edu.

WGRAC offers a private and safe space where students can disclose incidents of sexual assault, rape, sexual harassment, stalking, and intimate partner violence. WGRAC nonstudent staff are *Confidential Employees*. This means that names will not be listed in reports to the Title IX coordinator.

The WGRAC office and Lounge/Library are located on the second floor of Mather Hall, past Terrace Room C and behind the Washington Room. WGRAC staff are available by appointment or to walk-ins during business hours, 9:00pm-5:00pm.

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. Please visit the [Title IX website](#) for more information about the policy. The Title IX coordinator is the official responsible for coordinating the College's efforts to comply with and fulfill requirements and responsibilities under Title IX. The role of the Title IX coordinator is to ensure that a fair and equitable process exists to address allegations of sexual harassment, sexual assault, and discrimination or differential treatment based on sex. The coordinator is expected to balance the interests of all parties while ensuring compliance with school policy and Title IX. Email: titleixcoordinator@trincoll.edu.

Hazing

Hazing, in all forms, is expressly prohibited by the College. Trinity College, in compliance with Connecticut State Law (Sec. 53-23a.), defines "hazing" as any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization (including Greek Letter Organizations, athletic teams, club sports, SGA groups, *a capella* groups, etc.).

1. The term "hazing" shall include, but not be limited to:
 - (a) Requiring indecent exposure of the body;
 - (b) Requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact;
 - (c) Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas;
 - (d) Any assault upon the person; or
 - (e) Requiring the ingestion of any substance or any other physical activity which could adversely affect the health or safety of the individual. The term shall not include an action sponsored by an institution of higher education which requires any athletic practice, conditioning, or competition or curricular activity.
2. "Student organization" means a fraternity, sorority, or any other organization organized or operating at an institution of higher education.
 - (a) No student organization or member of a student organization shall engage in hazing any member or person pledged to be a member of the organization. The implied or express consent of the victim shall not be a defense in any action brought under this section.
 - (b) A student organization which violates subsection (a) of this section (1) shall be subject to a fine of not more than one thousand five hundred dollars and

(2) shall forfeit for a period of not less than one year all of the rights and privileges of being an organization organized or operating at an institution of higher education.

(c) A member of a student organization who violates subsection (a) of this section shall be subject to a fine of not more than one thousand dollars.

(d) This section shall not in any manner limit or exclude prosecution or punishment for any crime or any civil remedy.

Trinity College policies also prohibit the following activities and situations including but not limited to:

- Participation in or creation of situations that cause physical harm or emotional strain, such as causing a member or nonmember to be the object of malicious amusement or ridicule.
- Forced, required or implicitly coerced participation in physical activities such as calisthenics exercises or games.
- Participation in activities that involve illegal acts such as kidnapping or stealing, or acts that violate university policy.
- Creation of excessive fatigue or distress through deprivation of privacy, sufficient sleep, or decent and edible meals.
- Use of physical brutality or force (including paddling, striking with fists, open hands or objects).
- Forced, required, condoned, or implicitly coerced behavior resulting in lewdness or potential ridicule or bodily harm (such as forced nudity or partial nudity, including coercing an individual to dress in a degrading manner as part of initiation or affiliation).
- Forced, required, or implicitly coerced consumption of any food, liquor, drug or any other substance.
- Permitted consumption of excessive amounts of alcohol.
- Any other activities that are not consistent with the regulations and policies of Trinity College.
- For Greek Letter Organizations, any activity outside of the approved ten-day new member education period.

Any person who believes they have been hazed, or any person who has witnessed, or who possesses information on activities that may violate the College's prohibition, on

hazing should report the incident(s) to the Office of Student and Community Life or call Campus Safety at 860-297-2222.

Accommodation Policy for Students with Disabilities

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, learning, sleeping, caring for oneself, performing manual tasks, and working. Major life activities also include major bodily functions such as immune system functions. The existence of an impairment or the diagnosis of a 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.

Accommodations commonly consist of extra time for examinations, use of a laptop for note taking or written tests, or devices to assist those with visual or hearing impairments.

Determining Eligibility

The first step in the application process to request an accommodation is to set up a time with the coordinator in the Student Accessibility Resource Center. Students who want accommodations of any nature must complete the Accommodations Request Form (can be obtained online at www.trincoll.edu/SARC) and must submit 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 Accessibility Resources 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 Accessibility Coordinator will review the documentation and make a determination as to what assistance or accommodations are reasonable.

Self-Advocacy

Students are required to request accommodations in a timely manner by supplying the necessary documentation along with an accommodation request form to the Accessibility Coordinator. If a student is approved for an ADA accommodation, it is the student's responsibility to notify faculty of the accommodations no less than 10 days from when they would like them to take effect. Students are expected to notify the Accessibility Coordinator if there is a problem with any accommodation. In the case of mobility impairment or other special classroom considerations, a student should give notice at least 10 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 Student Life Accommodations Request Form and sent to the Accessibility Coordinator.

Second-Language Requirement for Students with Learning Disabilities

Trinity College recognizes that its second-language requirement can pose significant challenges to students with learning disabilities that adversely affect their ability to learn foreign languages. The College offers accommodations to assist such students in satisfying the requirement. The specific accommodations vary with the nature and severity of the disability. For students with significant language-learning disabilities, students may apply for a substitution for foreign language study of two approved courses taught in English that examine the literature and/or culture of a non-English-speaking country. If a student with a learning disability wishes to fulfill the second language requirement with a course other than a Trinity Language and Culture Studies course (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. Please contact the Accessibility Coordinator to learn how to apply for this accommodation.

Notice of Nondiscrimination and Compliance with the Americans with Disabilities Act and ADA

The American Disabilities Act and its amendments prohibit discrimination against people with disabilities. Trinity College supports the language and intent of this legislation and seeks to comply fully with ADA requirements. This policy and requirement of nondiscrimination extends to admission to, attendance at, and employment in the College.

Notice of Nondiscrimination and Appointment of Compliance Officer Pursuant to Section 504, Rehabilitation Act of 1973, as Amended (Nondiscrimination on the Basis of Disability)

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination on the basis of disability 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 disability in the educational programs or activities it operates. This policy and requirement of nondiscrimination extend to both admission to and employment in the College.

The Coordinator of the Student Accessibility Resource Center and Assistant Director of Student Life 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. At times, experts in specialty areas will review more complex requests for services. Campus partners from the Health Center and the Counseling and Wellness Center serve as consultants for more involved cases.

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 addenda) 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 Student and Community Life

Trinity College designates the Office of Student and Community Life 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 email, or directly to the respondent. Written decisions are not ordinarily delivered to the complainant.

Hearing Officer

Any administrative staff member designated by the Office of Student and Community Life 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 their 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 Office of Student and Community Life 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 Learning Community Guidelines

The policies and procedures contained in this handbook govern all aspects of our residential living and learning community 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 nonexhaustive 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 Integrity Contract, they should bring a complaint to the Office of Student and Community Life. Complaints regarding offenses in residential communities should be reported to The Bantam Network Residential Learning Community. However, residential community offenses of such severity that College censure, suspension, or expulsion might result will be referred to the Office of Student and Community Life. Cases alleging sexual harassment (see [Policy on Sexual Harassment](#)) will be referred to the Title IX Coordinator. For cases concerning alleged academic dishonesty, refer to the Intellectual Honesty section in the Student Handbook.
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 nonadversarial 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 their office or another private space. The hearing officer who is assigned to resolve a complaint may use their discretion in determining the appropriate means to come to a resolution, including inviting other hearing officers to be involved. The hearing officer may, at their discretion, meet independently with all the parties to a complaint or choose to meet collectively. In certain circumstances and at their 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 their 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 they do 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 Office of Student and Community Life will serve in an advisory capacity to the hearing panel and, during the hearing, as a nonvoting 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 themselves from a case if they are 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 their 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 their 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 Office of Student and Community Life, 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 Office of Student and Community Life 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 or 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 will arrange for the respondent to review the recording in the Office of Student and Community Life. 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 Office of Student and Community Life 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, they will implement the decision. If the dean has substantial concerns regarding the recommendations on a penalty, they 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 (though they 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) Respondents who have been found to have violated College community standards and have received a sanction(s) may appeal the outcome. An exception to this procedure relates to cases of sexual harassment where both the complainant and the respondent may appeal the outcome (see [Policy on](#)

Sexual Harassment and Sex-based Discrimination). If a student wishes to appeal the decision of a hearing panel or administrative resolution, they must notify the dean of students in writing within five business days of the initial decision. For those cases resolved through The Bantam Network Residential Learning Community, persons may elect to appeal directly to the Director of The Bantam Network in lieu of an appeals panel from the Honor Council. A judicial decision may be appealed only on the following grounds:

- i. Discovery of new factual information that was not known or available at the time of the adjudication and the presentation of which would have affected the original outcome. Omission of factual information that was known and available to the appealing party is not a valid ground for an appeal;
 - ii. Material procedural error that rendered the adjudication fundamentally unfair;
 - iii. Abuse of discretion in the issuance of a sanction, meaning that the imposed sanction was significantly disproportionate to the offense; or
 - iv. Evidence of bias in the adjudication.
- (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 the dean determines that there is no basis for an appeal, they will inform the student bringing the request of their decision, along with a rationale for denying any appeal. If the dean determines that reconsideration is warranted, they 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 pool.
 - 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, who shall, within five business days, review the panel's findings. If the dean concurs, they will implement the decision. If the dean has substantial concerns regarding the sanction, they 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, the dean 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 they may take whatever other actions seem necessary. During the summer, the dean, or in their absence an appropriate officer designated by them, 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 they may take such action as they deem 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 they believe would constitute a danger to the person themselves, 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 will use reasonable means to restore order and investigate the circumstances of the incident. The dean 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 they 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.

Addition of Housing Selection Points

Students may incur housing selection points, which will be used to determine the type of housing they are eligible to select for the upcoming academic year.

Notification of Parents or Guardians

Notification to parents or guardians regarding a violation of College policy and disciplinary action taken as a result of a judicial process.

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.

Pensums

Requirement of the student to perform a specified number of work service hours. The student will fulfill this sanction as specified and approved by the hearing officer who imposed the sanction. It is the student's responsibility to ensure 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. This can be done in collaboration with an RA/CA or staff member. Educational sanctions may

include but are not limited to any one or combination of the following:

- special assignments (e.g., letter of apology)
- paper/program/event/campaign proposal with a reflective aspect
- educational posters regarding policies and/or student conduct

Referral for Alcohol/Drug Education, Assessment, or Counseling

Requires a student to meet with an individual at the Health Center to have a nonclinical assessment of their health and lifestyle choices. Students might also be referred directly to the Trinity Counseling and Wellness Center (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 their 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

Levy 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 their current residential assignment, reassigning them 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. For The Bantam Network Residential Learning Community, students will be placed in a housing assignment and will not be permitted to participate in the housing selection process. 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.

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.

NOTE: Suspensions and expulsions are permanently recorded on the student's transcript. Fines, penums, 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.

Complaints Against Administration and Staff

A student who has a complaint about a staff member is encouraged to discuss the complaint directly with the staff member whenever possible.

If the complaint cannot be resolved satisfactorily through discussion, or if a direct discussion with the staff member is not appropriate or possible, or if the student is not comfortable discussing the matter with the staff member, the student should discuss the complaint with the director of human resources.

The director of human resources will determine if the student wants to make a complaint or just wants to discuss a concern. The student may decide to make a complaint or may elect to take no further action.

If a complaint is filed, the student will be requested to put it in writing and the complaint must:

- identify the staff member and the nature of the complaint;
- provide the facts of the complaint;
- provide copies of any relevant documents; and
- identify any other College employees or students involved in or witnesses to the events which are the subject of the complaint.

The director of human resources will:

- discuss the complaint and the related circumstances with the student;
- review the written materials submitted by the student;
- provide the staff member with a copy of the written complaint and any related materials and discuss the complaint with the staff member;
- determine whether the complaint can be appropriately resolved in an informal fashion and, if so, take the steps necessary to achieve that result and inform the student and staff member of the resolution;
- if an informal resolution cannot be reached, then a formal investigation will take place.

If, as a result of the formal investigation, disciplinary action is taken with regard to the staff member, a copy of the disciplinary action will be placed in the staff member's personnel file by the Human Resources Department.

Other Resources for Grievances

In accordance with federal law and Department of Education regulations, Trinity students are welcome to file a grievance or bring an unresolved grievance to the State of Connecticut Office of Higher Education or the New England Association of Schools and Colleges. The contact information is listed below:

Connecticut Office of Higher Education
450 Columbus Blvd., Suite 707
Hartford, CT 06103
(800) 842-0229
www.ctohe.org/studentcomplaints.shtml

New England Commission of Higher Education
3 Burlington Woods Dr.
Suite 100
Burlington, MA 01803
(855) 886-3272
<http://www.neche.org/>

NC-SARA and Student Complaints

The State Authorization Reciprocity Agreement (SARA) is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. SARA is overseen by a National Council and administered by four regional education compacts. The Connecticut Office of Higher Education became a member of SARA in 2017, thus allowing Trinity College to apply to be a member of SARA.

Trinity College is authorized to operate under the State Authorization Reciprocity Agreement (NC-SARA). Approval for institutional participation was granted by the State of Connecticut Office of Higher Education in 2021. Further information is located on <https://nc-sara.org/>

State Authorization Reciprocity Agreement (SARA)

CT State Office of Higher Education SARA
Portal: <http://www.ctohe.org/SARA/Default.shtml>

Complaints About Connecticut Independent Colleges, Postsecondary Career Schools, and SARA Institutions

The Office of Higher Education is responsible for quality review of independent colleges and the regulation of postsecondary career schools located in Connecticut. As a member of the State Authorization Reciprocity Agreement (SARA), the Office also is responsible for the investigation and resolution of out-of-state students' complaints against all institutions of higher education based in Connecticut and offering distance education via SARA.

If you believe that Trinity College has not fulfilled its promises while operating under SARA, you may file a complaint with the Office of Higher Education. They will investigate complaints concerning matters within their statutory authority and, if justified, take appropriate action. Generally, issues falling under their jurisdiction involve academic quality and licensing; issues regarding student life (such as student discipline, grading and housing) fall solely within the purview of institutions. The Office of Higher Education will act only on complaints that were unable to be resolved through the institution's internal dispute resolution process. Their agency cannot provide legal advice.

Filing a Complaint with the Office of Higher Education

Before contacting the Office of Higher Education, you must first exhaust Trinity College's internal grievance or complaint procedures. These policies are published in the *Student Handbook*. Once you have pursued your concerns using Trinity College's procedures, and have not reached a mutually agreeable resolution, you may proceed with filing a formal complaint with the Office of Higher Education. To do so, complete an [Initial Review form](#) and submit it [here](#).

Emily Bjornberg, Senior Consultant, Academic Affairs
Connecticut Office of Higher Education
450 Columbus Blvd., Suite 707
Hartford, CT 06103
860-947-1824
Emily.Bjornberg@ct.gov
<https://ohe.ct.gov/>

Computing, Communications, and Technology Regulations

Trinity College makes technology resources available to you to enhance your learning experience and help you succeed. We encourage you to make the most of these tools while remembering to use them responsibly and ethically. Please familiarize yourself with our [Acceptable Use Policy](#), which outlines the appropriate and acceptable ways to use campus technology resources.

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 and logo may not be altered in any way. The College seal may not be used for private purposes, including, but not limited to, personal or organizational stationery, business cards, surveys, or personal websites. 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 and Marketing.

Publication of Photographs

Several offices of the College, principally the Office of Communications and Marketing, 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 and video 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 and Marketing in writing, immediately upon matriculation.

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.

Section V. The Bantam Network Residential Learning Community Policies and Guidelines

Communal Principles of our Residential Learning Community

The Bantam Network Residential Learning Community is committed to building a community of *inclusivity, care, accountability, respect, and excellence* (I.C.A.R.E.). Our communal principles serve as guide for all members of our community, encouraging them to act in a manner that promotes the best of what the Trinity community has to offer.

Be safe, Be caring, Be respectful, & Be engaged!

- **Inclusivity:** We foster an environment where we embrace our differences, celebrate diversity, share our experiences, and value the individual and collective contributions we make to our community.
- **Care:** We create spaces that facilitates a sense of belonging and care, and provide a network of care by creating opportunities where students, staff, and faculty can create meaningful connections.
- **Accountability:** Shared responsibility, care, wellness, respect, fairness, integrity, open communication, and dignity are expected and embraced in our community.
- **Respect:** We promote a community of care, one in which everyone is treated with dignity, integrity, and civility. We recognize respect as the foundation for honesty, trust, and meaningful communication.
- **Excellence:** We embrace challenges as opportunities for growth by engaging in initiatives that deepen our learning, broaden our knowledge, enhance our understanding of self and others, and enable us to make positive contributions to our communities.

Residential Learning Community Guidelines

Terms and Conditions of Occupancy

- 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.
- Residents must occupy their accommodations as assigned by The Bantam Network Residential Learning Community. Written approval from The Bantam Network Residential Learning Community must be secured for all residence assignments before a student may occupy a residential space.

- 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. Assignment switching (changing rooms) without written permission is prohibited and will result in disciplinary action.
- The College supplies custodial services only for public common areas. Residents are responsible for maintaining clean private spaces.
- There are no sanctioned storage areas accessible to students. Students should seek outside vendors for this type of service.
- All residents without approval to remain on campus must vacate their on-campus residence by 12:00pm on the day following the last final examination of each semester.
- Residents are not permitted to remain in campus housing during the winter and summer breaks without approval from the Office of The Bantam Network Residential Learning Community. Residents who enter or remain on campus without prior approval will be subject to the Residential Student Conduct Process and will need to vacate campus.
- To obtain permission to stay during break periods, students must submit an application for Break Housing to The Bantam Network Residential Learning Community. Students granted permission to stay during the break periods must stay in the room approved by The Bantam Network Residential Learning Community and must abide by all policies contained within these residential guidelines.
- During the winter break, some residential communities may be closed for safety and energy conservation reasons. Each year, The Bantam Network Residential Community in collaboration with the Facilities department will determine which residential communities will be closed. Residents of residential communities selected for closing will be assigned to another residential community.
- Students approved to remain on campus during the winter and summer breaks must remain in their assigned rooms and abide by the Residential Learning Community Guidelines. Any damages that occur in these spaces during the breaks will be charged to the students granted occupancy for that time period.
- 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. Students will be asked to complete a request to remain on campus for these breaks in order for The Bantam Network Residential Community staff to be aware for

emergency purposes.

- Fall semester students who are not residing on campus for the spring semester must completely vacate their room at the conclusion of the fall semester. Vacated rooms will be cleaned and students will be charged a repair/replacement fee for damage to the room and/or furniture. Personal items left behind will be disposed of and students will be charged a cleaning fee for the removal of items left in the room.
- With the exception of members of the senior class, at the conclusion of the spring semester, the only students who will be granted access to their rooms are the Community and Resident Advisers as well as other groups who have received approval for extended stay. Summer housing residents, Commencement/Reunion workers, international students, athletes participating in competition, etc., who have been approved for extended stay may be subject to temporary relocation. These students must relocate to a temporary assignment upon request by The Bantam Network Residential Learning Community.
- Upon closure of residential buildings, representatives from The Bantam Network Residential Learning Community and the Facilities Department will inspect all rooms for damages, noting missing College issued furniture and determining if excessive cleaning is required. Students will be charged a fee for missing and/or damaged furniture, damages to the residential space, and excessive cleaning.
- Students are responsible for the condition of their rooms and their furnishings during their periods of occupancy. Damage to the furniture, walls, or any part of the room will be assigned a cost and will be charged to the responsible student(s). If a responsible party cannot be identified, the assigned cost will be equally distributed amongst the roommates of the space. Upon vacating an assigned room, students should return them to their original condition.
- Once room inspections are completed, all rooms will be cleared and prepared for the following semester. Any personal belongings left in a room will be considered abandoned and discarded. After residential closures, students will only be granted access to their former residential assignment at the discretion of The Bantam Network Residential Learning Community.
- **Please Note:** A per-day fee may be assessed to any student who occupies their room outside the dates stated in the residential contract.
- Housing selection for fall occupancy is an online process and students will receive instructions and important dates prior to the selection period.
- Trinity College is a residential college, and all students are expected

to live in housing provided by the College. Prior to the spring housing selection, The Bantam Network Residential Learning Community will publish guidelines for students requesting to live off campus. Note that there is a maximum number of students each semester that are released from on-campus housing. Students are not guaranteed that they will be granted permission to live off campus.

Medical Information

Residents must comply with all medical history information requirements and all health/medical requirements as established by the [Health Center](#) prior to assuming occupancy.

Housing Accommodations and Special Assignments

- The College will consider requests for special room assignments. This process is explained in the room selection instructions. Special assignments may be considered for documented medical needs and physical disabilities. Students with documented medical needs or physical disabilities must apply for accommodations through the [Student Accessibility Resource Center](#).
- 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.

Policy Regarding Pets

- Undergraduates are not permitted to have animals on the Trinity College campus or in any of its buildings except when approved as an accommodation through the [Student Accessibility Resource Center](#). Failure to observe this policy will result in disciplinary action, including the removal of the unapproved pet(s) from campus housing.

Eligibility to Live Off Campus

- Rising seniors and juniors in good academic and social standing, who have not yet accepted or are not yet assigned to on-campus housing for the upcoming academic year can apply to live off campus.
- Incoming transfer students are required to live on campus during their first year as a Trinity College student and can apply for off-campus housing approval the following year, provided they are rising junior or senior students.
- Students who are unsure of their academic standing must check their academic/advising transcript.
- Students who are unsure of their social standing should email housing@trincoll.edu.
- **Please Note:** Students who currently live off campus **MUST** reapply for approval to live off campus for the upcoming academic year.
- Once applications are reviewed, students will receive notification of their application status. **175 student applicants will be approved to live in housing not owned by the College.**
- Students whose applications are not approved:
 - Will be placed on the off-campus housing waitlist
 - Can elect to participate in the on-campus housing selection process
- **Please Note:** Students who choose to live off campus without approval will be charged a **\$2,500 fee**.
 - The \$2,500 penalty will NOT be waived.
 - There is NO appeal process to waive the \$2,500 fee.

Eligibility to Obtain Commuter Status

- To be eligible for commuter student status, students must meet ONE of the following conditions:
 - Student resides with their parents or legal guardians in their permanent legal residence within a 50-mile radius of the Trinity College campus
 - Student is aged 25 years or older
 - Student has children and/or dependents
 - Student is married and living with their spouse

Residential Facilities Policies and Personal Property Guidelines

Room Condition Report

- Students are responsible for signing their room condition report within **3 days** of assuming occupancy of a residential assignment. Prior to occupancy, a room condition report is completed by the Residential Learning Community Staff noting the condition of the space including an inventory of furnishings.
- It is the student's responsibility to verify the condition of the room. Any damages or missing items must be documented in order to avoid future charges. Failure to complete the room condition report will impact the resident's right to dispute charges due to damages or missing items that were inventoried for the room.
- At the end of each term, rooms will be inspected by a representative of the Facilities Department and/or The Bantam Network Residential Learning Community and any damages or missing items not previously noted on the room condition report will be billed directly to the student's account. Excessive damages and/or necessary cleaning found at the end of a term will incur a charge and may also result in the Residential Student Conduct Process.

Room and Furniture Condition

- Students are responsible for maintaining the condition of their rooms and their furnishings during their periods of occupancy. Changes such as 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 Bantam Network Residential Learning Community.
- 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.
- The Bantam Network Residential Learning Community staff conducts health and safety inspections in the residential communities once per semester. Rooms are expected to be free of any prohibited items/policy violations and hazardous materials such as bodily fluids. 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 the Residential Student Conduct Process and/or a fine.

- 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 and chair. There are only a limited number of items in back stock, but every legitimate furniture request will be honored. Please note that bookcases are not typically available.
- For furniture repairs, maintenance requests, etc. students should submit a work order request via <https://v1-identity.dudesolutions.io/app/login/username>
- For door issues, whether it be access or a physical issue, students should complete an IT request: <http://ishelp.trincoll.edu>
- 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 resident(s) of the room missing that piece will be charged for its full replacement cost.
- Students are prohibited from bringing their own mattress into the residential community unless it is approved by the Student Accessibility Resource Center.
- The College employs a maintenance and custodial staff to keep the residential communities in good physical condition. Requests for maintenance should be directed to Facilities at 860-297-2444.
- Upon vacating their assignment, students are expected to take all personal belongings, remove all trash, and do a quick sweeping. Please be advised that rooms that require excessive cleaning or furniture/rug removal will be assessed a cleaning fee.
- Nails, screws, double-stick tape, or duct tape on the walls, furniture, or fixtures are prohibited due to the physical damage that often occurs from using these materials. Repainting/repairs resulting from the use of such adhesives are the financial responsibility of the resident(s) of the room.
- 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.
- 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 room/suite/apartment in a residential community (e.g., directly in windows, exteriors of doors, etc.).

Residence/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 residence/room.
- Authorized staff members who may enter a student's room include Department of Facilities maintenance and custodial personnel, Campus Safety personnel, Residential Learning Community administrative staff members, deans, Administrators on Call, and Resident Advisers.
- Rooms may be entered under the following conditions:
 - To provide room maintenance inspections or repair services
 - To conduct health and safety inspections
 - When there is reasonable cause to believe the College community standards are being violated
 - When there is reasonable cause to believe an emergency situation that requires the room be entered has arisen
 - When a student vacates a room for a break period
 - When the occupancy period of the room has ended
 - When sanctioned for room checks after adjudication of a fire-safety violation
- 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.
- 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 Student and Community Life, and/or the Administrator on Call must be notified immediately of such agencies' presence and intent.

Locking System

- The College has an electronic control system working to protect students in the residential communities: these are networked card readers. This system is administered by the Information Services Department, Help Desk on Level A of the Library.
 - Electronic card readers are used on exterior and interior doors within all residential communities. All residential communities are ID access only. IDs are not to be shared under any circumstance. If an ID is compromised it may result in the Residential Student Conduct Process. IDs will open a student's

assigned room, bathroom, and entrances of their residential community.

- At the entrances to all residential communities, 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 them.
- Under normal circumstances, all lock repair issues or card-reader failures should be directed to 860-297-2007. If an emergency exists, please contact Campus Safety immediately at 860-297-2222. Students who require a replacement ID card should go to the library (860-297-2007) during normal business hours (note: a replacement fee will be assessed). Call Campus Safety (860-297-2222) during evening hours or on weekends.
- Tampering with any locking system, adding locking devices, propping open any exterior residential building doors or bathroom doors, or holding the door open for nonresidents are very serious violations that will result in the Residential Student Conduct Process.

Personal Property Liability/Insurance Coverage

Neither the College nor The Bantam Network Residential Learning Community 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 Bantam Network Residential Learning Community has student insurance information on the College's website.

Community Standards Within the Residential Communities

A primary goal of The Bantam Network Residential Learning Community 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 residential learning community. 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 our residential learning community 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 and learning environment. The College expects undergraduates in public and in private to act with self-respect 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 sanctions listed within the *Student Handbook* and/or the residential guidelines.

Community standards include but are not limited to the following:

Respect for Others

- 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 students in the residential community, to privacy or to sleep or study within their rooms.
- In particular, The Bantam Network Residential Learning Community 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.

- Students will be held responsible for behavior that infringes on the individual rights and autonomy of others.

Lounge Use

- All events in residential lounges must be sponsored or sanctioned by The Bantam Network Residential Learning Community. **Alcohol use, vaping, and smoking are prohibited in all buildings on campus at all times.**
- Residential lounges are not to be used for private parties, nor may off-campus or on-campus groups use these areas for their activities.
- 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 housing assignment restriction of all parties involved. If there is any question about what furniture belongs in a lounge, students should contact the Residential Learning Coordinator for that area.
- Lounge alteration is not permitted without the express written permission of The Bantam Network Residential Learning Community.

Respect for Property

- Trinity College strives to provide residential communities that are in good physical condition and conducive to student personal and 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.
- Breaking, vandalizing, defacing, and/or unauthorized removal of College and residential community 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.
- 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 Bantam Network Residential Learning Community.
- In the event that damages occur accidentally, those responsible are required to

immediately contact The Bantam Network Residential Learning Community Office to avoid the Residential Student Conduct Process. Assuming responsibility for accidents may require reimbursement for damages, but evasion of responsibility will most certainly yield more stringent penalties.

- **Community Damage Policy:** In the event of damages, theft, and cleaning charges in the public areas of residential communities (lounges, hallways, bathrooms, elevators, etc.), all residents will be charged equally for repair/replacement costs if the responsible person(s) are not identified.

Pet Policy in Residential Communities

- Undergraduate students are not permitted to possess or maintain animals within the residential communities unless there is a documented physical disability that requires the student to keep an emotional support animal or service animal.
- Students who need a service/emotional support animal must contact the Student Accessibility Resource Center and provide physician documentation. The documentation will be reviewed, and a recommendation will be made to The Bantam Network Residential Learning Community regarding the request.
- Depending on the situation, students will be held responsible for the removal of the pet and will be charged a fee of \$50 per day that the pet was found to be living in the residential communities in addition to any costs associated with the physical care or removal of the pet.
- Failure to observe this policy may result in housing assignment restriction of all parties involved. Repeat violations of this policy will lead to sanctions.
- 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.

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 residential communities 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 Residential Learning Community staff as needed.

- 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.
- Quiet Hours can be defined in the following manner: if the noise emanating from a room can be heard from behind a closed door, then the level of noise is too loud and should be turned down.
- 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. Excessive noise, as determined by residential community staff members and/or affected students, is not permitted. Students will be documented outside of the stated “quiet hours” for excessive noise.
- During final examination periods, 24-hour quiet hours will go into effect for the entire Residential Learning Community no later than sundown on the last day of classes and continue through the last day of finals. Additional quiet hours may be imposed during midterms and the last week of classes.
- 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.).

Guest Policy

- A guest is defined as any individual who is not currently assigned as a resident of that particular room in the residential community.
- Consideration for roommates and other floor/residential community residents dictates that guests must not infringe on another’s right to privacy and the quiet enjoyment of the facilities they have under contract. Therefore, all visitors, regardless of gender, must be approved by all residents of the room/suite/apartment.
- Residents should check with their roommates before inviting guests and are encouraged to engage in conversations about guests when completing a roommate agreement. Roommates have the right to refuse their roommate’s guest(s) or to ask the guest(s) to leave if the guest is being disruptive or their presence is in violation of an established roommate agreement.
- Roommates should mutually determine an appropriate length of stay before

guests arrive, provided these guidelines are followed:

- A resident may not pressure or coerce a roommate to tolerate the presence of a guest.
 - 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.
 - The presence of a guest must not exceed three overnights in any one week (Monday-Sunday). Longer visits indicate illegal residence in the residential community and disrespect for the rights of the residents of the room, and may lead to immediate removal of the guest, revocation of guest privileges, and the Residential Student Conduct Process.
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- A guest may not occupy any student room when the host student is not present.
 - Residents are permitted to host up to two (2) guests in their residential community at one time. Guests must be at least 16 years of age and possess a valid ID. Permission for guests MUST be obtained from The Bantam Network Residential Learning Community.
 - Overnight guests are limited to two (2) guests per resident. Guests may stay no longer than three overnights in any one week (Monday-Sunday). Guests must then wait at least 14 days before returning to the same room as an overnight guest. Guests must be accommodated in the resident's room.
 - Student IDs may not be shared with guests.
 - All guests must use gender-appropriate bathroom facilities.
 - Guests must abide by all College and residential community standards. If violated, both hosts and guests will be held responsible for inappropriate conduct.
 - 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.
 - Guests found not observing College and residential community standards may be escorted from the residential community and restricted from further access.
 - 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.

- 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

- 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.
- In accordance with state and local laws, persons under the age of 21 may not keep or consume alcoholic beverages at any time. Students found to be in violation of this policy will be subject to the Residential Student Conduct Process.
- Policies governing alcohol use within the residential communities 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 residential areas accessible to all residents of a property.
- College policy is cited in conjunction with the following provisions regarding drugs and paraphernalia in residential communities. Possession, use, sale, and/or distribution of any narcotic, drug, nonprescribed medicine, chemical compound, or other controlled substance is prohibited, except as expressly permitted by law. Students found to be in violation of this policy will be subject to the Residential Student Conduct Process.
- The possession of drug paraphernalia (pipes, bongs, roach clips, marijuana vaporizers, etc.)—used, unused, or decorative—is prohibited. Such items are subject to confiscation and students found in possession of these items will be referred to the Residential Student Conduct Process.
- Smoking and vaping are prohibited from all buildings on campus. 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 the Residential Student Conduct Process.

- Smoking is also prohibited within a 20-foot perimeter outside of buildings on campus.
- Candles and incense are prohibited in residential communities (whether lit or unlit). They will be subject to immediate confiscation, financial penalty, and referral to the Residential Student Conduct Process.
- 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 to the Residential Student Conduct Process. If the resident is found responsible a second time for covering a smoke detector, that student may be face housing assignment restriction.
- 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 referred to the Residential Student Conduct Process.

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 (The Bantam Network Residential Learning Community, Campus Safety, and/or Facilities). This includes, but is not limited to, physical property and building safety, personal safety, and fire safety.

Endangering Behavior

- Inconsiderate behavior (including irresponsible behavior resulting from alcohol or other drug abuse) and excessive noise are prohibited.
- The use of bicycles, in-line skates, skateboards, or other recreational devices in residential communities are prohibited.
- Participation in any type of sport activity (including water fights) in the hallways and/or public areas of residential communities is prohibited.

- Throwing any objects (including snowballs) toward the residential communities (or other College-owned buildings) is prohibited.
- 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 housing assignment restriction from housing: roofs, mechanical rooms, storage spaces, custodial closets, attics, and ledges.
- 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.
- Residents may not remove the screens or window stops from their room window or other windows in the residential building at any time, nor take any action that may tend to damage the window, window screens, tracks, or closures.
- No objects of any type (including liquid) may be thrown, dropped, pushed out of, placed outside of, or allowed to fall from any residential community window. Students found responsible for such actions will face the Residential Student Conduct Process.

Building Safety and Security

- Safety and security systems are maintained for the general welfare of the residential communities and are not to be abused. Propping exterior doors is prohibited.
- Sharing a student ID is prohibited and will result in the Residential Student Conduct Process.
- When individual rooms are left unattended, the door and window(s) should be kept closed and locked.
- Solicitors, canvassers, delivery persons, peddlers, and other unauthorized people are not permitted to enter residential communities. Residents should not negotiate with such people or admit them into campus facilities; Campus Safety should be notified immediately of such individuals.

- In order to maintain safe evacuation routes, students are not permitted to leave or lock bicycles/scooters in hallways or stairways.

Fire Safety in the Residential Communities

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 residential community. 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 tamper with exit signs.
- Do not smoke in College buildings.
- Do not use candles or incense.
- Do not leave cooking equipment unattended when in use (even microwaves).
- Do not leave lamps on when you are not in your room
- Never disregard fire alarms; immediately exit the building when an alarm sounds.
- Residents must familiarize themselves with emergency exit locations and evacuation procedures.
- When a fire alarm sounds, all students are required to evacuate the building. 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.
- 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 \$3,000,

(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.

- 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.
- Safety inspections will be conducted by Residential Learning Community staff members each semester in order to determine compliance with safety regulations. Restricted items may be removed during such inspections.

Prohibited Items

- Items prohibited in residential communities include but are not limited to: candles; incense; unapproved 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; butane lighters; lava lamps; and use or storage of any type of flammable liquid.
- Small refrigerators; microwaves; and electric coffeepots, hot pots, and tea kettles (with automatic shutoff) are permitted if they are UL (Underwriters Lab, Inc.) listed. Amperage limitations may be imposed.
- Decorative wall coverings must not cover any room fixtures (lights, sprinkler systems, etc.) or hang freely from the ceiling.
- Use of darts and dartboards in any area of the residential communities is prohibited.
- Construction of lofts of any type is prohibited.
- Cement-type blocks (cinder, etc.) are prohibited.
- 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 and cannot be hung where they come in contact with walls.
- Antennas, satellite dishes, or other external devices are prohibited from the exteriors of the residential communities.

- Extension cords must be in the form of “surge protectors” or heavy-duty (indoor-outdoor) quality.
- 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.
- The use, possession, manufacture, sale, or distribution of weapons such as firearms, air soft guns/rifles, BB guns, facsimile weapons, ammunition, explosives, hand weapons, knives, or fireworks of all kinds is prohibited.

Potential Sanctions

- In accordance with the Procedures in Grievances against Students section of this handbook, sanctions for violations of residential guidelines and policies are formal reprimands imposed on a respondent who is found responsible for violating college regulations.
- A nonexhaustive list of potential sanctions, including their definitions, is included in a previous section of this handbook.
- Residential Community Standards cases may require a variety of restorative actions. The College reserves the right to notify the parent(s)/guardian(s) of alleged violations of the Residential Community Standards and/or sanction(s) when deemed appropriate. Failure to abide by or complete any sanction shall result in a separate violation for refusal to comply with the Residential Community Standards process.

Section VI. Student Organizations and Campus Events Guidelines

Student Organization Regulations and Procedures

Introduction

A liberal arts education is most effective in a living and learning environment hallmarked by curricular, co-curricular, and extracurricular activities on a campus that is safe, nurturing, and inclusive. Accordingly, Trinity College will recognize and provide financial or organizational support to student organizations that agree to follow the regulations and procedures of Trinity, an objective of which is to promote a positive social climate where students feel welcomed, free from risk, and supported in their personal growth by the Trinity student organizations in which they choose to participate. This means that student organizations recognized by the College will not only provide an environment in which members can establish lifelong friendships, develop personally and intellectually, and have fun, but also that these organizations will support and enrich the cultural, social, and intellectual life of the College and communities beyond the campus.

All Student Organizations

All student organizations and associations (*student organizations*), whether located on or off campus, as well as their officers and their members (both collectively and individually) must adhere to general College regulations and procedures as well as all specific regulations and procedures applicable to the particular student organization. The activities of all student organizations are expected to benefit or serve the Trinity community. Violations will be subject to student grievance procedures as outlined in the *Student Handbook*.

Social Organizations

The College considers *social organizations* to be those student organizations which have as one of their primary purposes or activities the sponsorship or hosting of social events or activities, whether or not at dedicated locations owned, rented, or associated with those student organizations and whether on or off campus. Student organizations whose membership is based on a particular talent or skill of their members or whose membership is based primarily on the devotion of their members to a narrowly constituted activity, purpose, or principle are not governed under these rules. Accordingly, organizations that focus exclusively upon a single sport, a particular

form of instrumental or vocal music, or the publication of a specific periodical are not considered social organizations because the criteria used by the organization to admit members or to justify the use of College space are narrowly tailored solely to the common activity of the group.

In addition, the College distinguishes between selective and nonselective social organizations. A selective social organization is one having an admissions process that may result in the failure of an interested student to be admitted. A nonselective social organization is one that admits any student who wishes to join. The classification of a student organization as a social organization and as selective or nonselective rests exclusively with the Vice President of Student Affairs. Where the Vice President of Student Affairs deems appropriate, they may exempt social organizations from the application of particular regulations for social organizations.

Selective social organizations and social organizations with a facility enjoy special privileges and therefore are subject to certain requirements in addition to those placed upon nonselective social organizations or other student organizations.

Membership in and/or participation in activities of an unrecognized selective social organization are prohibited. Students who are members of or who engage in activities with an unrecognized selective social organization are subject to discipline by the College, including suspension and expulsion.

(a) General Requirements for Social Organizations

Social organizations shall develop and implement each year a program of projects and events whose goal is to improve the Trinity community and/or its relationship with the surrounding neighborhood. Programming responsibilities shall fall to most or all of the host organization's members, though nonmembers may be included as well. Examples of such projects or events include programs that raise awareness about alcohol and drug abuse, sexual assault or harassment, sexual orientation and gender identities, or world events; dinners with faculty; arts events and exhibitions; fundraising for nonprofit organizations; and cultural celebrations. Other ways by which social organizations may contribute to the life of the campus include co-hosting events with other organizations, collaborating with the Bantam Network to support and mentor peers, and allowing classes or other student groups to use their facilities for an event.

Members of social organizations are expected to participate in and support other student organizations and activities on campus, such as the *The Trinity Tripod*, student government, and academic clubs.

Social and program events sponsored by social organizations, whether on or off campus, must comply with the standards, regulations, and procedures in the Social Affairs Regulations section of the Student Handbook.

Each social organization shall have a dedicated faculty or staff adviser, approved by the Dean of Students or their designee, who helps support academic achievement and fosters ties to the classroom. No adviser may serve in this capacity for more than three social organizations.

All selective social organizations and social organizations with facilities shall comply with the requirement to submit an annual report, as provided in section 4 below. A *social organization with facilities* is one that sponsors or hosts events at dedicated locations owned by, rented by, or associated with those organizations, whether or not in Trinity-provided space and whether on or off campus. All social organizations with facilities must register those facilities with the Office of Student Leadership and Engagement/Greek Life at the beginning of every semester.

(b) Selective Social Organizations

(1) GPA Requirements for Application

The College recognizes only two types of selective social organizations:

- (i) *Annual membership organizations (AMOs)*, in which the term of membership is one year, normally terminating at the end of the academic year. Readmission is based on the same criteria by which prospective members are admitted for the first time; and
- (ii) *Continuing membership organizations (CMOs)*, in which membership continues throughout a member's enrollment at Trinity, and possibly thereafter.

A student whose first-time membership in an AMO commences in the fall semester is required to have a semester GPA of at least 3.0 for the immediately preceding spring semester or achieve a semester GPA of at least 3.0 for at least one of the fall and spring semesters of the first academic year of membership. A student whose first-time membership in an AMO commences in a spring semester is required to have a semester GPA of at least 3.0 for the immediately preceding fall semester or achieve a semester GPA of at least 3.0 for the spring semester in which membership commences. All students who seek membership in an AMO shall not currently be on academic probation or censure by the College. A member of an AMO who fails to satisfy the GPA requirement is not allowed to continue as a member of the AMO and may reapply only if the student has a semester GPA of at least 3.0 for the semester (fall or spring) immediately preceding the semester of reapplication. Once a member of an AMO fulfills the GPA requirement, the student is not again subject to the GPA requirement for that AMO.

In order to apply to a CMO, a student must be at least a sophomore, shall

have either a semester GPA of at least 3.0 for the immediately preceding semester (fall or spring) or a cumulative GPA of at least 3.0 at the time of application, and shall not currently be on academic probation or censure by the College. A student's continuing membership in a CMO is not conditional upon the student's cumulative or semester-by-semester GPA.

(2) Admission Process and Conditions of Acceptance

The admission process for selective social organizations shall consist of: a period devoted to introduction/application to the organization (sometimes referred to as recruiting or rush); the issuance of invitations to join the organization (sometimes referred to as bids); a period during which those invited to join may respond; and, at the option of the organization, a period of orientation/education for first-time members. All such periods and activities shall be scheduled in consultation with the Vice President of Student Success and Enrollment Management or their designee, but the admission process shall normally not extend beyond the end of the fifth full week of classes. An organization whose selection process corresponds with housing selection will work with the Vice President of Student Success and Enrollment Management or their designee to determine a schedule for its selection process. Within the week following the deadline for acceptance of invitations to join each such organization shall supply the Vice President of Student Success and Enrollment Management or their designee with a complete and up-to-date list of members and officers.

Each selective social organization shall supply information about the organization to each student who applies and to any member of the Trinity community who so requests. The information supplied shall include at least the following:

- i. A statement of purpose (including a statement of purpose of a parent organization if applicable);
- ii. Membership criteria;
- iii. A statement of the financial costs to members, including all dues, social or programming fees, dining fees, membership fees, and any other fees that may be reasonably expected to be charged;
- iv. A description of the orientation or educational program (if any required of new members; and
- v. Other information requested by the Vice President of Student Success and Enrollment Management or their designee.

Each selective social organization may sponsor an alcohol-free pre-application event for first-year students during the last two weeks of April. Any orientation or educational program for new members must be approved

by the Vice President of Student Affairs or their designee and, if the organization is a member, by the Inter-Greek Council. No such program shall last for longer than ten consecutive days.

Except for the acceptance of an invitation to join, payment of any required fees, and completion of an orientation/education program (if any) approved by the Vice President of Student Success and Enrollment Management or their designee, there shall be absolutely no other expectations placed upon a new member that pertain to social acceptance or other conditions for membership. Any other activity occurring on or off campus, which the Vice President of Student Success and Enrollment Management or their designee determines is a condition for membership or social acceptance, will be grounds for disciplinary action up to and including prohibition of the organization and expulsion of participants from the College. Hazing, as defined in the *Student Handbook*, is specifically prohibited. (See p. 75)

(3) Continuing GPA; Coeducational and Diversity Requirements

Beginning with the grades received at the end of the fall semester of 2014, the collective average GPA of the membership of each selective social organization shall be at least 3.0 in each semester.

Selective social organizations are expected to reflect the diverse nature of Trinity and may not discriminate in admissions on any basis prohibited by law. Selective social organizations may have single-sex membership and are not required to accept members inconsistent with the organization's admissions policy.

(4) Greek-Letter Organizations

All social fraternities and sororities both on and off campus composed primarily of Trinity College students will be considered Greek-letter organizations and subject to all College standards, regulations, and procedures governing student organizations and rules, regulations and procedures that specifically apply to Greek-letter organizations. Unless the Vice President of Student Success and Enrollment Management or their designee determines otherwise, all Greek-letter organizations shall be classified as selective social organizations and as such must comply with all standards, regulations, procedures, and objectives stated herein.

Unless an apartment or off-campus house explicitly and openly associates with a particular organization or funds social events for a particular Greek organization, they will not be considered Greek houses. In a reported incident alleging violations of College policies at these locations, the alleged misconduct will be considered

individual, unless an investigation establishes a preponderance of evidence for organizational misconduct. As stated in the “All Student Organizations” section: Violations will be subject to student grievance procedures as outlined in the *Student Handbook*.

All Greek-letter organizations are required to be members of the Inter-Greek Council (IGC) and shall be held accountable for such standards and conduct as established by the IGC. To ensure proper governance and communication among Greek-letter organizations as well as to provide a central point of contact for the College, the IGC must hold regular meetings and work to promote the positive contributions the Greek-letter organizations make to the campus and the larger community in which the College resides. The officers of the Greek-letter organizations may establish such other organizations as they deem appropriate, subject to approval by the Vice President of Student Success and Enrollment Management or their designee, to assist in the conduct of the Greek rush process and other activities related to the recruitment, promotion, and education of new members of Greek-letter organizations. The IGC and all such other organizations formed by the Greek-letter organizations shall meet periodically and upon request with the Vice President of Student Success and Enrollment Management or their designee to discuss their activities.

(c) Nonselective Social Organizations

(1) **GPA Requirements for Application**

Because membership in a nonselective social organization is open to all applicants, a student need not have a specified GPA to apply for admission to such an organization.

(2) **Admission Process**

Each nonselective social organization shall develop and publish, subject to approval by the Vice President of Student Success and Enrollment Management, information about the organization and the procedures used for applying to or joining that organization. Each nonselective social organization shall supply this information about the organization to each student who applies and to any member of the Trinity community who so requests.

(3) **Continuing GPA; Coeducational and Diversity Requirements**

Because membership in a nonselective social organization is open to all applicants, a nonselective social organization need not maintain a specified average GPA for its members.

Nonselective social organizations are expected to reflect the

coeducational nature of Trinity and may not discriminate on the basis of race, ethnic or national origin, sex, age, disability, religion, sexual orientation, color, gender expression, gender identity, or on any other basis prohibited by law. Nonselective social organizations with facilities are required to demonstrate in their annual reports that their activities and their membership are open and inclusive.

(d) Insurance Requirements for Social Organizations

Social organizations having privately owned or rented space must carry liability insurance in the amount specified by the College. All such insurance policies must remain in effect whether or not the College is in session. All such insurance policies must name the College and its agents as additional insured.

The College shall also be named as a certificate holder. Each such organization must provide an up-to-date certificate of insurance to the Vice President of Student Success and Enrollment Management or their designee each year prior to the beginning of the fall semester. The College will, upon request by a social organization and its compliance with all other standards, regulations, and procedures of the College, use its best efforts to provide liability insurance at cost to any social organization that is unable to otherwise obtain such insurance or that wishes to obtain such insurance through the College. The College shall charge any organization for which it procures insurance only the premium that the College pays for such insurance for that organization.

The College may withhold privileges from, suspend, or prohibit any such organization that fails to comply with the insurance requirements.

Annual Reports and Evaluation of Social Organizations

All selective social organizations and social organizations with facilities shall submit by March 1 of each year an annual report to the Student Organization Review Committee (SORC). The report shall summarize all public activities and events of the previous twelve months hosted or assisted by the organization and include an assessment of the impact of the organization's programs on the community and such other information as SORC or the Vice President of Student Success and Enrollment Management and/or their designees, in collaborative discussion, may require. This report should also highlight academic achievement and leadership positions members of the organization hold on campus. Each organizations report shall be signed by each officer of the organization, as well as an alumni officer or representative, where applicable.

The annual reports shall also describe the efforts and progress made by the organization to comply with the requirements of section 3(a) above (General Requirements for Social Organizations). Such annual reports shall also list all members and officers of the organization submitting the report.

The purpose of the annual report is to prompt a self-examination by each organization of its activities and programs and their effectiveness, to serve as a basis upon which the organization can plan its activities and programs for the following year, to provide a basis for the College to evaluate whether Trinity-owned space should be reassigned, and to serve as a basis on which SORC and the Vice President of Student Success and Enrollment Management or their designee may evaluate the progress of the organizations efforts to comply with the regulations, procedures, and objectives of the College and to assess whether the organization should continue to be recognized by the College. SORC shall comprise two students, two members from the faculty, and an administrator as constituted yearly by the Vice President of Student Success and Enrollment Management or their designee. In appointing members of the faculty, the Vice President of Student Success and Enrollment Management shall consult with the Dean of the Faculty; and in appointing members of the student body, the Vice President of Student Success and Enrollment Management shall consult with the Student Government Association.

Upon request by the Vice President of Student Success and Enrollment Management or their designee or SORC, the officers of the organization shall meet with the Vice President of Student Success and Enrollment Management or their designee and/or SORC to discuss the report and future plans to comply with the College's requirements for social organizations.

Failure to Meet Standards and Objectives

The Vice President of Student Success and Enrollment Management or their designee has primary responsibility for seeing that all students and student organizations comply with the standards, regulations, procedures, and objectives of the College, and student life staff are prepared to assist student leaders in meeting their goals and maintaining compliance with College requirements. In the event the Vice President and/or their designees determine a social organization is failing to meet standards or objectives or to comply with regulations or procedures of the College, they may issue a warning with reasonable time to correct the problem or may restrict specified privileges up to and including prohibition of the organization, depending on the nature of the deficiency or violation. The Vice President and/or their designees will also work closely with SORC and the social organizations to provide information that will help in the annual review process and ensure that the work of the Office of Student and Community Life and SORC are consistent.

If SORC determines that a student organization is failing to meet a reasonable standard of service to the community, it may issue a warning to the organization specifying

what is determined to be the organizations deficiency and a reasonable time to remedy the deficiency. Continued failure of the organization to meet a reasonable standard of service may result in SORC recommending suspension or prohibition of the organization.

If the Vice President of Student Success and Enrollment Management determines that an organization has failed to meet an applicable collective cumulative average GPA requirement, the Vice President or their designee may issue a warning to the organization. The organization will have only the following semester to come into compliance. If, at the end of that semester, the organization has not achieved the required average GPA minimum, the Vice President may take additional disciplinary action, including suspension or prohibition of the organization.

Any student who participates in a prohibited student organization will be subject to disciplinary action, including suspension or expulsion from the College. The College may reassign any space within its control designated for a student organization for failure to comply with the standards, regulations, procedures, and objectives of the College. The annual review process will also help ensure that College resources are allocated effectively and in support of the current interests of the student body. In the case of nonselective social organizations with a College facility, SORC will review whether the organization is using the facility to its fullest potential and for appropriate purposes. If SORC recommends to the Vice President that a space should be reassigned for such reason, this finding alone does not mean that the organization is in violation of any College requirement, and the organization may continue to be recognized, provided it complies with other applicable standards, regulations, procedures, and objectives.

In the event that an organization disputes a determination by the Vice President of Student Success and Enrollment Management of restriction of privileges, suspension, or prohibition of the organization, it may file a notice of appeal to the Vice President of Student Success and Enrollment Management in accordance with the student grievance procedures as outlined on pages 92-94 of the *Student Handbook*. Otherwise, the decision shall be considered final.

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 Nondiscrimination Statement

The Trinity College Student Government Association adopted the following nondiscrimination 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 College for their nondiscrimination policies.)

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 nontherapeutic 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 nontherapeutic 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 they have 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 Office of Student and Community Life or the Counseling and Wellness Center. A student may independently and confidentially seek the advice of the Health Center, the Counseling and Wellness 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.

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.

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. 75.
- 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.

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.

Recreation Guidelines and Responsibilities

Trinity College is dedicated to providing recreational opportunities that improve the mental, emotional, and physical well-being of the College community. In support of this mission, the Recreation Office strives to prepare students to lead examined lives that are personally satisfying, globally aware, and socially focused. Recreation offers the following:

- *Intramural sports* are organized each semester to offer a variety of on-campus competitive sports. Any current student can form a team and compete in various co-ed sports. Teams may represent campus organizations, residential communities, or independent teams all vying for the championship for each league.
- *Club sports* involve working as a team dedicated to a competitive schedule with other institutions. With the assistance of the Recreation Director, club members can hire a coach, schedule matches, and organize club practices. Students are the driving force behind the club offerings.
- *Fitness and well-being*: The recreation program offers several group fitness classes such as Zumba, yoga, and spinning along with other opportunities that improve one's wellness and fitness.
- *Outdoor Education* is the latest recreation program that offers weekend and extended outdoor trips. OE also offers classes through the PE department. Each semester Outdoor Education offers a full list of trips that students can register for. Previous trips include ice climbing in the Adirondacks, backpacking in the Grand Canyon, canoeing in the Florida Everglades, and hiking in the White Mountains of New Hampshire.
- *Informal recreation* involves enjoying free time, staying active, playing and having fun. Equipment is available to borrow from the front desk of Ferris when you leave an ID. Campus organizations may reserve additional equipment for events and programs by filling out the equipment form on the [Recreation Webpage](#).

To learn more about each of these programs and how to get involved, visit the [Recreation Webpage](#).

Alcohol and Drug Policy

Alcohol and/or drug consumption will not be permitted during any Recreation activity. Violators will be asked to leave the area or trip and may be subject to disciplinary action.

Policy on Good Sportsmanship

Good sportsmanship is an important aspect to the success of any program, and is required of all participants in recreation activities. Key elements of good sportsmanship are:

- Show respect for the opponent at all times—Opponents should be greeted and spoken to in an honest, clear, and forthright manner.
- Show respect for the officials—Good sportsmanship implies the willingness to accept and abide by the decisions of the officials. Human error is inevitable under the best of circumstances. Contests are inherently full of conflicting views and students will be officiating. Understanding this is the basis for participation.
- Maintain self-control at all times—Games are the testing ground of character and the values of our College.
 - Recognize and appreciate skill in performance, regardless of affiliation—Applause for an opponent’s good performance is a demonstration of generosity and perspective that should be held in high regard. This willingness to acknowledge quality of performance in others is at the core of good sportsmanship.

The Recreation Director reserves the right to suspend or disqualify teams and individuals on site for unsportsmanlike conduct. Violators of the Alcohol and Drug Policy and Good Sportsmanship Policy may face disciplinary action.

Social Affairs Regulations and Event Approval

Trinity College expects 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 the collegiate experience, students' academic needs should always take priority. The Office of Student Leadership and Engagement (SLE) and Greek Life is available to assist both individual students and recognized groups in bringing their programming ideas to fruition. All social events initiated by students/student organizations must be vetted and approved by SLE/Greek Life staff.

Below we discuss how students may plan an event and the governing policies. It is important to remember that there are numerous, often overlapping demands and successful events require careful planning with ample time to complete all steps. Please note that individual hosts and/or student organizations and their officers are expected to comply with all legitimate requests made by college officials. Failure to comply with or enforce any of these regulations may result in college judicial action.

Planning an Event

The first step in the event planning process is to meet with a member of SLE/Greek Life to discuss the necessary steps. Some events are quite simple and can be accomplished in a short time period. Others might require more advanced planning with a considerable amount of coordination and outside resources. The discussion may include:

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

Registration

The College maintains a centralized scheduling and space system (EMS) for all College facilities (<https://reservations.trincoll.edu/EmsWebApp/>) to track events and programs. An intensive College calendar planning process is initiated each year to assist with appropriate space assignments and limitation of conflicts.

Certain events require the completion of a Social Event Registration Form. The events that require registration meet one or more of the following criteria:

- open to attendees outside the membership of the organization (even when taking place in a proprietary space)
- more than 50 people are present,
- will serve alcohol,
- will charge admission,
- are advertised to off-campus participants, or
- take place outdoors.

In many cases these events may be registered with SLE or Greek Life two weeks prior to the event. However, for large-scale campus events, a minimum of four weeks will be required in order to procure facilities and security personnel.

Event Approval

After an online reservation has been submitted, SLE, Greek Life and/or the Events and Campus Operations Office will review the request. 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. Upon review of the Social Event Registration Form, SLE and/or Greek Life staff may approve or deny the registration. Should an event be denied, the student or organization planning the event will be provided written reasons for the denial and options to revise the event for approval.

General Event Policies

Trinity College expects that all social events will be conducted with respect for the rights of students, guests, surrounding neighbors, and property. The College expects hosting students and/or organizations to take special care to provide an environment where fellow undergraduates can undertake their studies and other academic obligations free from excessive disturbance and harmful conduct.

The College has established the following general regulations with regard to parties, dances, concerts, and other student social events on College property, at Greek organization houses, or other approved venues. Successful social events are the responsibility of the officers of the sponsoring organization or individual host. Events may not be scheduled during orientation, reading days, exam periods, college breaks or holidays without written approval from an appropriate administrator or faculty member.

Advertising

- Any form of off-campus advertising is prohibited without the express written permission of SLE or Greek Life staff. This includes posting off campus, Facebook invitations to non-Trinity lists, radio advertising, fliers, etc.
- Advertising must be free of any unapproved reference to alcohol.

Admission Fees

Admission fees must be approved in advance by SLE or Greek Life staff, 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 supervising administrator on site at the conclusion of the event. All funds will be deposited into the organization's College account.

Hours

- Social events may not be held on class days before 4:00 p.m.
- Any outdoor events must end, with music off and lights on, by 1:00 a.m. and are subject to Hartford Municipal Code—Chapter 23 at all times.
- To comply with 24-hour Quiet Hours, no student social events may take place after sundown the last day of classes each semester. The only exceptions are student performances and approved events during Senior Week.

Guests and Identification

- Each Trinity student may not bring more than two guests to an event.
- Trinity students are expected to provide their student ID upon entrance to events. As guests arrive, they must show a valid college or government-issued 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 sponsoring department or administrative office.
 - Individual students and/or sponsoring organizations will be held responsible for the behavior of their guests.

Health and Safety

- Events will be monitored by Campus Safety, contracted security, and/or College administrators as needed. Hosts and guests must comply with all direction given by these professionals acting on behalf of the College.
 - The host(s) of the event must be on site at all times and must make themselves known to guests, Campus Safety officers, contracted security, and/or College administrators at the start of the event.
 - At the conclusion of the event, and by no later than 8:00 a.m. the next day, 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.
- Security needs for each event will be determined by Campus Safety in cooperation with SLE/Greek Life.
- If deemed necessary for health or safety reasons, Hartford Police, Campus Safety, contracted security, College administrators, 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.

Social Host Policies and Guidelines

The following Organizations are permitted to host social events with alcohol under these policies:

- Alpha Delta Phi (122 Vernon St)
- Pi Kappa Alpha (98 Vernon St)
- Kappa Sigma (144 Allen Pl)
- IVY Society (162 Allen Pl)
- The Mill (79 Vernon St)
- Alpha Epsilon Pi (67 Brownell)
- Alpha Chi Rho (79 Allen Pl)
- Cleo Society of AX (94 Vernon)

Refer to the Policy on Alcohol Use, as well as the Social Affairs Regulations, in the *Student Handbook* for specific guidelines.

1. The chapter/organization, members and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking age may possess, consume, provide, or be provided alcoholic beverages.
2. The chapter/organization, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.
3. Alcoholic beverages must either be:
 - a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
 - b. Brought by individual members and guests through a bring your own beverage (“BYOB”) system.
4. The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor.
5. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
6. Alcoholic beverages must not be purchased with chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
7. Alcohol not provided by a third-party vendor will be tallied and tagged at the beginning of the event. Any additional alcohol found at the event that was not part of the original reckoning will subject the host(s) and sponsoring organization to disciplinary action (including confiscation of the alcohol) and immediate closure of the event.
8. Social events with alcohol shall only occur on Fridays and Saturdays. Friday events may not be held before 4:00 p.m., and all events must end by 2:00 a.m. In one calendar day, an organization may only host a maximum of 5 hours of an SEA/s.
9. Events with alcohol may not be scheduled during orientation, reading, exam periods, college breaks, or holidays. Any unregistered events found to occur during such time periods will result in disciplinary action to the organization

and/or students involved.

10. To comply with 24-hour Quiet Hours, no social events with alcohol may take place after sundown the last day of classes each semester.
11. Any outdoor events must end, with music off and lights on, by 1:00 a.m. and are subject to Hartford Municipal Code—Chapter 23 at all times.
12. Wristbands are given when checking IDs to students over the age of 21. Please see door monitor policies for further policies regarding the checking of IDs/issuing wristbands.
13. Only TIPS trained hosts may serve as bartenders and must be fully sober/not under any influence during the event. At no point should the approved alcohol be left unmonitored or as a grab-and-go option. If the event is BYOB, the alcohol should be collected at the bar area and only given to students with wristbands.
14. Whenever alcohol is served, an adequate supply of food and nonalcoholic beverages will be required and readily available to event guests.
15. All hosts should be aware that they are responsible for the actions of their guests and must have in place a process for identifying persons who attend their events (i.e., bracelets). Hosts must be sober for the duration of the event. Hosts must be present for the entire event.
 - a. There should be one sober monitor per 50 guests. During the event registration process, all sober monitors should be registered with cell phone numbers.
16. College funds may not be used to pay for alcohol for the event unless it is purchased and served by an approved third-party vendor (if on campus, the vendor MUST be Trinity College Dining Services) with a valid liquor license for the location.
17. The sale of alcohol, including charging admission (before or during the event), is prohibited unless a temporary liquor permit has been obtained and alcohol is provided through an approved third-party vendor.
18. When a host/organization chooses to use the services of a third-party vendor (other than Trinity College Dining Services) for procuring and dispensing alcohol, other conditions will apply.
19. The sponsoring organization must obtain a copy of the vendor's insurance certificate that names Trinity College and its agents as additionally insured. The sponsoring organization or third-party vendor must provide a liquor license

appropriate to the event being planned at least one week prior to the event.

Failure to comply with the aforementioned policies will result in the event being shut down immediately for the safety of all guests. In addition, organizations will be subjected to further sanctioning through the Office of Student and Community Life.

Events with Alcohol that Take Place Off Campus

Occasionally, college recognizes organizations sponsor events which take place in off-campus facilities. For the safety and well-being of students the College requires the following:

1. Alcohol service is dependent on the individual facility's policies. The sponsoring organization must obtain a copy of the vendor's insurance certificate that names Trinity College and its agents as additionally insured. The sponsoring organization or third-party vendor must provide a liquor license appropriate to the event being planned at least one week prior to the event.
2. No drink tickets or vouchers will be provided by the College.
3. Transportation to and from the event must be provided by a third-party transportation company.
4. The event must be registered with Greek Life staff 72 hours prior to the event with the following information: Event location, transportation information, date/time of the event, attendees/guests.

Please note, chapters/organizations must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.

Guidelines for Door Monitors

- Door monitors for approved events must be present for the entire duration of the event by standing at the entrance to the event.
- Proper verification of age is required at private, social, and catered events. Acceptable identification for age verification of Trinity students is a valid state or government ID or a Trinity College ID. Failure to produce such ID must result in the denial of alcohol service.

- Note: Vertical Trinity IDs mean the student is under 21. Horizontal Trinity IDs mean they're 21 or over.
- Guests who are not Trinity students must be with a Trinity student (who produces a valid ID), and must produce a government or state ID.
- Wristbands are only issued to those students who are 21 and older to reduce liability of the bartender and chapter. Wristbands must be put on the wrists of the students – not handed to them.
- If the event is BYOB, only a student over the age of 21 is permitted to bring approved alcohol to the event. Underaged guests are not allowed to bring alcohol inside.
- If someone comes to the door visibly intoxicated and concerns arise about their condition/behaviors/safety, ask CSC or Campus Safety for help rather than giving them entry to the event.
- CSC staff must be permitted to walk through the events at any time.

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 Student Leadership and Engagement (SLE). All recognized student organizations must submit posters, banners and all other marketing materials (including apparel designs—see the Apparel Guidelines on the SLE website) to the SLE office for approval prior to posting/ordering. Without the approval of the SLE office, posters may be removed immediately.
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 nonrestricted doors and bulletin boards. An individual may post material anywhere in their 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, push-pins, or string, depending on where the poster or banner is being placed) for posting. Push-pins 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
Above the Mather Cave patio	12 ft. x 9 ft.	5
Cornelia 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 Student Leadership and Engagement (SLE) at Mather Hall Welcome Desk 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 SLE.
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 SLE will be removed and discarded.

Chalking

1. Chalking is restricted to outdoor 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).
3. Chalking is not permitted under archways or places where rain cannot reach, on the pink stone around the Raether Library and Information Technology Center, or within five feet of any building entrance.

Posting in the Residential Communities

Due to fire codes, there are limited spaces available for posting in the residential communities. Resident Advisers are responsible for bulletin boards on their floors and in the lobbies of their respective halls. Individuals or organizations wishing to have posters or flyers on these boards should bring 100 8.5 in. x 11 in. posters to The Bantam Network Residential Learning Community at least one week prior to any dated material. The posters will then be distributed to the Resident Advisers for posting within the residential communities.

Reservations and Use of College Facilities and College Calendar Planning Process

The Office of Events and Campus Operations is committed to working with Trinity faculty, staff, students, educational partners, community groups, external organization/individuals to plan first-rate events and programs on campus while ensuring efficient daily campus operations and optimizing resource use.

The College maintains a centralized scheduling and space system (EMS) for all College facilities (<https://reservations.trincoll.edu/EmsWebApp/>). An intensive College calendar planning process is initiated each year to assist with appropriate space assignments and limitation of conflicts.

Each academic year produces over 75,000 academic and nonacademic bookings. Planned academic classes, events, and programs in any College facility, including residential communities, theme and cultural houses, and Greek organization houses, must be processed through EMS.

Student group leaders must consult with the Office Student Leadership and Engagement (SLE) for all of their event planning needs. Please refer to the section titled *Social Affairs Regulations* p. [159](#) in regards to planning an event.

The Event Operations Office is located on the second floor of Mather Hall.

With an average of 60,000 bookings (academic and nonacademic) scheduled on campus each year, it is necessary to maintain an event management scheduling system (EMS) of all classes, events and programs in order to coordinate all campus support services requests and to avoid class, event, and program conflicts whenever possible.

Planned academic classes, events, and programs in any College facility, including residential communities, theme and cultural houses, and Greek-letter organization houses, must be processed through the event management scheduling system managed by Calendar and Special Events Office.

Room reservations may be made at reservations.trincoll.edu on a first-come, first-served basis. College departments, recognized student organizations, and campus-sponsored events have priority in booking events and programs. Major college events and programs as determined by the Calendar and Specials office each year may limit space available to groups and departments. A Student Leadership and Engagement (SLE) assigned staff member or an approved student organization club officer (account must be established) is eligible to book spaces for student events and programs.

Please refer to the section titled *Social Affairs Regulations* p. [159](#) in regards to planning an event.

The Calendar and Special Events Office is located on the upper level of Mather Hall.

Student Businesses

With the exception of external business partners approved through the director of purchasing, 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 Student Leadership and Engagement (SLE) and director of Procurement and Business Services each time a new business activity is conducted. Written permission is good for one year; re-application is required for each year thereafter. 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 SLE Office (860-297-2099) at the Mather Welcome Desk. Applications for permission to operate a student business should be submitted to the director of Procurement and Business Services (860-297-4261).

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 or liability 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.

Section VII. Community Resources

Mailroom

The Mailroom is located on the lower level of Mather Hall. Regular and campus mail is delivered daily to all student boxes and departments on campus.

<i>Service</i>	<i>Academic Year</i>	<i>Summer</i>
<i>Package</i>	Mon.-Fri.: 8:00 a.m.-4:00 p.m.	Mon.-Thurs.: 8:00 a.m.-4:00 p.m.
<i>Pickup</i>	Sat.: 8:00 a.m.-1:00 p.m.	Fri.: 8:00 a.m.-1:00 p.m.
<i>Service Window*</i>	Mon.-Fri.: 10:00 a.m.-3:00 p.m.	Mon.-Thurs.: 8:00 a.m.-4:00 p.m. Fri.: 8:00 a.m.-1:00 p.m.

The service window offers stamps and the shipping of packages. Acceptable payment is [Bantam Bucks](#), credit card, cash, or check.

Delivered mail classified as Certified, Insured, Registered, Express, Federal Express, and next day UPS is held at the Mailroom and signature of the recipient is required upon delivery by the Mailroom staff.

The Mailroom also has a USPS postal sales window where the Trinity community may purchase stamps, ship parcels, and take advantage of a variety of additional mail services. The USPS window is open from 10:00 a.m. through 3:00 p.m., Monday through Friday. Students may pay for all mail transactions with cash, checks, or Bantam Bucks.

Proper Address

Trinity's Post Office accepts shipments from most carriers for Trinity students. Please ensure that all shipments are properly addressed by including:

Your name
Trinity College
Box 70 — (*DO NOT use P.O. Box*)
300 Summit Street
Hartford, CT 06106-3100

All campus mail should be addressed to the individual and their department.

- Remember to inform correspondents to address all mail with your full name and box number (#70—). Your box number is as vital to your address as your full name. Lack of a box number will mean that delivery of your mail will be delayed. If there is an error in the addressing mail (e.g., non-legal name), the mail may be undeliverable and returned to

sender.

- Crescent Street is *not* an address that may be used for deliveries. Students living in the Crescent Street townhouses must still use their box numbers and pick up parcels at the Mailroom.

Student Boxes

Student box numbers are assigned to all incoming students by the Mailroom and will remain the same for the duration of the student's association with Trinity. For your security and confidentiality, please do not reveal your box combination to anyone.

Students should pick up mail daily. Mail letters left in boxes longer than ten days will be subject to a student status check at the Registrar's Office. The mail will be banded together and placed above the box. At the end of ten more days (20 days total), the mail will be returned to sender.

To ensure a safe and prompt delivery to Trinity, please request that all exceptionally important mail, such as credit cards; plane, bus, and train tickets; and checks be sent to you by certified or special tracking service mail. *Do not send cash in the mail.*

Package Pickup

Packages arriving on campus are held at the Mailroom on the lower level of Mather Hall. When packages arrive, there could be two-day delay especially in the beginning of each semester. If you need to get something quickly, suggest shipping overnight mail (any service) as those packages get sorted more quickly.

Students receive an email notification once packages are processed. Students receive a second email notification for unclaimed packages after two days.

Packages must be picked up 10 days after the second notice, failure to do so will result in packages being returned to the sender.

If the Mailroom is unable to identify the receiver of a package, it will be returned to the sender after five consecutive business days.

A valid Trinity I.D. is needed to pick up any item at the postal window. Do not ask student employees of the Mailroom for your package(s) or mail if you do not have an I.D.; this is a breach of security and would jeopardize the student's job (per USPS Federal Law).

Special Services

Campus Box Stuffing

Intercampus box stuffing is done by the Mailroom staff. Stuffing of 500 or fewer pieces requires 24-hour notice prior to the expected date of delivery, while mailings in excess of 500 pieces require 48-hour prior notice.

Mail Forwarding

During the summer and upon graduation, unless otherwise directed, your student first-class mail is forwarded to your preferred address listed in PeopleSoft. During winter and spring breaks, mail will not be forwarded, but will be held in your box. If you are away from Trinity for study abroad programs, prolonged illness, or any other reason, it is your responsibility to inform us in writing where to forward your mail during your absence. Mail cannot be forwarded to an international address under any circumstances.

Academic, Student and Community Life 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 webpage:

Aetna Quantitative Center

<https://www.trincoll.edu/quantitative-center/>

Athletics and Recreation

<https://www.bantamsports.com/landing/index>

Bantam Network Residential Learning Community

<https://www.trincoll.edu/bantam-network/>

Bookstore

trinity.bncollege.com

Campus Safety

<https://www.trincoll.edu/campus-safety>

Center for Academic and Experiential Advising

<https://www.trincoll.edu/trinityplus/>

Center for Career and Life Design

<https://www.trincoll.edu/career-life-design/>

Center for Hartford Engagement and Research

<https://cher.trincoll.edu/>

Counseling and Wellness Center

<https://www.trincoll.edu/counseling-wellness-center/>

Dining on Campus

<https://www.dineoncampus.com/trinity/>

Events and Campus Operations

<https://www.trincoll.edu/event-ops/>

Facilities Services

<https://www.trincoll.edu/facilities>

Financial Aid

www.trincoll.edu/admissions/finaid/current-students/

First-Year Seminar Program

<https://www.trincoll.edu/FYS/>

Health Center

<https://www.trincoll.edu/health-center>

Library and Information Technology Center

<https://www.trincoll.edu/LITS/>

Mailroom

<https://www.trincoll.edu/event-ops/postoffice/>

Office of International Students and Scholars

<https://www.trincoll.edu/oiss/>

Office of Multicultural Affairs

www.trincoll.edu/Multicultural-Affairs/

Office of Study Away

<http://www.trincoll.edu/StudyAway/>

Office of Student and Community Life

www.trincoll.edu/Dean-Of-Students/

Queer Resource Center

<https://www.trincoll.edu/lgbtqlife/>

Registrar

www.trincoll.edu/registrar/

Student Accessibility Resource Center

<https://www.trincoll.edu/sarc/>

Smith House

<https://www.trincoll.edu/event-ops/smith-house/>

Student Accounts and Loans

<https://www.trincoll.edu/student-accounts>

Student Leadership and Engagement

<https://www.trincoll.edu/student-involvement/>

Spiritual and Religious Life

www.trincoll.edu/SpiritualAndReligiousLife/

Sustainability

<https://www.trincoll.edu/sustainability>

Transportation

<https://www.trincoll.edu/studentlife/transportation>

Women & Gender Resource Action Center

<https://www.trincoll.edu/wgrac/>

Writing Center

<http://www.trincoll.edu/writing-center>

