

## FROM THE OFFICE OF STUDENT DEVELOPMENT

Dear Students,

Another academic year is upon us, which will certainly be filled with the joys and pains of pursuing a college education. Although we may anticipate many of these moments, others will certainly come unexpectedly. Either way, we will be faced with countless opportunities to show our God and Savior just how faithful we can be in all things, including the maintenance of our college community.

The *Trinity College Student Handbook* sets forth the College's policies regarding lifestyle. We must all understand that these guidelines are not intended to negate your personal enjoyment while attending Trinity College, but are designed to organize life within this community of faith. Therefore, it is imperative that you adhere to these guidelines as a testimony to your stewardship, obedience, and gratitude. We understand that the guidelines themselves are not necessarily moral precepts. Nevertheless, one's willingness to respond appropriately to these guidelines is a spiritual issue, which must be taken seriously.

My prayer for this year is that at every moment, our lives would shine forth like a beacon, sending a message that humbly reveals an undivided devotion to our resurrected Lord Jesus Christ.

In Christ,

A handwritten signature in black ink, reading "Albert R. Depoutot, Jr." with a stylized flourish at the end.

Albert R. Depoutot, Jr.  
Dean of Students

*“And so, from the day we heard of it, we have not ceased to pray for you, asking that you may be filled with the knowledge of his will in all spiritual wisdom and understanding, to lead a life worthy of the Lord, fully pleasing him, bearing fruit in every good work and increasing in the knowledge of God. May you be strengthened with all power, according to his glorious might, for all endurance and patience with joy, giving thanks to the Father, who has qualified us to share in the inheritance of the saints in light.”*

*Colossians 1:9-12 (RSV)*

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## NOTE:

Specific information regarding academic requirements and policies, honors, financial aid, insurance, tuition, fees, and other matters are found in the current *College Catalog*.

All local, federal, drug prevention and rehabilitation information, campus security, and crime statistics will be distributed annually.

## THE TRINITY LIFESTYLE

Trinity College offers education designed to equip men and women for the work of ministry (Eph. 4:12). This sort of equipping demands growth and development in every facet of life. True Christian maturity transcends the mere academic achievement emphasized by many institutions of higher learning. At Trinity, one's lifestyle is as essential as any single ingredient in the Christian's walk of life. Therefore, we are committed to complementing classroom instruction with Biblical values and lifestyles as well. In order to do this, clearly defined standards and guidelines are necessary. The *Trinity College Student Handbook* will be each student's source for information regarding the College's standards and guidelines. Although we acknowledge that it is impossible to create a community with behavioral standards totally acceptable to every member, we nevertheless believe it is essential to specify certain patterns that will assist the community in realizing its objectives. These patterns are viewed as Biblical principles that establish essential guidelines for the *Trinity College Student Handbook*.

### **BIBLICAL ABSOLUTES**

An undivided commitment to God's Word is an inherent necessity for our Christian faith. For this reason, the Bible serves as the absolute standard of the *Trinity College Student Handbook*. The Bible deals with both our attitudes and our actions. For example: attitudes such as lust, hatred, rebelliousness, and jealousy are not pleasing to God. Actions such as stealing, drunkenness, dishonesty, occult practices, premarital sex, adultery, and homosexual behavior are forbidden.

Although the handbook deals necessarily with behavior, we are also very concerned with personal growth in the areas of attitude and motivation. It is our desire that the Lordship of Christ be accurately manifested in our community through our minds, hearts and bodies.

### **CHRISTIAN LIBERTY**

The Apostle Paul exhorts us to "*owe nothing to anyone except to love one another; for he who loves his neighbor has fulfilled the law*" (Rom. 13:8). In the context of this exhortation to love one another, Paul explains in the fourteenth chapter of Romans the practice of liberty in Christ. Paul is concerned with the relationship between those who are strong in faith and those who are weak in faith. His concern is that the strong not use their liberty in such a way that will cause harm or will injure a weaker brother's relationship with God. Consequently, Paul explains that to do so is not to walk according to love. Not only does such behavior bring ruin to the weaker brother, but it also provides opportunity for that God-given liberty to be reviled. When the strong apply Paul's exhortation, they can be assured that it will be pleasing to God and respected by people.

### **APPLICATION OF BIBLICAL PRINCIPLES**

Much of what God teaches us through His Word is expressed in principles, the application of which can vary considerably with time, culture, and interpretation. As a Christian institution, it is our human responsibility to establish guidelines that support Biblical principles and to implement guidelines for a lifestyle that will honor the Lord. Therefore, the application of Biblical principles for faculty, staff, and students is determined by the administration of Trinity College. Although Scripture sets forth principles guiding virtually every area of our lives (e.g., relationships, behavior, stewardship, appearance, etc.), the application of these principles may not be precisely defined. Specific guidelines, therefore, are chosen for their appropriateness to the stated purpose. Procedures for application, acceptance, registration, attendance, and departure are intended to promote general order. They are not established as a standard of spirituality.

Faithful adherence to Trinity's standards and guidelines is a matter of personal integrity and of obedience to God-ordained authority. *"Obey your leaders and submit to them; for they keep watch over your souls, as those who will give an account. Let them do this with joy and not with grief, for this would be unprofitable for you."* (Heb. 13:17 NASB)

## **PERSONAL DEVOTIONS**

*"God is faithful, through whom you were called into fellowship with His Son, Jesus Christ our Lord."* (I Corinthians 1:9, NASB) The student's personal relationship with Jesus Christ is central to being a fruitful Christian. When this relationship is cultivated by regular times of fellowship with God through His Word and through prayer, the Christian grows. Without this, life can become one of dry and joyless service.

It is with this in mind that all students are encouraged to set a regular time in their daily schedule to spend alone with the Lord.

## **STUDENT SERVICES**

### **CAMPUS SAFETY**

Security Officers are on duty nightly to ensure the safety of those on campus.

- ◆ All visitors must register at the Reception Desk.
- ◆ Campus security staff locks most building entrance doors at curfew. Residents requiring access to the residence halls after curfew should contact Security at the Reception Desk.
- ◆ All main building public areas are closed from curfew until 7:00 a.m.
- ◆ Non-residents are to leave campus by curfew unless special arrangements are made through the Student Development Office.

The Director of Resident Life and Resident Assistants also act as another level of security for the College. If an unfamiliar face should be noticed or anything suspicious observed, particularly during the evening hours and weekends, it should be reported to the appropriate personnel immediately. Those involved in security will be introduced to the resident students at the beginning of the semester. For emergency situations, see the procedures and emergency numbers listed at the end of the *Trinity College Student Handbook*.

Any on-campus crimes require a written report to the Dean of Students within 48 hours stating type of crime, date, location, parties involved or injured, and the results of the incident. The Dean will notify appropriate personnel if necessary. This report is filed and updated each academic year for official crime statistics on campus in the Business Office.

### **DINING SERVICE**

The dining room provides an opportunity for student body fellowship during mealtimes. Meals are served cafeteria-style.

All meals are to be eaten in the Dining Hall or the Annex. China, glass, or silverware may not be taken from the dining area or kitchen. Paper products will be provided for those students who may be ill and unable to come to the dining room for their meals. Breakfast, Lunch and Dinner are available Monday through Friday. Student ID's are required for Dining Services.

Non-resident students, faculty, and staff are encouraged to eat their meals at the school. Meal ticket arrangements will be made on an individual basis through the Business Office.

***Students are not allowed in the kitchen unless they have been assigned to work there. The kitchen is considered off-limits at all times for the students.***

## **HEALTH SERVICES**

*All students enrolled in 12 credit hours or more must have and provide proof of current health insurance coverage, as well as have and provide proof of an up-to-date MMR (Measles, Mumps, Rubella) Vaccination.*

Injuries or acute illnesses should be reported to the Resident Assistants, Director of Residence Life or Dean of Students. Should assistance be needed, the Resident Assistants, Director of Residence Life or Dean of Students will be glad to lend his/her aid. It is important that each student carry his/her insurance card at all times. The College does have limited medical equipment, such as crutches, wheelchairs, etc., that may be used on a loan basis to any student, faculty, staff member, or their immediate family. Counseling services are available by appointment only. Contact the Office of Student Development on these matters.

## **LIBRARY**

The use of the library is a privilege afforded Trinity students. Each student is urged to use these facilities to the fullest advantage while at Trinity.

The library hours will be posted. The library manual will list all other library regulations and policies.

## **MAIL SERVICES**

A drop-box is located in the Administration Building for all outgoing mail. Letters will be picked up each day - except Saturday, Sunday, and legal holidays.

A locked mailbox in the Administration Building will be assigned to each student and students will be responsible for their own key. Students will be charged \$10.00 for a lost key. Mail will be placed in the students' boxes by office personnel each day with the exception of Saturday, Sunday, and legal holidays. This box will also serve as a receptacle for official Trinity memos, tests, papers, and other official Trinity notifications.

The mailbox usage is not extended to students for the promotion of advertising of any personal enterprise or church related announcements. The Dean of Students, prior to the distribution of materials, must approve any exceptions to this policy.

## **FORWARDING ADDRESS**

It is the responsibility of the student to file a forwarding address with the Registrar's Office at semester's end. **This includes summer addresses as well.** Publishers of all magazines, catalogs, newspapers, church bulletins, and mission newsletters to which a student subscribes should be notified of the anticipated change of address at least one month before graduation or termination of enrollment. The Federal Post Office will forward first-class mail, but it will not forward second or third class mail. It is the student's responsibility to notify the individual publishers concerning an address change.

## **LAUNDRY ROOMS**

A laundry room is provided for resident students. This is located on all floors of L.L. Speers Hall.

**Laundry Room Hours: Sunday - Saturday from 6:00 a.m. to 10:00 p.m.**

Clothes may not be left in the machines overnight. Any clothes left in a washer or dryer overnight will be confiscated and discarded if not claimed within 24 hours. Enough time must be allotted to ensure that the washing can be finished before the laundry room closes each evening. The laundry room must be kept neat and clean at all times. An ironing board and iron are available for use. Please be sure to turn off and unplug the iron when finished.

## **DIRECTOR OF STUDENT ACTIVITIES**

The Director of Student Activities will provide opportunities for development beyond the academic setting. Some of these events will be ministry related and SGA sponsored events.

# SOCIAL GUIDELINES

In the midst of a changing world the Christian has an unchanging standard -- the Word of God. Trinity's standards of conduct are based upon the principles of Scripture that seek to develop personal holiness and discipline.

**For this reason students enrolled at Trinity are required to refrain from the possession or use of alcoholic beverages, tobacco, narcotics, hallucinogenic drugs, (including marijuana) hookah or any other smoking paraphernalia; the purchase, possession, or usage of pornographic materials, pornographic music; and gambling.** See Page 33 of the *Trinity College Student Handbook* for Federal Regulation concerning "Drug-Free Schools and Campuses."

## SOCIAL AREAS AND STUDENT RELATIONSHIPS

Social areas are provided for all students. Some acceptable social areas are the Annex in the Administration Building and the student lounges in L.L. Speers Hall. Recreational equipment may be requested through the Office of Student Development. Specific procedures will apply and shall be posted for the use of all equipment. (*Social guidelines also apply to guests while they are on campus.*)

- ◆ Students must not be alone in a home, apartments, or dorm room of a single person of the opposite sex. They must be accompanied by a relative or another student.
- ◆ Students should exercise discretion when accompanying a member of the opposite sex in a vehicle. Students of the opposite sex must not sit alone in a parked vehicle for any reason while on the college property.
- ◆ Public display of affection by unmarried couples other than handholding is not appropriate on the college campus or off the premises.
- ◆ The dating of an unbeliever is not permitted, and missionary/evangelistic reasons do not constitute an exception to this rule.
- ◆ Behavior (verbal, physical, emotional) which is demeaning, harassing, or abusive of another person and behavior that is profane or vulgar is prohibited and will result in disciplinary action.

## APPEARANCE

Students are to be neat, discreet and appropriately dressed for the occasion, not drawing attention to themselves in their appearance and being careful to reflect the high standards and mission of Trinity College. Apparel should be in keeping with Christian modesty. **The Office of Student Development and Trinity Faculty/Staff reserves the right at any time to determine whether any student's appearance is acceptable or unacceptable to Trinity standards.** Failure to comply will result in the student being asked to go to his/her room/home and change to proper apparel before returning to class. A warning will be given. Three warnings will result in a trip before the Disciplinary Committee.

## GENERAL APPEARANCE GUIDELINES

For Men:

- ◆ Mustaches, beards and hair must be neatly trimmed.
- ◆ Undergarments may not be visible.

For Women:

- ◆ Skirts/dresses should be no higher than two inches above the knee (this includes all slits).
- ◆ Leggings/Tights are permitted as long as the skirt/shirt is at fingertip length
- ◆ Strapless or spaghetti strap dresses/shirts are not acceptable.
- ◆ Necklines must be no lower than four finger lengths below the collarbone.

- ◆ Shirts should be of adequate length so as to cover the abdomen and back at all times.
- ◆ Clothing should not be overly fitted or tight.

### **EDUCATIONAL HOURS DRESS CODE**

*(8:00 am-4:30 pm Monday - Friday in all formal settings including classes, chapel, the dining hall, offices, library, main lobby, and during evening classes):*

- ◆ Jeans, khaki, and dress pants are acceptable pant styles.
- ◆ T-shirts with inappropriate statements or artwork are prohibited.
- ◆ Torn or ripped jeans must not allow skin to show above the knee.
- ◆ Bermuda shorts are permitted, as long as they are worn no higher than two inches above the knee
- ◆ Sport, knit, or dress shirts or sweaters may be worn.
- ◆ Hats are permitted based on instructor's decision during class & chapel settings.
- ◆ Shoes must be worn in all buildings except private living areas in order to minimize health risks.
- ◆ Tank tops with straps measuring fewer than three finger widths should not be worn.

### **OFFICE ATTIRE**

Every Trinity College student employee has some contact with the public and therefore represents the College in his/her appearance as well as his/her actions. Accordingly, Trinity College of Florida employees are asked to dress in a professional business-like and well-groomed manner and to maintain good personal hygiene.

Employees are asked to dress professionally in accordance with the standards of his/her type of work and the environment in which he/she works. Articles of clothing should be neat, clean, in good taste, and must not constitute any type of safety hazard. Any question or concerns about the appropriateness of certain attire should be directed to the employee's supervisor or department head.

### **RECREATIONAL APPAREL**

*(After educational hours, in the Residence Hall, at athletic events, etc...)*

- ◆ Shorts and t-shirts, etc. are appropriate. Shirts are to be worn in all public places.
- ◆ T-shirts with inappropriate statements or artwork are prohibited.
- ◆ Tank tops with straps measuring less than three finger widths should not be worn.
- ◆ Shorts are to be modest in length and style.
- ◆ Swimwear for women should be limited to one piece bathing suites or tankinis. Two piece bathing suites should not be worn without some type of covering.

### **SPECIAL OCCASIONS**

For Men:

- ◆ Dress shirts and ties should be worn for formal events.
- ◆ Sandals are not acceptable footwear.

For Women:

- ◆ Skirts/dresses should be no higher than two inches above the knee (this includes all slits).
- ◆ Strapless or spaghetti strap dresses may be worn upon approval from the female resident advisors (some dresses may require a wrap or sweater to be worn).
- ◆ The backs of dresses should not be any lower than the bottom of the shoulder blades.
- ◆ Necklines must be no lower than four finger lengths below the collarbone.



- ◆ Clothing should not be overly fitted or tight.

### **College Representation** (*through tour groups, athletics, internships, etc.*)

Students will be notified of the type of attire that should be worn. Attire is to be in keeping with Student Handbook guidelines.

\*Any violation of the dress code will warrant a written warning and a possible disciplinary hearing.

## **ENTERTAINMENT**

It is further required that all members of the College community will exercise Christian discretion, spiritual discernment, and restraint in the choice of entertainment; including attendance of the performing arts, movies, television, radio, music, and various forms of literature. Entertainment that one might not strictly classify as “pornographic,” but does contain material that is clearly contrary to Biblical morality is inappropriate and unacceptable for members of the Trinity community. Content should be carefully considered and not only whether the material is permissible.

Students are expected to exercise good taste in their choice of music, films, and video games. The Office of Student Development and Resident Advisors reserve the right at any time to determine whether any student’s choice of entertainment is acceptable or unacceptable to Trinity standards. Philippians 4:8 should guide our choice of entertainment.

*“Finally, brethren, whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, let your mind dwell on these things.” (NASB)*

Students are to exercise careful discretion regarding their choice of entertainment. Entertainment that explicitly glorifies themes opposed to Christian values is prohibited. Students should be sensitive to the following factors in guiding their entertainment tastes and expression:

### *Music*

- ◆ Strong, coarse, or suggestive lyrics are expressly prohibited.
- ◆ Musical lyrics that convey an anti-Christian message are not acceptable.

### *Movies*

- ◆ Movies with an “NC-17” rating or obvious pornographic materials are expressly forbidden.
- ◆ Movies with an “R” rating or any movies in question must be approved by a Resident Advisor.

### *Video Games*

- ◆ Video games with a rating of “M” for sexual content or nudity are not allowed.
- ◆ Video games with an “AO” rating or obvious pornographic materials are expressly forbidden.

## **INFORMATION TECHNOLOGY SERVICES**

### **PHILOSOPHY OF TECHNOLOGY**

Technology is an ever-advancing field. Computer and entertainment options are expanding and improving on a daily basis. Although these advancements provide students with greater opportunities to learn from remote settings and pack entertainment into smaller and more complex packages, they also present students with a wider range of ways to access things which are spiritually detrimental.

At Trinity College there are currently 6 different resources that technology offers to aid in student's success: Trinity College Webmail, Internet Connectivity, My Titus, eCampusWeb, Local computing, Student ID enabled Printing and Copying.

## **EMAIL**

Trinity College of Florida provides every student an e-mail account. Your e-mail account is the official way Trinity College of Florida will communicate with every student. It is very important that every student check the provided email account often. Each student will be responsible for any information that is sent from and to this address. We will be using this account not just to communicate, but we will use it in many other ways like emergency contact, e-mailing grades or bills, and for collaboration purposes for your classes at Trinity College.

Each student is allowed to keep this e-mail account while actively enrolled at Trinity. If, for whatever reason, the student withdraws from Trinity College, the account will be deactivated immediately. If the student does not attend Trinity College for two consecutive semesters, the account will be deleted.

## **MyTitus**

Trinity College of Florida also provides every student access to our student information system (SIS) called MyTitus. Each student can log into MyTitus to register for classes, review academic records online and access the library catalog.

## **eCampusWeb**

Our Learning Management System (LMS) is eCampusWeb and allows access to currently enrolled classes. You can check grades and attendance, review assignments and collaborate with other students and professors. This tool will help you in the day to day classwork and should be accessed regularly.

## **LOCAL COMPUTING**

Trinity College of Florida provides access for students to the Internet through local logins in the Library and PC Lab. There are also wireless access points for students with mobile devices. Access to either of these is possible by signing an acceptable use policy which provides guidelines to the students. In addition, a local user name will be given for each student at registration so that they may login at the PC Lab and Library. It is encouraged that students have their own USB thumb drive to transport and backup their data from PC to PC. However, Google for higher education does provide a cloud service to each user where you can also back data up.

## **STUDENT ID ENABLED PRINTING AND COPYING**

Additionally, Trinity College of Florida issues every student an ID card. This ID card is used for printing and copying. In the future this ID card may also be used for attendance or security access. Each student's ID card is linked with their local user account, so printing and copying is made secure and available from any printer on campus.

It is impossible to establish policies which can keep pace with modern technology. Nevertheless, there are very definite Biblical principles that God has given us to help filter the things we allow to pass through our eyes and ears (cf. Psalm 101:3; Lamentations 3:51; Eccles. 7:5; Colossians 3:16; Philippians 4:8-9). To aid students in making wise decisions in these areas we ask that you prayerfully consider the above passages then review and sign a copy of the acceptable use policy available at the student development office and return the signed copy to the information technologies department.

## **CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS**

The definition of and the penalties for copyright infringement according to the United States Federal Government are as follows: 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 a 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.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## **NOTIFICATIONS**

The College will use the following official ways of communicating information to the student. It is the responsibility of the student to respond to any and all information sent from the College faculty or staff.

- ◆ Student Mailboxes
- ◆ Verbal announcements are usually given in Chapel on issues concerning the entire student body.
- ◆ Student Email assigned by Trinity College and MyTitus
- ◆ Trinity College of Florida’s Facebook Page

## **VEHICLES AND PARKING**

All vehicles must be registered with the Office of Student Development and owners must provide proof of insurance each academic year. Trinity charges a fee of \$25 for the use of its parking spaces to pay for the operation and maintenance of campus parking. Trinity College Parking Permits must be in a visible spot on the left side by the front windshield or left side of the back windshield. Any vehicle parked without a parking permit will be towed at the owner’s expense.

Students will not be able to purchase their parking permit for the next academic year until paying previous parking violation fees. Students who receive three or more parking violations in one academic year will be sent before the disciplinary committee.

**Listed on the following pages are parking violations/fines:**

***Parking fines in effect 2018-2019:***

<b>Violation</b>	<b>Fine per Violation</b>
Unauthorized parking in disability parking	\$100
Blocking accesses to disability space/ramp	\$100
Parking behind residence hall	\$50
Parking in visitor space	\$30
Parking on grass	\$30
No current decal/permit displayed	\$30
Student permit first-replacement	\$15

Student permit second-replacement	\$25
Late fee (after 14 days)	\$15

*NOTE: Students will not be able to purchase their parking permit for the next academic year until paying previous parking violation fees. Students can participate in campus beautification projects to satisfy charges that do not exceed \$75.00.*

## **MINORS ON CAMPUS**

This policy is implemented for professional and safety reasons:

1. Anyone aged 17 and under should always be accompanied by a parent/guardian while on campus unless prior arrangements have been made through the Office of Student Development. **Written parental consent will be required.**
2. During business hours, dependent care is prohibited.
3. Minors are not permitted in the areas that pose a threat to the child or that must maintain health standards, i.e., the kitchen.
4. Minors should not be in the Residence Hall at any time by themselves.

## **CHURCH ATTENDANCE**

Trinity College recognizes the centrality of the local church in God’s redemptive plan and places strong emphasis on the student’s relationships and training in the local church. The importance of developing strong church relationships and church-centered training is clearly reflected in school objectives, student regulations, and the Christian Service program. Students must identify themselves with a local church, preferably one of their own doctrinal persuasions. A list of local churches is available from the Student Development Office.

### *Local Churches*

Special effort is necessary in order to establish meaningful relationships with local churches. Students may do this by observing the following:

- ◆ Take the initiative in getting to know the church leaders and members.
- ◆ Become deeply involved in the life and ministry of the church as soon as possible.
- ◆ Resist the tendency to congregate with other Trinity students while at the church.
- ◆ Regularly attend all services of the church.
- ◆ Avoid a critical, faultfinding spirit.
- ◆ Be alert for every opportunity to help (sweeping the floor, assisting the teacher, leading the singing, etc.).
- ◆ Contribute financially to the support of the church.
- ◆ Pray regularly for the pastor(s) and leaders.
- ◆ Maintain a loving attitude toward all.

### *Home Churches*

Students are encouraged to maintain good communication with home churches even when serving in area churches. The quality of relationships maintained while attending college, have a vital bearing on future relationships with home churches. Occasional letters to pastors and churches will do a lot to keep these important ties strong. Furthermore, home churches can be an important source of prayer support for all aspects of a student’s training, especially Christian Service.

## **TRINITY EVENT ATTENDANCE POLICY**

### **CHAPEL ATTENDANCE**

Chapel is designed to be an important part in the development of one’s spiritual life.

The following guidelines are established to promote faithful chapel attendance:

1. Full-time students (12 hours or more), resident students and students with a class immediately before and after chapel services are required to attend chapel. Students enrolled in chapel are allowed 3 absences in a semester and still receive a passing grade. Not checking in will equal one absence.
2. A “satisfactory” grade (in all semesters you are enrolled in chapel) is necessary for graduation. The Office of Student Development will determine make-up work for an “Unsatisfactory” grade.

## **SPECIAL EVENTS ATTENDANCE**

Each year the College provides special events designed to enhance student life as well as promote healthy relationships in the community. These functions offer unique opportunities for encouragement, edification, and evangelism. Therefore, student, staff, and faculty participation is vital to the effectiveness of these events. All full-time students are required to participate in:

*Convocation*  
*Global Impact Conference*  
*Spiritual Emphasis Week*  
*Christmas Concert*  
*Campus Preview*  
*Scholarship Chapel*  
*Annual Banquet (Graduating Students Only)*  
*Other Specified Occasion*

**\*For the yearly scheduled dates of the above events, please refer to Pages 39-40, “Important Calendar Dates”.\***

To be excused from these events, a *Release from Attendance* form must be **submitted and approved** by the Office of Student Development **48 hours prior** to the absence. If a *Release from Attendance* form is not submitted for absence of event(s) the student will receive one absence towards their chapel attendance.

## **CHRISTIAN SERVICE**

The Christian Service program involves weekly participation in a specific ministry approved by the Dean of Students and will begin by the fourth Friday of the semester. This service is required for all full-time students taking 12 or more hours of college courses. A minimum of 20 hours of service a semester is required. **Freshmen**, for your first year at Trinity College of Florida, you are required to do designated Christian Service unless you get prior approval for a ministry you are already serving in.

**Sophomores** can minister in a variety of programs that may or may not correspond to their chosen major. **Juniors** and **Seniors** will minister in the areas of their chosen major. Students involved in an internship or Practicum are excused from Christian Service. Students graduating from Trinity must have at least a “satisfactory” mark in Christian Service for every semester at Trinity. Failure to comply with any of the above stipulations will result in a non-passing grade.

## **OBJECTIVES FOR CHRISTIAN SERVICE**

1. Provides an opportunity for the practical expression of that which has been learned in the classroom.
2. Provides fuller meaning to the student’s classroom experience; i.e., an incentive and purpose for study.
3. Provides opportunity for service experience.

4. Provides opportunity, through experience and evaluation, for spiritual growth, maturity and development skills.
5. Provides possible direction in determining the Lord's will for future ministry.
6. Provides the student an opportunity to evaluate his/her skill, gifts and desires for present and future service to God.
7. To become *"A vessel unto honor, sanctified useful unto the Master, prepared for every good work."* 2 Tim. 2:21b

## GENERAL INFORMATION

The student's selection for service should be based upon church and community needs and opportunities for ministry. **All regular assignments and changes to assignments must be approved by the Dean of Students.** Students considering full-time positions on a church staff or other Christian organization should consult with the Dean of Students before accepting a position.

- ◆ Notices of Christian Service opportunities will be listed on a bulletin board located outside the Student Development Office.
- ◆ During the course of each semester, students will have the opportunity to share the progress of their specific Christian Service ministry.
- ◆ Visitors: Special care needs to be exercised in taking visitors on Christian Service assignments. Please consult your ministry's supervisor before taking visitors along.
- ◆ Dating: Dating should not interfere with Christian Service. This does not preclude couples from working together on an assignment, provided their interest in each other does not interfere with their ministry.
- ◆ Dress: Dress appropriately for the assignment according to Trinity's dress code.

## CHRISTIAN SERVICE REPORTS & SUPERVISORY EVALUATIONS

One Declaration form and two brief student reports will be due during the semester; the declaration is due at the beginning of the semester, one report should be submitted before midterms, and the other before the last day of classes. Forms are to be submitted online through formstack:

*Declaration:* [https://trinitycollege.formstack.com/forms/christian\\_service\\_declaration\\_form](https://trinitycollege.formstack.com/forms/christian_service_declaration_form)

*Midterm/Final:* <https://trinitycollege.formstack.com/forms/christianservicestudentreport>

Reports should include a short summary of student's activities and when they took place. If forms are not submitted, the student will be considered absent from his/her assignment. All forms must be turned in by the last day of classes of the concurrent semester to receive credit.

In addition to the two student reports, a Supervisor Evaluation will be placed in the student's mailbox towards the end of the semester. This evaluation will need to be completed by the supervisor over their Christian Service project and submitted to the Office of Student Development before the last day of classes for the concurrent semester. If a student chooses to complete their hours at more than one location a Christian Service Hourly Log will need to be completed and signed off on by their supervisor.

The student's grade depends on properly completing the forms and submitting it to the Dean of Students by the date assigned. Failure to follow these guidelines will affect the semester's grade.

## GRADING

Grades of "Satisfactory (S)" and "Unsatisfactory (U)" are given for Christian Service. Receiving a grade of "Unsatisfactory" results in the loss of credit for the semester. These stu-

dents should contact the Office of Student Development regarding the reasons and seek recommendations for correction and improvement thus allowing the students to meet his/her graduation requirements.

The student's grade depends upon the completion of the following requirements:

- ◆ submission of a completed declaration form,
- ◆ a minimum of 20 hours of participation,
- ◆ submission of two completed Student Christian Service Reports, one before midterms, and one before the end of classes,
- ◆ submission of a completed Supervisor Evaluation or a Christian Service Hourly Log before the end of classes.

## **ABSENCES**

Because of the unlimited number of opportunities for ministry, absences are carefully regulated. Students are expected to be conscientious about absences for illness or emergencies as they would be if they were pastors responsible for preaching on Sundays. In case of injury, illness or other last-minute emergencies, which makes absence unavoidable, students should contact the person in the organization to whom they are responsible and make arrangements for their substitutes.

## **SUGGESTED AREAS OF SERVICE:**

1. **Church Related Services:** Student Pastor, Assistant Pastor, Interim Pastor, Youth Pastor, Mission Director, Evangelism Director, Christian Education Director, Music/Choir Director, Sunday School Teacher, Children's Church, Church Planting and Evangelism, Church Musician, Boys Brigade, Awana, Pioneer Girls, Girls in Action, Royal Ambassadors, Whirlybirds, Space Cubs, Jet Cadets; Word of Life, etc.
2. **Para Church:** Campus Crusade for Christ, Inter-Varsity, Youth for Christ, Young Life Navigators, Child Evangelism, Fellowship, etc.
3. **Community Related Service:** YMCA, Boy Scouts and Girl Scouts, Boys Clubs and Girls Clubs, Big Brothers and Big Sisters, Nursing Home Ministry, Rehabilitation Centers, Psychiatric Hospitals, Tutoring of Underprivileged, Domestic Violence Shelters, Juvenile Home, Orphanages, Prison Ministry, Street Ministry, Social Services Work, Christian Help-line, Health Centers, Day Care Centers, Pregnancy Centers, Rape Crisis Center, Counseling Centers, Therapy Groups, United Way, Habitat for Humanity, etc.

## **RESIDENT STUDENTS**

### **RESIDENCE HALL LIFE**

Residence hall meetings will be scheduled throughout the semester. All resident students are **required** to be in attendance unless their scheduled employment or Christian Service conflicts. Failure to attend scheduled meeting will result in a \$10 fine. A work schedule must be submitted to the Director of Residence Life or Dean of Students to validate the absence. Because residence hall meetings serve as an official form of communication, it is the student's responsibility to be aware of any information and special announcements that are given in the meeting.

**The college requires that all full-time single students under the age of 24, any first-year students, or international students live in the residence hall. Students in the Quest program seeking housing will need to submit a housing application to the Dean of Student Development.** Those students who live with their parents/guardians are exempt from this policy. All Day students age 25 or older need to apply to reside in the residence hall through the Office of Student Development. Only the Dean of Students may grant further variance to these standards. All residence hall tenants and guests are subject to the *Trinity*

*College Student Handbook* rules and regulations.

Men are not allowed in the ladies' residence hall nor are the ladies permitted in the men's residence hall. Exceptions are permitted during an "Open Dorm" or maintenance or security personnel are performing their duties.

Students are permitted to bring the following items with no additional charge to their room fees: stereos, fans, hair dryers, curling irons, coffeemakers, toaster ovens, George Foreman Grill, computers, televisions, and VCR/DVD players. Because of the extreme danger, students are not permitted to have space heaters or hot plates in their rooms. It is recommended that lights and appliances be turned off when leaving an unoccupied room. *No pets are permitted in the residence hall at any time.*

At the beginning of the semester students can contact the Director of Maintenance for any furniture moving/rearranging. Students are not permitted to move furniture on their own or with help from another student. Students who move furniture without permission will be charged a \$100 fine. All resident students are not allowed to push their beds together to make one large bed, unless otherwise permitted by the Office of Student Development.

## **ALL ABOUT ROOMMATES**

A roommate can be one with whom you share opinions, interests, and good times. However, sharing a room can sometimes result in a few problems and may require adjustments for both you and your roommate. Whether or not you develop a lifelong friendship with your roommate, learning to tolerate each other's differences without infringing on one another's freedom can be a valuable part of your education.

Here are a few hints to help you become a good roommate:

1. **Communicate** - Sit down and talk about habits, preferences, moods, and values at the beginning of the semester. Even if you room with your "best friend," there may be some things you will be surprised to learn about him/her. If conflicts arise, such as one roommate studying late or another playing the stereo too loud, do not let your frustration build. Talk about your concerns in order to come to a mutual understanding. Initial awkwardness may save future hurt feelings.
2. **Establish House Rules** - Roommates need to establish ground rules regarding the use of each other's belongings, room cleaning, phone use, bill paying, and all-night typing. Asking first and discussing before going ahead with an action can result in greater trust and respect.
3. **Know When To Talk and When Not To** - Sharing ideas and discussing situations are integral parts of residence life. Be aware, however, that excessive interruptions in studies can sometimes result in irritations and frustrations. Once again, talk with your roommate before you let frustrations build and cause you to explode.

You and your roommate are individuals, with particular interests, goals, likes, and dislikes. You may not find it necessary to share every aspect of college life with him/her. If conflicts do arise, speak with your roommate first; talk a problem through before it becomes a major conflict. If this step is not successful, then you should talk with your Resident Assistant or the Director of Residence Life. The college staff is here to assist you with these problems and to provide beneficial advice. Remember, though, you owe your roommate the courtesy of speaking with him/her first (Matthew 5:23-24; 18:15-17).

## **ROOMMATE BILL OF RIGHTS AND RESPONSIBILITIES**

As a Trinity College residence hall member, these are the rights you can expect and you have a responsibility to maintain:

**The right to** read and study free from undue interference in one's room. (Unreasonable noise and other distractions inhibit the exercise of the right.)

**The right to** sleep without undue disturbance from noise, guests, roommate, etc.



**The right to** expect that a roommate will respect one’s personal belongings.

**The right to** a clean environment in which to live.

**The right to** free access to one’s room/facilities without pressure from a roommate.

**The right to** personal privacy.

**The right to** host guests with the expectation that guests are to respect the rights of the host’s roommate(s), other hall residents, and the visitation policy.

**The right to** address grievances. The Residence Hall Staff is available for assistance in settling conflicts.

**The right to** be free from fear and intimidation, physical, and/or emotional harm, and racial or sexual harassment.

*Bear with one another and forgive whatever  
grievances you may have against one another.*

*Forgive as the Lord forgave you.*

*Colossians 3:13*

## **RESIDENCE HALL AND APARTMENT CHECK-IN/OUT PROCESS**

The Residence Hall is open for occupancy three days before classes resume each semester. The full payment of the room charges secures a space for the student.

Students pay a \$150 deposit for room and keys. Upon receiving a room key, the student will be required to sign a *Dorm Room Checklist* that stipulates the general condition of the room at the time of the lease. The deposit will be refunded (within thirty days) at the end of the student’s stay. As with any deposit, if the conditions of the lease are not satisfied or if the student does not complete the check-out process, the student will forfeit the deposit.

Resident students will not depart for the summer without turning in all keys and having final approval of their room (via inspection) by their RA. Failure to comply will result in a minimum fine of \$50.00.

## **RECESS RESIDENCE**

Students desiring to stay in the Residence Hall during a school recess (Christmas, spring and summer break) must obtain special permission from the Dean of Students. Qualifications for staying on campus during these times are:

- ◆ Students of missionary parents without a stateside residence;
- ◆ International students;
- ◆ Students working full-time for Trinity College with a minimum of 35 hours per week;
- ◆ Non-Florida residents; and
- ◆ Special approval by the Office of Student Development.

## **OVERNIGHT/WEEKEND DEPARTURES**

Whenever a student plans to be away from campus either overnight or for the weekend, certain procedures must be followed and specific regulations will apply:

- ◆ The resident student is permitted to leave on any weekend, except weekends that are designated as scheduled school-wide activities. The college also reserves the right to limit weekend departures for disciplinary action of an individual student.
- ◆ **Special permission is needed for mid-week departures** as well as departures and returns between curfew and 6:00 a.m. Consult the Director of Residence Life or Dean of Students on these matters.
- ◆ Resident students are permitted to depart on weekends only. The student is permitted to leave following his/her last class for the week and must return by curfew on Monday (11:00 p.m.) When the College has a “long weekend,” (i.e., Labor Day, Thanksgiving, etc.), or after a student’s last final exam, the student is permitted to leave following

his/her last class prior to that school break and must return by curfew on the day before classes are to resume.

- ◆ Resident students are required to process an *Overnight Departure Form* for overnight or weekend departures by the Thursday before the weekend they plan to leave. All forms must be filled out and submitted through formstack by noon on Thursday or the student will not be able to leave. Students will also need to inform their RA of their departure.
- ◆ Failure to properly sign out will result in disciplinary measures.
- ◆ Prior to departure, residents must have the rooms checked by the Resident Advisors, Director of Residence Life or Dean of Students (see Room Inspection).

## **GROUP DEPARTURES**

When a group of students leave the campus for school sponsored activities such as music tours, evangelistic projects, retreats, conferences, etc., a list of students must be supplied to the Dean of Students. The list will include the name, address and telephone number of destination, type of transportation, itinerary, and the date and time of departure with estimated time of return. This information will be available for the Director of Residence Life or Dean of Students. These students do not have to complete an *Overnight Departure Form*.

## **ROOM INSPECTION**

The Director of Residence Life and/or Resident Assistant will inspect rooms regularly. Each student should be certain that his/her floor is cleaned and vacuumed, bed is made, desk and dresser ordered, clothes are in place, and bathroom is clean, neat and fresh smelling. Refrigerators will be defrosted and cleaned, along with the air conditioner filters, once a month or as necessary. Microwaves should be cleaned regularly. Disciplinary action may be taken against those students who do not keep their room clean. Students may receive three warnings before having to meet with the Disciplinary Committee.

When leaving campus for a weekend or designated school break, the student must have his/her room clean and orderly prior to his/her leaving. A fine of \$10 and discipline may be issued for any weekend or brief school recess, such as Thanksgiving and Easter, if a room is found not cleaned properly. If the fine is received three times in any given semester, the student will then go before the Disciplinary Committee to determine the course of action to be taken. The fine must be paid before the student leaves for the weekend, etc.

Except for special occasions, rooms will not be inspected during the weekends, other than the rooms of students who plan to be gone at that time. The Director of Residence Life or Resident Assistant must inspect a student's room prior to any overnight departure.

## **DAMAGE TO COLLEGE PROPERTY**

Evidence of willful damage, marking, or defacing will result in disciplinary actions. Damage that results in a cost to the College will require monetary restitution by the student. Fines are as follows:

\$25.00	Holes in the walls/Sticky residue from hanging
\$25.00	Smoke Alarm Taken Down
\$50.00	Smoke Alarm has been taken down and lost
\$50.00	Computer wall plate broken
\$Replacement Cost	Microwave
\$100.00	Screen Replacement
\$30.00	Refrigerator repair
\$10.00	Candle (each candle)
\$200.00 Max	Furniture (Will be up to \$200.00 depending on the need to repair or replace.)

\$30.00	Mirror
\$50.00	Not reporting any damage/broken items
\$100.00	Moving Furniture
\$10.00	Failed room check (each time)
\$25.00	Virus Infection of Network
\$10.00 per key	Dorm keys replacement fee
\$5.00	Mailbox key replacement fee
\$50.00	Failure to turn in and/or replacement of fob key
\$Varies	Cleaning Fee (For rooms left dirty after final check out. Determined by amount of damage.)

## KEYS

No key/fob to rooms or buildings are to be duplicated off-campus by any students. Keys/Fobs are not to be left in locks or hidden around doors. Should a student lose his/her key, a replacement key may be obtained from the IT Department or Student Development at a cost of \$50 per fob or \$10 per key. Payment will be collected in cash or card form before replacement key is issued.

## HOUSEKEEPING

It is the responsibility of each resident student to keep his/her rooms clean. The halls, laundry room, student kitchen and stairwells will be cleaned by hired staff. Hallways and stairwells must remain clear of furniture, boxes, and other debris at all times. There may be a time when something needs to be temporarily placed in the hall (i.e., moving days), but these items must not remain in the hallway overnight. Infractions of these regulations pose legal problems for the school and safety liabilities for residents.

## FOOD ON CAMPUS

Florida provides the ideal atmosphere for insects of all types. In order to cut down the amount of bug traffic through the rooms and in the Residence Hall, we ask that all food be placed in airtight containers, dirty dishes be washed and all uneaten food items be stored or thrown away.

## VISITOR POLICY

Any person who does not reside in the Residence Hall is considered a guest, including former students and commuting students of Trinity College. A resident student may feel free to invite a guest, of the same sex, to his/her room. All guests will abide by the College's social guidelines in their appearance and activity. All guests are required to leave the Residence Hall before curfew.

## OVERNIGHT GUEST POLICY

Prior to hosting an overnight guest, students must notify the Office of Student Development who will be staying and when they will be on campus. Upon arrival the guest must complete a waiver of liability form which can be obtained from the Office of Student Development. When completed, this form must be submitted to the corresponding floor Resident Advisor or the guest will not be permitted to stay. Minors must have the waiver of liability signed by their legal guardian. See page 12 for requirements of minors on campus.

A resident student's guest may stay free for one night per semester. There is a \$10 per night fee for guests residing more than one night (payable in advance). Guests may stay up to three nights a semester. The Director of Residence Life or Dean of Students must approve exceptions to this rule. All guests should provide their own towels and bed linens. Temporary parking permits are available through the Student Development Office.

## RESIDENCE HALL DECORATIONS (WALL HANGINGS)

When hanging anything on the wall, nothing may be used which would deface furniture,

walls, or doors. Sticky tack may be used for hanging posters or pictures. Please do not use tape, nails or small tacks of any kind. Nothing at all should be hung on the ceiling. Failure to comply will result in a \$50 fine.

Decorations should be tasteful and should reflect the standards of the college. Wall hangings must not be excessive or portray questionable situations or individuals.

***If a student has any question about what is permissible, he or she should ask the Director of Residence Life or Resident Assistants.***

## **REPAIRS**

Report all damages and repairs (leaky sinks or tubs, leaky roofs, broken windows, electrical problems, air conditioning problems, etc.) to the Director of Maintenance immediately. The Director of Maintenance can be reached at ext. 320 or [maintenance@trinitycollege.edu](mailto:maintenance@trinitycollege.edu). If the student is responsible for the damage, he/she will be billed to cover the cost of repairs and labor. Only authorized personnel will make necessary repairs. If repairs have not been fixed within one week of email communication contact the Office of Student Development.

## **QUIET TIMES AND LIGHTS OUT**

On Monday through Thursday from 7:00 p.m. to 9:00 p.m., a quiet time is provided for students who wish to study, read, or rest in their rooms. It is strongly recommended that the students take full advantage of this study time, especially freshmen and students on academic probation. Students may study in their rooms, the library, common areas or computer lab. During this time earphones must be used for all radios, Computers, MP3 Players, iPods and stereos. Loud and boisterous behavior is not permitted.

In consideration to roommates, all room lights are to be turned off by 1:00 a.m. Monday through Thursday. Students should be in bed by this time. The time is extended to 2:00 a.m. Friday through Sunday. Should a student so desire, he or she may rise at 5:00 a.m., but quiet time guidelines as stated above should be observed. There will not be "lights out" limitations during exam weeks.

## **DISTURBANCE POLICY (QUIET)**

In a residence hall environment it is important to be mindful of the rights of those around you. The College therefore will seek to provide an environment that will be conducive to study, sleep, and fellowship.

Radios, computers, CD, MP3 players, and iPods are permitted as long as the volume of the music does not disturb others. Students will not be allowed to use amplifiers in their rooms and students wishing to rehearse musical instruments will do so in the appropriate areas. Failure to comply will result in a written warning and three written warnings will result in an appearance before the Disciplinary Committee.

***Wrestling, scuffling, or other forms of rowdiness are not permitted.***

## **CURFEW**

All resident students (including apartment students) are required to be on campus by curfew time. Students will be permitted access to the Administration Building and Library Building till 1am. Students may not leave the Residence Hall area until 6:00 a.m. Should an emergency arise, consult first with the Resident Assistants. Failure to comply will result in disciplinary action see page 24 for detailed information.

**The curfews are as follows:**

Monday – Thursday                      12:00 a.m.

Friday – Sunday                            1:00 a.m.

**\* All visitors to the apartments must leave by 11:30 p.m. Monday – Thursday and Friday – Sunday by 12:30am. \***

There will be extended curfew for various occasions approved by the Dean of Students. An Extended Curfew Event form may be submitted through formstack. All requests must be

submitted 48 hours in advance in order to receive approval from the Office of Student Development.

Students arriving after curfew must sign in with Security in order to be escorted to the Residence Hall. Only authorized personnel (Security Officers or Resident Assistants) may admit students into the Residence Hall after curfew. After curfew, students should not place or receive calls in the stairwell except in emergency situations.

### **FIREWORKS/WEAPONRY**

Fireworks and weaponry are prohibited on school property. See the Dean of Students for definition of “weaponry.”

### **SMOKING**

Smoking (cigars, cigarettes, e-cigarettes, hookah, and any other smoking paraphernalia) is against school policy and fire regulations; therefore it is prohibited. Candles and incense may not be used anywhere in the Residence Hall. Violations will be considered major infractions that could result in severe disciplinary measures.

### **BICYCLES**

Bicycles may not be kept inside the Residence Hall. The designated area for bicycles is located outside the L.L. Speers Residence Hall.

## **STUDENT ORGANIZATIONS**

Students interested in leadership of any of the following student organizations must be enrolled as a full-time student and maintain a GPA of 2.5 unless otherwise noted in club constitution.

### **GREAT COMMISSION MISSIONARY FELLOWSHIP**

Understanding that both prayer and awareness are essential elements for all missionary ventures, the Great Commission Missionary Fellowship (GCMF) organizes various student activities involving missions. An annual Global Impact Conference brings church leaders, missionaries, mission organizations, and others to the campus for a special time of concentrated recognition of missions as the worldwide task of the church. Trinity College works with other Bible colleges and Christian institutions in sponsoring missions conferences and cooperative projects.

### **TRINITY’S HEART AGAINST TRAFFICKING**

Trinity’s Heart Against Trafficking goal is to bring awareness in the college and the community about human trafficking locally, internationally, and around the world.

### **STUDENT GOVERNMENT ASSOCIATION**

Each year the student body elects a president, vice president, and senators who comprise of the Student Government Association (SGA) of Trinity College of Florida. Students can email [SGA@trinitycollege.edu](mailto:SGA@trinitycollege.edu). The purposes of SGA are:

1. To assist Trinity College in achieving its stated purposes as outlined in the *College Catalog*;
2. To coordinate, unify and oversee the various student organizations, striving to achieve the common goals of the student leadership;
3. To communicate the needs, concerns and problems of the undergraduate students to the Administration; and
4. To prepare, present, and operate the annual budget for SGA.

### **EXTRACURRICULAR ORGANIZATIONS**

Students wishing to form a new organization should contact the Office of Student Development.

opment for approval. All extracurricular organizations such as professional study associations, prayer groups, athletic clubs, etc., must have a faculty/staff advisor. All details of the organization must be cleared in advance with the advisor and a Student Groups Policies and Procedures form must be filled out and submitted to the office of Student Development. It is the responsibility of the organization to secure a faculty/staff advisor. The Office of Student Development must approve this advisor.

## **STUDENT LEADERS AND ATHLETES**

Students involved in student group leadership or any athletics may be suspended from their activities or teams at any point during the semester if their performance in any class places them in danger of receiving a grade of “D” or below in more than one class.

All student leaders and athletes will be subject to taking a drug test during their academic year or athletic season. Refusal or failure to show up for drug testing will be considered a failed testing. A diluted test will also be treated as a failed test and student will be required to take a second drug test. If the second drug test returns diluted it will be considered a failed testing. The student leader or athlete will lose all privileges.

## **STUDENT ACTIVITIES**

Social and special events will need to be approved by the Office of Student Development. The various organizations requiring the use of facilities or equipment on campus should submit a requisition form to the Business Office. Any events or products used in fundraising for classes or other student organizations are to be approved by the Office of Student Development.

### **RECREATIONAL/SPORTING ACTIVITIES**

Intramural sports are an inner school sports program designed for relaxation, socialization, and healthy physical activity. The emphasis is on participation. Students and staff are encouraged to become active through the various individual and team-sport contests.

### **MUSIC REHEARSALS**

Only students taking piano lessons or those who have paid a music practice fee, are permitted to use the baby grand piano. All other students must use the pianos located elsewhere on the campus.

### **USE OF FACILITIES**

A request for the use of campus facilities (classrooms, equipment, etc.) must be submitted to the Office for Business and Finance. Please allow at least five working days to process the request. In some cases, a rental fee or cleaning deposit may be required.

## **DISCIPLINE**

### **PHILOSOPHY OF DISCIPLINE**

The purpose of discipline at Trinity College is to assist in the maturity of its members and to aid the College in maintaining an atmosphere conducive to Christian growth. Discipline is designed to help students assume responsibility for themselves as mature Christians in the Trinity College community in particular and the Christian community in general. The Biblical model of confrontation taught in Matthew 18 is the primary model that College personnel seek to follow in their work with students. The requirements that may follow are intended to be developmental and redemptive rather than merely punitive.

Trinity College students are expected to conduct themselves in compliance with the *Trinity College Student Handbook* and in such a way as to adorn the high calling of the Lord Jesus Christ in their lives. Accordingly, students are expected to assume responsibility for their personal conduct, and also to accept reasonable Christian responsibility for the behavior of others.

If the conduct of a student appears to be inconsistent with these standards, the Student Dis-

ciplinary Procedure will be employed in the investigation and disposition of the matter.

The Vice President for Student Development and his staff, the Student Development Disciplinary Committee, and/or the Student Disciplinary Review Committee, may make student disciplinary decisions. All time restrictions specified in this document refer to business hours. Twenty-four hours, therefore, means within the next business day; action taken on Friday, for example, will be completed on the following Monday.

Students discovered violating the College requirements as expressed in the *Trinity College Student Handbook* should expect a response, which will assure the maintenance of College standards and the call to integrity and responsibility on the part of the offender. The administration of Trinity College of Florida reserves the right in its sole discretion to evaluate any conduct it deems detrimental to the purpose and mission of the college.

## **AMNESTY POLICY**

Students who struggle with issues that go against the standards put forth in the Trinity College Student Handbook are encouraged to seek support and help. Examples include, but are not limited to, drugs, alcohol, pornography, sexual or inappropriate relationships, eating disorders and homosexual behavior.

The amnesty policy was adopted by Trinity College to promote students to seek help without fear of possible disciplinary consequences. This policy allows students who want to receive help and support to work through these issues and accept accountability for these behaviors without going through the normal discipline process. Students requesting help are asked to abstain from the behavior and may be asked to sign a behavioral agreement, which would be set up on an individual basis between the student and the Dean of Students upon requesting amnesty, and/or to seek professional help. **Students must request Amnesty before any disciplinary confrontation (by a faculty member, staff member, or RA) addressing the specific inappropriate behavior(s) occurs (including before notification of required drug or alcohol tests).**

Students also must be honest, cooperative, compliant with amnesty requirements, and demonstrate a true desire to change. The student should also note that the behavior in violation will need to eventually change for the student to be able to remain at Trinity College. Students may contact the Office of Student Development to request Amnesty or learn more about the policy.

When students request Amnesty, they are not suspended for behaviors they have engaged in prior to their confession. However, there are instances where a student may be required to withdraw for reasons of safety, or in order to get further help before returning as a student.

## **FIRST TIME OFFENDERS:**

**USE OR POSSESSION OF ILLEGAL SUBSTANCES** (illegal drugs, abuse of alcohol and underage drinking):

1. Automatic 5 day suspension (including temporary loss of housing)
2. Suspended from all extra-curricular (all activities such as athletics, SGA, etc.) activities for 30 days (school days – not including weekends). If there is less than 30 days left in the semester then it would roll over to the next semester.
3. Student can achieve reinstatement through a repentant attitude, the completion of an accountability and/or substance abuse program.
4. Parents notified.
5. \$100 fine to be paid before student can return to classes.
6. If found selling or distribution of any illegal substance it will be automatic dismissal from Trinity College of Florida.

**\*Any exceptions to the above policy will come from the Office of Student Development and/or through the Disciplinary Committee.**

## **CURFEW:**

1. First Offense: Written Warning
2. Second Offense: Written Warning and \$25 fine
3. Third Offense: Written Warning, \$25 fine, 3 day suspension (including temporary loss of housing) and parents are notified.
4. Fourth Offense: Hearing before the Disciplinary Committee

**\*Any exceptions to the above policy will come from the Office of Student Development and/or through the Disciplinary Committee.**

## **SEXUAL MISCONDUCT:**

Any individual, or group, who is obscene, lewd, indecent, or participates in any sexual activity outside the bonds of marriage, defined as the legal union of one man and one woman, violates Christian principles and practices. Sexual misconduct by Trinity College of Florida students is harmful to the image and reputation of the individual and the College and therefore will not be tolerated. Students should be careful at all times not to place themselves in situations or activities that may lead to action that could be interpreted as sexual misconduct. Immoral conduct or action such as, but not limited to, adultery, fornication, pre-marital sex, fondling, inappropriate touching, homosexual activity or an open declaration identifying oneself as lesbian, gay, bi-sexual or transgendered are deemed to be in violation of the policy concerning sexual misconduct. In addition, the College will not allow persistent or conspicuous examples of cross-dressing or other expressions or actions that are deliberately discordant with birth gender and will consider those expressions or actions to be in violation of the policy concerning sexual misconduct. Sexual misconduct is considered a major college policy violation and as such any violation of the sexual misconduct policy could warrant the individual's immediate loss of privilege to attend Trinity College of Florida. Whenever college officials/representatives have reason to believe individual students are engaging in any actions or conduct, whether on or off campus, which constitute sexual misconduct, and when a question of responsibility is involved, those guidelines listed under Disciplinary Procedures shall be exercised.

## **PORNOGRAPHY:**

Pornography is anything you see, read or hear that's designed to cause sexual arousal. It includes many types of media — magazines, books, movies, music, the Internet and more. Pornography promises thrills and sexual satisfaction, but it fails to deliver on these promises. It can't give *anyone* deep and lasting fulfillment.

King Solomon once said, "Can a man scoop fire into his lap without his clothes being burned?" (Proverbs 6:27). Along those lines, can you repeatedly bring sexually arousing images into your head without consequences? You may not be physically burned by sexual images, but psychologists argue that those images can actually be burned into your *mind*. Emotional arousal causes the release of a hormone called epinephrine in your brain that chemically burns the pictures into your permanent memory. This effect is heightened by the combination of pictures and masturbation.

Porn affects real relationships, too. You may think that it's okay to experiment now, while you're single, but getting married won't stop a fascination with porn if you've already been feeding it.

## **Five Stages of Addiction**

1. **Early Addiction.** Most individual who get addicted to porn start early. They see the stuff when they are very young, and it gets its foot in the door.
2. **Addiction.** Later comes addiction. You keep coming back to porn. It becomes a regular part of your life. You're hooked. You can't quit.



3. **Escalation.** After a while, escalation begins. You start to look for more and more graphic porn. You start using porn that would have disgusted you when you started. Now it excites you.
4. **Desensitization.** Eventually, you start to become numb. Even the most graphic, degrading porn doesn't excite you anymore. You become desperate to feel the same thrill again but can't find it.
5. **Acting out sexually.** At this point, many individuals make a dangerous jump and start acting out sexually. They move from the paper and plastic images of porn to the real world.

#### **How can you prevent future occurrences?**

The probability of future occurrences can be diminished by taking a four-pronged approach.

**Behavioral.** Behavioral approaches attempt to prevent a scenario from developing in the first place. The house and grounds, for example, should be purged of all pornography. Media should be carefully screened for "triggers" that serve as gateways to acting-out. If the problem occurred with the Internet, a filter can be one of your strategies, although it can never replace parental supervision and involvement. Other common-sense approaches include moving the computer to another room where others can easily view the screen, limiting the time on the computer so that no one is alone on the Internet, and developing a mission statement that directs the your use of the computer and the Internet.

**Cognitive.** Pornography is propaganda and generates destructive myths about sexuality. Once exposed, it will be critically important that comprehensive counseling begins with someone who is trained in this area. You will need to learn what and how to think about sexuality. More than mere behaviors, the student will need help in understanding the core values of sexuality, the multifaceted risks of sex outside of marriage, and their ongoing compassion for what it must be like to grow up in this culture.

**Emotive.** Sex is inherently emotional. Premarital sex has even been linked with codependency, where at least one person becomes compelled or addicted to be in relationship with another. Culture would lead you to believe that the emotions are not involved in sex – don't you believe it. Sexual relations of any type bond the bodies, minds, and spirits of two individuals. At the conscious level, this attachment is largely emotional. You need to understand that emotional attachment is often involuntary, and especially when the relationship has been compromised sexually.

**Spiritual.** At its core, sexual integrity comes down to a spiritual commitment. The Christian message of how Christ loves His bride, the Church, is our inspiration. The prohibitions and consequences of sexual sin are secondary to the intimacy that one experiences in obedience to God. You, who are struggling with pornography, need to see how your lives can be different because of His love. God's true love will empower you to avoid the trap of pornography.

Anyone who is struggling with pornography should get in touch with the Dean of Students or the Campus Chaplain immediately. There is help available for those looking for it at the Student Development Office. Help with counseling and software, like Covenant Eyes, is available for those coming and asking at the Office of Student Development.

#### **MEN AND/OR WOMEN IN THE DORMS/APARTMENTS OF THE OPPOSITE SEX:**

1. A 3 day suspension (including temporary loss of housing)
2. A \$50 fine that has to be paid before the student is allowed back in classes or in Trinity College of Florida Resident Dorm or Apartments.
3. Second Offense: A hearing before the Disciplinary Committee along with a \$150 fine to be paid before any records or transcripts will be released from the college.

**\*Any exceptions to the above policy will come from the Office of Student Development and/or through the Disciplinary Committee.**

## **STUDENT DISCIPLINARY PROCEDURE**

When a disciplinary issue arises:

- I. The Vice President for Student Development receives and reviews the charges.
- II. The Vice President for Student Development discusses the charges with the student accused of supposed misconduct. If the student admits to the charges of misconduct the Vice President for Student Development or the Student Disciplinary Committee will determine the punishment for the misconduct. If the student pleads innocent to the charges of the misconduct, then through further investigation the Vice President for Student Development will determine whether charges should be pursued in a disciplinary hearing or dismissed.
- III. If a Discipline Committee hearing is needed, then, the Office of Student Development will determine the time and place for the Hearing. The student accused of misconduct shall be informed in writing by the Vice President for Student Development of the time and place of the hearing, of the charges being brought, and of the rights of a student accused of misconduct. The Student will be informed twenty-four (24) hours in advance of any hearing.
- IV. The Hearing Proper

Decisions of the Vice President for Student Development and Student Development Staff:

1. The Vice President for Student Development and/or staff shall handle general incidents of student misconduct.
2. More serious incidents of student misconduct, including those which may lead to suspension and/or dismissal, shall be referred to the Student Disciplinary Committee for disposition. A student may waive a hearing in favor of a direct decision by the Vice President for Student Development, subject to approval.
3. The Vice President for Student Development shall have the power to suspend a student in extraordinary circumstances pending final disposition of the case.
4. Notification of parents: Students involved in disciplinary action are encouraged to share the information with their parents. Official notification of parents is at the discretion of the Student Development staff. If a student receives disciplinary action, parents are usually notified unless unusual circumstances exist. This policy assumes dependent status of students less than 22 years of age unless the College is notified otherwise.

## **THE DISCIPLINARY COMMITTEE**

1. Functions and Membership of the Committee
  - a. With respect to the Student Disciplinary Procedure, the function of the Student Disciplinary Committee shall be to conduct hearings to review incidents of misconduct and to render disciplinary decisions related to misconduct.
  - b. Membership on the Student Disciplinary Committee shall consist of the following persons:
    - ◆ 3 faculty/staff members, one of whom shall serve as Chair of the Committee,
    - ◆ 3 students having at least a 3.0 grade point average,
    - ◆ The Vice President for Student Development (voting only on policy matters, not on disciplinary hearings), and
    - ◆ A Student Development staff member shall be present to take minutes.
  - c. The President shall appoint the faculty and administrative staff members upon recommendation of the Vice President for Student Development.
  - d. A quorum shall be comprised of a minimum of the Chair, one faculty/administrative staff member, two students, and the Vice President for Student Development. The decision of the Student Disciplinary Committee is reached by a simple majority vote

of those members present. (The Vice President for Student Development will not vote in disciplinary matters, but will be present for policy decisions.)

## 2. Preparation for the Hearing

- a. A Student Development staff member shall determine the time and place for the Hearing and shall inform the members of the Committee.
- b. At least 24 hours in advance, the student accused of misconduct shall be informed in writing by the Vice President for Student Development of the time and place of the hearing, of the charges being brought, and of the student's due process rights.
- c. The Office of the Vice President for Student Development shall assume responsibility for preliminary investigation of the alleged misconduct. The matter shall be discussed thoroughly with the student and a thorough effort made to collect all relevant information in the compilation of the facts of the case.
- d. The student shall have the right to an advisor of his/her choosing from within the College community during the investigation.

## 3. Hearing Procedures

- a. The primary purpose of the hearing is to ascertain the facts of the matter and to render a reasonable and just disciplinary decision, taking into account the welfare of the student and of the College. The hearing shall be confined to the written charges.
- b. The Vice President for Student Development and/or his staff shall present the charges of alleged student misconduct contained in the written document provided to the student.
- c. The student, the Vice President for Student Development, and the Disciplinary Committee shall have the right to call witnesses and to question witnesses brought by another party. The Chair of the Committee may limit the number of witnesses to be called.
- d. The student shall have the right to have an advisor present of his/her choosing from within the College community during the hearing (see pg. 29).
- e. For incidents of alleged misconduct involving more than one student, the Disciplinary Committee reserves the right to consider the cases jointly or separately, subject to the request of the student for a private hearing.

## 4. The Decision of the Disciplinary Committee

- a. Only Committee members have the right to be present during Committee deliberations and decision-making. The Vice President for Student Development will not be present at this time.
- b. The decision of the Committee will be reported to the student orally, immediately following the making of a decision. A written copy shall be provided by the Chair of the Disciplinary Committee to the Vice President of Student Development within 24 hours of the rendering of the decision by the Committee. Written notification shall include information regarding the student's right of appeal.
- c. All Disciplinary Reports will be stored in the student's academic file.

## 5. Appeals

- a. The student or the Vice President for Student Development can appeal the disciplinary decision to the Student Disciplinary Appeal Committee, provided that the appeal has been filed in writing in the Vice President for Student Development's Office within 24 hours of receiving written notification of the decision of the Student Disciplinary Committee.
- b. The appeals hearing shall be scheduled by the Office of Student Development and shall include the Review Committee members, the Chair of the Student Disciplinary

Committee, the Vice President for Student Development, and the student and his/her advisor, if any.

- c. The Disciplinary Committee should be notified by the Office of Student Development of the Appeals Committee's decision.

## **THE STUDENT DISCIPLINARY APPEAL COMMITTEE**

1. Functions and Membership of the Committee
  - a. The purpose of the Student Disciplinary Appeal Committee shall be to serve as an review committee to the decisions of the Student Disciplinary Committee and/or the Vice President for Student Development. As such, the Student Disciplinary Appeal Committee shall hold hearings and render decisions regarding appeals made by either the student or the Vice President for Student Development.
  - b. Membership on the Student Disciplinary Appeal Committee shall consist of the following persons:
    - ◆ 3 faculty/staff members, one of whom shall serve as Chair of the Committee,
    - ◆ 2 students with at least a 3.0 grade point average, and
    - ◆ A Student Development staff member shall be present to take minutes.
  - c. Four members shall comprise a quorum of the Student Disciplinary Appeal Committee. The decision of the Student Disciplinary Appeal Committee is reached by a simple majority vote of members present.
2. Hearing Procedures and Decisions of the Committee
  - a. The student, the Vice President for Student Development, and the Appeal Committee shall have the right to call witnesses and to question witnesses brought by another party. The Chair of the Committee may limit the number of witnesses to be called.
  - b. The decision of the Appeal Committee shall be reported to the student orally immediately and in writing by the Chair of the Disciplinary Appeal Committee within 24 hours.
  - c. The decision of the Student Disciplinary Appeal Committee shall be final.

## **DISCIPLINARY SANCTIONS**

The following taxonomy of discipline represents the various categories of disciplinary sanctions, any combination of which may be imposed. Implementation of a student disciplinary decision shall be delayed until final disposition of the case, except in extraordinary circumstances (see Decisions of the Vice President page 26).

1. Reprimand is a formal reproof and implies that the student's behavior is inappropriate and is not to be overlooked. The conditions of the reprimand shall be designated in writing.
2. Restriction is the limiting or removal of certain privileges in the usual activities of the College. The duration and condition of restriction shall be specified in writing.
3. Restitution means that the student is required to make reimbursement for damage to or misappropriation of property and/or funds. It may take the form of appropriate service to repair or otherwise compensate for damages. The particulars of restitution shall be specified in writing.
4. Disciplinary Probation provides opportunity for the Vice President for Student Development and his staff to work with the student and for the student to make the changes that are necessary for continued participation in the Trinity College community. When on Disciplinary Probation, the student is not eligible to participate in co-curricular activities in which he/she would represent the College.

5. Disciplinary Suspension is a temporary severing of the student's participation with the College varying from a portion of a semester to one full semester. The suspension shall be followed by a period of Disciplinary Probation. Students are subject to the academic consequences of missing work as a result of such disciplinary action, and faculty are not obligated to permit make-up of missed assignments and examinations in such cases. The duration and conditions of suspension shall be specified in writing.
6. Dismissal means that a student is terminated from the College and restricted from the College premises for an indefinite period of time. The duration and conditions of this period of time shall be specified in writing. Such action shall be noted on the student's personal record.

### **RIGHTS OF STUDENTS ACCUSED OF MISCONDUCT**

An individual accused of misconduct shall have the following rights:

1. To have all charges of misconduct specified in writing.
2. To have the benefit of counsel of an advisor of the student's choosing from within the Trinity College community (a full-time faculty member, staff member, or student) at all times, including during the preliminary investigation. While an advisor does not represent the student, he/she may counsel, advise, or request permission to speak on behalf of the accused student in order to protect the student's interest, make certain the proper disciplinary procedures are followed, and provide redemptive counsel.
3. To call witnesses on his/her behalf and to question other witnesses called by other parties.
4. To request an individual hearing where more than one student is involved.
5. To receive all decisions orally immediately following the making of these decisions, and in writing within 24 hours following the rendering of a decision.
6. To appeal a student disciplinary decision if the appeal is made in writing to the proper office within 24 hours of written notification of the decision.
7. To waive a Student Disciplinary Committee hearing in favor of a direct decision by the Vice President for Student Development, subject to the approval of the Vice President for Student Development.

### **RIGHT TO DENY RE-ENROLLMENT**

- Any action which would prevent a student from being accepted by Trinity College may also prevent re-enrollment even if the actions occurred during fall/winter/spring break and/or vacations.
- Enrollment and attendance at Trinity College of Florida is a privilege, not a right; therefore, the college reserves the right to deny re-enrollment to any student whose actions and/or attitudes are deemed incompatible with the college's philosophy, purpose, or mission.

### **SOCIAL MEDIA:**

If Student Development has a reasonable suspicion with confirmation by more than one student and/or staff member of inappropriate behavior, statements, and/or images on Snap Chat, Twitter, Facebook, Instagram, or any other social media site then the student will go through discipline even if the content is no longer obtainable by the Office of Student Development.

### **LEVEL I OFFENSES:**

The following described acts of misconduct shall be referred to as "Level I Offenses." The potential sanctions for Level I Offenses may include any one, a combination of two or more or all of these sanctions: written warning, temporary loss of privileges, written reprimand, monetary restitution, and/or work/service restitution. Trinity College holds the right of

dismissal on any offenses as deemed necessary by the Disciplinary Committee and/or the Vice President of Student Development. For any level of offense the president or a vice president may impose a sanction of temporary suspension against a student in circumstances in which there is reasonable concern for safety, or when the student poses a threat to himself/herself or to another student or employee. Such temporary suspension shall not exceed ten class days and may only be extended upon hearing with the disciplinary committee that the student continues to pose a threat.

LI-1: Use, possession, sale attempted sale, barter, exchange, gift or distribution of pornographic material or pornographic music

LI-2: Attempted or actual theft and/or damage to property of the College or property of a member of the College community or other personal property, the total value of which does not exceed \$100

LI-3: Conduct that is disorderly or/and the use of indecent or abusive language

LI-4: Gambling

LI-6: Unauthorized or fraudulent use of the College's name, seal, emblem, or logo

LI-7: Unauthorized use of College property

LI-8: Unauthorized entry and/or occupancy of College facilities, including unauthorized possession, duplication, or use of keys to any College facility

LI-9: Conspiracy or solicitation to commit an unlawful act or violate any College rule

LI-10: Failure to comply with directions of College officials

LI-11: The use of a candle, space heater, and/or hot plates in the resident hall

LI-12: At least three or more incidences of violation of traffic/parking rules while on College property

LI-13: At least three or more incidences of violation of residential rules and/or room inspection failures within an academic year

LI-14: At least three or more incidences of violation of dress code within an academic year

## **LEVEL II OFFENSES:**

The following describes acts of misconduct shall be referred to as "Level II Offenses." The potential sanctions for Level II may include any one, a combination of two or more, or all of these sanctions: written warning, temporary loss of privileges, written reprimand, monetary restitution, work/service restitution, probation and/or permanent loss of privileges. For any level of offense the president or a vice president may impose a sanction of temporary suspension against a student in circumstances in which there is reasonable concern for safety, or when the student poses a threat to himself/herself or to another student or employee. Such temporary suspension shall not exceed ten class days and may only be extended upon hearing with the disciplinary committee that the student continues to pose a threat.

LII-1: Physical abuse, verbal abuse, threats, intimidation, harassment, stalking, coercion, and/or conduct that threatens or endangers the health and safety of any person,

LII-2: Attempts or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, the total value of which equals or exceeds \$100

LII-3: Acts of dishonesty, including, but not limited to the following:

- a) Furnishing false information to a College staff or faculty member
- b) Tampering with the election of any College-recognized student organization
- c) Forgery, alteration, or misuse of any College document, record, or instrument of identification

LII-4: Hazing (defined on page 33)

LII-5: Acts of violations of the Computer Policies

LII-6: A second violation of any Level I Offense by the same student.

### **LEVEL III OFFENSES:**

The following describes acts of misconduct shall be referred to as “Level III Offenses.” The potential sanctions for Level III Offenses may include any one, a combination of two or more, or all of these sanctions: temporary loss of privileges, written reprimand, monetary restitution, work/service restitution, probation and permanent loss of privileges, suspension (including specific conditions of readmission) and expulsion (no readmission permitted). For any level of offense the president or a vice president may impose a sanction of temporary suspension against a student in circumstances in which there is reasonable concern for safety, or when the student poses a threat to himself/herself or to another student or employee. Such temporary suspension shall not exceed ten class days and may only be extended upon hearing with the disciplinary committee that the student continues to pose a threat.

LIII-1: Use, possession, sale, attempted sale, barter, exchange, gift or distribution of alcohol

LIII-2: Use, possession, sale, attempted sale, barter, exchange, gift or distribution of tobacco, narcotics or hallucinogenic drugs

LIII-3: Immorality of any kind

LIII-4: Student in the dorm or apartment of the opposite sex

LIII-5: Illegal or unauthorized use or possession of firearms, fireworks, explosives or other weapons or dangerous materials

LIII-6: Any action that causes is intended to or attempts to cause a fire, explosion, or any intentional false reporting of a fire, or any tampering with the safety equipment or other safety devises.

LIII-7: Battery or physical abuse of any person resulting in bodily injury

LIII-8: A second violation of any Level II Offense by the same student

LIII-9: A third violation of any Level I Offense by the same student

### **CLASSROOM MISCONDUCT**

Ideally, college education is both voluntary and cooperative. There is a common focus on the subject at hand and a common appreciation for the privilege of learning in an exciting and challenging atmosphere. But in our society, such cooperation and appreciation is often neglected. At a minimum, the professor is charged with the responsibility of designing, creating and maintaining an atmosphere where students feel safe and free to hear the lecture and ask sincere questions without fear of reprisal, intimidation, or repeated interruptions from disruptive students. In most cases, a word of rebuke given in class, or a brief warning after class, is sufficient to correct the misbehavior. Nevertheless, disrespect or abuse directed toward any faculty member, school administrator, or staff person is prohibited and disciplinary action will follow.

In order to help ensure that minimum level of classroom decorum, the following process has been established to guide professors in taking further action to correct misconduct in the classroom.

1. If initial informal efforts fail, the professor will give, within a week of the most recent offense, a written request to the student to meet with him/her in the professor's office. In that appointment, the professor will explain what is objectionable about the behavior and what the possible consequences may be if it continues. The professor will keep a written record of the date, time, main topics, and necessary actions taken at the meeting.

- a. If the behavior violates clear criteria in the syllabus for proper classroom behavior, (i.e., poor or improper participation in class discussion may have a negative effect on the final grade), any consequences included in the syllabus should be referred to and administered.
  - b. If the misbehavior does not violate any written criteria in the syllabus, or if the professor deems the offense serious enough to merit further action, he/she will give a clear warning about specific disciplinary action that will be taken if corrections are not made. Possible actions might include any one or combination of:
    - (1) Restricting where the student sits and/or whom he/she sits near,
    - (2) Insisting on a written formal apology to the teacher and/or class,
    - (3) Dismissing the student from the class for a length of time commensurate with the offense.
2. If the student's misbehavior continues, or if he or she refuses to comply with the professor's discipline, a formal written reprimand will be sent to the student by the professor, with copies kept in the professor's file and sent to the Offices of the Registrar and Student Development. The reprimand should include the following:
- a. A summary of the specific misbehavior(s).
  - b. A list of specific actions taken by the professor in response to the misbehavior.
  - c. The warning that unless corrections are made, a formal complaint will be made to the Academic Affairs Committee. The committee will determine the validity of the complaint and decide the action to be taken up to dismissal from the college.
  - d. If the student's misbehavior continues, a letter of complaint will be sent by the professor to the Academic Affairs Committee outlining the misbehavior and the professor's various attempts to correct the situation. Copies of the complaint will also be sent to the Office of Student Development and the student's advisor. The Academic Affairs committee will then meet within ten days to consider and act upon the petition. If the petition is granted, the student will be dismissed from the College pending hearing or appeal.
  - e. In extreme cases, the Academic Dean may suspend a student immediately. This action will be submitted to the Academic Affairs Committee within two days for ratification.

## **THE STUDENT BODY AND DISCIPLINE**

Discipline is an important part of our lives, and students may face varying degrees of discipline during their time at Trinity. They may also be involved in disciplinary procedures involving other students. This is an important part of maintaining a Christian environment, and we see appropriate discipline modeled in Scripture. The following guidelines and principles are meant to assist students in leading a disciplined life and to help them properly interact with the disciplinary process.

1. Students should practice a lifestyle that clearly demonstrates Godly principles.
2. As members of a Christian community, students must be willing to confront fellow students (when appropriate) on spiritual matters. With this responsibility comes the need for forgiveness and restoration. The following guidelines should be used in matters of spiritual conflict:
  - a. Confront the person in a manner consistent with Matthew 18:15-20.
  - b. Work to forgive the offending student (when necessary) and pray for their restoration.
  - c. Contain details and discussion of the matter to the parties involved, whether students or faculty/staff.



3. After a disciplined student has been restored and the situation resolved, the details of the process and/or situation should be handled with confidentiality and the College community should be willing to assist the disciplined student in changing any inappropriate behavior or practice.
4. Each student should examine his or her intentions and actions in relation to the disciplinary process of the College. Rebellious attitudes, arrogance, and gossip are all inappropriate but common reactions to disciplinary procedures. Students must be on guard against these things.

It is impossible for all College standards to be included in this handbook. Therefore, the Office of Student Development reserves the right to make decisions regarding policy that may not be mentioned in this publication in accordance with the philosophy of the College. The student has the right to appeal any action of Student Development to be heard by the President's Cabinet.

## **HAZING**

Trinity College prohibits hazing. **“Hazing”** means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of Trinity College. Hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student.

Persons engaged in hazing are subject to the disciplinary process of Trinity College as delineated in the Student Handbook.

## **“DRUG-FREE SCHOOLS AND CAMPUSES”**

The Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), signed by President Bush on December 12, 1989, required all institutions that receive Federal funds to implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The following information is in compliance with the Amendment.

Trinity College of Florida prohibits the unlawful possession, use or distribution of drugs on campus or Trinity College of Florida owned apartments. Any student or employee found to be taking part in the unlawful possession, use, or distribution of drugs or alcohol can expect severe disciplinary action up to expulsion or termination of employment and referral for prosecution for violation of the standards of conduct.

Other disciplinary action can include loss of privileges, suspension, and completion of rehabilitation program. Each disciplinary case will consider the severity of the incident and the prior disciplinary history of the student or employee.

Upon completion of a rehabilitation program, the employee or student's future with the College will be decided by the administration of Trinity College. Each case will be evaluated on an individual basis taking into consideration the severity of the program, the evaluation of the rehabilitation service, and the prior disciplinary history of the individual.

Trinity College of Florida will provide, upon request, a description of the health risks associated with the illicit drugs and the abuse of alcohol plus information on drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students.

Any student engaged in these illegal activities will **not** be eligible for the Federal Pell Grant program.

## **ACADEMIC INTEGRITY**

The expectation at Trinity College of Florida is that the principles of truth and honesty will be rigorously followed in all academic endeavors. In support of this aim, Trinity College of Florida requires all students to exhibit academic integrity in all their academic work.

A culture of academic integrity is built upon respect for others' work, commitment to doing one's own work, and intolerance for academic dishonesty in all its forms. This assumes that all work will be done by the person who purports to do the work without unauthorized aids. In addition, when making use of language and some idea not his or her own, whether quoting them directly or paraphrasing them into his or her own words, the student must attribute the source of the material in some standard form, such as naming the source in the text or offering a citation.

Individual instructors are responsible to notify the Academic Dean and the Registrar within seven (7) days of the discovery of an offense. No information pertaining to the offense shall be disclosed to external entities such as colleges, employers, or agencies, except upon subpoena or by written permission of the student.

### Definitions

- Violations of academic integrity include, but are not limited to:
- Cheating - which is the use or attempted use of unauthorized material, information, electronic device, implement or study aid in, for example, any test, quiz, academic exercise or assignment without the instructor's permission;
- Plagiarizing - which is the unacknowledged adoption or reproduction of the ideas, words, data or statements of others; for example, fellow students, printed materials, or any digital materials;
- Fabricating or falsifying - which is the unauthorized falsification or invention of any data, information or citation in an academic exercise;
- Impersonating - which is assuming another individual's identity or allowing another individual to do so, for the purpose of fulfilling an academic requirement;
- Facilitating - which is helping or attempting to help another commit an act of academic dishonesty; for example, making an assignment available or using a mobile device to coach another.

If students have any questions or doubts about what cheating or plagiarism involves, or about how to acknowledge source materials, they should feel free to consult their professor, the Student Learning Center, or the Vice President for Academic Affairs. The full policy on Academic Integrity is one of the Announcements in every course syllabus in eCampus Web .

Penalties for an initial case of plagiarism are at the discretion of the course instructor and may include failure of the course. Penalties for repeated plagiarism in the same course or for plagiarism in multiple courses are at the discretion of the Vice President for Academic Affairs and may include expulsion from the college. Student may appeal a finding of plagiarism by filing a written appeal with the office of the Vic President for Academic Affairs within one week of the original decision. Appeals will be heard by the Academic Affairs Committee, which will render a final decision regarding the case and any discipline.

## GRADE APPEAL POLICY

Grades are determined solely on the basis of the academic performance of each student according to pre-established criteria determined by the course instructor and consistent with College policies. Grade determination is the prerogative of the instructor and students should be aware that the evaluation and grading of academic performance is subject to the professional judgment of each instructor. Considerable personal discretion is required in these judgments – a justifiable margin of difference can exist between the evaluations made by two or more professionals of the same academic performance. Students are entitled to compare their work in the course with the criteria applied in deciding the final grade for the course. Accordingly, the course instructor is required either to return major papers and examinations to students or to make such available for students until the end of the following term. Spring Semester materials are to be available until the end of the Fall Semester.

A student may object to a grade for one or more of the following reasons: 1.) The methods or criteria for evaluating academic performance, made explicit by the instructor at the beginning of the course, usually in a course syllabus or as subsequently modified by the instructor, were not actually applied in determining the grade, 2.) The grade was determined or influenced by criteria other than those explained by the instructor or by criteria not relevant to academic performance, or 3.) The instructor applied the predetermined criteria in a grossly unfair manner.

A student may appeal his or her final grade in a course only in the semester immediately following the one in which the grade was received. Appeals will not be considered after that time. The student who appeals a grade bears the full burden of proof that there are sufficient grounds for changing a grade. Only the final grade of a course and its means of determination may be appealed; grades on individual assignments may not be appealed.

The Academic Affairs Committee consisting of the Academic Dean, Registrar, and at least two faculty members will hear all grade appeals. The Academic Dean, as Chair of the Academic Affairs Committee, receives all requests for hearing, sets the calendar, notifies all committee members and involved parties of the dates and times of the hearings and informs students by written notice of the recommendations of the Committee. The members of the Committee are expected to disqualify themselves should a conflict of interest arise.

A student who is considering a grade appeal must first discuss the grade with the instructor. The instructor is expected to explain the reason for the grade to the student. The instructor may recommend to the Academic Dean a change in the grade that is questioned. This should be done only in unusual circumstances. A written explanation for the grade change should accompany the change of grade card, which must be submitted by the instructor to the Dean.

If that attempt fails, the student may continue his or her appeal by submitting a written request for a hearing to the Academic Dean. Since the burden of proof rests upon the student, it is important that the student include a clear and coherent statement (typed) with the reason for the appeal, together with any supporting documents the student may wish to include. Students may request that copies of supporting documents in possession of the faculty member be forwarded to the Academic Dean. All appeals will be thoroughly and fairly reviewed.

Upon receipt of the appeal, the Academic Dean will forward all materials to the instructor of the course for a written response within two weeks. A copy of the response will be forwarded to the student. The Committee will then meet and may request oral clarification from either the instructor or the student at a meeting.

The Committee shall evaluate the appeal and vote to approve or deny. Decisions of the Committee arrived at by secret ballot are to be determined by a majority vote. Such action must be taken within two months of the date of filing of the appeal.

The Committee is to reach one of the three following decisions:

1. Appeal affirmed and settled by consent: i.e., the Committee devises conciliation mutually acceptable to the student and the instructor who gave the grade. Should the acceptable conciliation involve a change of grade, the instructor will submit a change of grade form.
2. Appeal affirmed and the Committee may submit a change of grade card. In determining the student's final grade, the Committee will take into account all evidence of the student's academic performance in the course under appeal as well as the implications for the student's grade of the instructor's actions in the case in question.
3. Appeal denied; original grade stands.

The decision reached by the Committee is to be communicated by the Academic Dean in writing directly to the instructor and the student. The explanation for the decision will also be communicated.

*Decisions by the Committee are final and binding on all parties.*

## **GRIEVANCE POLICY**

A grievance is a complaint of an alleged unfair or discriminatory practice or decision by faculty, administration, or administrative staff. The central focus of a grievance is not a policy, but rather the actions of the one against whom the grievance is filed. A grievance must be supported by evidence that the unfavorable decision is in violation of institutional policy or practice, or that the person has been treated in a different way than other persons in similar circumstances have been treated.

Any student wishing to file a grievance may do so by the following procedure:

1. Complete a Grievance Petition, which is available online at [https://trinitycollege.formstack.com/forms/grievance\\_form](https://trinitycollege.formstack.com/forms/grievance_form).
2. Submit the Grievance Petition requesting reconsideration of the unfavorable decision to the faculty member or administrator in question. A written response must be given to the student no later than five class days after the receipt of the Grievance Petition.
3. If the student is not satisfied after step 2, the student may submit the Grievance Petition to their respective Vice President. The respective Vice President then has five class days to respond, in writing (letter or email), in hopes of bringing resolution to the situation.
4. If the student is not satisfied after step 3 and if the Grievance Petition has not yet involved the President, the student may file the original Grievance Petition with the President. The President must respond in writing no later than five class days after receipt of the Grievance Petition. The decision of the President shall be final.
5. The aggrieved student who receives no response within five class days at any level in the grievance process may appeal to the next higher level. Those hearing the grievance at the higher level shall secure the written opinion of those who failed to respond at the lower level.

Students should contact the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888) 224-6684 if the grievance was not satisfied.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

In accordance with requirements established by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380) also commonly known as the “Buckley Amendment,” Trinity College of Florida hereby provides notice of intention to comply fully with the Act and also provides notice to students of their rights under the Act. In general, the purpose of the Act is to give presently or formerly enrolled students access to their individual educational records maintained at the College and to protect such student’s right to privacy by limiting the transfer of their records without their consent.

“Educational records” are defined as those records, files, documents, and others materials directly related to a student that are maintained by the College in the normal course of business. The Registrar’s Office has a full copy of the Act, should a student desire to review it in full.

The Act clarifies that an institution is not required to grant access by students to certain materials, including:

1. Private notes and other materials created by the individual College personnel, provided they are not revealed to another individual;
2. Medical, psychiatric, or similar records which are used solely in connection with treatment purpose and only available to recognized professionals in connection with such treatment (provided, however, that a physician or other appropriate professional of the student’s choice may review such records);
3. Security records, which are kept separate from education records, are maintained for security purposes only, and are available only to law enforcement officials. (In each case, student access to such records is at the sole discretion of the individual who maintains these materials.)

It should also be noted that the Act specifically indicates that the legislation does not alter the confidentiality of communications otherwise protected by law. To ensure that the College does not compromise the rights of individuals enjoyed prior to the enactment of the legislation, students and alumni will not be permitted access to materials of an evaluative nature that were received or placed in files prior to November 19, 1974.

Additionally, as provided by the act, students shall not have the right to see confidential letters and statements of recommendation placed in educational records prior to January 1, 1975, provided that they are used only for the purposes for which they were amended. The Act further stipulates that students do not have the right to see financial records of their parents.

As provided by the legislation, students may voluntarily waive their rights to access confidential recommendations on or after January 1, 1975, in three areas: admissions, job placements, and receipt of awards. Under no circumstances, however, can a student be *required* to waive his/her right.

The legislation also makes it clear that the parent or legal guardian of a dependent student, as defined for Federal Income Tax purposes, has a right to information about his/her child without the College’s having to seek the student’s consent. This, upon the written request of a parent or legal guardian of a dependent student, the College will honor this right to the extent it is required by law.

As provided by the Act, the College retains the right to publish at its discretion the following categories of information with respect to each student presently or previously attending the College: the student’s name, address, telephone list, major field of study, dates of attendance, degrees, and the most recent previous educational agency or institution attended by the student.

Students have a right to inform the College within a reasonable period of time that any or all of this so-called “directory information” should not be released without their prior consent. Requests by the student to suppress from public distribution the above-mentioned information are to be made annually.

### **EMERGENCY CONTACTS**

In case of emergency the following line of communication should be adhered to:

**Weekdays during business hours, contact:**

- 1. Vice President for Student Development, Al Depoutot Ext. 316  
Director of Resident Life
- 2. Vice President of Business Affairs Ext. 321
- 3. Office of Student Development Ext. 317
- 4. Facilities Director, Jeremy Alvarez Ext. 320

**For after hour emergencies contact:**

- 1. VP for Student Development, Al Depoutot 727.487.4570
- 2. Facilities Director, Jeremy Alvarez 727.365.3724
- 3. Security Officer 727.237.4431

**If it is necessary at any time to call 911, have the following information available:**

- 1. Identify the problem.
- 2. Give College name:  
*Trinity College of Florida*
- 3. Give College address:  
*2430 Welbilt Blvd.*  
*Trinity, FL 34655*

### **LOCAL EMERGENCY NUMBERS**

POLICE DEPARTMENT	727.847.8102
SHERIFF’S OFFICE (Emergency)	911
MEDICAL CENTER OF TRINITY	727.834.4000
AMBULANCE	911
MORTON PLANT MEASE NORTH BAY HOSPITAL	727.842.8468
FIRE DEPARTMENT	911

# **IMPORTANT DATES**

## **2018-2019 ACADEMIC CALENDAR**

### **FALL SEMESTER 2018**

#### **August**

- 17 Residence Hall Opens
- 17 New Student Registration
- 18-20 New Student Orientation
- 20 Returning Student Registration
- 20 Classes Begin, Drop/Add Period Begins
- 24 \* Convocation - Chapel 10:45 a.m.
- 27 Drop/Add Period Ends

#### **September**

- 3 Labor Day – No Classes
- 5-7 iServe Conference
- 18-21 \* Spiritual Emphasis Week- Modified Class Schedule

#### **October**

- 11-12 Fall Break – No Classes
- 19 Graduation Application Deadline
- 26 Last Day to Withdraw
- 26 \* Campus Preview
- 31\* Registration Chapel

#### **November**

- 19-23 Thanksgiving Break – No Classes

#### **December**

- 7 Fall Classes End
- 10-12 Final Examinations
- 13 Winter Break Begins
- 13 Residence Hall Closes

**\* Events Required for All Students to Attend.**

**\*\* Graduating Students Only Required to Attend.**

# **IMPORTANT DATES**

## **2018-2019 ACADEMIC CALENDAR**

### **SPRING SEMESTER 2019**

#### **January**

- 10 New Student Registration & Orientation
- 12 Residence Hall Opens
- 14 Returning Student Registration
- 14 Classes Begin, Drop/Add Period Begins
- 21 Drop/Add Period Ends

#### **February**

- 7-8\* Global Impact Conference – Modified Class Schedule
- 14\* Assessment Day – Modified Class Schedule
- 18 President’s Day – No Classes

#### **March**

- 11-15 Spring Break – No Classes
- 22 Last Day to Withdraw
- 22 \* Scholarship Chapel
- 29 Campus Preview

#### **April**

- 3 \* Registration Chapel
- 19 Good Friday- No Classes

#### **May**

- 3 Spring Classes End
- 6-8 Final Examinations
- 9 \*\* Graduation Practice 10:00 a.m.
- 10 \*\* Annual Banquet 6:30pm
- 11 Commencement 10:00 a.m.
- 11 Resident Hall Closes

**\* Events Required for All Students to Attend.**

**\*\* Graduating Students Only Required to Attend.**