



2025/26 STUDENT HANDBOOK

6601 West College Drive
Palos Heights, Illinois 60463-0929

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:

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Troy Schemper, Dean of Students
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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 that is committed to unity, diversity, and flourishing. 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 formative and reconciliatory.

This is a community where we encourage students to be vocationally purposeful, to actively explore your God-given gifts and talents. We believe every student is here to learn how to respond to God's calling in both the present and the future. Our community standards are structured in a way to provide context for this discernment and exploration.

This handbook provides the expectations that the college has established to promote the kind of community described here. We begin with the mission of the college; this provides 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.

Troy Schemper
Dean of Students

Thomas Kazen
Director of Campus Safety

Rocio Mendez-Rozo
Dean of Student Success Services

Pastor Stephen Cartwright
Campus Pastor

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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 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 email and 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.

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.

STUDENT LIFE PURPOSE & OUTCOMES

As Christian educators, we cultivate a learning community in service to God's world in which all students will encounter God's life-transforming love and become:

- Personally Aware: Successful Students Know Themselves
- Communally Engaged: Successful Students Actively Participate
- Culturally Responsive: Successful Students Grow their Ability to Engage Across Difference
- Vocationally Purposeful: Successful Students Explore their Interests, Talents, and Gifting
- Holistically Flourishing: Successful Students Experience Well-being

STUDENT LIFE POLICY OVERVIEW

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 [Self-Disclosure and Safe Harbor policy](#) to learn about the support and accountability available.

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, during, and after academic semesters, as well as during break periods and when students are in-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 Students 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.

STUDENT LIFE POLICIES:

Alcohol: The college's expectations for students' alcohol use are as follows:

- Consumption, possession, and/or distribution of alcohol on campus and 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.
- Students of the legal drinking age may responsibly consume or possess alcohol off campus.
- 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 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.
- Alcohol paraphernalia, including empty alcohol containers, are prohibited on campus property and at any college sponsored events. Prohibited paraphernalia includes, but is not limited to, clothing, flags, decorations, etc.
- Activities or paraphernalia that encourage rapid consumption of alcohol, including but not limited to, drinking games and funnels are prohibited.

The College reserves the right to ask a student to submit to a breathalyzer test when reasonable suspicion exists. While students have the right to refuse, refusal to submit to a breathalyzer 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 [Self-Disclosure and Safe Harbor Policy](#) for more information.

Animals: For health sanitation and safety reasons, pets and other animals are not permitted in college-owned buildings. Aquarium systems for fish are permitted in the residence halls and 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 Director of Accessibility and Accommodations (OAA@trnty.edu) 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 may receive training and orientation, 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 subservience to other group members, interference with academic or other responsibilities, and violation of college policy.

Compliance with College Officials: All students are expected to comply with reasonable directions of college officials as they execute educational and administrative responsibilities. This includes, but is not limited to, Campus Safety and Student Life staff acting in performance of their duties, both verbally and in writing.

Conflict Resolution: The Campus Commitments to Unity and Diversity provide context, invitation, and expectation for the behavior of all members of Trinity's community. 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 the nondiscrimination policy and 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 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 Students or his/her designee for consultation to determine appropriate next steps.

Controlled Substances/Drugs: The use, possession, manufacturing, or distribution of federally illegal and/or un-prescribed drugs is prohibited for Trinity Christian College students. This includes behavior both on and off campus. 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 Substances/Drugs policy.

Marijuana/Cannabis: Although Illinois has established parameters for the legal possession and consumption of marijuana for persons over the age of 21, Trinity policy prohibits students to possess, manufacture, distribute, consume, and/or be under the influence of marijuana on Trinity's campus, at college-sponsored events, and/or when Trinity students are participating in an off-campus program as part of their program completion.

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 the possession and use of cannabis products in areas of the college's jurisdiction. Possession, use, manufacturing, distribution, and/or being under the influence of all cannabis products—including substances containing THC (tetrahydrocannabinol) and/or CBD (Cannabidiol) -- is prohibited for students, including for medical reasons. 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 [Self-Disclosure and Safe Harbor Policy](#)

Disruptive Behavior: Frequent and/or severe 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.

Fireworks: The possession or use of fireworks, as defined under the State of Illinois' Fireworks Regulation Act, is strictly prohibited on Trinity's campus.

Fraud/Dishonesty: Statements, actions or representations that are false, misrepresent the truth, intended to deceive, and/or are intended 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 or placing bets in exchange for money or other items of value, is prohibited in any form.

Guests: Students are responsible for all guests who visit them on campus or attend college events. A guest is considered anyone that is not a Trinity Christian College student and/or who is invited to visit a student. The student host is responsible for guaranteeing that all guests adhere to college policies and procedures. 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 is uncooperative or disruptive. All guests visiting the residence halls must sign in at the hall front desk area and must adhere to visiting hour policies.

Housing Requirement: Because the College values the unique opportunities and goodness that come from living on-campus, every full-time, traditional undergraduate student who leaves their most immediate permanent residence prior to their enrollment at Trinity Christian College is expected and required to live in college-owned housing. Exemptions to this policy include:

- Students residing in and commuting from their most permanent residence
- Completed 90 college credits
- 22 years old prior to the start of the semester
- Students are married and/or have a child or children as dependents

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.

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 Students.

Exemptions: Students who do not meet one of the approved exemptions may request an exemption

from the housing policy. Requests for exemption to the housing policy must be submitted to the Dean of Students 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 Students may consult with relevant colleagues (such as the Directors of Financial Aid, Campus Safety, Student Accounts) and review student records as necessary before coming to a final determination.

Housing Policy Non-compliance Fee: 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 completed waiver form prior to the start of the specific semester.

Non-Discrimination and Title IX: 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 justice, love, and humility.

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

Parent Notification: Trinity reserves the right to contact the parent, legal guardian, or emergency contact of a student in certain situations. Students can identify their emergency contact person when filling out Student Life Forms. Examples of when a parent, legal guardian, or emergency contact of a dependent student may be notified include, but are not limited to: medical and/or mental health emergency, unresponsiveness to repeated contact attempts by college officials, established responsibility with an incident involving alcohol and/or prohibited substances, removal from campus housing, suspension, and/or dismissal.

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](#)

Public Health & Infectious Disease: In recognition that we cannot fully know each member's vulnerability to infectious disease, every member is expected to operate with care and consideration for the health & well-being of others. This includes but is not limited to:

- Abiding by the established federal, state, city, and/or Trinity mandates, policies, protocols, and procedures related to infectious disease
- Abstaining from in-person class attendance & campus activities when diagnosed with a contagious disease
- Complying with other interventions as determined by the college to decrease the spread of illness
- [For residential students:] Removing oneself from the residence halls and/or suitemates while contagious with an infectious disease. (Note: residential students with contagious diseases who are unable to leave campus may request and/or be placed in a designated quarantine room.)

Students with extended illness may consult the medically-related absence policy for further information.

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 them 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.

Sexual Conduct: 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.

Smoking/Tobacco: Trinity Christian College is a smoke and tobacco free campus. Use of cigarettes, e-cigarettes, vaping, chewing tobacco, and hookah are prohibited in college buildings, throughout the campus grounds, and at any college sponsored events. Smoking in personal vehicles and on streets or areas adjacent to college property will be considered a violation of the smoking policy. See Controlled Substances/Drugs policy (page 12) for marijuana/cannabis restrictions.

Theft: Theft, defined as the unauthorized taking or use of another person's property with the intent to permanently deprive them of it, is strictly prohibited. This policy applies to all students, faculty, staff, and visitors on college premises or during college-sponsored activities.

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, South, and West Halls are: 12 pm – 12 am daily

Weapons: Students are strictly prohibited from possessing any weapons, including firearms, on or about their bodies in any manner while on campus. This prohibition also 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. Prohibited 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.

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, they are 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, 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 Students with the primary administration of discipline. The Vice President reserves the right to designate this responsibility to other college officials. In all cases, the college seeks to respond to reports of an alleged policy violation in a manner that is procedurally consistent, thorough and as promptly as possible.

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, additional disciplinary action would be taken.

Disciplinary Process Components

The conduct process will generally involve the following stages; 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: Notifications to students consist of the reported violations, student's involvement/role, approximate date and time of the alleged incident and next steps. Oftentimes, a request for the student to participate in a scheduled, information-gathering meeting and/or administrative hearing is included in the email notification.

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 information-gathering and/or administrative hearing, 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 will assign 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 Accommodations: 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. See Accommodations policy more details. A student requesting any accommodation as part of a conduct process should first contact the Director of Accessibility and Accommodations (OAA@trnty.edu), who coordinates services for students with disabilities. The Director will make appropriate recommendations to the hearing officer based on the individual's accommodation plan. 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 reminder:** 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.
- **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.
- **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.
- **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.
- **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.
- **Fines:** established 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.
- **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.
- **No Contact Orders:** an order that prohibits a person from being in contact (physical, verbal and/or written) with another person(s) or group(s).
- **Removal/Suspension from Campus and/or 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 and/or housing may not be permitted to enter or access the campus or residence halls without prior, written permission from the Dean of Students or his/her designee.
- **Withholding Diploma:** a student's diploma may be held for a specified period of time and/or a student may be 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, 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 Students.

- **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 Students

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 Success or designee 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 of Student Life. 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 proceedings 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:
 - a. A procedural error or omission occurred that significantly impacted the outcome of the

- hearing (e.g. substantiated bias, material deviation from established procedures).
 - b. 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.
 - c. 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 for Student Success, Title IX Coordinator, and/or Dean of Students 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 because 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. 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 involuntary leave from the college.

Following a medical absence, withdrawal, conditional enrollment, 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 Students.
2. The Dean of Students (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 during 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 Students 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 Students or his/her designee to secure any additional information necessary to assess the student's readiness for return.\

4. The Dean of Students (or his/her designee) may confer with relevant, appropriate counsel (i.e. Counseling Services, Director of Campus Safety, Behavior Intervention Team members, health care professionals who provided care, 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 Students (or his/her designee) will notify the student 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 Students (or his/her designee) to discuss the student's successful transition back to campus. The Dean of Students (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 Students 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 Assistant Dean of Student Success. The Assistant Dean of Student Success 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 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 Assistant Dean of Student Success or designee will request documentation from the treating relevant, qualified clinician to verify the impact of the illness/injuries 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 Assistant Dean of Student Success may consult with appropriate specialists, including the treating clinician, as necessary before confirming the medical withdrawal.
3. Students will be informed by the Assistant Dean of Student Success that the college expects the leave to be of sufficient duration to allow the student to address the issues involved in necessitating 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 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. The Assistant Dean of Student Success hold will also be placed upon his/her registration pending a 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 Assistant Dean of Student Success of a desire to return.
 - b. Submit documentation from the treating relevant, qualified clinician to the Assistant Dean of Student Success 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 Assistant Dean of Student Success 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 Assistant Dean of Student Success or 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 Assistant Dean of Student Success 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 Assistant Dean of Student Success (or his/her designee) to discuss the student's successful transition back to campus. The Assistant Dean of Student Success (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 Assistant Dean of Students 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 or conditional continued enrollment when, because of a known or an apparent medical-condition (either physical or psychological), one of the following transpires:
 - a. The student threatens the safety of self 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 exhibit any of the behaviors described above, he or she may be brought to the attention of the Dean of Students. The Dean of Students, in consultation with appropriate medical, psychological, or academic resources, will take the following action:
- a. contact the student and arrange a meeting to discuss the situation with the student.
 - b. convene a meeting with a sub-group of the Care Team or Behavior Intervention Team to review the circumstances.
 - c. designated group will make a recommendation to the Dean of Students regarding the status of the student.
 - d. 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's inquiry will be shared in written form with the student.
4. Involuntary Leave:
- a. 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 Student Life hold will also be placed upon his/her registration pending successful petition for re-enrollment to the college.
 - b. Any adjustment to the student's tuition and/or room and board will be made in accordance with that semester's published refund policy.
 - c. 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).
5. Conditional Continued Enrollment:
- a. Students who are placed on conditional continued enrollment will receive a letter outlining those conditions from the Dean of Students
 - b. Any adjustment to the student's tuition and/or room and board will be made in accordance with that semester's published refund policy.
 - c. The conditional continued enrollment letter will outline the duration of the conditional enrollment and process for returning to full enrollment.
6. 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, VPStudentLife@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.

Physical or Financial Hardship

Physical or financial hardship can interfere with a student's academic life, at times conflicting with a student's ability to successfully complete courses. Students who experience physical or financial hardship incompatible with successful continuation in academic courses may request a hardship withdrawal. Examples of physical or financial hardship shall include, but are not limited to:

- Serious injury or illness;
- Chronic illness;
- Medical issue of a family member in which the student has to become the part-time or full-time caretaker of that family member;
- Mental health condition;

- Sudden or consistent lack of transportation, which impedes the student's ability to attend class;
- Significant cost of living increase.

College Support for Financial Hardship

- Financial Aid Need based appeal - [Need Based Appeal Form 2024-25.pdf \(trnty.edu\)](#)
- In It Together Fund - https://cm.maxient.com/reportingform.php?TrinityChristian&layout_id=6

Hardship Withdrawal Process

Students who desire to withdraw from registered courses due to physical or financial hardship must submit a request for hardship withdrawal by submitting a [Medical Leave of Absence, Medical Withdrawal, and/or Hardship Withdraw Form](#). The dean 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 physical or financial barriers should initiate a request for hardship withdrawal as soon as realistically possible. Requests for hardship withdrawals must be initiated while the courses the student is registered for are still in session. Requests for retroactive hardship withdrawals (after a course has concluded) will only be considered if the student's hardship 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 circumstances of hardship.

Supporting documentation, commensurate with the nature of the hardship, is required as part of the hardship withdrawal process. Examples of appropriate documentation might include but are not limited to: a letter from a relevant qualified person verifying the impact of the hardship and its incompatibility with course schedule and/or load; a narrative from the student detailing the hardship and the impact on course schedule and/or load; other documentation showing hardship.

All students are encouraged to contact the office of financial aid and the office of student accounts to address any possible financial implications and responsibility related to hardship withdrawal and Return of Title IV policy. Any adjustment to the student's tuition and/or room and board will be made in accordance with that semester's published refund policy.

The Dean of Students or his/her designee may consult with appropriate college officials and/or specialists as necessary before confirming the hardship withdrawal. Hardship withdrawals are processed according to the last date of class attendance. The dean may contact professors and/or review Brightspace activity to determine the last date of attendance. Students will be informed by the Dean of Students or his/her designee that the college expects the leave to be of sufficient duration to allow the student to address the issues involved in necessitating a hardship withdrawal. It is common for students who withdraw because of serious hardship to take a minimum of one full semester away from the college to enhance the likelihood of success upon return.

Students who are granted a hardship withdrawal will receive a "W" for all courses attempted during that term. For medically-related withdrawals, a Student Life hold will also be placed upon his/her registration pending a successful petition for re-enrollment to the college (see Medical Withdrawal Policy).

Return after Hardship Withdrawal

Students are encouraged to re-enroll at Trinity once the hardship of concern has been alleviated or addressed. To begin the re-enrollment process, students who have been away for one or more semesters must complete a returning student application, located on the Trinity Admissions webpage.

Upon return, students may request and/or be invited to a care meeting with one or more members to the student life staff to discuss the student's successful transition back to campus.

Housing 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 community in which students live and learn while experiencing 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, residential students must adhere to the following policies:

Academic Involvement: Students are expected to adhere to academic standards. Students whose behavior, or combination of behaviors, demonstrate 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: Housing Accommodations: Students who have medical or disability-related housing needs can request an accommodation through the Office of Accessibility and Accommodations. Students will be asked to provide medical documentation and meet with appropriate staff to discuss the requested accommodations. Communication about accommodation decisions will be communicated in writing. Single-room accommodations are available to students with proper supporting documentation; Trinity does *not* offer single-suite accommodations.

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 Dean of Student Success Services or designee, who may choose to call upon members of the Conduct and Resolution Pool to assist with consultation. The Dean will communicate a decision to the student in writing. The appeal review decision will be final.

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: Students are required to complete the housing occupancy agreement form located on the student portal prior to moving into their 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 changes during the semester are reserved for extraordinary circumstances. Changes requested due to roommate conflict will enter a conduct-resolution process before a change is considered. 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.

Housing Intent: All students are expected to complete the housing intent form located on their student portal at the end of each semester.

Check-In and Check-Out: All residential students must adhere to the posted check-in and check-out dates and procedures. Students can find the posted dates on p. 50 in the handbook. Check-in and check-out procedures will be communicated by the Residence Life staff.

Early check-in and check-out are granted on a case-by-case basis for \$15/night and must be approved by Residence Life staff. All requests for exceptions are due one week before the posted check-in and check-out dates.

Students who fail to complete the check-out process at Christmas break and/or Summer break will receive a \$150 fine. Check out procedures will be posted on each residence hall door and failure to complete cleaning expectations will result in a fine.

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.

Early Move-In/Check-in: Students who request to move-in prior to their assigned check-in date and time, will be subject to a rental fee.

Closings: The Residence Halls close for Thanksgiving, Christmas, Spring, and Summer Breaks. Students will have the opportunity to request housing during these closures for \$15/night. All requests are due the week before the closure and must be approved by Residence Life staff. Requests to remain in a semester housing assignment 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 \$115 per week or \$20 per night will be applied to the student's account. Students who are required to stay on campus for in-season athletic competition, academic courses and college-required activities will not be charged a rental fee. Students experiencing financial hardship will be able to apply for assistance as available. Students who have been approved to remain in the residence halls during school closures are expected to uphold college policies. Failure to do so, may result in immediate removal from housing for the remainder of the building closure without refund. During school closures, Residence Life policies may be modified and will be communicated from housing.

Specific closure dates are listed on pages 50 and 51 of the handbook in the 2025-2026 Academic and Residence Life Calendar.

Décor: 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. These items may be confiscated by staff if discovered in an apartment or suite.

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 hall communal spaces 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.

All residential 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.

Furniture: Each residence hall suite is furnished with the following for each occupant: bed, desk, dresser, bookshelf, and desk chair.). Alumni and Tibstra Hall suites include additional living room furniture. All college-owned furniture must remain in its designated suite. Any additional furniture students choose to bring must be clean and free of pests. College provided furniture must be arranged in posted configurations and may not block the exit of any room. Residence Life staff may require the removal of any furniture that poses a health or safety risk. 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. The student host is responsible for guaranteeing that all guests adhere to college policies and procedures. 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 is uncooperative or disruptive.

Overnight guests must have prior approval from the Area Director and can be requested under the "My Housing" section of the student portal. All requests must be made at least 48 hours prior to the overnight guest's arrival. Minors are not permitted, unless they visit through an Admissions Office program. Parents and other non-college aged guests are not permitted to stay overnight in the residence halls. Overnight guests are permitted for a maximum of two consecutive nights during each stay. Each individual guest is not permitted to stay in college housing for more than 4 nights a month. 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.

Lockout Protocol: Students are expected and encouraged to always carry their room keys and keep suite doors locked. If 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 a roommate or suitemate.
2. Attempt to contact your RA or another RA of the building in which you reside.

3. Contact campus safety at 708-239-3722 or go to the campus safety office located in South Hall. You will need to provide valid photo identification, and the security officer must be able to verify your housing placement to open a residence hall suite door.
4. Students who repeatedly utilize staff for lockouts will be assessed a \$10 fine for each lockout after the third lockout assistance in each semester. Lockout assistance fines will be charged to the student's account.

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 must be used according to visiting hour policies. Behavior in these areas is expected to be hospitable and welcoming to all students; overnight stay in public lounges is prohibited.

Residential public areas, such as lounges and lobbies, are intended for studying and/or communal gathering. Residence Hall lounges located on the floors are open to all students during visiting hours. When students of the opposite sex or a romantic interest are unable to access the floor lounges after visiting hours, they are welcome to utilize the communal/public lounges available in each building. Students are encouraged to enjoy the use of the lounge with attention towards maintaining cleanliness of the space, and hospitable to others who desire to utilize the space. This includes, but not limited to, maintaining appropriate noise levels, selecting considerate movie/TV choices, and exhibiting appropriate behavior. Students are expected to refrain from excessive or inappropriate displays of affection.

Public Areas in Residence Halls:

West Hall: 2nd floor lobby, main lobby, basement
South Hall: Entrance lobby and basement
Alumni Hall: Floor lounges just off stairwell
Tibstra Hall: Main Floor lounge and floor lounges

Mandatory Meetings: Residential students are required to attend two mandatory meetings a semester. Students can find these dates posted on pgs. 50 and 51 of the student handbook. Failure to attend these meetings will result in a \$10 fine. Students may request an approved absence through the Area Director at least 24 hours in advance of the meeting citing legitimate and unavoidable conflicts. Students who receive an approved absence will have a makeup opportunity to avoid the fine.

Meal Plans: Residential Students are required to purchase a meal plan.

Each meal plan comes with a set amount of Trollbucks. Commuter students are encouraged, but not required, to purchase a meal plan.

Fall meal plans begin at lunch on the Saturday prior to class starting and conclude at lunch on the final day of fall semester exams. Spring meal plans begin at lunch on the day prior to class starting 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 listed on the [college meal plan website](#).

TrollBucks: 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.

Changing Meal Plans: Meal plan assignments can be changed on the student portal until the 10th day of the semester. After the 10th day of the semester (final add/drop date), students can only increase meal plans based on their immediate need.

Meal Plan Exemptions: Meal plan exemptions are only issued in the case of medical accommodation and must be approved by the Director of Accessibility and Accommodations. The deadline to request a meal plan exemption is prior to the first day of the semester.

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

Ordering Deliveries to Non-Trinity addresses: Students may not use non-Trinity addresses to receive food deliveries or packages. Trinity has provided guidelines for students to receive mail at the Mail and Print Center. Mailing addresses for the residence halls will be posted throughout the building and may only be used for food delivery purposes (Doordash, Uber Eats). Students who utilize non-Trinity addresses for personal deliveries will be subject to a \$100 fine for each occurrence.

Quiet & Courtesy Hours: to create a hospitable living and learning environment, all students are expected to be considerate of their neighbor by avoiding excessive noise and disruption. The residence halls have 24/7 courtesy hours in effect. If a student encounters a noise concern, they must first address it politely and directly with the person(s) involved. If a resolution cannot be reached, the student can seek assistance from the resident assistant staff to help address the situation.

The College enforces mandatory quiet hours from midnight to 7:00 am, seven days a week. Any significant noise originating from a student's suite that can be heard in other suites, the hallway of residence hall lounges will be considered a violation. During quiet hours, it is important to be mindful of your neighbors' and roommates' study and sleep schedules and adjust accordingly. We encourage students to actively contribute to maintaining a conducive living and learning environment by adhering to this policy.

Refunds: Refunds will not be issued after the 10th day of the semester unless a student fully withdraws from the institution. In those instances, a pro-rated refund will be applied to the student's account. 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 damage 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 have 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. The reasonable cause is firsthand 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 Students or their designee. The search will usually be conducted by two staff members, typically from the departments of Campus Safety and Student 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 Success or the Dean of Students or designee before the search is begun. In cases where the student has consented to the search, the Vice President for Student Success or the Dean of Students or designee should still be consulted to provide access and to accompany law enforcement into Trinity-owned facilities.

Safety Systems: 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:

Air Conditioning Units: personal air conditioning units are not permitted except in those areas where they are provided by the college.

Appliances: any appliance with an exposed heating element—including but not limited to 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. Students are permitted to bring personal mini fridges, but the fridges must be smaller than 3.5 cubic feet.

Candles: candles and incense may not be burned.

Door Name Tags: RA created door name tags must remain on the suite doors at all times.

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 residence hall. Students who live over 3 hours away from the college may store up to two totes of belongings in these storage areas at the approval of residence life. Students are not permitted to store furniture in college owned storage. Unmarked and/or unclaimed items will be collected and donated to a local charity. The college is not liable for any lost or stolen items.

Summer Housing: Summer housing is available in Tibstra Hall for students through the summer for a weekly rental rate. Applications and details are made available to students during the spring semester. All campus policies apply during the summer and students who are found responsible for violating a campus policy may be removed from housing without a refund.

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 South Hall.

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 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> 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 Assistant Dean of Students.

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 Sout Hall.

Campus Policies

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 office of Academic Affairs, and detailed information may be found in the college catalog.

Students are expected to adhere to all academic policies. A comprehensive source for all the College's academic policies and procedures is the College Catalog, located at www.trnty.edu

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

Bike Storage: 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 or residence hall. During summer break, bikes must be stored in the Alumni Hall bike storage room. Bikes remaining outdoors on campus during the summer may be confiscated and donated. To expedite the evacuation of campus facilities in the event of an emergency, bicycles must not be left unattended in front 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.

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: Trinity Christian College values student wellbeing and the many vocational

callings our students have in their lives, including the calling of parent, guardian, grandparent, etc. We welcome students to bring their families to visit the college during college-sponsored, family-friendly events that include but are not limited to, sporting events, art performances, and general engagement outside of formal classroom hours in the life of the college and our students.

To minimize disruption and ensure safety in the classroom, apart from these college-sponsored and family-friendly events, minor relatives and children of students are generally not permitted in the classroom. Students who are parents or caregivers are responsible to make necessary provisions for their child(ren) to be cared for outside of the classroom.

This policy has been implemented to minimize potential liability, risk of harm to children, and student, faculty, or peer distractions and disruptions. Trinity values the integration of work and life and understands that unforeseen family situations may arise in the lives of students. If students encounter challenges with their childcare arrangements, they are encouraged to communicate with their faculty in advance.

College Vans: College vans are for use by official college groups only. Approved Clubs and College Offices may reserve vans through the Athletic Department; 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 permitted to register for further study at the College. Privileges and access to college resources may also be revoked (such as Brightspace 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 Dining Services or the Vice President for Student Life (or designee).

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. Based on the selected meal plan, a student may use meal swipes to cover a meal for a guest or other student.

"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 mealtimes. 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 mealtimes 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.

Electric and/or Motorized Recreational Transport Devices: The use of electric and/or motorized recreational transport devices (including but not limited to motorized skateboards, hoverboards, electric scooters, electric bikes, electric unicycles, and all classes of pedal and throttle-assist bicycles) is strictly prohibited within all college facilities and on sidewalks within the campus grounds. This policy does not apply to motorized wheelchairs or other mobility devices being utilized for ADA-related purposes.

Electric and/or Motorized devices may not be parked in pedestrian pathways, vehicle parking spaces, ADA ramps, or indoor spaces apart from the Alumni Hall Bike Storage Room. Outdoor parking is available during daytime hours at designated bike racks.

Those who utilize electric and/or motorized recreational transport devices are expected to know and follow all applicable laws and ordinances under Illinois State and the City of Palos Heights, including the use of protective gear. Riders must be at least 17 years old to operate a motorized personal transport device and adhere to traffic control devices as well as rules of the road applicable to the motor vehicle code under the Illinois State Law and City of Palos Heights Law. Motorized devices may not exceed a speed of 15 mph while on-campus and must yield in the presence of pedestrians. All Laws and policies will be strictly enforced on streets and sidewalks within Trinity Christian College's Campus.

Failure to comply with this policy may result in disciplinary action, including but not limited to citations and suspension of transportation device from campus.

Email: Students may access their Trinity e-mail account by visiting <http://trollmail.trnty.edu>. 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 can be reserved by students, staff, or faculty for use by official student groups or academic departmental events. 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 Student Complaint: Students who wish to file a complaint are encouraged to use the process and procedures described at <https://www.trnty.edu/about-us/accreditation/>. College officials will respond to the complaint by 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 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 Students 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. (Tue and Fri 10:30 am-11:30 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. 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 activities 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 activities of others. The college accepts no liability for tree limb stability or suitability for hanging hammocks nor does the college endorse 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 Assistant Dean of Student Engagement or Dean of Students. 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 - [Health insurance plans & prices | HealthCare.gov](#). 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 accidents 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.

ID Cards: photo ID cards are issued at the time of student registration and are available at the Information Technology center, located in the library. 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 always carry their ID card 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 the card, 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.

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.

Copyright Infringement: Copyright Infringements are prohibited. See the full Copyright Infringement policy on page 44.

Jury Duty: Students who receive 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 Assistant Dean of Students. 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 Assistant Dean of Student Success 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 Assistant Dean of Students, 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.

Mail & Packages: All current students are provided with a variable campus mailbox which is in the Mail & Print Center. When lettered mail or packages arrive for a student, a notification email is sent to the student's Trinity email address. Students are expected to retrieve mail and packages promptly. The variable mailbox does not require a mailbox assignment or a combination; to retrieve items students must provide their Student ID at the Mail & Print Center customer service desk. To send mail or packages to a current student, the sender must include the student's FIRST and LAST NAME on the item; no mailbox or room number is required.

Military Considerations: Students must 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.

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.

Pregnancy: If a student becomes pregnant, the College encourages the student to talk with the Assistant Dean of Student Success 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.

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

Safety Drills: During 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 Success or Dean of Students. The sale of merchandise or services is prohibited without the permission of the VP or Dean. Outside groups (who do not have official authorization or contract) are not permitted to sell anything on campus without permission from the VP 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 students right to know consumer information is available at www.trnty.edu.

Student Surveys: The College occasionally asks students to complete surveys that evaluate college functions 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 Marketing and Communications Department (marcomm@trnty.edu).

Vehicle Use:

Parking: Parking rules and regulations are in effect from August 15 to spring commencement, including school breaks. Students are expected to adhere to all posted traffic regulations, 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 Student Accounts 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 who register 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 about 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 (South Hall exterior entrance) 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 in the Mail and Print Center. 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 their welcome packets.
- Students will have until September 5th to register their vehicles. After that date, vehicles that are not properly registered will be ticketed. New spring semester students will have until January 23rd 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 because of obtaining senior class status second semester, the student may do so for a fee of \$15.00. Please register your upgrade on the Student Portal.
- 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.

Copyright Infringement Policy

The Higher Education Opportunity Act (HEOA) was signed into law on August 14, 2008. A portion of it is aimed at combating unauthorized file sharing and copyright infringement on university networks. Specifically, all colleges and universities must meet three general requirements:

- An annual disclosure to students describing copyright law and campus policies related to violating copyright law.
- A plan to "effectively combat the unauthorized distribution of copyrighted materials" by users of its network, including "the use of one or more technology-based deterrents".
- A plan to "offer alternatives to illegal downloading"

Annual Disclosure

The annual disclosure requires a description of institutional policies and sanctions related to the unauthorized distribution of copyrighted material. This description includes:

1. An annual disclosure that explicitly informs students that unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject the students to civil and criminal liabilities.
2. A summary of the penalties for violation of Federal copyright laws.
3. The institution's policies with respect to unauthorized peer-to-peer file sharing including disciplinary actions that are taken against students who engage in unauthorized distribution of copyrighted materials using the institution's information technology system.

Below is the information that will be sent to students **via e-mail** to their college e-mail address at the beginning of each academic year in the fall:

Civil and Criminal Penalties for violation of copyright law

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

Copyright Law of the United States, including penalties for violation, is available from the [U.S. Copyright Office](#).

Some copyright owners search for copyright infringement on-line, and when an infringement is found, send notices to the Online Service Provider (OSP) hosting the user. Under the [Digital Millennium Copyright Act](#), Trinity Christian College is an OSP. As such, Trinity is required to remove the material in a timely manner when a DMCA complaint is sent to its registered agent, which prevents the College from being held liable for infringement.

Student Violations of Copyright at Trinity

Unauthorized use of copyrighted material will be removed expeditiously, and Trinity will follow up on violations of copyright law. For students who engage in copyright infringement, the following will be enforced.

First violation

1. A warning letter informing the student of the violation will be sent to the student's Trinity e-mail account.
2. Access to Trinity's networks will be restricted until the student responds to and acknowledges the notice per instructions in the letter.
3. All illegally obtained copyrighted material from the computer must be removed by the student.

Subsequent violations

1. The student will be referred to the Dean of Student Life for further disciplinary action, per the Student Life Policies in the Student Handbook.

Trinity's plan to combat copyright abuse

The plan to "effectively combat" copyright abuse must be implemented and in writing. It must also be "periodically reviewed" using "relevant assessment criteria" as determined by each campus.

Trinity attempts to combat the unauthorized distribution of copyrighted materials primarily through the use of technology and capabilities offered by our firewall at the edge of campus. While one deterrent will never be completely effective, the DMCA notices received by Trinity have dropped to zero over the past number of years.

- Trinity employs traffic inspection and blocks external BitTorrent traffic.
- Trinity employs URL inspection and uses the reputation of websites to block known peer to peer sites from on campus use.

- Trinity follows up with DMCA notices and through user-id functionality on the firewall or Network Access Control system, usually able to correlate a user to an IP address and follow up through our Student Life office.

Colleges are required to periodically review the legal alternatives for downloading or otherwise acquiring copyrighted material and make the results of the review available to their students through a web site or other means. Alternatives to unauthorized file sharing are available on [EDUCAUSE's website](#).

- This policy will be reviewed each July and updated for the subsequent academic year.

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.

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, and scholarship*

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, and scholarship*

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.

Academic and Residence Life Calendar, 2025-26

AUGUST

- 20 First Year Student Move In 9:30am-2:30pm; Thrive & Bridge begins
- 23 Transfer Student Move In 9:00am – 11:00am
Returning Student Move In 11:00am – 3:00pm
- 24 Residence Hall meetings and Opening Celebrations 7-9pm
- 25 Classes begin at 8am
- 26 Convocation
- 29 Involvement Fair and Block Party

Aug 25 to Aug 30 Welcome Week

SEPTEMBER

- 5 Last day to add/drop courses and decrease meal plan
- 24 Last day to withdraw from first half semester courses

OCTOBER

- 3 Last day to withdraw with W
Last Day to change courses between credit and audit
- 10 Fall Reading Day—No classes
- 13-17 Mid-semester exams
- 22 Advising Day
- 24 Last Day to Withdraw from second 8-week courses
- 313 Mandatory Floor Meeting for Residential Students at 10:00pm

NOVEMBER

- 1 Trollstock!!
- 3 SP-26 Registration begins
- 17-21 Cleaning Inspection for all dorm suites
- 20 Last day to withdraw from second-half semester courses
- 26-30 Thanksgiving Recess—No classes. Residence Halls close at 12pm on the 26th and re-open at 12pm on the 30th*

DECEMBER

- 8-12 Final exams
- 12 Residence Halls close at 5 pm for Christmas Break*

JANUARY

- 10 New Student Move In and Orientation
- 11 Residence Halls open for Returning Students at 12pm*
Residence Hall Mandatory Meetings and Opening Celebrations 7-9pm
- 12 Spring Semester Classes begin at 8am
- 19 MLK Day – No Classes
- 23 Last day to add/drop courses

FEBRUARY

- 2 Mandatory Floor Meetings for Residential Students
- 10 Reading Day – No classes
- 13 Last day to withdraw with W
- 16 Beginning WP/WF grading for withdrawn courses

MARCH

- 2-6 Mid-Term Exams
- 7 Residence Halls Close for Spring Break at 12 pm for Spring Break. Residence Halls re-open at 12 pm on March 15*.
- 9-13 Spring Break – No classes
- 16 Spring Break ends & Classes resume at 8am
- 18 Advising Day – No day classes
- 23 Mandatory Floor Meeting for Residential Students at 10 pm
- 27 Last day to withdraw from second-half courses

APRIL

2 Maundy Thursday – no evening classes – start of Easter Break
6 Easter Monday – No Day Classes
22 Opus

MAY

4-8 Final Exams
8 Commencement
8 Residence Halls close for the semester at 5pm*
11 Summer Housing Begins in Tibstra Hall

**Students may utilize the student portal to request housing during residence hall closures.*