This handbook is published for the students of Trinity Christian College. The College reserves the right to make changes in any or all specifications contained herein and to apply such revisions to registered and accepted students.

Any questions regarding the content of the student handbook should be directed to:

Trinity Christian College
Jennie Huizenga Library, Second floor
708-239-4704

Becky Starkenburg, Vice President for Student Life & Title IX Coordinator
Becky.Starkenburg@trnty.edu

Kara Van Marion, Dean of Student Life
Kara.VanMarion@trnty.edu

Troy Schemper, Dean of Student Engagement
Troy.Schemper@trnty.edu
IN CASE OF EMERGENCY
All Trinity Christian College students should make themselves aware of emergency procedures in order to be able to respond quickly in case of emergency. In case of emergency:

Call 911; then call Campus Safety and Security at 708-239-3722 to report the incident.

EMERGENCY NOTIFICATION AND TIMELY WARNING
In the case of an immediate threat to the campus community, an emergency notification will be made to the community. In the case of criminal actions within the local community that might warrant precautions, a timely warning will be made to the community. Notifications may be in the form of a public address announcement via the Emergency Notification System email to trnty.edu email addresses, text message, and/or notification via www.trnty.edu. All students are automatically enrolled in the text message service and have the choice to opt out of this service upon electronic signing of Student Life Forms.

EVACUATION/SHELTER IN PLACE
In the event of an emergency, you may be asked to evacuate a building or to shelter in place. Evacuation requires you to vacate the building safely and quickly; evacuation procedures and gathering locations are posted throughout campus - please familiarize yourself with these locations as you enter buildings. Shelter in place requires you to secure yourself in the room or building you are in.

SEVERE WEATHER
During a tornado or severe weather warning, students, faculty, and staff will be instructed by the use of the Emergency Notification System (ENS) or the municipal warning siren to move to a basement or interior area of the building they occupy. Signs are posted in the lower level of each campus building designating shelter locations. You should remain in the protected area until the “all clear” signal or command is given.

PERSONAL INJURY
All cases of injury must be reported and documented with campus safety and security by calling 708-239-3722. If you are injured on campus and need emergency medical services, immediately call 911 and then report the injury to campus safety. If you are injured on campus but choose not to seek medical services, report the injury to campus safety.

SEXUAL ASSAULT/PHYSICAL ASSAULT
If you are the victim of any kind of assault, please contact campus safety and security at 708-239-3722. Additional information is available in the college’s Non-Discrimination Policy regarding process and procedures in response to a sexual assault.

EMERGENCY CLOSINGS
In the event the college closes or classes are cancelled or delayed because of weather or other emergencies, the College will notify the community via text message and the web-based clearinghouse in the Chicago area: www.emergencyclosings.com. Students and staff members are encouraged to access this site for up-to-date information. Updated information also will be posted on www.trnty.edu.

Trinity Christian College Student Handbook 2019-20 - 2
WELCOME FROM STUDENT LIFE

Welcome to Trinity Christian College. We are eager to begin another academic year with you, our students, who bring life and energy to this place. Our primary goal is student flourishing - as you engage learning with your whole life in this community of Christian integrity and love.

This is an academic community. Your primary task here is to learn, and the expectations set within this handbook are created to promote an intellectual, healthy and safe learning environment.

This is a community where all students are encouraged to flourish. We are committed to unity, diversity, and providing an environment free of discrimination. The policies and procedures in this handbook guide us toward that end.

This is a community in which students encounter the triune God. Our policies are rooted in scripture, and our disciplinary procedures are framed by grace and reconciliation.

This is a community where we encourage students to discover the joy of their vocation. We believe every student is here to learn how to respond to God’s calling. Our community standards are structured in a way to provide context for this exploration.

This handbook provides the expectations that the college has established to promote this kind of community. We begin with the mission of the college; these provide the context for our expectations. All students are expected to uphold the policies within this handbook, and it is our sincere hope that living in community at Trinity will enable you to thrive.

This community has been entrusted to you, our current students, to foster and develop for future generations of Trolls. This is a high calling. Please do not hesitate to contact us if you have any questions about community life at Trinity.

Becky Starkenburg
Vice President for Student Life
Title IX Coordinator

Kara Van Marion
Dean of Student Life

Troy Schemper
Dean of Student Engagement
## Contents

2019/20 STUDENT HANDBOOK ................................................................. 1
IN CASE OF EMERGENCY ........................................................................ 2
WELCOME FROM STUDENT LIFE ................................................................ 3
MISSION OF TRINITY CHRISTIAN COLLEGE ............................................ 8
COMMITMENT TO CAMPUS DIVERSITY .................................................. 9
COMMITMENT TO CAMPUS UNITY .......................................................... 10
STUDENT LIFE PURPOSE & OUTCOMES ................................................. 13
STUDENT LIFE POLICIES ........................................................................ 13

- Academics ................................................................................................ 14
- Alcohol ................................................................................................... 14
- Bullying and/or Hazing ........................................................................... 15
- Controlled Substances/Drugs ................................................................. 16
- Cell Phone Use ...................................................................................... 16
- Children in Class .................................................................................. 16
- Compliance with College Officials ...................................................... 16
- Conflict Resolution: ............................................................................. 17
- Disruptive Behavior .............................................................................. 17
- Fire Setting: .......................................................................................... 17
- Fraud/Dishonesty: ............................................................................... 17
- Gambling: Gambling, in any form, is prohibited. ................................... 17
- Human Sexuality ................................................................................ 17
- Information Technology ........................................................................ 18
- Jury Duty .............................................................................................. 18
- Misuse of keys or ID Access Cards ....................................................... 19
- Nondiscrimination ................................................................................. 19
- Physical Harm and/or Endangerment to Persons or Property .............. 19
- Pornography/Sexually Explicit Material .............................................. 19
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Use and Reservation</td>
<td>41</td>
</tr>
<tr>
<td>Filing a Formal Complaint</td>
<td>41</td>
</tr>
<tr>
<td>Hammocks and Tenting</td>
<td>43</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>43</td>
</tr>
<tr>
<td>Hoverboards</td>
<td>43</td>
</tr>
<tr>
<td>ID Cards</td>
<td>44</td>
</tr>
<tr>
<td>Immunizations</td>
<td>44</td>
</tr>
<tr>
<td>Mailbox</td>
<td>44</td>
</tr>
<tr>
<td>Military Considerations</td>
<td>44</td>
</tr>
<tr>
<td>Programming Policies</td>
<td>44</td>
</tr>
<tr>
<td>Safety Drills</td>
<td>44</td>
</tr>
<tr>
<td>Solicitation</td>
<td>44</td>
</tr>
<tr>
<td>Student Right to Know Act</td>
<td>45</td>
</tr>
<tr>
<td>Student Surveys</td>
<td>45</td>
</tr>
<tr>
<td>Vehicle Use</td>
<td>45</td>
</tr>
<tr>
<td>ACADEMIC and RESIDENCE LIFE CALENDAR, 2019-20</td>
<td>47</td>
</tr>
</tbody>
</table>
MISSION OF TRINITY CHRISTIAN COLLEGE

The mission of Trinity Christian College is to provide biblically informed liberal arts education in the Reformed tradition. Our heritage is the historic Christian faith as it was reshaped in the Reformation, and our fundamental basis of governance and instruction is the infallible Word of God as interpreted by the Reformed standards. The Reformed worldview affirms the biblical truths that creation is the work of God, that our world has fallen into sin, and that redemption is possible only through the gracious work of Christ. From these beliefs arise the convictions that those who teach and learn are called to be co-workers with Christ in subjecting all cultural activities to the reign of God, and that genuine education must involve the whole person as a thinking, feeling, and believing creature.

In all programs, including the liberal arts and sciences, professional and pre-professional preparation, we strive to offer the highest quality of instruction to prepare students for excellence in further study and careers beyond Trinity. We seek to graduate students who are well-equipped to bring the discipline of rigorous academic work into their chosen vocations and the practice of Christ-like service toward others into their personal and public lives. All programs are grounded on a core of foundational studies that address the enduring issues and questions of human experience and teach students to explore and apply the implications of a Reformed world-and-life view to all areas of learning, living, and working. Students are encouraged to evaluate their lives in relationship to God, to others, and to all of creation. Since we view vocation as a divine calling, we offer, in addition to traditional liberal arts and sciences, a variety of professional majors, and all professional programs include experiential application in off-campus field education or internships. We actively encourage students to take advantage of the cultural and professional opportunities of the Chicago area and to gain a better understanding of contemporary urban issues.

Our focus is upon those students whose needs, strengths, and goals correlate with Trinity’s strengths as an independent Christian liberal arts college of Reformed character. Our principal student population will be those of traditional college age, with a large proportion living on campus. A secondary population will be served by programs designed for non-traditional adult learners and graduate students. Although we expect to grow in numbers, we also seek growth in pursuit of academic quality and not simply growth for its own sake. In keeping with a philosophy of education that is based on these principles, all members of the academic community—faculty, staff, and students—endeavor to provide an educational environment of Christian integrity and love that enhances and supports the entire learning experience.

We seek committed Christian faculty members who strive to grow continuously in their faith and Christian perspective on learning, who demonstrate effective teaching skills, who commit themselves to foster the total development of students as individuals, and who practice scholarship as a contribution to the education of a larger constituency. Because our mission in Christian higher education is not limited by ethnic or cultural differences, we consciously seek to develop a multiethnic, multinational, and multi-denominational student body. The major criteria for admission are academic potential, an explicit desire to participate in the unique Trinity experience, and a readiness to be an active member of a community based on the biblical requirements of justice, humility, and love.
COMMITMENT TO CAMPUS DIVERSITY

At Trinity Christian College, our very name celebrates the triune nature of God. Diversity is ultimately grounded in Him—one being, three persons, submitting to one another in love. Because our Mission in Christian higher education is not limited by ethnic or cultural differences, we consciously seek to develop a multiracial, multinational, and multi-denominational community. We affirm our commitment to work toward greater diversity not only in regard to our racial, ethnic, and cultural demographic but also in regard to acceptance, appreciation, honor, and equality within our campus climate. We welcome, encourage, and support all those who wish to contribute to and benefit from this commitment as members of a community that is rooted in a Reformed worldview and that affirms these Biblical truths:

- God created humans in his image to represent him on earth. These diverse humans were created to live in loving community with him.
- We grieve that the fall into sin distorts each person and results in broken communities within a broken world.
- Christ’s redemptive ministry breaks the barriers that isolate men from women, rich from poor, Jews from non-Jews, persons from one culture from all those from every other culture. He calls his people to be peacemakers and to make every effort to keep the unity of the Spirit in the bond of peace. (Ephesians 4:3) For Christ “himself is our peace... and has destroyed the barrier, the dividing wall of hostility...” among people. (Eph. 2:14-15)
- The vision of the new creation is that of “… a great multitude that no one can count, from every nation, tribe, people and language standing before the throne and in front of the Lamb” (Rev. 7:9). We educate in the hope of the final restoration of all things.

The scene from Revelation 7 shapes our community, teaching, research, and influence. Trinity Christian College seeks diversity to reflect God’s creation, to demonstrate his reign, and to anticipate his new creation. In fulfilling our mission and in preparing people to live in a radically diverse world, Trinity Christian College actively seeks to recruit and include a variety of people in all aspects of our life together: the board of trustees, the administration, the faculty and staff, and the student body.
COMMITMENT TO CAMPUS UNITY

The mission statement of Trinity Christian College, which serves as an interpretive framework for this document, paints a comprehensive portrait of “Biblically informed liberal arts education in the Reformed tradition.” The mission articulates the expectation that this education will lead to the formation of whole persons as “thinking, feeling, and believing creatures” and will encourage human formation in a way that asks students to “evaluate their lives in relationship to God, to others, and to all of creation.” The vision for Christian higher education at Trinity thus resists traditional dichotomies between the life of the mind and the active life of service, acknowledging both active and contemplative expressions of learning as essential for fully Christian education and truly human life. In the biblical field of vision, this integration of mind and body, thought and deed, reflection and action, is often characterized as wisdom. The pursuit of this formational vision of Christian wisdom addresses the entire campus community, recognizing the role of “faculty, staff and students” as full “members of the academic community.” This document seeks to articulate four key postures that unite our Christian community of learners in the pursuit of our mission. These postures contribute to what the mission statement refers to as “the unique Trinity experience.” They draw deeply on the Reformed tradition, and they are intended both to name and call forth the dispositions required of us as we seek faithfully to worship God as a Christian community of learners.

As a Christian liberal arts college, the Christian community of learners at Trinity Christian College inhabits the world (1) as participants in the shared vocation of teaching, learning, and scholarship, (2) as participants in the people of God, and (3) as participants in God’s good creation. The faithful pursuit of our institutional mission requires that these three dimensions always remain integrally interconnected. The Christian pursuit of academic learning is simultaneously an act of love for God, whose glory is revealed in all creation, and an act of love for the world, for whose sake God has called his people into being. Because we can never step outside of our identity as members of God’s family sent into the world as a sign of God’s rule, our love for God and neighbor – expressed here as our active pursuit of learning – occurs in every area of our shared life as a Christian community. Whether in the classroom, at the work station, in the residence hall, or at the athletic fields we understand that our entire shared life is directed toward developing a Christian community of learners that actively loves God and the world and so participates in God’s work of cosmic redemption.

We pursue teaching, learning, service, and scholarship as a Christian community of learners in service to God’s world. Our participation in this mission of God calls us to the following postures that characterize and inform every aspect of our shared life.

Responsive to God

Because God has invited us to share in his life by initiating relationship with God’s people, we – as faculty, staff, and students – are responsive to God by directing our scholarly, communal, and public activities toward worship.
Within our teaching, learning, and scholarship
We seek to respond to God's gracious act of redemption by striving to see our teaching, learning, and scholarship as acts of worship and obedience.

Within the campus community at Trinity Christian College
We seek to respond to God by deliberately cultivating a campus community that lives a shared life of worship marked by love of God and love of neighbor.

Within the wider world
We understand our work in the world - whatever our particular vocation - to be an act of worship that shares in the general Christian vocation that calls us to respond to God's gracious initiative by participating in God's mission to make all things new.

Formational
Because the shared life of Christian communities anticipates the flourishing of all creation that accompanies God's reign, we - as faculty, staff, and students - recognize that we are formed by the Spirit as bearers of God's image through participation in teaching, learning, and scholarship, through participation in the Christian community of learners at Trinity, and through participation in God's mission for all creation.

Within our teaching, learning, and scholarship
We seek to participate in conversations in ways that bear witness to God's kingdom - through both the substance of our contribution and the character of our participation - and in ways that lead to the flourishing of both our campus community and the areas of expertise with which we are engaged.

Within the campus community at Trinity Christian College
We seek to participate in the Spirit's formation of our community so that it might bear witness to God's kingdom as we take up a shared life that leads to the human flourishing that accompanies God's reign.

Within the wider world
We recognize that participation in this campus community forms all of its members for life-giving and thoughtful participation in other present and future communities, so that those communities might flourish as God intends.

Hospitable
Because God's life is most clearly revealed in the self-giving love defined by Christ's life, death, and resurrection we - as faculty, staff, and students - welcome one another with deeply Christian hospitality characterized by Christ-like self-giving love.
Within our teaching, learning, we seek engagement by welcoming meaningful interaction with the broad range of voices found in our contexts, whether local or global, past or present.

Within the campus community at Trinity Christian College, we seek to allow the Spirit to cultivate in our campus community Christ-like self-giving love by which we actively extend God’s welcome to one another, pursuing peace through reconciliation.

Within the wider world, we seek to be a campus community that welcomes others – be they powerful or marginalized, privileged or oppressed – so that we might be transformed together by the self-giving love of God in Christ.

Connected
Because God is sovereign and is graciously working to redeem every aspect of creation, we – as faculty, staff, and students – intentionally explore the integral connection between God’s redemptive work and every academic and co-curricular context, every member of the community, and every context within God’s world.

Within our teaching, learning, we acknowledge that every academic discipline and each co-curricular activity is an arena for God’s glory, and that the fruit of these disciplines can lead to deeper participation in God’s mission for redemption.

Within the campus community at Trinity Christian College, we recognize that our purpose as a campus community includes every person who shares in the life of Trinity Christian College.

Within the wider world, we seek to form partnerships that open our campus community outward toward every context - our immediate community, the city, and the world.
STUDENT LIFE PURPOSE & OUTCOMES

We cultivate an academic community in which students flourish as they encounter the triune God with their whole lives and discover the joy of their vocation.

We embody this purpose in our work in confident hope that all students – blessed by God, redeemed by Christ, and equipped by the Spirit – will:

- Communicate about their emerging vocation as a joyful response to God’s calling
- Participate in creative and redemptive activity that develops community
- Demonstrate a growing maturity that expresses itself in consistency between belief and behavior
- Engage in diverse communities
- Tell the story of who they are and how they are being formed in Christ

STUDENT LIFE POLICIES

At Trinity, the Student Life Policies exist to cultivate an academic community in which students flourish. Developing this kind of community is the shared responsibility of all members of the college community – faculty, staff and students. All members are expected to demonstrate the College’s commitments to unity and diversity throughout their life at Trinity. Students, faculty and staff are encouraged to address one another directly when concerns arise. Jesus’ words in Matthew 18:15-35 guide this approach.

At the same time, college officials, particularly student life staff and faculty, are charged with the responsibility of cultivating a respectful, educational and restorative environment for all members of the community. To this end, staff will hold students accountable to the student life policies, seeking disciplinary processes and sanctions that are in the best interests of both the student and the community. Staff members exercise prayerful discernment when deliberating about the best course of action for a student. Students who wish to self-report personal violations of Student Life policy should review the College’s Self-Disclosure and Safe Harbor policy to learn about the support and accountability available.

Matthew 18:15-35, NRSV translation of the Bible

15 “If another member of the church sins against you, go and point out the fault when the two of you are alone. If the member listens to you, you have regained that one. 16 But if you are not listened to, take one or two others along with you, so that every word may be confirmed by the evidence of two or three witnesses. 17 If the member refuses to listen to them, tell it to the church; and if the offender refuses to listen even to the church, let such a one be to you as a Gentile and a tax collector. 18 Truly I tell you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. 19 Again, truly I tell you, if two of you agree on earth about anything you ask, it will be done for you by my Father in heaven. 20 For where two or three are gathered in my name, I am there among them.” 21 Then Peter came and said to him, “Lord, if another member of the church sins against me, how often should I forgive? As many as seven times?” 22 Jesus said to him, “Not seven times, but, I tell you, seventy-seven times. 23 For this reason the kingdom of heaven may be compared to a king who wished to settle accounts with his slaves. 24 When he began the reckoning, one who owed him ten thousand talents was brought to him; 25 and, as he could not pay, his lord ordered him to be sold, together with his wife and children and all his possessions, and payment to be made. 26 So the slave fell on his knees before him, saying, ‘Have patience with me, and I will pay you everything.’ 27 And out of pity for him, the lord of that slave released him and forgave him the debt. 28 But that same slave, as he went out, came upon one of his fellow slaves who owed him a hundred denarii; and seizing him by the throat, he said, ‘Pay what you owe.’ 29 Then his fellow slave fell down and pleaded with him, ‘Have patience with me, and I will pay you.’ 30 But he refused; then he went and threw him into prison until he would pay the debt. 31 When his fellow slaves saw what had happened, they were greatly distressed, and they went and reported to their lord all that had taken place. 32 Then his lord summoned him and said to him, ‘You wicked slave! I forgave you all that debt because you pleaded with me. 33 Should you not have had mercy on your fellow slave, as I had mercy on you?’ 34 And in anger his lord handed him over to be tortured until he would pay his entire debt. 35 So my heavenly Father will also do to every one of you, if you do not forgive your brother or sister from your heart.”
All Trinity Christian College students are expected to know, understand, and comply with the Policies outlined in this student handbook and the Non-Discrimination Policy. Students are expected to sign an electronic agreement prior to enrollment and upon the start of each academic year indicating that they acknowledge that it is their responsibility to know and uphold the Trinity Christian College policies. The following policies have been established for all students and apply to individual students as well as the actions of student organizations.

**JURISDICTION:** These policies apply to behavior that occurs on campus, at College-sponsored events held either on or off campus, and/or when Trinity Christian College students are participating in an off campus program as part of their program completion. These policies apply to behavior that occurs before classes begin or after classes end, as well as during break periods and when student are between terms of enrollment. These policies also apply to a student’s conduct even if the student withdraws while a disciplinary matter is pending. These policies may also apply to behaviors that occur off-campus and/or online when the dean of student life or vice president for student life determines the conduct to affect a substantial Trinity Christian College interest. A substantial Trinity Christian College interest is defined to include:

- Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state or federal law;
- Any situation where it appears that the behavior may present a danger or threat to the health or safety of self or others;
- Any situation that significantly impinges on the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of Trinity Christian College.

Trinity Christian College disciplinary action does not preclude the possibility of civil or criminal charges being placed against an individual nor does the filing of civil or criminal charges preclude action by the college.

**Academics:** Attendance policies are established and communicated by academic departments and/or individual professors. Unexcused absences or excessive absences may result in outreach from Student Life Staff members. Continued unexcused absences or excessive absences may result in appropriate interventions by Student Life including structured accountability planning, referrals to counseling services, and in cases of pattern and/or severity, disciplinary action. Academic Grievance/Complaints and Academic Integrity policies are the purview of the Provost’s Office and detailed information may be found in the college catalog.

Students are expected to adhere to all academic policies. A comprehensive source for all of the College’s academic policies and procedures is the College Catalog, located at [www.trnty.edu](http://www.trnty.edu).

**Alcohol:** The College’s expectations for students’ alcohol use are as follows:

- Consumption, possession, and/or distribution of alcohol on campus or at college-sponsored events off-campus is prohibited for all Trinity Christian College students.
- Consumption, possession, and/or distribution of alcohol both on and off campus is prohibited for students under legal drinking age.
While abstinence is a legitimate approach to alcohol, students of legal drinking age may responsibly consume or possess alcohol off campus. Irresponsible alcohol use includes displaying indicators of being under the influence of alcohol. These indicators include, but are not limited to, slurred or irregular speech, unsteadiness, impaired functioning, aggressive behavior, nausea, vomiting.

Purchasing or distributing alcohol for/to any individual(s) under legal drinking age – whether on or off campus – is prohibited.

Students, including those of legal drinking age, may not demonstrate signs of being under the influence of alcohol while on campus or at any college sponsored event. Indicators of being under the influence of alcohol include, but are not limited to, slurred or irregular speech, unsteadiness, impaired functioning, aggressive behavior, nausea, vomiting.

Students appropriately residing in off campus residences who permit alcohol consumption, possession, or distribution in their residence are expected to ensure that all students under legal drinking age abstain from the consumption, possession, or distribution of alcohol. Additionally, those of legal drinking age are expected to drink responsibly and within the guidelines of this policy.

Empty alcohol containers or alcohol paraphernalia are prohibited on campus property or at any college sponsored events. Prohibited paraphernalia includes but is not limited to clothing, flags, decorations, etc.

The College reserves the right to ask a student to submit to a breath test when reasonable suspicion exists. While students have the right to refuse, refusal to submit to a breath test will be treated as admission of responsibility of violation of the policy. In addition to college policies, all Trinity Christian College students are subject to Federal, State and Local alcohol laws. The College reserves the right to discipline students who violate such laws. The College reserves the right to notify parents/guardians of students who violate the College’s alcohol policy.

Self-Disclosure and Safe Harbor: Trinity Christian College seeks to provide education and support for all students. Students wishing to receive support related to alcohol misuse, abuse, and/or addiction are invited to review and follow the college’s Self-Disclosure and Safe Harbor Policy (see page 19) for more information.

Bullying and/or Hazing: Trinity Christian College seeks to promote an academic community where all members – students, faculty and staff - are treated with courtesy, respect and dignity. This is central to our mission as a learning community of Christian integrity and love. Bullying and hazing behaviors are prohibited.

Bullying is severe and/or repeated aggressive behavior that intimidates or intentionally harms or controls another person that produces physical, mental, or emotional pain or harm. Bullying can occur physically, verbally, and/or through use of technology. Examples of bullying include, but are not limited to: slandering, ridiculing, intimidating, or maligning another person or persons they are close to; pushing, shoving, kicking, poking; threatening comments, actions, words, or gestures; damage to a person’s work or living area or property; exclusion from groups, activities, facilities; posting or distributing text or images intended to hurt or malign another person.

Hazing is a reckless or intentional act that is required or expected of new members, is not related to the mission or purpose of that group, and that produces physical, mental, or emotional pain, discomfort, embarrassment, or ridicule. Consent to hazing is not a defense to violation of the hazing policy. Hazing occurs because new members of a group desire to be accepted; that desire can be so strong that victims cannot be expected to resist hazing. Hazing also occurs when new members are placed in subservient roles to experienced members placing control in the hands of
the experienced members of the group. New members can be trained and oriented but any activities of the group should be equally shared by all group members. Examples of hazing include, but are not limited to: physical acts of violence, pressure or coercion to consume legal or illegal substances, making illegal substances available, sleep deprivation, exposure to weather or other unsafe conditions, kidnapping or abandonment, costuming, coerced conduct or participation in degrading activities, acts of service to other group members, interference with academic or other responsibilities, and violation of college policy.

**Controlled Substances/Drugs:**

Both on and off campus, the use, possession, manufacturing, or distribution of federally illegal and/or un-prescribed drugs is prohibited for Trinity Christian College Students. Trinity Christian also prohibits the possession of drug paraphernalia, including but not limited to pipes, bongs, grinders, hookahs, blow tubes, roach clips, scales, or any material/apparatus containing drug residue.

The College reserves the right to ask a student to submit to a drug test (including a urine and/or hair sample) when reasonable suspicion exists. While students have the right to refuse, refusal to submit to a drug test will be treated as admission of responsibility of violation of the policy. In addition to college policies, all Trinity Christian College students are subject to Federal, State and Local drug laws. The College reserves the right to discipline students who violate such laws. The College reserves the right to notify parents/guardians of students who violate the College’s Controlled Substance/Drug policy.

**Marijuana/Cannabis:** The United States Department of Justice has classified marijuana/cannabis as a federally illegal, Schedule 1 Drug. Trinity Christian College complies with the Federal Drug-free Schools and Communities Act by prohibiting cannabis products. Possession, use, manufacturing, and/or distribution of all cannabis products or any substances containing THC (tetrahydrocannabinol) and/or CBD (Cannabidiol) is prohibited for students. The Compassionate Care Act (the law that permits the prescribing of medical marijuana) specifically states, “Nothing in this Act shall prevent a university, college, or other institution of post-secondary education from restricting or prohibiting use of medical cannabis on its property.”

**Self-Disclosure and Safe Harbor:** Trinity Christian College seeks to provide education and support for all students. Students wishing to receive support related to drug use, abuse, and/or addiction are invited review and follow the college’s Self-Disclosure and Safe Harbor Policy (see page 19) for more information.

**Cell Phone Use:** Cell phones must be turned off or silenced when in class or other public academic settings (lectures, chapels, concerts, mandatory meetings, etc.). Phone cameras may not be used when in locker rooms or other private places.

**Children in Class:** Students who are parents or caregivers are responsible to make necessary provisions for their children to be cared for off campus. Students who bring children to class will be asked to leave the classroom so not to disrupt the learning environment.

**Compliance with College Officials:** All students are expected to comply with college officials as they execute
Conflict Resolution: The Campus Commitments to Unity and Diversity provide context, invitation, and expectation for the behavior of all members of Trinity’s community. Because sin is pervasive and can lead to dissension between members, the College has created policies to address and resolve issues of conflict. These policies include this Conflict Resolution policy, the Title IX policy for concerns related to sexual misconduct and/or other acts of discrimination against a protected class, Appeal Processes, and Grievance Processes. Those with concerns related to sexual misconduct, discrimination, appeals, or grievances should refer to those respective policies. For all other concerns, the conflict resolution policy exists.

The college uses Matthew 18:15-35 and Romans 12:9-21 as a guide when a member of the community believes another member has wronged and/or sinned against them. Individuals are encouraged to directly address one another when concerns arise, ultimately seeking peace, reconciliation, and restoration. Those who approach college officials with concerns of conflict unrelated to Title IX discrimination, appeal, or grievance will be directed to participate in the following process described below:

- First, members are encouraged to directly address one another, in-person, to respectfully present the matter of concern. Each party is encouraged to enter into this conversation with patience and honesty, seeking to understand and listen well. After listening and asking any clarifying questions, the individuals will seek resolution (i.e. asking forgiveness, amending behavior, taking specific action, etc.).
- If the concern is not resolved after one-on-one conversation, or if the other party refuses to listen to the person presenting the conflict, an impartial mediator (from within or outside of the Trinity community) may facilitate a conversation between the two parties. Individuals may consult a college official if assistance is needed identifying an appropriate mediator.
- If the concern is not resolved with the assistance of a mediator, individuals may contact the Dean of Student Life or his/her designee for consultation to determine appropriate next steps.

Disruptive Behavior: Disruption or obstruction of teaching, research, administration, disciplinary procedures, or other college activities, is prohibited.

Fire Setting: Lighting/attempting to light a fire or causing (or attempting to cause) items to combust or burn without authorization from the college is prohibited. Student clubs and organizations may request authorization for the use of the campus fire pits through Trollweb.

Fraud/Dishonesty: Statements, actions or representations that are false, misrepresent the truth, and/or are intended to deceive another, or to deceive for purpose of gain are prohibited. Examples include but are not limited to: falsely reporting an incident; falsifying statements; falsifying personal records, forms, applications, or parking permits; manufacturing, altering or falsifying an official identification card or possession and/or use of another person’s ID or a fake identification card; presenting another person’s college ID Card, name or ID number for identification, meals or purchases; or allowing another person to use one’s college ID Card for fraudulent purposes.

Gambling: Gambling, in any form, is prohibited.

Human Sexuality: Scripture teaches that human sexuality is part of the image of God. Human sexual activity as
part of the creational order is to be expressed between a man and a woman and finds its culmination in intercourse between husband and wife. As children of God and as a Christian community seeking to live according to the Word of God, we affirm this standard of sexual conduct.

Abstinence is the college’s expectation for all students who are not in such a marriage. We welcome all students to the Trinity community, and we are committed to the flourishing of our entire college community.

**Information Technology:** The College provides access to information technology to students as a resource to support academic pursuits. Internet access is for legitimate instructional, research, academic and (limited) personal use. The College does not intentionally monitor usage unless necessary to maintain or improve function or in the case of suspected violation of campus, state, or federal law. The College reserves the right to restrict or deny access or use of information technology systems.

The College makes every effort to preserve the security of information technology; however, the College cannot guarantee the safety or confidentiality of user’s information. Users are responsible for the safeguarding of their own files, passwords, etc. and are responsible for the actions made by their user ID. Users are expected to respect the integrity of information technology facilities and systems, honor the rights and privileges of fellow users, and exercise discernment and stewardship in their use.

**Gambling:** online gambling is prohibited.

**Illegal downloads:** Illegal downloading, unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, are prohibited.

**Email:** Each registered student is provided with an @trnty.edu e-mail address. Students are expected to login and check this e-mail account regularly as official college correspondence is sent to this e-mail address. The privacy of e-mails cannot be guaranteed and users should refrain from using email to distribute sensitive or confidential information.

**Social Network Communities:** Information and images posted online that display a violation of college policy are subject to disciplinary action.

**Jury Duty:** Students who receive a summons for jury duty should carefully read the summons and accompanying information to clearly understand the process for confirming, postponing, rescheduling, or relocating jury service. The college affirms the importance of jury duty as a legal obligation and civic duty.

Students who must miss class to fulfill jury duty service should contact each of their instructors as well as the Dean of Student Life. In this communication to instructors, the student should include information about the known dates of service and request consultation about completing any missed work. The Dean of Student Life or his/her designee may provide assistance as necessary. Students may be required to submit documentation of their summons notice and/or a certificate of jury service to the Dean of Student Life, who will confirm with faculty when the documentation has been received.
Students wishing to submit a request to postpone or reschedule a jury duty summons should follow the guidelines accompanying the summons. If needed or desired, students can contact registrar@trnty.edu to receive official documentation certifying the student’s enrollment at the college.

**Misuse of keys or ID Access Cards:** unauthorized possession, duplication or use of keys or access cards that permit access to any college or college-related service, vehicles, or premises is prohibited.

**Nondiscrimination:** Trinity Christian College seeks to promote an academic community where all members – students, faculty and staff - are treated with courtesy, respect and dignity. The college seeks to promote a learning environment free from all forms of conduct that can be considered discriminatory, harassing, coercive, or abusive. These behaviors violate a person’s dignity as an individual made in the image of God. This policy is central to our mission as a learning community marked by Christian integrity and love.

Trinity Christian College’s Non-Discrimination Policy and Procedures, including information about reporting discrimination, can be found at [www.trnty.edu/non-discrimination-policies](http://www.trnty.edu/non-discrimination-policies) and fully detail policy and resolution procedures.

**Physical Harm and/or Endangerment to Persons or Property:** Behavior or threat of behavior that poses danger of physical harm to self, others or to property or impedes the lawful activity of others is prohibited.

**Pornography/Sexually Explicit Material:** Because we believe that humans are not objects to be consumed, pornographic materials are prohibited. Accessing pornographic or sexually explicit materials via the College’s network access is prohibited. Décor in residence halls or on persons or personal property that fall under the description of sexually explicit, sexually inappropriate, and/or sexually harassing is prohibited. Depending on the severity and/or pattern of behavior, the college reserves the right to respond to alleged violations of this policy through the Non-Discrimination Disciplinary Process and/or the Student Life Disciplinary Process.

**Self-Disclosure and Safe Harbor:** Trinity Christian College seeks to provide education and support for all students. Students wishing to receive support related to use of pornography/sexually explicit material are invited to review and follow the college’s Self-Disclosure and Safe Harbor Policy (see page 19) for more information.

**Pregnancy:** If a student becomes pregnant, the College encourages the student to talk with the Dean of Student Life or other Student Life staff member, who will help and offer support to those involved and assist with working through the complexity of needs. It is the hope of the College that all students, including pregnant students, will find Trinity to be a supportive and redemptive community.

**Retaliation:** Threats or Retaliation against any person who has reported or provided information regarding a violation of college policy is strictly prohibited.

**Self-Disclosure and Safe Harbor:** Students may voluntarily choose to disclose information to a college official related to their personal involvement in a violation(s) of Student Life and/or Housing policy. So long as the self-
disclosure is not part of an existing disciplinary process and the violation(s) has not put the health or safety of others at risk, the College will work with the student to develop understanding of the concern and provide support structures that are not part of a student’s disciplinary record. The assisting college official may utilize a written plan with the student to hold him/her accountable; any failure to follow the plan would nullify the Safe Harbor and a disciplinary process would be initiated. Students are invited to contact a college official to inquire if a particular scenario or situation would fall within the College’s guidelines for Self-Disclosure and Safe Harbor.

**Smoking/tobacco:** Trinity Christian College is a smoke and tobacco free campus. Use of cigarettes, e-cigarettes, (vaping), chewing tobacco, hookah are prohibited in college buildings, throughout the campus grounds or at any college sponsored events. Smoking on streets or areas adjacent to college property will be considered a violation of the smoking policy.

**Theft:** Theft is prohibited.

**Vandalism/Defacing/Littering:** Trinity students share with the entire College community the responsibility to use the grounds and property of the College properly. Littering, vandalism, and defacing is prohibited. Vandalism that is discriminatory in nature may be addressed using the Non-Discrimination Policy.

**Visiting Hours:** Within college housing facilities, individuals are permitted to host and visit members of the opposite sex, individuals with whom they are in a romantic/dating relationship, and/or with whom they have a romantic interest only during the established visiting hours. Students are responsible for their guests (see guest policy, page 34). Visiting hours vary by location and are posted in each residence hall; students are expected to be aware of visiting hours in any residence hall they inhabit or visit.

The Visiting hours in the Tibstra apartments are: 10 am-12 am daily

The Visiting hours in Alumni Hall are:  
3:30 pm-11:00 pm, Monday through Thursday  
12:00 pm-12:00 am, Friday through Sunday

The Visiting hours in South and West Halls are:  
No hours on Mondays - Floor Community Night  
3:30 pm-11:00 pm, Tuesday through Thursday  
12:00 pm-12:00 am, Friday through Sunday

**Weapons/Fireworks:** Students are strictly prohibited from possessing any weapons, including firearms, on or about their bodies in any manner while on campus. This prohibition applies to students who are in possession of a permit to carry a concealed firearm in accordance with the State of Illinois’ Firearms Concealed Carry Act. Students are also prohibited from possessing or storing firearms in residence halls or vehicles. Weapons include, but are not limited to firearms, look alike/replica firearms (including any CO2 or other gas operated, spring powered or battery powered BB, air soft, pellet, or paintball gun), ammunition, swords, knives, switchblades, bludgeons, chemical agents, electronic control devices (i.e. Tasers), explosive materials or any other type of weapon as defined under the Criminal
Code of the Illinois Compiled Statutes. Trinity Christian College will enforce, and maintain compliance with, all provisions of the State of Illinois’ Firearms Concealed Carry Act as they are currently written and are amended in the future.

The possession or use of fireworks, as defined under the State of Illinois’ Fireworks Regulation Act, is strictly prohibited.

**STUDENT CONDUCT PROCESS**

At Trinity, the student conduct process is designed to be respectful, educational, and restorative. College officials enter into the student conduct process with the desire to promote accountability and student learning. The student conduct process does not mimic a court system or legal proceeding; preponderance of the evidence is the standard used to determine responsibility. If a student is found responsible for a violation of a policy, s/he is assigned disciplinary sanctions. These sanctions are administered for the purposes of helping students understand, learn from, and transform their behavior in the context of the Trinity community. Disciplinary sanctions are required actions that must be followed within established timeframes.

The student conduct process is initiated when a known or alleged violation of college policy occurs. The student conduct process is facilitated by officials of the college and typically involves notification to the student, information gathering, an administrative hearing, and a final resolution to communicate the determination of responsibility and sanctions. The Vice President for Student Life is the chief judicial officer of the college and has charged the Dean of Student Life with the primary administration of discipline. The Vice President and/or the Dean reserve the right to designate this responsibility to other college officials. Generally, various Student Life staff, including the Director of Campus Safety, Residence Life Area Directors, and Dean of Student Engagement, are designated to serve as conduct process officials. In all cases, the college seeks to respond to reports of an alleged policy violation in a manner that is procedurally fair, thorough and as promptly as possible.

The ultimate goal of the student conduct process is to determine a final resolution that best promotes student learning and flourishing. As such, the respectful cooperation of students involved in conduct processes is crucial as conduct officials seek to administer appropriate resolutions. Specifically, the college expects that all students involved in conduct processes will be truthful, respectful, and cooperative; that students will take responsibility and seek growth and learning where it is appropriate; and that students will not misrepresent information or attempt to undermine the conduct process in any way. If a student should intentionally undermine the conduct process, disciplinary action would be taken.

**Disciplinary Process Components**

The conduct process will generally involve the following stages below; however, depending on the complexity and/or nature of the case, some stages may be combined, adjusted, and/or involve multiple steps as deemed appropriate and necessary before coming to a final resolution.

*Notification to the student:* After an alleged violation of college policy has occurred or been reported, a college official will notify the student(s) involved via email that the college has received a report of a policy violation and include information about the conduct process that will ensue. Oftentimes, a request for the student to participate in
a scheduled, information-gathering meeting and/or administrative hearing is included in the email notification. Also included in this notification is information about utilizing any accommodations the student may be eligible to receive for documented disabilities while participating in the conduct process.

**Information-Gathering:** The college official gathers information and evidence related to the alleged violation. In most cases, this will include interviewing involved parties to verify and understand information regarding the alleged violation. Relevant information from anonymous sources and confidential reporters is permissible. Scheduled information-gathering meetings are closed and the proceedings may be kept confidential at the discretion of the college. Meetings may be recorded at the discretion of the college without the consent of the student.

**Administrative Hearing:** An administrative hearing may be scheduled to allow the accused student an opportunity to hear and present information related to the incident. This hearing may be scheduled in conjunction with the information-gathering process. All hearings are closed and the proceedings may be kept confidential at the discretion of the college. Hearings may be recorded at the discretion of the college without the consent of the student.

**Resolution:** Following the administrative hearing and/or information-gathering, the college official reviewing the case will determine the responsibility of the student(s) involved in the alleged violation. At Trinity, the standard for responsibility is *preponderance of the evidence*, which means that the evidence must suggest a violation is more likely to have occurred than not for a student to be found responsible for a policy violation. Decisions regarding responsibility will be communicated in writing, and the student may be asked to attend a meeting to discuss the final resolution in-person. If a student is found responsible for violating college policy, the conduct officer reviewing the case is charged with the responsibility of assigning appropriate disciplinary sanctions commensurate with the behavior(s) of concern (see below).

**Process Advisor:** Although information-gathering meetings and hearings are closed, students may submit a request to have a conduct process advisor to accompany the student to an information-gathering, hearing, and/or resolution meeting. Students may select whomever they wish to serve as their advisor as long as the advisor is eligible and available, and usually otherwise not involved in the conduct process. The advisor may be a friend, mentor, family member, attorney, or any other supporter the student chooses to request so long as the person is available and eligible. Conduct process advisors cannot directly address the proceeding but may accompany and advise the student during and after the meeting or hearing. Requests for a conduct process advisor must be submitted via e-mail to the respective college official at least twenty-four hours prior to the scheduled meeting. The college official will communicate a decision regarding the request in writing. Note that approval must be granted for an advisor to participate in a meeting, and the request to have a process advisor may delay the timeliness of the resolution of the case.

**Students with Disabilities:** Trinity Christian College is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs and activities of Trinity Christian College. All accommodations are made on a case-by-case basis. A student requesting any accommodation as part of a conduct process should first contact the Director of Learning Services, who coordinates services for students with disabilities. The Director of Learning Services reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate to the student’s particular needs and academic programs. Note that approval must be granted for reasonable accommodations within a disciplinary process, and the request for accommodations may delay the timeliness of the resolution of the case.
Disciplinary Sanctions
Students found responsible for violation of college policies will be assigned disciplinary sanctions appropriate to the context, nature of the violation(s), and/or issue(s) of concern. The sanctions will be communicated to the student in writing as part of the written resolution of the disciplinary case. Disciplinary sanctions are required actions that must be followed within established timeframes. Disciplinary sanctions are administered for the purposes of student understanding and learning, restoration, and accountability. Failure to comply with disciplinary sanctions may result in more serious disciplinary action, including but not limited to suspension.

Factors considered when determining a sanction/responsive action may include:
- The nature, severity of, and circumstances surrounding the violation
- An individual’s disciplinary history
- Previous allegations or allegations involving similar conduct
- Any other information deemed relevant by the conduct official
- The need for sanctions/responsive actions to bring an end to the issue(s) of concern
- The need for sanctions/responsive actions to prevent the future recurrence of the issue(s) of concern
- The need to remedy the effects of the issue(s) of concern

The following are the usual sanctions that may be assigned to students or organizations singly or in combination (please note that they are not listed in a prescribed order):

- Written admonition: a formal statement that the behavior was unacceptable and a warning that further infractions of any college policy, procedure or directive will result in more severe sanctions.
- Parental notification: verbal or written notification of policy violation and sanctions to the responsible student’s parent or legal guardian to provide additional support addressing and developing the behavioral choices of the student. Notification to parents/guardians is likely in any cases involving alcohol, drugs, harm to self or others, and/or prompting changes in the student’s status.
- Organizational notification: verbal or written notification of policy violation and sanctions to the responsible student’s college supervisor, coach, and/or mentor
- Organizational sanctions - deactivation, de-recognition, loss of some or all privileges (including college registration) for a specified time.
- Educational sanctions: requirement to participate in educational sanctions to address the decision-making and behavioral choices of the student. Educational sanctions may include but are not limited to a required class, assessment, program, essay, participation in professional services, etc.
- Fines: established and published fines may be imposed as a consequence for a violation and/or to cover the expense of services rendered.
- Restitution: a student may be required to pay restitution for damages or loss of property.
- Restorative Action: action taken by the student(s) to address and reconcile any harm, injury, or wrong done to an individual and/or the community.
- Community Service: appropriate, assigned acts of service for the joint purposes of benefitting the community and contributing to the individual’s understanding of his/her choices and their impact on others/the community.

Trinity Christian College Student Handbook 2019-20 - 23
• Loss of privileges: a student may lose a privilege afforded to them as a Trinity Christian College student permanently or for a specified period of time.

• Removal/Suspension from Campus Housing: requirement to leave on-campus housing for a determined amount of time; conditions may be placed on his/her return. Students removed or suspended from campus housing may not be permitted to enter or access the residence halls without prior, written permission from the Dean of Student Life or his/her designee.

• Withholding Diploma - a student’s diploma may be held for a specified period of time and/or a student may denied participation in commencement activities.

Sanctions resulting in a Change of Student Status: The following disciplinary sanctions will result in an official change of status for a specified period of time, with the likelihood of more serious disciplinary action if the student is found responsible for violating any additional institutional policy, procedure, or directive in the future. The college reserves the right to notify the parents/guardians of any student who receives a disciplinary sanction resulting in a change of status.

• Warning Status: A warning status may be administered for violations that do not rise to a level necessitating probation but are still considered significantly concerning. Additional or repeated violations while on Warning Status would result in more serious disciplinary action.

• Community Probation Status: Community Probation status is administered when a student’s participation in particular Trinity community resources and/or opportunities is restricted. These community restrictions may include but are not limited to leadership roles, programs and events, special opportunities, travel or semester-abroad programs, and the privilege to stay on-campus during college breaks and closures. Terms of Community Probation will be specified at the time of sanctioning.

• Disciplinary Probation Status: Disciplinary Probation Status is a more serious probationary status. Students with a disciplinary probation status will not be permitted to hold leadership roles, participate in travel or semester-abroad programs, or stay on-campus during college breaks and closures; additional community privileges may be restricted or revoked. Terms of the Disciplinary Probation will be specified at the time of sanctioning.

• Disciplinary Suspension: Disciplinary suspension is a termination of student status and separation of the student from the college for a definitive period of time or until specified criteria are met for re-entry. Conditions for readmission will be specified at the time of sanctioning. A student placed on disciplinary suspension is not permitted to be on college property or attend college-sponsored events without prior written permission from the Vice President or Dean of Student Life.

• Disciplinary Expulsion: Disciplinary expulsion is a permanent termination of a student’s status and separation of the student from the college. A student placed on disciplinary expulsion is not permitted to be on college property or attend college-sponsored events without prior written permission from the Vice President or Dean of Student Life.

Interim Sanctions: Throughout the Student Conduct Process, from the time an alleged violation is reported until a case is heard and adjudicated, the Vice President for Student Life or Dean of Student Life may impose immediate interim sanctions.

• Immediate interim sanctions may include, but are not limited to, no contact orders between individuals or
groups, removal from residence halls, suspension from campus, classes or Trinity-sponsored events, referral to local authorities, and loss of privileges.

- Interim sanctions remain in effect until the appropriate College official revokes them or until they expire on their own terms.

**Sanctions and Student Records:** Any student who does not comply with assigned sanctions within established timeframes is subject to more serious disciplinary action, including but not limited to suspension. Notification of noncompliance and resultant disciplinary action will be communicated in writing, and a dean of students hold will be placed on the student’s record until the necessary sanctions and/or issues of concern are addressed.

Any student who is found responsible for violation(s) of college policy (academic or student life) resulting in a sanction of suspension, dismissal, or expulsion shall not be entitled to course withdrawal but will be assigned a final grade based upon work earned. A dean of students hold will be placed on the students' record pending successful petition for re-enrollment.

Any student who is found responsible for violation(s) of college policy (academic or student life) resulting in suspension, dismissal, or expulsion shall not be entitled to any refund of tuition, fees, room, and/or board charges.

Disciplinary sanctions will be part of a student’s confidential disciplinary record in student life. They will not appear on a student’s academic record. Students may apply to have their disciplinary record expunged upon graduation. Records other than suspension or expulsion shall be expunged seven years after the end of the academic year in which the disposition of the case occurred.

**Appeals:** Students wishing to appeal the disciplinary process must do so, in writing, to the supervisor of the staff member who imposed the sanction on the student, or his/her designee. If a student is unsure who that staff member may be, contact the Vice President for Student Life, VPStudentLife@trnty.edu. Appeals must be made within three non-holiday business days of the date of the written disposition. Students will have only one opportunity to appeal. All appeal meetings are closed and the proceeding may be kept confidential at the discretion of the college. Appeal meetings may be recorded by the discretion of the college without the consent of the student. Sanctions shall not be stayed pending the appeal.

The written appeal must include:

1. **Names of the parties involved**
2. **Clear statement of the nature of the appeal (must consist of one or more of the following exclusive grounds):**
   1. A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures).
   2. To consider new evidence, unknown or unavailable during the original hearing or investigation, that could
substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.

3. The sanctions imposed fall outside the range of sanctions Trinity Christian College has designated for this offense and the cumulative record of the student found responsible.

(3) All information on which the appeal is based

The supervisor (or designee), may, in response to the written appeal and upon review of all information and testimony presented, confirm an earlier disciplinary process. If the supervisor (or designee) identifies areas of concern, the supervisor (or designee) may remand the decision to the original hearing officer with corrective instructions, refer the matter to the original hearing officer to review the case, or alter sanctions. The decision of the appeal may be made with or without meeting with students. After a decision has been reached, the student will be notified in writing. Decisions made in the appeal process are final and may not be addressed through the “Grievance Process” set forth in the catalog.

Only in cases handled through the Non-Discrimination process do both the Reporting Party and Responding Party have the right to appeal.

Conduct & Resolution Pool: The conduct & resolution pool is comprised of faculty and staff who have received training in the college’s conduct and resolution processes. The pool is available to the Vice President of Student Life and/or Dean of Student Life to consult on judicial matters or to assist with investigations, adjudications or appeals in circumstances warranting additional input. Members of the conduct & resolution pool may be consulted at any time by the conduct officer reviewing the case, including in the process of appeals. If members of the pool are consulted during the initial disciplinary process, and after the sanctioning, a student submits an appeal, the appellate officer would not be able to utilize the same pool members for consultation regarding the appeal. Whenever members of the Conduct and Resolution pool are assembled for consultation, the assigned member(s) examines the case and deliberates, and then submits a recommendation for findings and/or sanctions to the requesting officer, who makes and communicates a final decision to the student.

If a member of the conduct & resolution pool has been identified by a student to serve as a conduct process advisor, that member will not be asked to consult on the investigation, adjudication or appeal for that case.

Notification of Disciplinary Outcome: Any disciplinary outcome resulting in a change of student status may be reported to the student’s professors, other college officials, and the registrar if/as necessary.

The college will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the college against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Time Limitations: Trinity may also extend its jurisdiction to misconduct that occurs prior to, but is not reported until after the departure of the offender. There is no time limit on reporting violations of the Student Life Policies. However, the longer someone waits to report an offense, the harder it becomes for Trinity to obtain information and
witness statements, and to make a determination regarding alleged violations.

MEDICALLY RELATED ABSENCES, MEDICAL WITHDRAWAL, AND INVOLUNTARY LEAVE

Illness (physical or psychological) can interfere with a student’s academic life. In some instances, hospitalization, treatment, or recovery can conflict with class or other college related schedules or, can require a student to be away from campus for a period of time. In these situations, it is Trinity’s policy to assist the student in continuation or re-entry to the campus.

When illness (physical or psychological) intrudes upon a student’s ability to meet the requirements of his or her course of study, it is Trinity’s policy to allow the student to access a medical absence or withdrawal from the college for the purpose of focusing on those concerns. At times, symptoms or behavior related to a student’s illness can be significant and/or elevated and causes him/her to pose a threat to self or others or causes disruption to the educational activity of the community. In these instances, if the student does not initiate a request for a medically-related absence or withdrawal, the college may require a student to take an involuntary leave from the college.

Following a medical absence, withdrawal, or an involuntary leave, Trinity Christian College seeks to support students’ successful return. Prior to re-matriculation, the college will work with the student to assess readiness to resume academic work and to provide support, where possible, in order to optimize the likelihood of a successful return to the college community. In this assessment, the college will, at minimum, seek to understand both the scope of the treatment required (including treatment recommendations and compatibility with ongoing enrollment at Trinity) and any associated risk for the student and Trinity community.

Medically Related Absence/Interference

1. Students whose illness requires treatment, hospitalization, or recovery that prevent them from attending class or meeting course related expectations for an extended period should notify the dean of student life.
2. The Dean of Student Life (or his/her designee) will assist the student in notifying relevant faculty and staff about the absence/interference and will advise the student of relevant academic and college policies that the student should consider with regard to the absence/interference.
3. Because Trinity values the safety and well-being of all members of the college community, students who desire to resume academic studies and/or residence hall occupancy should receive medical clearance and student life approval, in writing, prior to returning to campus. The dean of student life or his/her designee will request the student to provide written documentation from the treating relevant, qualified clinician attesting to the student’s ability to resume studies and, if applicable, to return to the residence hall community with a reasonable likelihood of success. The documentation must be specific in its description of the student’s illness and the treatment rendered. It must outline, as appropriate, a plan of treatment to be followed upon return. All documentation will be held in strict confidence by the college. Upon request, the student will authorize the Dean of Student Life or his/her designee to secure any additional information necessary to assess the student’s readiness for return.
4. The Dean of Student Life (or his/her designee) may confer with relevant, appropriate counsel (i.e. Director of Counseling Services, Director of Campus Safety, specialists, etc.) as necessary before coming to a final determination regarding the likelihood of a student safely resuming academic studies and/or on-campus
residency. When this determination is reached, the Dean of Student Life (or his/her designee) will respond to the student’s request for re-entry in writing, including any conditions for continued attendance.

5. Upon return, students will be invited to participate in a Care Meeting with the Dean of Student Life (or his/her designee) to discuss the student’s successful transition back to campus. The Dean of Student Life (or his/her designee) and the student may elect to invite additional individuals to participate in the Care Meeting for the sake of best supporting the student. Depending on the unique circumstances relevant to the student, items discussed in the Care Meeting may include such things as the student’s treatment and recovery plan (and any related implications), residence hall/campus implications related to student’s absence and/or re-entry, course load changes, strategizing academic make-up work, support services available to the student, and an action plan to help the student transition well with accountability. Students are expected to follow their Care Meeting action plans as well as their medical treatment plan. Regular reports of progress from the treating clinician may be required by the Dean of Student Life or his/her designee. Failure to abide by the Care meeting action plan and/or medical treatment plan may constitute grounds for the college to place a student on involuntary leave.

Medical Withdrawal

1. Students who desire to withdraw from registered courses due to illness must submit a request for medical withdrawal in writing to the dean of student life. The dean of student life or his/her designee will meet with the student to review relevant academic and college policies that the student should consider with regard to the withdrawal. Students encountering medical barriers should initiate a request for a medical withdrawal as soon as realistically possible. Requests for medical withdrawals must be initiated while the courses the student is registered for are still in session. Requests for retroactive medical withdrawals (after a course has concluded) will only be considered if the student’s medical condition prevented the student from initiating a request during the active semester, and if the student is submitting the request retroactively within a reasonable time frame given the student’s medical circumstances.

2. The dean of student life or his/her designee will request documentation from the treating relevant, qualified clinician to verify the impact of the illness and its incompatibility with the course schedule and/or load. The documentation must be specific in its description of the student’s illness and the treatment rendered. All documentation will be held in strict confidence by the college. The Dean of Student Life may consult with appropriate specialists, including the treating clinician, as necessary before confirming the medical withdrawal.

3. Students will be informed by the dean of student life that the college expects the leave to be of sufficient duration to allow the student to address the issues involved in necessitating a medical leave. It is common for students who withdraw because of serious illness to take a minimum of one full semester away from the college in order to enhance the likelihood of success upon return.

4. Students who are granted a medical withdrawal will receive a "W" for all courses attempted during that term. A dean of student life hold will also be placed upon his/her registration pending successful petition for re-enrollment to the college.

5. Any adjustment to the student's tuition and/or room and board will be made in accordance with that semester's published refund policy.

6. Students wishing to re-enroll at Trinity Christian College following an approved medical withdrawal must:
   a. Notify the dean of student life of a desire to return.
   b. Submit documentation from the treating relevant, qualified clinician to the dean of student life attesting to the student's ability to resume studies and, if applicable, to return to residence hall.
community life with a reasonable likelihood of success. The documentation must be specific in its
description of the student’s illness and the treatment rendered. It must outline, as appropriate, a plan
of treatment to be followed upon return. All documentation will be held in strict confidence by the
college. Upon request, the student will authorize the dean of student life to secure any additional
information necessary to assess the student’s readiness for readmission.

c. For full consideration, students requesting to return should submit supporting documentation by the
following dates: July 1 for the fall semester, December 1 for the spring semester, April 1 for the summer
semester.

7. As is appropriate, the dean of student life or his/her designee will confer with relevant colleagues (i.e. Director
of Counseling Services, Director of Campus Safety, members of the CARE Team) in coming to a final
determination regarding action on the student’s request to re-enroll and will communicate this determination
to the student in writing, including any conditions for continued attendance. If the student is permitted to re-
enroll, the dean of student life or his/her designee will lift the student’s registration hold, enabling re-
admission, registration and financial processes.

8. Upon return, students will be invited to participate in a Care Meeting with the Dean of Student Life (or his/her
designee) to discuss the student’s successful transition back to campus. The Dean of Student Life (or his/her
designee) and the student may elect to invite additional individuals to participate in the Care Meeting for the
sake of best supporting the student. Depending on the unique circumstances relevant to the student, items
discussed in the Care Meeting may include such things as the student’s treatment and recovery plan (and any
related implications), residence hall/campus implications related to student’s absence and/or re-entry, course
load changes, strategizing academic make-up work, support services available to the student, and an action
plan to help the student transition well with accountability. Students are expected to follow their Care
Meeting action plans as well as their medical treatment plan. Regular reports of progress from the treating
clinician may be required by the Dean of Student Life or his/her designee. Failure to abide by the Care
meeting action plan and/or medical treatment plan may constitute grounds for the college to place a student
on involuntary leave.

Involuntary Leave or Conditional Continued Enrollment

1. The college may place a student on involuntary leave when, as a result of a known or an apparent medical
condition (either physical or psychological), one of the following transpires:
   a. The student threatens the safety of him/herself or others.
   b. The student causes or threatens to cause significant property damage.
   c. The student significantly disrupts the educational or extracurricular activities of the college
      community.
   d. The student demonstrates evidence of significant impairment and is unable to make an independent
determination that a voluntary leave is needed.
   e. The student has returned from voluntary/involuntary leave, demonstrates continued evidence of
      significant impairment, and has not complied with the treatment plan submitted at the time of
      readmission and/or the action plan established in the readmission Care Meeting.

2. When a student exhibits any of the behaviors described above, he or she may be brought to the attention of the
dean of student life. The dean of student life, in consultation with appropriate medical, psychological, or
academic resources, will take the following action:
   a. The dean of student life will contact the student and arrange a meeting to discuss the situation with
the student.
b. The dean of student life will convene a meeting with a sub-group of the Student Response Team or Campus Threat Assessment Team to review the circumstances.
c. The dean’s designated group will make a recommendation to the dean of student life regarding the status of the student.
d. The dean of student life may place a student on involuntary leave of absence or place conditions on the student’s continued enrollment.

3. The results of the dean of student life’s inquiry will be shared in written form with the student.
4. Students who are placed on involuntary leave will receive a “W”, “WP”, “WF”, or earned grade for all courses attempted during that term; the transcript notation will be determined according to that semester’s published academic calendar. A dean of student life hold will also be placed upon his/her registration pending successful petition for re-enrollment to the college.
5. Any adjustment to the student’s tuition and/or room and board will be made in accordance with that semester’s published refund policy.
6. Students wishing to re-enroll at Trinity Christian College following an involuntary leave must follow the same procedure as delineated under items 6-8 of the medical withdrawal section (see above).
7. All records concerning involuntary leaves will be kept confidential in the Student Life Office.

Appeal Process for the Medical Absence, Medical Withdrawal and/or Involuntary Leave
1. Students have the right to appeal the decision of a college official regarding a medically related absence/interference, medical withdrawal, or involuntary leave.
2. In these instances, appeals may be made on one or more of the following bases:
   a. A procedural error or omission occurred that significantly impacted the outcome (e.g. substantiated bias, material deviation from established procedures)
   b. To consider new information, unknown or unavailable at the time of the determination of student status that could substantially impact the original finding or sanction. A summary of this new information or evidence and its potential impact must be included.
3. Students wishing to appeal a determination of student status made by one of the three processes above must do so, in writing, to the supervisor of the most senior staff member involved in the case, or his/her designee. The college will make every effort to identify this specific person in communications with the student. If a student is unsure, they should contact the Vice President for Student Life, VPSStudentLife@trnty.edu. Appeals must be made within 3 non-holiday business days of the date of the written determination. Students will have only one opportunity to appeal. All appeal meetings are closed and the proceeding may be kept confidential at the discretion of the college. Determinations shall not be stayed pending the appeal.
4. The written appeal must include:
   a. Names of parties involved
   b. Clear statement of the nature of the appeal (consisting of one or more of the following exclusive grounds)
      i. A procedural error or omission occurred that significantly impacted the outcome (e.g. substantiated bias, material deviation from established procedures)
      ii. To consider new information, unknown or unavailable at the time of the determination of student status that could substantially impact the original finding or sanction. A summary of this new information or evidence and its potential impact must be included.
c. All information on which the appeal is based

5. The supervisor (or designee), may, in response to the written appeal and upon review of all information presented, confirm an earlier determination. If the supervisor (or designee) identifies areas of concern, the supervisor (or designee) may remand the decision to the original decision-making body with corrective instructions, refer the matter to the original decision-making body to review the case, or alter the determination. The decision of the appeal may be made with or without meeting with students. After a decision has been reached, the student will be notified in writing. Decisions made in the appeal process are final and may not be addressed through the “Grievance Process” set forth in the catalog.

HOUSING AND RESIDENCE LIFE POLICIES

Trinity’s on-campus housing provides a unique opportunity for students to live with and learn alongside peers in an academic community shepherded by Residence Life Staff who actively work to promote student flourishing. Under the leadership of the Area Directors, Trinity’s Residence Life Program seeks to provide a living-learning community in which each student encounters belonging, growth, and empowerment.

Because the College values the unique opportunities and goodness that come from living on-campus, every full-time, traditional undergraduate student who leaves home to attend Trinity Christian College is expected and required to live in college-owned housing until s/he has completed 90 credits, or unless s/he is 22 years old prior to the start of the semester (for further information, please refer to the Housing Policy detailed below).

As indicated in the Student Life Policies, resident students must adhere to the following policies:

Academic Involvement: Students are expected to adhere to academic standards. Students whose behavior, or combination of behaviors, demonstrates that they are not actively engaging in their academic life (i.e. repeated and/or ongoing absences, lack of communication to faculty/advisors, lack of engagement with course) may be removed from college housing.

Accommodations: Students who may be eligible for an accommodation for medically- or disability-related reasons should fill out a housing accommodation application form by contacting the Director of Learning Services and/or Dean of Student Life. The Office of Learning Services can provide assistance to individuals completing housing accommodation applications and/or provide clarification regarding the documentation that must be submitted with such requests. Completed applications are reviewed by the Director of Learning Services and the Dean of Student Life, with additional input from others (such as the Directors of Physical Plant, Campus Safety and Security, and Counseling Services) as necessary. The final decision is communicated in writing. For full consideration, requests should be submitted before the following dates: April 1 (for summer semester); July 1 (for fall semester); or December 1 (for spring semester).

Any student who believes s/he has been wrongfully denied reasonable accommodations may utilize the Housing Accommodations Grievance Procedure. Grievances must be submitted within 3 days of written communication of the decision regarding the housing accommodation application. Students who submit a Housing Accommodations...
Grievance must include:

1. Rationale for submitting a grievance
2. The student’s desired resolution
3. Specific laws, policies and facts supporting the student’s desired resolution
4. Supplemental documentation supporting the student’s desired resolution

Grievances will be reviewed by the Vice President of Student Life, who may choose to call upon members of the Conduct and Resolution Pool to assist with consultation. The Vice President will communicate a decision to the student in writing. The decision of the Vice President will be final.

**Animals:** For health sanitation and safety reasons, pets, apart from fish, are not permitted in college-owned housing. Aquarium systems for fish will be limited to one per suite/apartment and may not exceed 25 gallon capacity.

Trinity Christian College is committed to providing reasonable accommodations and/or making reasonable modifications to college policies, practices, or procedures as required by law to enable students with disabilities an equal opportunity to access programs, services, and activities. Students wishing to learn more about Service and/or Assistance animals should contact the Dean of Student Life and/or Director of Learning Services for more information.

**Assignments:** Students may submit a request for particular housing assignments through the established processes (i.e. housing cards for newly admitted students, housing intent forms for returning students). Decisions regarding assignments will be made based on availability, college policies and practices, and the discretion of the Area Directors. Residential students are required to be enrolled as full-time, traditional undergraduate students.

**Housing occupancy agreement:** Each student is required to sign a housing occupancy agreement form, located in the student portal, prior to moving into his/her assigned living space.

**Room changes:** Room change requests are to be initiated by the student in writing and submitted to his/her Area Director via e-mail. Room change requests are evaluated by the Area Director and may be permitted between semesters with the approval and supervision of the Area Director. In instances of roommate conflict, students will be directed to participate in the Conflict-Resolution process before a room change will be considered. In rare circumstances, room change requests may be approved and supervised during the semester if necessary and appropriate. The college reserves the right to move students to alternate assignments for appropriate reasons as needed. Reasons for a change include but are not limited to: open vacancies, consolidation of occupied spaces, enrollment shifts, and unique community considerations.

**Selection:** Each spring, all students are expected to communicate their housing intent for the following academic year. Residence Life staff will communicate information about the housing selection process in the Spring semester.

**Check-In and Check-Out:** All resident students are required to check in and check out of the residence hall during designated times. Students or student groups wishing to move in at times outside the designated window may only do so only with prior approval from the Area Director. Exceptions may be granted for students participating
in a college-sponsored program or experiencing extraordinary circumstances. Final approval is at the discretion of the Area Directors.

Students are expected to adhere to the residence hall check out dates and times found in the calendar at the end of the student handbook. All dates and times for breaks and semester ends are to be followed. Failure to properly check out of campus housing will result in a fine of $150. Any personal property left in residence hall suites at the close of the academic year or following student’s withdrawal from the residence hall will be disposed of or donated. A removal fine will be issued to the student.

**Closings:** The Residence Halls close for the Thanksgiving, Christmas, Easter and Spring Breaks. Students needing housing during these breaks may submit a request through a form located on their student portal (located in the “My Housing” section). Requests are due one week prior to the closure. Area Directors will communicate to the student whether a request has been approved. If approved, rental charges of $11 per night will be applied to the student’s account. Rental charges may be waived for students required to stay for a college-sponsored program, who live internationally, or in extraordinary circumstances at the discretion of the Area Director. During residence hall closures, students who have been given the privilege to remain in the residence halls are expected to fully comply with all policies or face immediate removal from housing; additionally, certain policies (including but not limited to Visiting Hours) may be modified and communicated to approved residents in advance;

Specific closure dates are listed on the last pages of the handbook in the 2019-2020 Academic and Residence Life Calendar.

**Décor:** residence hall décor should comply with the spirit and mission of Trinity Christian College. Items such as sexually offensive or explicit material; racially or ethnically degrading or offensive material; tobacco, alcohol, or drug related material or paraphernalia; empty alcohol or tobacco containers are prohibited.

**Facility and Suite Access:** College residence halls are locked 24 hours a day and are electronically access controlled. All students, faculty, and staff will have access to the residence halls when the college is in session via their college ID card. Electronic access control will be restricted to students residing in each residence hall during the hours of 12-7 am, daily.

All resident students are required to obtain a key to their residence hall suite. Keys are distributed at check in and are to be returned at check out. Students who fail to pick up their room key during allotted check in times will be assessed a $25 fine. Lost or unreturned room keys will result in a $100 fine for the resident. Residence life and campus safety staff will determine if key cores should be changed; when key cores are changed, each resident of the suite will be issued a new key.

**Furniture:** Each suite comes furnished (with beds, desks, dressers, shelves, and desk chairs). Alumni and Tibstra Hall suites include additional living room furniture. All college-owned furniture must remain in its designated suite. Any additional, outside furniture students choose to bring must be clean and free of pests. Furniture should be arranged in ways that do not threaten the safety of others. There is a recommended limit of one additional upholstered piece of
furniture (chair, loveseat, or couch) per residence hall suite or apartment. Area Directors may require the removal of any furniture that poses health or safety risks.

**Guests and Overnight Guests:** Students are responsible for all guests in college residences. A guest is considered anyone that is not a Trinity Christian College student and/or who is invited to visit a student in his/her residence hall. All guests must sign in at the hall front desk area and must adhere to visiting hour policies. Students are responsible for their guests and informing their guests of college policies relevant to their visit; guests are expected to comply with all college policies. The College reserves the right to ask any guest/visitor to leave campus at any time. Local authorities may be called upon to assist college officials if a guest uncooperative or disruptive.

Overnight guests must have prior approval of the Area Director. Minors are not permitted, unless visiting through an Admissions Office program. Approval must be requested 24 hours in advance and overnight guest forms, located under the “My Housing” section of the Student Portal, must be completed and approved by Residence Life Staff prior to guest arrival. Overnight guests are permitted for a maximum of two consecutive nights at one time. Generally, residents should not have overnight guests more than twice per month. Abuse of the overnight guest privilege or unapproved overnight guests will result in disciplinary action, such as fines or revocation of privileges.

**Housing Policy:** Because the College values the unique opportunities and goodness that come from living on-campus, every full-time, traditional undergraduate student who leaves home to attend Trinity Christian College is expected and required to live in college-owned housing until s/he has completed 90 credits, or unless s/he is 22 years old prior to the start of the semester. On-campus housing is not available for students in Trinity’s Adult Studies or Graduate programs, nor is on-campus housing available to individuals who are not Trinity students. Married students are not required to live in college-owned housing.

All resident students must maintain a full course of study (12 credit hours) each semester. Students who drop below full-time status during the semester must present a written request for approval to remain in campus housing to the Dean of Student Life.

**Exemptions:** requests for exemption to the housing policy must be submitted to the Dean of Student Life by the established deadlines. The deadlines are December 1 for the Spring semester and June 1 for the Fall Semester. Exemptions will only be considered in instances of financial hardship and/or extraordinary personal circumstance. The Dean of student life may consult with relevant colleagues (such as the Directors of Financial aid, Campus Safety, Counseling Services, and/or Learning Services) and review student records as necessary before coming to a final determination.

**Non-compliance:** students found in non-compliance with the college’s housing policy will be charged one-third of the amount of the housing cost for each semester of non-compliance.

**Waivers:** students who choose to commute from their permanent home address must submit a waiver form to the Dean of Student Life prior to the start of the specific semester.
Lockout Protocol: Students are expected and encouraged to carry their room keys at all times and keep suite doors locked. In the event that a student becomes locked out of his or her suite, they are expected to adhere to the following lockout protocol. Student lockouts do not constitute an emergency; staff will respond as they are able.

1. Attempt to contact the Area Director (AD) or Assistant Area Director (AAD) of the building in which you reside.
2. If you are unable to contact your AD or AAD, contact campus safety at ext. 3722 or go to the campus safety office located on the main floor of Tibstra hall. You will need to provide valid photo identification and the security officer must be able to verify your housing placement in order to open a residence hall suite door.
3. If you are unable to contact an AD and cannot produce valid photo ID for the campus safety officer, you will need to wait until a roommate or suitemate is available to permit you entrance.
4. Students who repeatedly utilize staff for lockouts will be assessed a $5 fine, charged to the student’s account, for each subsequent lockout.

Lounges and Public Areas: Residence hall main lounges are public spaces that may be used by residential students 24 hours a day. Residence hall floor lounges may be used according to visiting hour policies. Behavior in these areas is expected to be hospitable and welcoming to all students; sleeping in lounges is prohibited.

Mandatory Meetings: Residence life staff will call periodic mandatory meetings for all residential students. Generally these will be at the beginning and end of each semester. Attendance is required and a $10 fine will be issued for unapproved absences. Area Directors may choose to excuse attendance for students who submit written requests (at least 24 hours in advance of the meeting) citing legitimate and unavoidable conflicts. Those who miss a mandatory meeting may be required to attend an alternate meeting.

Meal Plans: Students residing in college owned housing are required to purchase a meal plan. Freshman and sophomore residents may choose the block 225 or 190. Junior and senior residents may choose the block 225, 190, or 130. Tibstra apartment residents may choose any of the available meal plans but are required, at minimum, to purchase the block 75. Commuter students are encouraged, but not required, to purchase a meal plan.

Fall meal plans begin at lunch on the day prior to the start of fall semester classes and conclude at lunch on the final day of fall semester exams. Spring meal plans begin at lunch on the day prior to the start of spring semester classes and conclude at lunch on the final day of spring semester exams. Students approved to return to campus prior to the start of a semester will be expected to provide their own meals or may purchase meals on-campus if the dining hall or Bootsma café are open.

The available meal plans are:

**Block 225**
- includes 225 meal swipes and $125 Trollbucks per semester
- up to 2 swipes per person per meal
- meal swipes are available in the dining hall

**Block 190**

Trinity Christian College Student Handbook 2019-20 - 35
• includes 190 meal swipes and $100 Trollbucks per semester
• up to 2 swipes per person per meal
• meal swipes are available in the dining hall

Block 130
• includes 130 meal swipes and $75 Trollbucks per semester
• up to 2 swipes per person per meal
• meal swipes are available in the dining hall

Block 75
• includes 75 meal swipes per semester; meal swipes are available in either the dining hall or the Bootsma café
• up to 2 swipes per person per meal
• includes 75 snacks per semester; snacks are available all day, M-F, in the Bootsma café

Spring semester TrollBucks will be added on the first day of meal plan availability for spring semester. Unused fall semester TrollBucks will carry over to spring semester; unused TrollBucks will not carry over from one academic year to the next. Refunds will not be issued for unused meals or for unused TrollBucks. Meal plan assignments are recorded by the student life office. The deadline to request a meal plan change is ten calendar days from the first day of that semester’s classes.

Meal plan exemptions are only issued in the case of medical accommodation and must be approved by the Dean of Student Life. The deadline to request a meal plan exemption is prior to the start of the semester.

The college’s dining hall and Bootsma Café will be closed during Christmas and Spring breaks and will operate with limited hours and options during Reading, Thanksgiving, and Easter breaks.

Parent Notification: The parent, legal guardian, or emergency contact of a dependent student will be notified if that student is suspended from, dismissed from, or otherwise expected to vacate college housing for any reason or length of time.

Refunds: Students withdrawing from the residence halls will receive a prorated refund of housing and meal plan charges. Refunds will not be issued for students being suspended or dismissed from housing for disciplinary reasons.

Right to Privacy: The College desires to protect a student’s right to privacy. While within his or her own residence hall suite or apartment, a student has the right not to be visited. A visitor is allowed in a room only with the consent of all occupants. The College reserves the right to enter a room at its own discretion (see room search and entry for guidelines regarding entry to student suites/apartments).

Room Inventory and Condition: Each student will be expected to complete and sign a room inventory checklist upon their move into a residence hall suite or college apartment. The room inventory checklist should indicate any existing damages or other concerns at the time of occupancy. At check out, residence life staff will evaluate the condition of the suite or apartment using the room inventory checklist. Area Directors will assess appropriate damage charges after the check-out is completed.
**Room Search and Entry:** The College respects residents' rights to privacy and to be protected against unreasonable entry and search of their rooms. Nevertheless, designated college staff has the right to enter any part of the College premises to perform reasonable custodial or maintenance services; to inspect for damages or cleanliness; for suspected College policy violations or any illegal activity; for safety of persons or property; in cases of emergency. Any vehicle belonging to a student and parked on college property will also be subject to search under the following guidelines:

*Room and/or vehicle searches:* room or vehicle searches can be authorized when reasonable cause has been established. Reasonable cause is first hand credible testimony information provided to College officials or Campus Safety and Security that a student has or is violating a specific policy or law. All such room or vehicle entries are to be authorized by the Vice President for Student Life or the Dean of Student Life or their designee. The search will usually be conducted by two staff members, typically from the departments of Campus Safety and Residence Life. The College will make every attempt to contact the room’s occupants to have that student present at the time of the search. In cases where the student cannot be located, College officials will conduct the search by documenting the search of areas reasonably related to the alleged violation. In all cases of room entry or searches where the student is not available or cannot be contacted, College officials will leave notice that the room was entered and the reasons for the search.

*Seizure:* any item(s) suspected of violating college policies or creating a health or safety risk (including, but not limited to alcohol, drugs, drug paraphernalia, weapons or other contraband) may be confiscated and used in the student conduct process. Prohibited items may not be returned.

*Law Enforcement Access:* The College generally requires law enforcement officers to possess a valid search warrant to gain the right to search rooms, and whenever possible, a representative of the College will accompany the law enforcement officer conducting the search. Law enforcement officers must present a copy of the search warrant to the Vice President for Student Life or the Dean of Student Life or designee before the search is begun. In cases where the student has consented to the search, the Vice President for Student Life or the Dean of Student Life or designee should still be consulted to provide access and to accompany law enforcement into Trinity-owned facilities.

*Safety:* Anyone found tampering with a fire alarm system, elevator emergency phones, fire extinguishers, fuse boxes, circuit breakers, or smoke detectors will be assessed a $100.00 fine in addition to any necessary restitution charges. Additionally, students are expected to adhere to the following:

*Appliances:* any appliance with an exposed heating element, hot plates, portable stoves, grills, fryers, toaster, pizza or microwave ovens are not permitted except in those areas where they are provided by the college. Students residing in the Tibstra Hall apartments may request exceptions pending fire safety.

*Candles:* candles and incense may not be burned.

*Heaters and lamps:* halogen lamps and space heaters are not permitted.
Safety Drills: emergency evacuation procedures are posted in each residence hall suite and will be explained by residence life staff at the beginning of each semester. Fire and emergency evacuation drills will be conducted by campus safety and physical plant staff regularly. Students are expected to be familiar with evacuation procedures and comply when a fire or emergency alarm is activated.

Storage: Limited storage is available in each housing area. At their own risk, students will be permitted to store items in these areas during the school year and during the summer. Items must be clearly marked and limitations will be determined by the area director. Furniture may not be stored. Unmarked and/or unclaimed items will be collected and donated to a local charity at the end of each academic year.

Summer Housing: Summer housing is available. Applications and details are made available to students during the spring semester.

CAMPUS SAFETY AND SECURITY

The mission of the Department of Campus Safety and Security is to provide a safe and secure learning and working environment for the students, faculty, and staff of Trinity Christian College. As a staff, we work with the College community to provide professional safety and security related services. While providing these services, we will treat all persons with respect and dignity to reflect the Christian principles that Trinity Christian College was founded upon. The success of our mission depends on the cooperative efforts of the entire College community. Campus safety and security is the responsibility of everyone in the Trinity community.

While not a law enforcement agency, campus safety and security works closely with the Palos Heights Police Department which is the primary law enforcement agency for the college. The police department actively enforces speed limit and parking violations on streets adjacent to campus. Campus safety and security officers do not possess arrest powers, but are authorized to issue on-campus parking and traffic violation tickets which are billed to the financial accounts of students. Additional information concerning the department of safety and security can be found at the department website - https://www.trnty.edu/student-life/health-safety/campus-safety/

Annual Crime and Safety Reports: The Department of Campus Safety and Security is required by the U.S. Department of Education, specifically by the Jeanne Clery Act, to maintain records of all reportable crimes occurring on campus. A record of all reportable crimes for the past three years can be found online at http://tcc.trnty.edu/security/securityreport.pdf

Pursuant to the federal Jeanne Clery Act, a listing of the most recent (60 day) incidents and/or crimes reported to Trinity Christian College Department of Campus Safety and Security is available for public information. A listing of those incidents may be obtained by request to the Director of Campus Safety and Security via email (thomas.kazen@trnty.edu) or during normal business hours, 8:00 am - 4:00 pm, Monday to Friday, in Tibstra Hall suite 25.

Crime Prevention: Students are encouraged to be aware of their surroundings and of their personal items at all times - keep your wallet and/or purse with you and don’t leave valuable items in a lounge, classroom, library, study

Trinity Christian College Student Handbook 2019-20 - 38
area, or in plain view in your residence hall or apartment. Recording brand name, model and serial numbers on electronic items is also suggested. It is recommended that you also inscribe your driver’s license number on valuable items.

- **Personal safety**: avoid walking alone at night in dimly lit areas. If you would like an escort, call the Campus Safety and Security office (708-239-3722). A security officer is available to escort you to your destination. This service is limited to on-campus locations. When walking alone, stay alert at all times. If you think you are being followed, walk quickly (run if necessary) to the closest group of people, campus building, or brightly lit area. Go directly to the nearest emergency phone; emergency “code blue” phones are located throughout campus and instantly connect you with campus safety staff. If you are a victim of a crime, remain as calm as possible and observe everything you can about the offender: height, weight, color of hair, age, color of clothing, vehicle description, direction of travel, and license plate number.

- **Protecting Property**: the single most effective action you can take to protect your property is to lock your residence hall suite doors when you are away or sleeping. Do not prop open exterior doors when they have been locked and do not allow unauthorized persons to enter campus buildings.

- **Steps to take if you are being assaulted**: your first concern should be for your safety and survival; be aware of your capabilities and limitations. Your judgment and thinking will be your best weapons for survival. Tell your attacker “No” firmly and repeatedly. Tell the attacker that he or she is hurting you; this may shock him or her into stopping the attack. Try making a scene to draw attention to yourself so the attacker will leave or be distracted. If you choose not to resist the attack, it does not mean that you have asked to be attacked or raped. It means you did what you needed to survive. There is no right way to respond. The victim is the best judge of which options are best in each situation.

- **Run, Hide, Fight**: The Run, Hide or Fight video available at [http://www.trnty.edu/security.html](http://www.trnty.edu/security.html) offers response options in case of an active shooter situation.

**Crime Reporting**: The College strongly encourages any member of the community to report any suspicious activity. Students can report crimes or any suspicious activity by contacting Campus Safety and Security at the number found on their ID cards (708.239.3722). In case of emergency, call 911.

**See Something, Say Something**: At Trinity, we enjoy a campus community in which students, faculty and staff support one another and look out for each other. This community requires that each member contribute to the safety and security of the entire campus. If you see anything of concern - behavior that is not consistent with the student life policies or nondiscrimination policies; behavior or objects that are suspicious, or anything of concern to you, we strongly encourage you to report it to the Department of Campus Safety and Security or the Dean of Student Life.

**Lost and Found**: Campus Safety and Security is the collection location for lost and found property items. Items can be turned in or picked up at any time. Lost items should be promptly reported to Campus Safety. All items collected will be retained until July 1 at which time they will be disposed of or donated to a local charity.

**Sex Offender Information**: the Campus Sex Crimes Prevention Act requires registered sex offenders who are employed at, or who attend classes at a college or university, to register with the institution’s local law enforcement. The local law enforcement will notify the college of any registered sex offenders. Registered sex offender information...
is compiled by the Illinois State Police, who maintain an on-line sex offenders’ database. To learn the identity of registered sex offenders on or near the campus, or anywhere in the state or county, use the following link to the Illinois State Police on-line sex offender’s information pages: www.isp.state.il.us/sor. Specific requests concerning faculty, staff, or students who may be registered as sex offenders can be made to the Director of Campus Safety and Security via email (thomas.kazen@trnty.edu) or during normal business hours, 8a-4p, Monday to Friday, in Tibstra Hall suite 25.

**CAMPUS POLICIES**

For more information, please see any of the staff in the Student Life Offices, Library Second Floor:
Becky Starkenburg, VP for Student Life (708)293-4830
Kara VanMarion, Dean of Student Life (708)239-3718
Troy Schemper, Dean of Student Engagement (708)239-4963
Mabia Shadel, Coordinator of Student Services (708)239-4704

**Accommodations for Disabilities:** Trinity Christian College will make reasonable accommodations for students with documented disabilities (temporary or permanent) through the Office of Learning Services (OLS), located in the Library. A confidential meeting to discuss an individualized accommodation plan should be scheduled with Laura Davalos, the Director of Trinity’s OLS, at (708) 239-4765 or Laura.Davalos@trnty.edu. For permanent or temporary accommodations that involve life outside the classroom (residence halls, dining, transportation, mobility around campus, etc.), the dean of student life will be the primary coordinator of the accommodations plan, after the initial consultation and planning with OLS.

**Bike Registration and Storage:** Register your bicycle on Trollweb within two weeks of arrival on campus; registration is free. Registration tags must be clearly attached to the bike. Bikes may be kept in the Alumni hall bike storage room or in any bike rack located on college property. Students are encouraged to keep bikes locked at all times; storage of bikes on campus is at the student’s own risk. Bikes are not permitted in any campus building, residence hall suites, or college apartments. During summer break, bikes may be stored in the Alumni Hall bike storage room as space is available. Unlocked or unregistered bikes remaining on campus during the summer will be confiscated and donated. In order to expedite the evacuation of campus facilities in the event of an emergency, bicycles must not be left unattended in front of the entrance of any building or on walkways, driveways or roadways. The college reserves the right to move or remove any bicycle that is left unattended in an unauthorized location and/or creates a hazard.

**Campus AIDS Policy:** In the admission of students and hiring of employees, Trinity maintains a policy of nondiscrimination on the basis of the existence of any form of Human Immunodeficiency Virus (HIV) infection. A standing committee composed of the vice president for student life, the dean of student life, and the chair of the nursing department is assembled on an ad hoc basis to address issues related to AIDS/HIV.

**College Vans:** College vans are for use by official college groups only. Detailed fleet policy is available on Trollweb. Sanctioned groups may reserve vans through the Trollweb; requests must indicate an approving department and/or advisor as well as a valid budget line.
Delinquent Accounts: Payment of all accounts for tuition, room and board, and academic fees for each semester must be made by the dates designated by the business office. Payment for additional assessments (i.e., fines, fees for repairs and replacements, etc.) related to student life must be made by the date designated by student life personnel. All payments are to be made to the business office.

Students, who for legitimate reason cannot make payment by the designated date, must make satisfactory arrangements with the business office for tuition, room and board, fees or fines. Accounts shall be considered delinquent that have unpaid balances for tuition, room and board, fees or fines after the final payments are due. Students with delinquent accounts will not be issued grade reports or transcripts, and they will not be permitted to register for further study at the College, either for a regular semester or for an interim. Further, privileges and access to college resources may be revoked (such as Moodle access). Any student who is not permitted to register for further study at the College because of a delinquent account will be denied participation in College activities and organizations, effective on the final exam date of the semester to which the delinquent account applies.

Dining Services: All faculty, staff, resident and commuter students are welcome in the dining hall and Bootsma Café. Meal plan information and selection is available through the student life office. Questions or comments on the food service should be given to the director of food service or the vice president for student life.

Meal swipes: meal plans are non-transferable and a student’s ID card must be presented at each meal. Food taken by a person is to be consumed by that person only.

“To Go”: food may be taken out of the dining hall only as part of the “To Go” program. “To Go” meals are available for those with academic or work schedules in conflict with meal times. The removal of dishes, cups, and silverware from the dining hall is expressly forbidden.

Sack Lunches: Those with academic or work schedules that conflict with meal times may request a sack lunch to be prepared and picked up at a designated time. Contact the Director of Dining Services for more information.

Sick meals: resident students experiencing illness and unable to visit a dining facility may request a sick meal through a residence life staff member. Contact a member of the Residence Life staff for more information.

Email: Students may access their Trinity e-mail account by visiting http://trollmail.trnty.edu from both on campus or off campus. Instructions for connecting user devices such as computers, tablets or smart phones to Trinity e-mail may be found by visiting http://oit.trnty.edu or may be picked up in the Library by the Helpdesk.

Facility Use and Reservation: College facilities are able to be reserved by students, staff, or faculty for use by official student groups. Facility reservation details are found on Trollweb. Outside groups wishing to reserve/use college facilities may inquire about availability and rental rates with the college’s conference and events coordinator.

Filing a Formal Complaint: students who wish to make a formal complaint should address their written letter to one of the following people: President, Provost or Vice President for Student Life. College officials will respond to the
complaint utilizing the appropriate procedure, per the nature of the complaint. Trinity is required to share information about complaints with its accreditor, the Higher Learning Commission. Individual identities will be shielded.

**Free Expression and Peaceful Assembly:** Trinity Christian College seeks to support the right of all members of the College community to express one’s convictions on particular issues or disagreements with particular policies. At the same time, Trinity recognizes that students share with the College a responsibility to promote a campus climate of hospitality-one that is not intimidating, hostile, or demeaning to any individual or group - and a campus climate in which the educational program and pursuits of faculty, staff and students are not unreasonably disrupted.

Therefore, the following guidelines govern protests and demonstrations:

- Obstructive or non-peaceful demonstrations, regardless of duration, are not permitted. The College recognizes that no definition of "obstructive" can describe all possible situations, but as a general guideline defines obstructive demonstrations as those at which there is deliberate disruption of access to College facilities or activities relevant to the College's mission. Further, individuals who exercise their rights of free speech or peaceful assembly will do so with the understanding that they will comply with all of the College’s policies and procedures.
- Demonstrations (marching, picketing, silent vigils, etc) are to be registered for information in writing with the Dean of Student Life or Dean of Student Engagement no later than 24 hours preceding the occurrence.
- Sponsoring organizations, their officers, and all individual participants, will be held responsible for their conduct in demonstrations. In the spirit on authentic Christian community, College community members are expected to take ownership of their expression. Therefore, all letters, posters or electronic forms of communication distributed to the campus community regarding any issue will identify the author(s), so that dialogue and understanding may be achieved.
- College community members must adhere to College posting regulations at all times.
- Student demonstrations are to be conducted in an orderly manner and are not to interfere with the normal operations of the college. The time is limited to 2 hours between 8 am and 8 pm, Monday-Friday (to allow other uses of space and to ensure that adequate staffing is available to support the safety and civility of all present).
- Permissible locations, if not already in use, include the Tab Lawn, the Academic Quad, and the Academic Commons.
- No protests will be permitted during chapel hours. (Wed and Fri 10 am-11 am)
- Amplified sound and signboards larger than 3ft x 4ft are prohibited.

Violations of the Free Speech & Peaceful Assembly policy are subject to the conduct process and full range of sanctions.

- Exercising free speech and/or organizing a peaceful assembly violates college policy when the event:
- Includes participants that are not current faculty, staff or students;
- Threatens property or public safety;
- Infringes upon the rights of other by interrupting chapel, a classroom, or any college sponsored events or activities (e.g. halting a lecture, debate or any public forum by indirectly preventing the speaker from speaking - even for a brief period of time – or seizing control of a public forum for one’s own purposes);
- Violates policies and restrictions as outlined above;
• Occurs without acknowledging this policy (i.e. failure to submit a request)

The use of this policy by students does not necessarily imply the College’s acceptance or endorsement of the views expressed.

**Hammocks and Tenting:** Students at Trinity enjoy hammocking and tenting outdoors on campus. For the safety of students, hammocks must be secured to stable trees so that the hammock does not damage the tree, is hung at a height of no more than six feet high at the center point while empty, and does not create a disruption to the learning community or infringe upon the rights of others. Similarly, tents may be assembled only in places that do not pose a safety risk, disruption to the learning community, and/or an infringement upon the rights of others. The college accepts no liability for tree limb stability or suitability for hanging hammocks nor does the college endorse particular locations for hammocking or tenting. Students hammock and tent at their own risk. It is the responsibility of students to understand and maintain their own hammocks and tents per manufacturer’s direction.

For their own safety, students are not permitted to hammock or tent overnight on campus without prior, written approval from the Dean of Student Life or Dean of Student Engagement. Hammocks and tents must be taken down after use. Student Life and Campus Safety have the right to remove hammocks from service or use for violations of this policy.

**Health Insurance:** All students are required to carry health and accident insurance. All students are encouraged to review their personal health and accident insurance policies. If students are no longer covered by a family plan or an individual policy, the college has made available an insurance exchange with affordable care act compliant policies at [www.ixshealth.com/trnty](http://www.ixshealth.com/trnty). Students may also consult numerous private, federal and/or state resources to obtain a policy.

All accidents and health problems requiring medical attention are referred to the student’s family physician or to a physician of the student’s choice. The College is not liable for injuries sustained by students in their activities as students, even if such injuries occur on campus premises, in laboratory work, or in physical education classes. The College does not undertake to be the insurer of its students, and its liability under law must be based on fault. It is necessary, in order to establish the liability of the College for such injuries, to show that the student was free from any negligence or carelessness that may have contributed to the injuries. Accordingly, students are expected to obtain coverage for personal accident and health insurance.

Students are reminded that Trinity is not liable for injuries sustained during student activities even though such injuries may occur upon College premises. Trinity does not undertake to be an insurer of its students and as such will not necessarily reimburse a student for medical costs resulting from injuries sustained on campus.

**Hoverboards:** Due to safety concerns regarding fire safety and operator safety, Hoverboards are not permitted anywhere on the College campus. The term “hoverboards” includes but is not limited to self-balancing scooters, battery or gas operated scooters, hands-free segways and electric powered skateboards.

Trinity Christian College Student Handbook 2019-20 - 43
**ID Cards:** photo ID cards are issued at the time of student registration and are available in the student life office. ID cards are issued for the duration of enrollment. Broken id cards due to normal wear and tear will be replaced free of charge; lost id cards will be replaced at a fee of $20. Promptly report a lost ID card to Campus Safety and Security.

Students should carry their ID card at all times and must produce their ID when requested by any faculty/staff member. Students should not allow others to use their ID cards and may be asked to produce them at College sponsored events. ID cards contain access control to residence halls and certain academic buildings. Cards also enable printing access for students. Bending or punching a hole in the card can damage, making the card inoperable.

**Immunizations:** By Illinois law, all students enrolling at a public or private college or university are required to present evidence of immunity against certain vaccine-preventable diseases. This law is intended to promote a healthier environment on all campuses and decrease the opportunity for the spread of diseases into surrounding communities.

As a new student you are required to present evidence of immunity against the following diseases: measles, mumps, rubella, tetanus-diphtheria, and meningitis. Please gather this information and mail or bring it to the student life office by the first day of classes of the first semester in which you are enrolling. If you have not provided this office with the appropriate evidence of immunity as requested, a $100.00 non-compliance fee will be added to your account after the semester begins and you will not be permitted to register for the next semester.

**Mailbox:** All resident students are provided with a campus mailbox which is located in the Molenhouse Student Center. Students are expected to retrieve mail from their mailbox regularly. The mailbox number and combination for each student are found on their student portal.

**Military Considerations:** Students should provide written notification to these campus personnel/offices in the event of a call to active military duty: faculty advisor, student life, registrar, financial aid, business office.

**Programming Policies:** Students or groups wishing to plan events must consult with the Dean of Student Engagement for a complete list of programming policies related to food preparation, fundraising, guest speakers, use of space, posting, etc. This list is available on the Trollweb.

**Safety Drills:** During the course of the school year, both fire evacuation and tornado drills will be conducted on a periodic basis. It is mandatory that you participate in these exercises if you are in the building where the drill is being done.

**Solicitation:** Canvassing, solicitation of funds, fundraising, or sales is prohibited on campus unless permission has been granted by the Vice President for Student Life or Dean of Student Life. The sale of merchandise or services is prohibited without the permission of the VP for Student Life or Dean. Outside groups (who do not have official authorization or contract) are not permitted to sell anything on campus without permission of the VP for Student Life or Dean. Online canvassing or solicitation is only permitted via marketplace@trnty.lists.edu. Faculty, staff and students may post electronic solicitation announcements by emailing that address directly.
**Student Right to Know Act:** this legislation, enacted in 1990, requires that additional consumer information be made available to students regarding the completion and graduation rates of the general student population and student-athletes. A full list of student right to know consumer information is available at www.trnty.edu.

**Student Surveys:** The College occasionally asks students to complete surveys that evaluate college function for continuous improvement. Your prompt and thoughtful responses to these surveys helps the College refine and improve the way in which the College fulfills its mission or a particular department fulfills its function.

To protect students from excessive requests for surveys, the College requires that all surveys of Trinity students for clubs, classes, committees or programs be approved in advance by the Director of Institutional Research, Kim Williams. Information regarding this process may be requested from registrar@trnty.edu.

**Vehicle Use:**

**Parking:** parking rules and regulations are in effect from August 15 to spring graduation, including school breaks. Students are expected to adhere to all posted traffic regulation, speed, and parking signs on campus. Officers may ticket drivers for driving violations such as stop signs, speeding and reckless driving as well as parking violations. All ticket fines are expected to be paid, or an appeal filed, within 10 days of the date the ticket is issued. All fines must be paid in the business office. Fine amounts will double after 10 days if an appeal has not been filed, and the amount will be automatically forwarded to the business office and placed on the student’s account. Any unpaid ticket fines may result in the withholding of transcripts and/or grades at the end of the semester.

**Registration:** every member of the Trinity community (faculty, staff, and students) must register vehicles operated and parked on College property. All students registering a vehicle will receive a copy of the parking rules and regulations along with their registration sticker. By registering, all students agree to uphold the College’s rules and regulations as well as all local and state vehicle laws and ordinances in regard to operating motor vehicles. Parking rules and regulations can be found online at www.trnty.edu as well as in the brochure available in the Campus Safety and Security Office (Tibstra Hall suite 25) or the Student Life office.

- Traditional resident and commuter students must register every school year. Vehicles must be registered online at the vehicle registration link on Trollweb. The annual fee for student registration is $100.00, which will be billed to the student’s account. Students attending only the spring semester will be charged $50.00. Student vehicle stickers can be picked up at the student development office during normal business hours. Please allow 2 business days after registration to process the sticker before picking it up.
- Adult Studies students are charged a one-time charge per vehicle as long as they are an Adult Studies student. Adult Studies students will receive their stickers in the Adult Studies office.
- Students will have until September 15th to register their vehicles. After that date, vehicles not properly registered will be ticketed. New spring semester students will have until February 15th to register their vehicles.
- Registration is valid only when the parking sticker is properly displayed in the vehicle on the bottom right hand corner of the rear window.
- Freshmen, sophomores and juniors receive a blue parking sticker, qualified seniors (having 90 or more credit hours) may obtain a yellow sticker, which allows them to park in the lot reserved for senior students. Adult Studies students receive a green sticker and faculty/staff red stickers.
- If a student has registered one vehicle for $100.00 and registers a second vehicle during the year, the fee will be $15.
- If a student wishes to upgrade to a senior sticker as a result of obtaining senior class status second semester, the student may do so for a fee of $10.00. Please stop by the security office in Tibstra Hall, Suite 25, to do this.
- No prorated refunds will be given to students withdrawing, transferring, or attending off campus studies or programs.
- Students who bring a vehicle to campus, for the first time, after spring break must purchase a vehicle registration sticker for $30.00.
- The director of campus safety and security may grant a registration exemption for temporary-use vehicles and can issue temporary use placards for up to 21 days. Stop by the Campus Safety and Security Office to obtain a temporary pass.

**Ticket appeals:** parking ticket appeals must be submitted to the Ticket Appeal Committee within 10 days of the date of the ticket. Appeals submitted after the 10 days will not be considered. The appeal must be submitted on Trollweb > Safety and Security > Ticket Appeal. The Ticket Appeal Committee meets weekly to review appeals. A student will receive a disposition for that appeal via e-mail.

*Portions of the Trinity Christian College Student Handbook are adapted from the NCHERM Group Model Developmental Code of Student Conduct and are used with permission here.*
ACADEMIC and RESIDENCE LIFE CALENDAR, 2019-20

AUGUST
21 Bridge Program Begins
23 First Year Students move in 10am-2pm
25&27 Returning and Transfer students move in 1-4pm
27 Transfer Student orientation between 11am-3pm
27 Residence Hall meetings and celebrations 7-9pm
28 Classes begin at 8am; Convocation at 10 am

SEPTEMBER
Aug 30- Sep 2 Special Labor Day Weekend Campus Events
2 Labor Day—No classes; special events on campus

OCTOBER
10-11 Fall Reading Days—No classes
22 Advising Day

NOVEMBER
1-2 Fall Fest
26 Thanksgiving Break begins
27 Residence Halls Close for Thanksgiving Break (12pm)

DECEMBER
1 Residence Halls Re-Open after Thanksgiving Break (12pm)
9-13 Final exams
13 Residence Halls close at 2 pm for Christmas Break
14 Commencement at 10am

JANUARY
7 Residence Halls open for Transfer students 1-4pm
8 Transfer student orientation between 11am and 3pm
8 Residence Halls open for Returning Students at 12pm
8 Residence Hall Meetings and celebrations 7-9pm
9 Spring Semester Classes begin at 8am

FEBRUARY
28 Residence Halls Close for Spring break at 5pm

MARCH
8 Residence halls re-open at 12pm
9 Classes resume at 8am
12 Advising Day

APRIL
9 Maundy Thursday—no evening classes; Easter Break begins; Residence Halls close at 5pm
12 Easter Monday—no day classes; Residence Halls re-open at 12pm
14 OPUS
27 Final Exams begin

MAY
1 Final exams conclude; Summer break begins and Residence Halls close at 5pm
2 Commencement at 10am; Residence Halls close at 3pm for graduates