



TRINITY
UNIVERSITY

STUDENT

HANDBOOK

2017-2018

**Trinity University Student
Handbook 2017-2018**

Assembled by the Division of Student Life, this Student Handbook presents the statements guiding the Trinity University community and provides a compendium of the significant policies and procedures related to student life on campus.

Table of Contents

1. Who We Are	2
A.Mission Statement	2
B.Statement on Student Rights and Responsibilities	2
C.Non-discrimination and Diversity Policy	5
D.Academic Honor Code	5
E.Copyright & Information Technology	5
F.Classroom Procedures and Student Responsibilities	5
2.How We Live Together.	11
A.Student Conduct	11
B.Hearing Forums	13
C.Procedures for Hearing	14
D.Appeals Process for Conduct and Title IX Cases	16
E.University-initiated Withdrawals	16
F.Student Life Policies	18
G.Values-based Policies	18
H.Alcohol Policy, Safer Parties Initiative, Tailgate Policy.	19
I.Anti-harassment Policy	26
J.Drug Policy	30
K.Hazing Policy	30
L.Sexual Misconduct Policy.	32
M.Weapons Policy.	43
N.Other Policies (Smoking, Communication, Posting & Promotion)	43
3.Resources for Student Life	46
A.Student Leaders Fall 2017	46
B.Student Organizations	48
C.Annual Security and Fire Safety Reports	48
D.Emergencies	48
E.Student Complaints or Concerns	48
F.Missing Person Policy.	49

The names of people holding positions referenced in this handbook can be found using the **organizational charts** maintained by Human Resources.

1. Who We Are

A. Mission Statement

Trinity University is a transformational liberal arts and sciences university with selected professional and pre-professional programs. In pursuit of this mission, Trinity is committed to the highest levels of academic and professional excellence in teaching, research, learning, service, leadership, and personal integrity. Trinity embraces innovation in all pursuits: rigorous and relevant course, supportive mentoring relationships, and a wealth of learning opportunities wherever they occur. Trinity prepares its graduates to pursue lives of meaning and purpose.

B. Statement on Student Rights and Responsibilities

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The maintenance of the orderly processes of the University is an essential condition for freedom. Dissent and controversy should function within this framework. Violence, the threat of violence, and the disruptions of the normal functions of the University are alien to the spirit of the academic community.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Trinity University recognizes its duty to develop policies and procedures which provide and safeguard this freedom. The purpose of this statement is to enumerate essential provisions for students' freedom to learn.

Expression

Personal expression

Challenge and discomfort are essential in academic institutions, while proscription and coercion of thought have no place. Students shall be free to think independently and to discuss whatever subjects they wish. They shall be free to support causes, exchange views, and advance ideas, and at the same time they shall be expected to develop reasonable and responsible forms of self-expression.

In the classroom and in conference, instructors should encourage free discussion, inquiry, and expression. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct outside of class in matters unrelated to academic standards. Students shall be free to take reasoned exception to the data or views offered in any course of study and reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled as well as acquiring and demonstrating the skills and competencies required.

Students shall enjoy the same freedom of speech, peaceful assembly, and the right to petition that all other citizens enjoy. Information about student views, beliefs, and political associations shall be considered confidential and shall not provide the basis for professional evaluation or recommendation.

Public Expression

Students have the right to hold demonstrations, distribute information, and express opinions as long as such expressions do not disrupt the regular operations of the University.

Organizations must follow approved procedures for sponsoring speakers, for scheduling events, and for reserving and using University facilities. Policies and regulations related to sponsoring speakers shall not restrict the content of the speaker's message.

As members of the University community, students bring a variety of interests to the campus and have the right of free association to join with other students with similar interests to form organizations according to the guidelines published by Student Life.

These organizations, while not legally a part of and not necessarily endorsed by Trinity University, are understood to be valuable components of the educational process. Students should be free, individually and collectively, to express their views and concerns on issues of institutional policy and on matters of general interest to the student body. In order to facilitate this, the presence of a recognized student representative organization is encouraged and expected.

Student-edited Publications

To make decisions for their lives at the University, students must have access to accurate information and be able to engage in unfettered exchange of ideas. The student-edited press, accountable to the community through an equal-number student and faculty/staff Board of Campus Publications acting as publisher, provides information and a forum for discussion and exercises the student right to freely seek answers to questions.

Campus Climate

Acts of Intolerance

Trinity University values a community where the dignity of self and others is not only maintained but actively pursued.

Civility

Trinity University strives to create an atmosphere in which basic civility and decency are expected and mutual respect and open communication are fostered.

Students living off campus are members of this community and, as such, are representatives of Trinity to the community at large. In this regard, students living off campus maintain an equal measure of accountability to the values and expectations of all members of this community as identified in the Student Handbook.

Safety

Trinity University is committed to creating and maintaining a safe campus environment within reasonable parameters. All members of the community have a right to live and learn free from violence (physical or emotional).

Maintenance of Orderly Processes

Procedures

Trinity University recognizes its responsibility to protect its institutional purpose by setting standards for scholarship, conduct, and use of its facilities. In fostering responsible student conduct, policies that govern disciplinary proceedings play a role along with example, counseling, and admonition. Proper procedural safeguards will be observed that are intended to ensure procedures that are fundamentally fair to all parties involved and to protect students from imposition of unfair penalties in all situations. Decisions are based on the greater weight of the credible evidence presented at the hearing. Procedural fairness requires that students at Trinity be informed of the nature of the allegations against them, be given a fair opportunity to refute such allegations, are afforded an opportunity to pose questions to accusers, and have provisions for review of decisions.

Trinity University has an obligation to clarify those standards of behavior that it considers essential to its educational mission and community life. These standards will represent a reasonable set of regulations that govern student conduct, while permitting the Trinity student to be as free as possible from limitations that have no direct relevance to the student's education.

Searches

Rooms or premises occupied by students and personal possessions of students will not be searched except in serious circumstances. Any exceptions must be authorized in writing by the associate vice president for Student Life and dean of students, or a designee, and must specify the reason for the search and the objects and information sought. The student should be present, if possible, during a search. (The dean of students' office will publish detailed rights and procedures relative to room searches.)

Continuity of Education

Pending final action on a complaint, the status of the student will not be altered nor will his/her right to be present on the campus and to attend classes be suspended except for reasons relating to his/her physical or emotional safety and well-being; for reasons relating to the safety of the members of the University community; or when the continuing presence of the student poses a danger to persons or property, or poses an ongoing threat of disrupting the academic process or any activity authorized by the University. In such cases, the dean of students or the associate vice president for Student Life and dean of students, or a designee, has the authority to take interim action pending the final action.

Procedures for Adoption and Amendment to this Statement

The statement on Student Rights and Responsibilities was approved by the Trinity University faculty (by majority vote), the student representative organization (by majority vote), and the administration. The Board of Trustees was advised of the adoption of the statement.

Amendments or changes to the statement on Student Rights and Responsibilities should be presented in writing, and submitted for a vote and approval as listed above, to the faculty, student representative organ

C. Non-discrimination and Diversity Policy

Within published requirements for admission, Trinity University does not and will not discriminate in admission of students to study at the University, enrollment in classes, housing or use of facilities in the academic program because of race, color, religion, sex, age, national origin, disability (if otherwise qualified for admission), military/veteran status, sexual orientation, gender identity, gender expression, or any status protected by federal, state, or local laws.

Trinity University does not and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, disability (if otherwise qualified for the job), military/veteran status, sexual orientation, gender identity, gender expression, or any status protected by federal, state, or local law. The University is committed to making employment related decisions according to an applicant or employee's experience, talent, and qualifications, without regard to his/her race, color, religion, sex, age, national origin, disability (if otherwise qualified for the job), military/veteran status, sexual orientation, gender identity, gender expression, or any status protected by federal, state, or local laws.

The Compliance Officer of the University is the Director of Human Resources. Any questions or complaints relative to discrimination should be referred to the Office of Human Resources. The Section 504/Americans with Disabilities Act Compliance Officer is the Director for Risk Management and Insurance. Students with disabilities who desire accommodations should contact Student Accessibility Services, preferably before the beginning of each semester. Any questions or complaints relative to facilities, services, and accessibility should be referred to the Office of Risk Management.

D. Academic Honor Code

Students sign the [Academic Honor Code](#) during their first week at Trinity. The Code covers all academic work. The names of Honor Council members and a form for reporting violations, as well as the Code itself, can be found at the University website.

E. Copyright & Information Technology

All persons using Trinity University equipment, connections, and/or software are bound by these [rules and policies](#).

F. Classroom Procedures and Student Responsibilities

University policies related to academic progress (enrollment, degree requirements, grades, transfer credit, dismissal, and withdrawal, for example), as well as policies related to study abroad and internships, are all best found in the Courses of Study Bulletin. If specific questions related to scholarships and financial aid are not answered on the Student Financial Services webpages, email studentfinancialservices@trinity.edu for assistance.

The Faculty and Contract Staff Handbook contains policies related to classroom procedures, faculty duties, student records, and course evaluations. The policies below come from Chapter Six of the Faculty

and Contract Staff Handbook and are presented here as notice to students of policies related to their classroom responsibilities and expectations.

CLASS PERIODS All classes and laboratories should begin promptly at the scheduled hour, and the periods should be closed on time.

CLASS ROLLS Preliminary and interim class rolls should be checked carefully. Any student attending class who is not listed on the class roll should not be permitted to remain in the class. For non-credit students, see Chapter 6C: Evaluation of Students (Grades). Admission to classes is closed after six weekdays of a regular semester and after five weekdays of a summer session. After those dates, which are specified in the University Academic Calendar, a student may not enter a new course and no further registration will be accepted without approval of the Associate Vice President for Academic Affairs: Student Academic Issues.

COURSE OUTLINES During the first week of the semester, each instructor is expected to distribute to each student in his/her class and to the Chair a course syllabus or outline giving general objectives of that course (reflecting the most current Courses of Study Bulletin description), the dates of major examinations for the semester, dates on which major papers are due, the instructor's policy concerning attendance and its relation to the course grade, office hours, and other information pertinent to the organization of the course and to the evaluation of students' performance. If any of the dates of major papers or examinations are to be changed, advance notice of a week (or more) should be given. By action of the University Curriculum Council, no major papers or examinations may be scheduled for the two class days before reading days. Major papers or examinations are defined as papers or examinations that count for more than 10 percent of the total course grade. Laboratory quizzes and performance examinations are excepted from this stipulation.

EXCUSED ABSENCES FROM CLASS Students who are absent from class in order to observe a religious holiday, who are absent from class while participating in a University-sponsored dramatic production, or who are absent from the campus because they officially represent the University in such sponsored activities as intercollegiate athletics, debate tournaments, and tours will be excused from classes under the following circumstances:

- A student's absence from class does not excuse the student from any work missed during the absence. Students may not be penalized for excused absences; the student and instructor will devise an appropriate substitute for missed work, classes, and examinations.
- The responsibility to make up work lies solely with the student, who should discuss the missed assignments with the instructor.
- Students must discuss with the instructor as far in advance as possible the fact that they will miss classes to observe a religious holiday or to represent the University.
- In cases of students representing the University, the names of students who will miss classes must be sent to their instructors by their instructor or coach as far in advance as possible of the class to be missed.
- (Note: Coaches, sponsors, and instructors should make every attempt to schedule travel, games, matches, tours, and other University-sponsored activities at times that will have the least conflict with students' class schedules.)

CLASS TOURS AND FIELD TRIPS An instructor of one class may not schedule field trips that will take students out of other classes. Exceptions to this will be rare and must be approved at least one month in advance of the beginning of the trip by the Vice President for Academic Affairs. Field trips and class

tours scheduled for other than the regular class period, including weekends, cannot be required of students unless the trips are specified at the time of registration. In addition to protecting students' rights and the rights of colleagues by restricting field trips or other off-campus instructional activities to the specific time of the scheduled course, the question of University insurance also arises when students travel off campus. The University's Special Event insurance policy will cover these activities only if the insurance carrier is notified in advance of the trip. Insurance coverage does not apply for class sessions held in faculty members' homes, and it is against University policy to hold scheduled classes at home. However, this should not inhibit faculty from, where appropriate, inviting students to their homes for social events. When students are invited to faculty homes, it shall be understood that the student's presence is voluntary, that the student is a guest in the home, and that any insurance claims should be presented to the company providing the faculty member's own homeowner's policy and not to the University.

TRINITY UNIVERSITY STUDY TOURS

- A. The tour format and sites utilized must be related directly to the subject matter of the course and should materially enhance the amount of learning.
- B. The offering should be a regular course published in the Trinity University Courses of Study Bulletin.
- C. The course or courses should be taught by Trinity University faculty. In the case of tours operating as Agency or Affiliated programs for the Associated Colleges of the South (ACS), faculty members from other ACS institutions may be invited as needed.
- D. The total academic expectations should approximate normal courses and must involve work in addition to the tour itself, specifically:
 1. Preparatory work prior to the travel portion is expected.
 2. The tour itself should have a formal learning component conducted by the instructor.
 3. An assessment component of the course is expected following the tour.
- E. The participation of persons in Trinity University Study Tour courses without credit must be approved by the Office of Academic Affairs. First preference shall be given to students wishing to take the course for credit.
- F. Instructor compensation for study tour courses is set by the Office of Academic Affairs. All business arrangements will follow University policies and operational guidelines established by the Office of Academic Affairs.
- G. Approval for study tour courses must be secured from the departmental Chair and the Associate Vice President for Academic Affairs: Student Academic Issues.
- H. Non-credit study tours or tours not emphasizing study may be sponsored by the Office of Conferences and Special Programs and other University offices such as Alumni Relations. Although Trinity University faculty members may be asked to lead or take part in such tours, all promotional materials should make clear that these are not sponsored by an academic department and are not for academic credit. Any Trinity University faculty or staff member privately organizing or participating in the leadership of a tour should be careful to see that promotional materials do not give the impression of Trinity University sponsorship. A person's position and relevant professional responsibilities at Trinity University may be listed, but it should receive no more emphasis than the minimum necessary for purposes of identification.

FOOD, BEVERAGES, AND SMOKING IN THE CLASSROOM Faculty and students are not permitted to bring food or beverages into any classroom. The use of any tobacco product is prohibited on

University property. The tobacco prohibition includes but is not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and any other products usually identified with tobacco use. The use of tobacco products involves the smoking, dipping, chewing, or any other method of ingesting the chemicals contained in tobacco products. This prohibition includes e-cigarettes and vaping. See also the Smoking Policy in the Classified Staff Handbook. Faculty members are expected to observe and enforce these regulations.

DISMISSAL FROM A CLASS AND STUDENT ATTENDANCE The University expects regular class attendance by all students. The instructor in each course is expected to state an attendance policy in the course syllabus. Each student is expected to familiarize himself or herself with this policy at the beginning of each course. Instructors then have the prerogative of informing the Registrar to drop or withdraw a student from a course for nonattendance within the published deadlines for such actions. After the last date to withdraw, a student dismissed from the class roll for excessive absences will receive an F in the course. Absence from class does not constitute official withdrawal from the class or from the University. A student must initiate withdrawal from the class or from the University in the manner prescribed for “Withdrawal from a course” or “Withdrawal from the University” in the Courses of Study Bulletin. When a student is excessively absent from class, the instructor should assume responsibility to notify the Associate Vice President for Academic Affairs: Student Academic Issues (AVPAA:SAI), who will write the student and invite him/her to discuss the reason for the absences. The student’s faculty advisor and the Associate Vice President for Student Life and Dean of Students will receive a copy of the letter. The AVPAA:SAI will later inform the instructor, the faculty advisor, and the Associate Vice President for Student Life and Dean of Students of the outcome of the conversation with the student.

POLICY REGARDING DISRUPTION OF CLASS Students will not be permitted to behave in such a manner as to disrupt the orderly conduct of classroom activities. When such behavior occurs, it is the responsibility of the instructor to discuss the matter with the student involved, warning the student that continuation of such behavior may result in dismissal from the class. If the behavior continues, the faculty member may drop the student from the class. Notification of such action shall be communicated in writing to the student, the student’s faculty advisor, the departmental Chair, and the Vice President for Academic Affairs. This notification must include a statement of the reasons for the decision and a summary of the appeal procedures. The student has a period of two school days in which to file a written appeal with the Vice President for Academic Affairs. A copy of the dismissal notification will remain in a file created for this purpose in the Office of Academic Affairs; the copy will be destroyed when the student is graduated. If the dismissal from class occurs before the published deadline for withdrawal from a class, the student will receive a grade of “W” in the class; if it occurs after the deadline, the grade will be “F.”

EXAMINATION SECURITY It is incumbent upon faculty members to provide appropriate security for their examinations. For example, faculty members should not give the same examination to sections of the same class or repeat the same examination semester-to-semester or year-to-year. Student employees should not be asked to type and prepare examinations. Secretaries preparing examinations in departmental offices should be instructed to take all appropriate security precautions. Also, care should be taken in discarding drafts of examinations or copies of old examinations. Finally, examinations to be reproduced in the University Print Shop should be hand-carried by the faculty member or the departmental secretary to the Print Shop.

FINAL EXAMINATIONS Schedules for final examinations are announced in advance of the examination period. Final examinations will be held at the published and scheduled time. Exceptions allowing the change of the time of a class examination are rare and will be granted only on the approval

of the Chair and the Vice President for Academic Affairs. The individual faculty member may determine whether a final examination shall be given. The information concerning the final examination shall be included on the syllabus. Filing the syllabus with the Chair is sufficient notice that there will be no final examination. If no final examination is given, some appropriate instructional activity should be substituted.

READING DAYS The two days immediately preceding the final examination period are designated as Reading Days. Since Reading Days are for the purpose of providing students with study time prior to final examinations, no classes are held, no graded assignments or projects are due, and no examinations are given on those days. Exceptions to this policy must be granted by the Associate Vice President for Academic Affairs: Student Academic Issues. During this time, departments, student organizations, and individual faculty members are encouraged to schedule no lectures, projects, parties, or other activities involving students. No major papers or examinations may be scheduled for the two days of classes before Reading Days. Major papers or examinations are defined as papers or examinations that count for more than 10 percent of the total course grade. Laboratory quizzes and performance examinations are excepted from this stipulation.

SAFETY IN THE CLASSROOM Faculty members are responsible for incorporating applicable safety procedures and practices into the curriculum of each course offered. Supervision of students should be provided to insure that procedures are followed. Hazardous conditions or accidents involving personal injury that do not require immediate emergency assistance are to be reported to the departmental Chair. See also “Medical Emergencies” in the handbook, Fiscal Affairs Policies and Procedures.

FACULTY PRESENCE

- A. Office Hours It is the responsibility of each member of the faculty to be available for consultation with students on a regular and, insofar as possible, predictable basis (for full-time faculty members, a minimum of 10 hours each week is reasonable). Policies regarding consultations with students must be included in the syllabus for each course. Faculty members must provide students with a telephone number or numbers through which they may be contacted when they are not in their offices; normally this would be the departmental office telephone.
- B. Registration Faculty advisors must be available on campus during advising and registration periods.
- C. Convocations All members of the faculty have the responsibility of participation in all of the formal University ceremonies, including commencement. Academic regalia, when required, may be purchased or rented through the Bookstore.

ON-CAMPUS SALES OF INSTRUCTIONAL MATERIALS TO STUDENTS Commercial exchanges of money between students and faculty members are not permitted at Trinity University. Therefore, neither individual faculty members nor departments are to sell materials to students. The University Bookstore is the appropriate location for on-campus sales to students.

RESOLUTION ON NONSEXIST LANGUAGE As part of Trinity University’s ongoing commitment to speaking and writing effectively and of our general goal of promoting social equality, members of the University Community should avoid linguistic practices which may be construed as undermining equality.

RESOLUTION ON EFFECTIVE WRITING Whereas a well-educated individual is one who can write clearly and accurately in all walks of life; Whereas clear thinking and clear writing are inextricably related; Whereas learning to write effectively requires more than training in formal English courses;

Whereas effective writing demands constant practice; Therefore, be it resolved that the faculty members of Trinity University pledge to require effective writing in all courses taught at Trinity University. The Faculty considers this a major responsibility to the students, and anything less will fall short of providing an excellent liberal arts education for our students.

RESOLUTION ON SPEAKING Given the importance of the ability to speak coherently, clearly, and with self-confidence, every course at Trinity University will, wherever appropriate, encourage and require from each student some demonstration of oral communication competence.

STUDENT EVALUATION OF COURSES AND FACULTY The purposes for student evaluation of courses and faculty are:

- A. To furnish information for the individual faculty member to use in assessing his/her course content and presentation.
- B. To provide the individual student with an opportunity to offer constructive criticism to his/her instructor.
- C. To provide the individual faculty member with data that may be used in support of his/her considerations for promotion, tenure, and salary increments.
- D. To provide the student body with a voice in developing and maintaining an effective Faculty and curriculum.
- E. To provide data that may assist in making curricular decisions.

Student course/instructor evaluations shall be administered, in combination with other measures of teaching effectiveness, for formative (i.e., for faculty self-improvement) and for summative (i.e., for merit salary, reappointment, promotion, and tenure) purposes.

- A. Student course/instructor evaluations shall be used for summative purposes (i.e., for merit salary, reappointment, promotion, and tenure) only in combination with other measures of teaching effectiveness. Separate measures, agreed upon by the tenured members of each department, will be described in a report to the Vice President for Academic Affairs, and the report will be sent to the Committee for the Evaluation of Courses and Faculty. Any changes in a department's method should be documented in the same manner.
- B. The instrument to be used for student course/instructor evaluations will consist of a University-wide form, with a set of items common to all uses and a set of items specific to the academic department or curricular unit. Departments may develop sets of items for different types of courses (e.g., lab vs. lecture). The specific items will be included in the report to the Vice President for Academic Affairs and the Committee for the Evaluation of Courses and Faculty (together with the description of additional measures described in Section II.A). The use of the student course/instructor evaluation instrument for summative purposes is compulsory every semester, including summer school. However, there will be no evaluation of courses and faculty using the University-wide forms for classes taught off campus during the summer. Faculty wishing to evaluate such courses may do so using their own or departmental forms.
- C. A compilation of the comments, along with mean and median values (calculated to one decimal place), the percentages and frequencies of responses for each of the numerical questions, and the number of registered students who responded to the survey, will be provided to the faculty member after grades are due.
- D. Every faculty member shall share his or her teaching evaluations with the department chair for the annual merit review process or, in the case of part-time faculty, to help assess teaching performance. The faculty member may write an analysis of the evidence for teaching

effectiveness as part of the annual Summary of Professional Activities. The Chair shall write his or her own analysis of the evidence, from both student course/instructor evaluations and additional measures, as part of the annual merit review and send a copy of this analysis to the faculty member. The faculty member may write a response to the Chair's analysis directly to the VPAA, to be included in the merit review documentation. In the case of departmental Chairs, the same process will be followed by substituting the VPAA for the Chair.

- E. The University shall provide faculty members with support services which will aid them in the improvement of teaching skills.

The instrument for student evaluation of courses and faculty shall meet the following guidelines:

- A. At least some of the questions shall allow for narrative responses.
- B. The common questions will be proposed by a committee jointly appointed for this purpose by the Faculty Senate and the Student Government Association, with the understanding, however, that a majority of the committee shall consist of members of the Academic Faculty.
- C. The common questions shall be approved, prior to their use, by the Academic Faculty.
- D. The Office of Information Technology Services (ITS) in cooperation with the departmental administrative assistants will set up online evaluation forms for all courses. Evaluations are to be completed in class, normally during the last 10 class days of the fall and spring semesters, and during the last 5 class days of the summer semester. In some cases, due to concerns about the anonymity of students, departments may decide that no courses of fewer than five students should be evaluated. In other cases, departments may decide to conduct evaluations of such courses using their own instruments and procedures for this purpose. In still other cases, departments may choose to use the University-wide forms for these small classes. When the University-wide form is chosen, in some instances it may be desirable to combine different classes. Departments in cooperation with ITS will generate combined evaluation forms for these classes.
- E. In consultation with the Committee for the Evaluation of Courses and Faculty, the Office of Academic Affairs will develop and implement a method for orienting all incoming students to the process of course/instructor evaluation.

2. How We Live Together

A. Student Conduct

As members of the University community, students willfully consent to following policies and procedures as outlined by Trinity University.

Mission of the Student Conduct Program

The Trinity University Student Conduct Program (SCP) aims to hold students accountable for their actions and provide them an opportunity to reflect upon their impact on the Trinity community through a fair, equitable, and education-based process. The SCP's mission is to encourage student learning and development while preserving the safety and integrity of Trinity University's academic and social communities.

By establishing student conduct policies and discipline procedures, the University fulfills an obligation set forth in the statement on Student Rights and Responsibilities.

Standards of Conduct: General Information

Expectations of Students

Trinity University strives to preserve the rights and dignity of individuals and to create an environment in which civility, decency, and respect are honored. Students are expected to take responsibility for their actions and show respect for self, others, the University community, and property. In this community of scholars, respect and acceptance of differing points of view is fundamental to creating the quality of life that encourages growth and development. The diversity of this community places upon all its citizens an obligation to respect the perspectives of others who are different from themselves. These differences include, but are not limited to, gender, ethnicity, politics, religion, sexual orientation, geography, and class. Matriculation at Trinity University implies understanding and support by the student of University standards. Failure to observe these standards and other regulations will subject the student to University action through established procedures for the administration of student conduct standards.

Community Input for Procedures and Policies

The Dean of Students office will seek input from the campus community in determining and developing procedural guidelines and policies which will ultimately be approved by the President.

Application of Student Standards

The following policies and the consequences of their violation are applicable to the conduct of a student on campus, at University-sponsored events, or at any other location or time when the conduct (1) has an adverse impact on the reputation of the University, (2) negatively affects the safety or welfare of University students, employees, or neighbors, or (3) interferes with or obstructs the mission or operations of the University.

Violations of local, state, or federal law are not condoned by the University, and alleged violators may be referred to the campus judicial process without regard to whether civil officials have also acted in the case. Likewise, some of the offenses described below are violations of local, state, or federal laws and may be prosecuted independent of any disciplinary action taken by Trinity University. Status as a student does not exempt one from either the rights or responsibilities of citizens.

In addition to the major standards of conduct, students are expected to abide by additional University policies that exist to further the orderly functioning of the University's departments and their resources. Such additional policies relate to and include, but are not limited to, academics, library operations, copyright, information technology/computing, parking, traffic control, intercollegiate athletics, intramural sports, campus publications, dining facilities, and residential life, including the "Board and Residential Agreement." These policies may be found on department Web pages or publications. Violations of these policies will subject the organization and/or individuals involved to appropriate action.

Complaint Process

Any person may file a complaint with the Dean of Students Office alleging a violation of the University's published standards of student conduct.

Orders

Official Order

An Official Order is an emergency directive from a University official. Official Orders are primarily used in response to situations of great urgency. Official Orders require immediate and unquestioning compliance. They remain in effect only as long as the situation that prompted their issuance. Official Orders include, but are not limited to, an order to identify oneself by display of a University ID or an order to evacuate a building in case of a fire and not reenter it until official permission has been given. University officials authorized to issue Official Orders include faculty, staff, Residential Life student staff, and University police when in performance of their official responsibilities. Challenges to the reasonableness of an Official Order should be made in writing to the associate vice president for Student Life within five class days from the date the order was issued, but not at the time the Official Order is given. Failure to comply with Administrative or Official Orders may result in referral for judicial action.

Administrative Order

An Administrative Order is used to require or prohibit specific behaviors for a specified period of time and is issued from a University administrator (president, vice president, dean, or director). Compared to Official Orders, Administrative Orders are used to address situations of less urgency than Official Orders and are longer term in nature. Examples of Administrative Orders include: barring a student from athletic events or a residence hall as a result of misbehavior or requiring one student to stay away from another in order to avoid conflict. Appeals of any Administrative Order can be made in writing to the appropriate vice president within ten days of the order. A vice president's order or appellate decision can be appealed in writing within five days of receipt of the decision to the president of the University.

B. Hearing Forums

The Dean of Students or a designee will review each case, consider corresponding policy violations, and assign the case to the appropriate hearing forum or University official for review. The review may include a review of documents, interviews of potential witnesses and other parties, and collection of other evidence. The case may be referred to a designated staff member for an administrative meeting, to the Student Conduct Panel, or to the Dean of Students.

Administrative Meeting

A designated staff member will meet with the responding/petitioning parties on an individual basis. The designated staff member has the authority to determine responsibility and choose from among a full range of sanctions.

Student Conduct Panel

Each Student Conduct Panel will be composed of four students and one staff or faculty member selected from a pool of trained students, staff, and faculty. The Student Conduct Panel will determine responsibility and sanctions.

NOTE: For sanctions of suspension or above, the Student Conduct Panel will recommend the sanction to the Dean of Students, who can uphold, overturn, or send the decision back for further review by a different panel. The Student Conduct Panelists will consist of the following:

- students who have been interviewed by the Dean of Students office, outgoing conduct student panel members, and Student Government Association, and recommended by the president of the University;

- staff members designated by the Dean of Students and/or faculty nominated by the Faculty Senate who are approved by the president of the University.

A Student Conduct Panel composed of one staff or faculty member and four students will be assigned to a specific case. The term of service for student members will be one academic year. The Office of the Dean of Students can remove members of the Student Conduct Panel for any infractions of University policy.

The Student Conduct Panel will have authority to determine responsibility based upon the results of investigations and/or hearings and to impose appropriate sanctions. The decisions of the Student Conduct Panel will generally be determined by consensus or will require a majority of three votes. Sanctions of suspension or above will be referred to the Dean of Students for final review.

Dean of Students Meeting

The Dean of Students will hear cases at the discretion and direction of the Vice President for Student Life. The procedure and the nature of the proceeding is at the discretion of the Dean of Students.

C. Procedures for Hearing Forums

Notification

Students will be sent a notification that includes a list of all possible University standards of student conduct that may have been violated and that refers students to procedural information.

The notification will be sent a minimum of 96 hours prior to the meeting date of the Student Conduct Panel.

Standard of Evidence

Decisions are based on the greater weight of the credible evidence presented at the hearing. Often referred to as the "preponderance of the evidence," this standard asks decision-makers to consider whether it is more likely than not that a violation occurred.

Witnesses

Any student charged of violating University standards of student conduct or any student presenting a case before any of the three hearing bodies may submit a written request to call witnesses on his/her behalf no later than 48 hours prior to his/her hearing date. The written request must include a brief statement of the information each witness can provide. The Dean of

Students, or a designee, has the discretion to decide which witnesses will be called to the hearing.

Students will be informed in advance and in writing of all participating witnesses.

Hearing Guidelines

Trinity University is committed to addressing issues of conduct fairly and in a manner that is reasonable for responding students. At their core, procedures are intended to be straightforward, simple, and clear. Students are expected to participate in this process with civility, candor, and authenticity. Students are entitled to a fair hearing.

- Students will have an opportunity and are expected to review case materials in advance.
- Students will be informed in advance of any witnesses called to hearings.
- Students are entitled to explain their conduct and respond to allegations against them.

- While the procedure and nature of the hearing is at the discretion of the Student Conduct Panel or assigned administrator, usually students will be asked to discuss the allegations and respond to questions.
- At any point, hearing bodies may have the discretion to determine when to consider previous allegations and violations.
- A determination whether or not a student is responsible for violating a policy or policies will be determined and a sanction, if appropriate, will be communicated either immediately following the hearing or within four calendar days.

Support Persons

At any point in the process, a student appearing before a conduct hearing body in any capacity may bring a person of support, if approved by the hearing body. This support person does not have to be a member of the University community. S/he may be present for purposes of advice and support but may not speak on behalf of the student unless s/he is a previously designated witness.

Privacy Guidelines

In cases involving multiple respondents, each respondent may request at the time of the meeting/panel notification that his/her individual participation be conducted separately. All meetings/panels are closed to all persons, except for the person(s) charged of violating policy, witnesses, the accusing party(ies), support person(s), the staff member or Student Conduct Panel, their advisor, referring staff, and other University officials as approved by the Dean of Students. Any party in a hearing may petition the Dean of Students, or a designee for an open meeting/panel at the time of their notification. Such a petition should state the reasons an open panel/meeting is requested. All parties involved in the case will be permitted to express opinions about the petition before the Student Conduct Panel decides the status.

Records

Student(s) charged with violating University standards of student conduct will have access to all written records (including but not limited to incident reports, letters, Trinity Police reports, and witness statements). The responding party may read all relevant documentation prior to the hearing. Students may also receive copies of reports, but identifying information of other parties will be removed from the documents.

An audio recording will serve as the single verbatim record of all hearings. The recording is the sole property of Trinity University. Any student who has a right of appeal in the case has the right to listen to this recording but will not be provided a copy nor may s/he make a copy or remove the tape from the Dean of Student's office. No court reporters or additional recording devices are permitted. The recording will be made available during an appeal. Recordings will not be destroyed until it is certain that the decision of the hearing body will not be appealed.

Written Summaries

Within five class days, a designated member of the Student Conduct Panel will send out a written summary to the responding student(s) and relevant University officials that summarizes the reasoning for the decision and details the sanctions (if applicable). This summary will include a review of facts, witnesses heard, information determined to be credible, information used on which to base the decision, and reasoning for the sanction.

D. Appeals Process for Conduct and Title IX Cases

Responding student(s) and petitioning party(ies) have the right to request a review of decisions through the Dean of Students Office. Students should submit written appeals within five days of the date of the written decision. Appeals should be submitted online per instructions in the sanction letter. The filing of a request for review will stay the enforcement of previous decisions except in the most unusual circumstances. Students who ask for a review will not be subject to harsher sanctions as a result of the appeal. Typically within 3-5 business days, the Dean of Students, or a designee, will determine if a submitted appeal meets one or more of the grounds for appeal (see below), and can move forward.

For appeals that have standing, one designated staff member and two students from the Student Conduct Panel (separate from the original hearing body for the case) will review the written appeal of the case. The Student Conduct Panel will review the written appeals of cases from Administrative Meetings, Student Conduct Panels, and Dean of Students Meetings.

Appeal Procedures

Appeals will be heard by two students and one staff member from the Student Conduct Panel who are unaffiliated with the case. The members will make the decision based only upon documents from, or related to, the hearing (such documents include, but are not limited to, the appeal, the written decision of the original conduct hearing body, written statements by parties involved in the hearing, and incident reports).

Appeals requests are limited to the following grounds:

1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
3. The sanctions imposed are substantially disproportionate to the severity of the violation.

If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final.

The appeal by one party may be shared with the other party (parties) when appropriate under procedure or law (e.g., if the responding student appeals, the appeal is shared with the complainant, who may also wish to file a response, request an appeal on the same grounds or different grounds). All request-related documents are shared with all parties prior to submission.

E. University-initiated Withdrawals

Involuntary Withdrawal

Trinity University is committed to the health and safety of all students and to the campus community as a whole. However, there may be instances in which a student's conduct violates the conduct standards to the extent that the University believes an involuntary withdrawal is necessary. The University may withdraw a student if it is determined that the student is engaging in or likely to engage in behavior which:

- 1) constitutes a direct threat,
- 2) poses a significant disruption to the educational environment or the rights of others, or
- 3) renders the student unable to engage in basic required activities necessary to obtain an education.

The dean of students or his/her designee is empowered with the discretion to define within his/her professional judgment what is sufficiently threatening and/or disruptive to warrant invoking this involuntary withdrawal procedure. If the University decides an involuntary withdrawal is necessary, then the student will receive a formal written notice stating the reasons for the determination. The notification will include information concerning the conditions for reinstatement. A copy of the conduct standards and these procedures, which includes the appeal process, will also be included. The student's parents/guardians will also be notified as soon as possible and must assume responsibility for the student's care.

Involuntary withdrawal of a student from the University will be undertaken only as a last resort. Every effort should be made to help students understand the consequences of their behavior, make responsible decisions, and develop skills that will allow them to remain and function in the Trinity Community.

Withdrawals Due to a Direct Threat

A direct threat is defined as a significant risk to the health and/or safety of the student or others. A significant risk constitutes a high probability of substantial harm based on a timely, reasonable professional judgment. Significance will be determined by the nature, duration, and severity of the risk; the probability that the potentially threatening and/or risky behavior will actually occur; and whether mitigating measures or reasonable accommodations will sufficiently minimize the risk.

In the event the student poses a direct threat, the dean of students or his/her designee may require the student to be assessed off campus by a qualified mental health professional as a condition of reinstatement. The purpose of the assessment is to assure the student is:

1. safe to return to campus and does not pose a direct threat to him/herself or others;
2. able to adequately care for him/herself;
3. able to function physically, academically, and socially, while not causing significant disruption to the community or normal functioning of the University. In such cases where an assessment is deemed necessary, the dean of students or his/her designee will notify parents/guardians and/or other appropriate persons.

Reinstatement

Students who have left under the above conditions may be reinstated to the University only after meeting with and being approved by the dean of students or his/her designee. Approval for reinstatement will typically be based on the student's ability to demonstrate a period of responsible behavior outside the University. The University may require a statement from a qualified mental health professional that the student is ready to return to and cope with college life.

In cases where the University has determined the student to be a direct threat, the student must provide written documentation from a mental health professional that illustrates the behavior is sufficiently mitigated. The student may be asked to develop a safety plan which includes a description of specific goals, meetings, and supportive steps the student will implement to help reduce the risk of further threatening behaviors. Counseling Services staff members are available to assist with the creation and editing of this plan. If a student has been assessed as a direct threat and a mental health professional states that a particular course of treatment will mitigate the threat, the University can require the student to participate in this treatment as a condition of reinstatement.

The Dean of Students or his/her designee will examine the information presented, and, when necessary, consult with appropriate University personnel, to determine if the student has met the criteria for reinstatement. This decision could include one of the following options:

1. Immediate return to the campus, providing the student follows a plan for care with on campus and/or off- campus providers. Failure to follow the approved plan will result in the immediate suspension of the student.
2. Student's return to campus deferred until additional assessment or treatment can be obtained.
3. Student's return to campus deferred indefinitely due to significant and specific concerns about continued danger to self or others and/or disruption to the community.

The decision of the dean of students or his/her designee is subject to appeal to the Vice President for Student Life.

Students who have been removed from campus are not allowed to attend class and have no access to the campus or University-sanctioned or -sponsored events.

F. Student Life Policies

A student who enrolls at Trinity University is charged with the obligation to conduct himself or herself in a manner compatible with the University's mission as an educational institution. As a residential University, Trinity values experiences that help students learn and grow, with the understanding that each student is responsible for his or her own behavior.

Trinity's student policies are created and implemented around respect: respect for one's self, respect for others, and respect for the Trinity community. Students are expected to respect the standards that form the foundation of a civil community through personal integrity.

G. Values-based Policies

In order to create a University environment in which civility, decency, and respect are honored, Trinity University has set the following standards of behavior.

Respect for Self, Others, the Community, and Property

Students are expected to respect themselves by avoiding conduct that is potentially dangerous and detrimental to their physical, psychological, or emotional well-being.

Students are expected to respect others, including those in the greater community. Examples of unacceptable behavior include, but are not limited to, the following; violence, threats of violence, harassment, stalking, dangerous conduct (such as tampering with safety and security related property) and threatening, belligerent, or menacing behavior toward others.

Students are expected to respect the standards that form the foundation of a civil community through personal integrity. Examples of unacceptable behavior include, but are not limited to, theft, possession of stolen or illegal property, lying, cheating, falsification of records, disruption, disorderly conduct, failure to identify one's self, evasion of University officials, failure to respond to a reasonable request of a

University official, harassment or belittling of staff performing their duties, indecency, possession/ownership or use of a weapon, and unauthorized entry into buildings.

Students are expected to respect the property of others, including University and student property. Examples of unacceptable behavior include, but are not limited to, vandalism, defacement, and destruction of property.

Personal Responsibility

Students are expected to be responsible for their own behavior and assume responsibility for the behavior of guests, if those guests are otherwise unconnected to the University or are unidentified. Student host assume responsibility for sponsoring activities or gatherings in violation of policy.

H. Alcohol Policy, Safer Parties Initiative, Tailgate Policy

Alcohol

This policy intentionally promotes awareness of the physical, emotional, mental and legal ramifications of irresponsible alcohol use because freedom relies not only on rules but, most importantly, on informed thinking.

NOTE; When a student contacts University officials or other helping professionals out of concern for another student's health and safety none of the students present (including the intoxicated student) will be considered for alcohol policy violations for that specific incident.

I. INTRODUCTION

- A.** The Trinity Alcohol Coalition of students, staff, and faculty has developed the following three tenets related to alcohol: Trinity University cares deeply about the health and safety of students; acknowledges that students will drink, but discourages irresponsible drinking; and enforces policies related to alcohol possession, and consumption. These policies were formed in accordance with state law and for the protection of the health and safety of students.
- B.** Trinity University values the freedom of those who live and work here to make their own choices, and it values the education that equips them to exercise that freedom responsibly. Choices regarding alcohol, in particular, are a matter of individual and community interest because poor decisions can negatively impact personal health and the public environment. Trinity respects the choices of those who consume alcohol within reasonable and legal bounds and those who avoid it altogether. However, because the consumption of alcohol can impair and individual's judgment and lead to devastating damage and loss, this policy aims to limit those negative consequences in order to sustain a positive, livable, learning environment on campus. In order to sustain that environment, students remain accountable to all University policies even when drinking; intoxication does not serve as an excuse for violating any policies.

II. SUMMARY OF TEXAS STATE LAW REGARDING ALCOHOL

A. Minors and Alcohol

1. The legal age is 21, and it is illegal for a minor to possess, purchase, attempt to purchase, or consume alcohol. A first offense results in an alcohol awareness course, community service, a 30-day suspension of driver's license, and up to \$500 fine. Repeat offenses may result in automatic suspension of driver's license and up to a \$2000 fine and 180 days in jail. All penalties are assigned at the discretion of the judge.
2. Possession of false identification results in up to \$200 fine.
3. Making alcohol available to a minor results in up to a \$4000 fine and/or one year in jail.
4. A parent must appear in court for any alcohol charges filed against a minor under 21 years of age.

B. Driving While Intoxicated

1. For anyone under 21, it is illegal to drive with any detectable Blood Alcohol Concentration (BAC). A first offense results in up to \$500 fine, 40 community service hours, alcohol awareness course, and 60-day suspension of driver's license. All penalties are assigned at the discretion of a judge.
2. The legal limit for intoxication is .08 BAC. However, drivers may be cited for impaired driving due to alcohol regardless of BAC. Refusal to take a blood or breath test to measure BAC can result in a 180-day driver's license suspension.
3. A first offense results in up to \$2000 fine, 180 days in jail and driver's license suspension up to one year. Repeat offenses may result in up to a \$10,000 fine, 10 years in penitentiary and two years of driver's license suspension.

III. UNIVERSITY STANDARDS

A. General University Policies Related to Alcohol, including Main Campus Residence Halls

1.
 - A. On main campus, only beer and wine are permitted, and only in designated residential areas by those of legal age. All hard alcohol is prohibited regardless of the age of the students. Approved beverages may be served in the Skyline Dining Room. Room to any students, faculty, staff, and their guests of legal age. Because some alcoholic beverages are not clearly categorized as beer, wine, or hard alcohol, the following is provided for clarification.
 - 100% fermented alcoholic beverages (generally available in Texas grocery stores), including ales (such as Bass Pale Ale) and malt beverages (such as Mike's Hard Lemonade, Smirnoff Ice, Colt 45), are permitted.
 - Champagne is considered the same as wine.
 - Beverages that comprise distilled alcohol (liquors and liqueurs, such as Kahlua) and fortified wines (such as MD 20/20, Thunderbird) are prohibited.
 - Throughout the remainder of this policy the prohibited items will be referred to as "hard" alcohol.
 - B. General University Policies related to Alcohol in City Vista Apartments: Students of legal drinking age may possess alcohol (Beer, wine, hard alcohol).
2. When a student contacts University officials or other helping professionals out of concern for another student's health and safety none of the students present (including the intoxicated student) will be considered for alcohol policy violations for that specific incident. (Note that when hazing may have occurred, State law requires that such incidents be reported.)
3. Persons or organizations that furnish alcoholic beverages to underage students or visitors will be subject to Trinity adjudicative action and/or criminal prosecution for violation of state laws.
4. Any act that causes others to involuntarily or unknowingly consume alcohol is prohibited.

5. Public intoxication is prohibited. Generally a person is considered intoxicated if that person has consumed alcohol and is disrupting or disrespecting others, or potentially poses harm to his or herself or others.
6. The Board of Campus Publications will have the authority to determine policy regarding alcohol advertising in the Trinitonian.
7. Parents/guardians or spouses of students may not serve alcohol to underage students on campus or at official Trinity University events on campus.

B. Regulations on Alcohol Use on main campus and City Vista Apartment

1. In main campus residence halls, all students 21 years or older and their guests of legal age may possess and consume beer and wine in any upper-class residence hall suite where at least one of the assigned residents is present and is of legal age. The following restrictions pertain to all residents regardless of age:
 - The possession or consumption of alcohol is prohibited in all first-year halls. · “Hard” alcohol is prohibited, regardless of the age of the student. · No alcohol may be provided from common source containers, including but not limited to kegs.
2. Alcohol is not permitted in designated substance-free floors.
3. Alcohol use is prohibited in any public area, including but not limited to balconies, corridors, and lounge space. Note: for policies regarding alcohol consumption or possession in public spaces at the City Vista Apartment, please see the City Vista Apartments Policy Addendum
4. The possession of alcohol containers is prohibited in all first-year halls and all upper-class rooms where neither resident is of legal age. Since neither are permitted regardless of age, empty “hard” alcohol containers (decorative or otherwise), and common-source containers such as kegs, are likewise prohibited in any residence hall location.
5. Those present where there is an alcohol violation may be found responsible of University policy.

C. Regulations for University-authorized Use of Alcohol

1. On-campus events
 - a. Trinity University organizations or groups (including departments, offices, and student organizations) may permit serving of alcoholic beverages for those of legal age, even with underage person present. Student organizations must apply to the director of Student Involvement or designee and departments must apply to the associate director for Risk Management and Insurance for approval.
 - b. Except for the Skyline Dining Room or other authorized locations, there will be no place on the Trinity University campus where alcoholic beverages are sold.
2. Off- campus events
 - a. Students (or members acting on behalf of University sponsored, registered student organizations, and fraternity & sorority organizations, or other formal or informal groups) sponsoring any events or activities off campus and not in compliance with University alcohol policies do so of their own violation and at their own personal risk and liability. Trinity University assumes no responsibility or liability for such activities. Students who attend these events are still subject to all Trinity University polices governing student conduct.
 - b. All on and off-campus student organization sponsored events should be held in accordance with guidelines found in the Student Organization Handbook.
 - c. When students are participating in University-related outings (for example, retreats, outdoor recreation activities, field trips, music ensemble tours, conferences, and athletic trips) only

those students 21 years or older - who have the expressed prior approval of their University sponsor – may purchase, possess, be served, or consume alcohol, and only at dining establishments that have a permanent license to sell alcoholic beverages. During such an outing, under no circumstances is alcohol allowed in vehicles, lodging, campsites, or other locations. While on University business, Trinity students are prohibited from driving after consuming any alcohol. (These allowances do not apply to student organizations, which are subject to policies in the Student Organization Handbook).

- d. In instances where Trinity University directly sponsors an event abroad, led by a Trinity faculty or staff member, such activities are governed by this policy just as if the event had been hosted in the United States with the provision that students are of legal age in the host country and provided that it is culturally appropriate. Alcohol may be provided by Trinity faculty and staff only if purchased and consumed in an establishment with an appropriate license to serve alcohol. Local hosts should not be prevented from providing culturally appropriate beverages including alcohol at a reception or on site visits so long as students abide by local regulations on drinking and act responsibly.
3. Off-campus with University employees in informal settings
 - a. Students who are under 21 years of age may be present at informal events or times where alcohol is being served as long as the policies of the establishment or the wishes of the hosting employee permit such students to be present; however, only those students who are 21 or older may purchase, possess, or be served alcohol. Any alcohol consumption is always subject to the approval and discretion of the event sponsor or host.
4. Other University- related events and situations
 - a. Trinity University departments may host official sponsored events where alcohol is served if approved in advance by the associate director for Risk Management and Insurance. When alcohol is being served by a person other than a hosting faculty or staff member, it must be at an establishment that possesses a permanent license to sell alcohol.
 - b. Students who are under 21 years of age may attend events sponsored by departments on or off campus, but may not consume alcohol. Students who are 21 years of age or older may consume alcohol at these events at the discretion of the sponsoring department.

IV. ENFORCEMENT, EDUCATION, AND SERVICES

- A. Students are personally responsible for complying with state and local laws and the University alcohol policy. Trinity University respects students' privacy and autonomy, assumes that they will behave legally and responsibly, and will not closely monitor the activities of individual students or members of student organizations.
- B. Residential Life and the Trinity University Police Department will respond to any observed alcohol policy violations and submit incident reports to the Office of the Dean of Students and/or Student Conduct Panel.
- C. On an annual basis, the Trinity Alcohol Coalition will review the range of sanctions for alcohol policy violations.
- D. Information related to education and services can be found on Dean of Students web pages.

Safer Parties Initiative

Guidelines for Groups/Organizations Alcohol at Unsanctioned Private Local Events

The recommendations below represent suggested practices that help foster student safety, well-being and responsibility at off-campus events involving alcohol. These guidelines were developed in coordination with students representing the Greek Council Executive Board and the Student Athlete Advisory Council.

Off-campus parties at private residences

Trinity University acknowledges that students will drink alcohol, cares deeply about student health and safety, and enforces policies as proscribed by law. Because students in privately owned or rented off-campus residences sometimes host formal or informal private or public gatherings, Trinity University offers guidance for students to act as responsible hosts, peers, and neighbors.

1. Harm reduction

Students who reside in off-campus residences should make every effort to reduce:

- Over-consumption that results in hospitalization or requirements for oversight at the San Antonio sobering unit
- Drinking and driving
- Unwelcome and violent behavior including fights, sexual assault, and harassment
- Disturbances that affect neighbors in the community

2. University expectations of students

- Students are responsible for their own consumption of alcohol. Policies on public intoxication will be enforced on campus even if the alcohol was consumed off campus.
- Individuals are expected and encouraged to seek assistance for students in danger of over-consumption. All students who seek such assistance will receive amnesty through the Trinity University responsible friend policy and will not face campus judicial action.
- Trinity University maintains the right to consider action, in accordance with published student conduct procedures and policies, against individual students in the following circumstances, when those students, in the judgment of the Dean of Students:
 - have created unsafe situations for others and/or not sought assistance for others from helping professionals.
 - have shown a pattern of creating unsafe situations and have not taken steps to remedy their behavior.
 - have created disturbances in the community.
 - fail to cooperate with the reasonable request of law enforcement officials off-campus.
- When deemed appropriate, Trinity University will send notice to all students identifying any off-campus location that fails to meet expectations related to student safety.

3. Off-site trips

To the extent that student organizations plan off-site trips, the University has no responsibility for those trips, including any injury or damage that may occur as a result of those trips. It is, however, recommended that student organizations notify advisors or other University officials of overnight off-campus trips. It is also recommended that the student leaders of those trips have a roster of participants in advance of the trip and that they follow the recommendations for off-campus parties. In the event of any emergencies, students are encouraged to contact University officials for assistance.

4. Compact with student groups

The Greek Council and the Student Athletic Advisory Council have agreed to lead student efforts to train and educate students about safer alcohol and party practices. Students from these groups will work cooperatively with staff in reviewing issues and striving to improve such situations in the future.

5. Recommendations

- Serve all alcohol in a specific and restricted area, and responsibly monitor service throughout event.
 - Hosts should ensure that guests are not allowed free and unrestricted access to alcohol while on the premises. Host students should ensure that alcohol is limited to a designated area and that an appropriate amount of supervision exists to encourage each guest is consuming alcohol in a responsible manner within reasonable limits, such as those outlined in Trinity’s “Optimal Buzz” standard.
 - Reasonable supervision of alcohol includes, but is not limited to: restricting “self-serving” of drinks among guests, encouraging the equivalent of one standard drink maximum per serving, discouraging rapid “binge” drinking, and refusing to serve alcohol to guests who are clearly intoxicated beyond a reasonable degree.
- Have certified bartenders monitor alcohol and serve drinks.
 - While sober monitors may serve alcoholic drinks, an even greater level of prudence is for hosts to provide a trained individual (either through a TABC certified program or a comparable Trinity sponsored alcohol education class) to dispense and serve alcoholic drinks. This will further serve to encourage responsible levels of consumption.
- Have a reasonable number of sober monitors at all times.
 - Hosts can help ensure a safe event by providing a sufficient number of student sober monitors. Sober monitors actively observe and oversee the event to ensure reasonable levels of safety.
 - Duties of monitors include, but are not limited to, monitoring for signs of over-intoxicated guests, helping guests find safe rides home, assisting with identification of guests, guaranteeing no unsanctioned alcohol is present, and regulating event size.
 - Hosts have the discretion to determine how many sober monitors are necessary. Hosts should consider gathering size and type, location, time of year, and any other relevant factors.
- Attend TABC training and/or other alcohol education awareness provided by Trinity University.
 - This training will teach students “best practices” of hosting a safe event where alcohol is served (including the guidelines listed herein), as well as important skills like identifying signs of alcohol poisoning, safely addressing emergencies that may arise, and more.
- Ensure safe transportation.
 - Getting students home and back to campus safely should be an important concern for event hosts. This can take the form of student-provided sober monitor rides, calling a taxicab or securing a ride-sharing service (Uber, Lyft, etc.), and having sober monitors stay with individuals as they wait for a reliable ride.
 - Hosts should encourage group transportation when appropriate and should discourage any situation leading to students becoming isolated in a “one-on-one” context (one student driving only one other student, one student walking one other student to the residence halls, etc.).
- Prevent congregation in outside areas; ensure guests mostly stay inside.

- This will reduce noise and ensure that hosts are respecting Trinity’s “Respect for Community” policy. Reducing outside congregation also helps regulate the number of people in attendance to a reasonable amount.
- Limit guests to current Trinity Students
 - A limited number of escorted guests who are non-Trinity students is acceptable.
- List alcohol ingredients and amount used for mixed drinks.
 - Mixed drinks are a popular form of alcoholic beverage consumed, yet strength and ingredients can vary greatly from one event to the next. Providing a listing of ingredients utilized (especially the specific types of alcohol) and the alcohol content percentage of each will provide guests with the ability to more responsibly monitor consumption levels.
- Post phone numbers for sober monitors throughout the venue, and encourage sober monitors to clearly distinguish themselves in a visible manner.
 - In an emergency situation, guests may need help finding and identifying students who may be able to assist them in resolving the matter or securing the appropriate assistance necessary.

Tailgating Policy

Tailgating is permitted only in designated areas (refer to this map) and is open to Tiger fans of all ages. These guidelines are designed to ensure that all of our guests have a safe enjoyable time at the game. TUPD officers will monitor and provide assistance with the tailgate policy and reserve the right to check ID’s. Trinity University reserves the right to remove any equipment, deny access, and/or remove participants at any time for any reason. At no time may any alcoholic beverage enter the designated sport’s Athletic Facility. Tailgating is only permitted at Trinity University Athletics Events.

- Tailgating will take place on game days only.
- Tailgate areas will be open two (2) hours prior to game and must be cleaned up one (1) hour after the end of the game.
- Bring your own food and beverages.

 - No mass quantities of beer or wine allowed (e.g. kegs)
 - No hard liquor allowed
 - Grills/tents/equipment are allowed in the designated area
- Consumption of alcoholic beverages is not permitted outside of the designated tailgating area. Underage drinking (even with parental consent), public intoxication, disorderly conduct, or other unlawful or reckless conduct are prohibited and will result in removal and being banned from future tailgating events.
- For any Athletic event questions, please contact Associate Athletic Director for Facilities and Event Management Seth Asbury (sasbury@trinity.edu or 210-999-7823).
- For any security and parking questions, please contact Special Events Coordinator Sergeant Clint Ratliff (cratliff@trinity.edu or 210-999-8538).

Sport Exceptions

Football

Tailgate areas open three (3) hours prior to kickoff. Alcohol may only be consumed during a three-hour (3) period before kickoff and during halftime in the designated tailgating area. Consumption of alcoholic beverages must end 15 minutes following the secondhalf kickoff

Soccer

Double Header Clause: Due to the timing of doubleheader, back to back, Trinity soccer games, alcohol may be consumed during the first 15 minutes of Game 1, halftime, and in between Games 1 & 2 in the designated tailgating area.

Volleyball/Basketball/Swimming

Basketball Double Header Clause: alcohol may be consumed in between Games 1 & 2, but must complete at the beginning of the second game.

All Day Tournament Clause: The tailgating areas will be open for use, but no alcohol may be consumed during an all-day tournament.

Baseball

Alcohol may only be consumed during a two-hour (2) period before and during the game (through the second inning) in the designated tailgating area. Consumption of alcoholic beverages must end following the conclusion of the second inning.

Double Header Clause: alcohol may be consumed in between Games 1 & 2, but must conclude by the end of the second inning of game 2.

Softball

Alcohol may only be consumed during a two (2) hours period before game and during the game (through second inning) in the designated tailgating area.

Double Header Clause: alcohol may be consumed in between Games 1 & 2, but must conclude by the second inning of the second game.

Tennis/Track & Field

All-day Tournament Clause: The tailgating areas will be open for use, but no alcohol may be consumed during an all-day tournament.

Policy subject to change

I. Anti-harassment Policy

Trinity University is committed to the maintenance of an academic environment free of all forms of conduct considered to be harassment according to Title VII of the Civil Rights Act of 1964 as such conduct adversely affects the working or learning environment. The University reaffirms its commitment that unlawful harassment relating to a person's race, sex, color, sexual orientation, gender identity, gender expression, religion, national origin, age, or disability is prohibited. This prohibition against harassment includes harassment of employees, job applicants, students, or prospective students.

A. Policy and Definition

- 1. Sexual Harassment.** Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature including when:
 - a.** submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other University activities;
 - b.** submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting the individual; or
 - c.** such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive University environment.
- 2. Harassment Based on Other Protected Categories.** In addition to prohibiting sexual harassment, the University also prohibits harassment based upon an individual's race, sex, color, sexual orientation, gender identity, gender expression, religion, national origin, age, citizenship status, or disability. For these purposes, prohibited harassment includes, without limitation, slurs, jokes, other verbal, graphic, or physical conduct relating to an individual's race, sex, color, sexual orientation, gender identity, gender expression, religion, national origin, age, citizenship status, or disability when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other University activities;
- b. submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting the individual; or
- c. such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive University environment.

In determining whether an alleged behavior constitutes harassment under this policy, the full context in which the incident occurred should be considered.

B. Guidelines

1. It is University policy to investigate complaints made by any person who is the subject of alleged prohibited harassment or when such conduct is reported by a witness, and to take timely corrective action in the event that misconduct has occurred.
2. Filing a complaint or otherwise reporting harassment under this policy shall not affect the individual's status as a faculty member, contract staff member, classified staff member, or student, nor shall it affect future employment, compensation, work assignment, or evaluation of the individual. Retaliation against a person for filing a complaint of harassment or reporting observed acts of alleged harassment is prohibited. Likewise, the person accused of violating this policy is entitled to the same protection until such a time as an investigation may be conducted and a determination made concerning the resolution of the complaint.
3. The confidentiality of all parties involved in an alleged violation of this policy will be maintained to the extent reasonably possible.

C. Procedures

1. Procedure for an Informal Complaint: Consultation.
 - a. In many cases, complaints under this policy may be resolved informally. If comfortable, a person who has been offended by the conduct of another may discuss the issue with the person who has offended him or her, and this may resolve the issue. If a person is not comfortable discussing his or her concerns in this manner, he or she is not required to do so. In this situation: (i) students should contact the Associate Vice President for Student Life and Dean of Students; (ii) faculty should contact the Department Chair; (iii) contract staff should contact the Vice President responsible for the employee's area; and (iv) classified staff should contact the Assistant Vice President for Human Resources. No student, faculty member, classified staff, or contract staff is required to complain directly to the person who is the source of the alleged harassment. Therefore, if one of the above listed individuals is the source of the harassment, the complaint should be made to the office of the Assistant Vice President for Human Resources.
 - b. The person receiving the complaint will evaluate the complaint and the degree of seriousness of the offense and seek, to the extent possible and appropriate, to resolve the matter. In the process of attempting to resolve a complaint, statements may be taken and witness interviews may be conducted. A resolution might take the form of clarifying to the offending party the kind of behavior that may be deemed objectionable and securing the cessation of such behavior; it might also take the form of clarifying to the complaining party that the incident does not constitute harassment.

- c. When complaints are resolved without formal sanctions, the offending party may be cautioned that repetition of such conduct could lead to sanctions.
 - d. Although a major purpose of consultation and early resolution is to resolve problems, heighten awareness, and achieve changes in behavior without resort to formal investigatory or disciplinary proceedings, nothing in this policy should be construed as discouraging more formal procedures when the seriousness or repetitive character of the offense makes that the more appropriate course of action, or when the complaining party is not satisfied with the resolution of the informal procedure.
2. Procedure for a Formal Complaint. The complainant will submit a written description of the offensive behavior and the circumstances surrounding it to the parties responsible for overseeing investigation of the complaint. Upon receipt of the written statement, the alleged offender should be provided with a copy of the statement and identity of the party making the complaint. If the complaint is not resolved through the informal procedure, or if an individual chooses, a formal investigation will be conducted by the appropriate Vice President working in conjunction with Human Resources. In addition to reviewing prior statements, the individual making the complaint will be interviewed as part of the investigation. A new or supplemental written statement from the individual making the complaint may be requested. After the interview or statement is received, the following steps will be taken:
- a. *Appointment of Ad Hoc Committee.* In cases of complaints against faculty members or contract or classified staff members, the appropriate Vice President will request that an ad hoc committee composed of three members be appointed to investigate the allegations.
 - a. For allegations against faculty members, the three members of the committee will be selected from the Academic Faculty by the Faculty Senate.
 - b. For allegations against contract staff members, the committee will be composed of three contract staff members selected by the Vice President with administrative responsibility for the accused staff member.
 - c. For allegations against classified staff, the committee will be composed of three employees selected by the Vice President with administrative responsibility for the accused staff member.
 - d. Notwithstanding (i) through (iii) above, if an allegation is made by a student against a faculty member, contract staff member, or classified staff member, one of the three members of the committee shall be selected by the Associate Vice President for Student Life and Dean of Students.
 - e. For the allegations against students, the investigation and determination of sanctions will be handled under existing policies stated in the Student Handbook and the procedures of the Office of Student Life.
2. Committee Review of a Complaint. Members of the committee should meet with the Assistant Vice President for Human Resources to discuss the complaint and review any statements or other materials relative to the complaint. In addition to interviewing the person asserting a complaint, the Committee will make every reasonable effort to interview the person who allegedly violated this policy. The

Committee has the discretion to decide who else to meet with or interview in connection with the investigation. The Committee may review additional information relevant to the complaint, including interviewing witnesses, reviewing policies or other documents, and gathering whatever information it deems necessary to assist it in reaching a determination as to the merits of the allegations. Once such a determination has been reached, a report will be drafted by the Assistant Vice President for Human Resources and, after approval by the Ad Hoc Committee, provided to the appropriate Vice President.

3. Recommended Sanctions. If a sanction is recommended against a faculty member, a contract or classified staff member, the recommended sanction(s) shall be part of the Ad Hoc Committee report. The Committee may consider the seriousness of the offense, the context in which the incident occurred, any mitigating or aggravating circumstances, and any history of past offenses of a related nature in making its recommendation.
4. Acceptance of Sanctions. The Vice President reviewing the Ad Hoc Committee report and recommendation has the discretion to implement the sanction or impose a different sanction in his/her discretion.
 - a. Sanctions against Faculty. Sanctions may be recommended up to and including termination of employment in accordance with University policy. Principles governing the imposition and appeal of minor and major sanctions are stipulated in Chapter 3A: Academic Freedom, Responsibility, and Employment of Faculty (Policy Statement), Article VIII: Procedures for Imposition of Sanctions Other than Dismissal, and, on students, in the Trinity University Student Handbook section on “Standards of Student Conduct.”
 - b. Sanctions against Contract Staff Members. Sanctions may be recommended up to and including termination of employment. The contract staff member may appeal a sanction by appealing directly to the President of the University.
 - c. Sanctions against Classified Staff. Sanctions may be recommended up to and including termination of employment from the University in accordance with the Classified Staff Handbook. The classified staff member may appeal the decision by filing it in accordance with the grievance appeal procedures of the Classified Staff Handbook.
 - d. Sanctions against Students. Sanctions may be taken up to and including expulsion from the University in accordance with policies stated in the Student Handbook. Students who want to appeal the decision may do so in accordance with the Student Handbook section on “Standards of Student Conduct.”

D. Gender-Based Language

It is not the intent of this policy to regard as harassment the use of gender-based references. The foregoing definitions, procedures, and sanctions do not apply to an individual’s personal choice among conventions of language which fall within the broad and changing range of common English usage, for example, the generic use of “man,” “mankind.” or masculine pronouns.

(Amended by the Academic Faculty Assembly on March 26, 2010.)

J. Drug Policy

Trinity University prohibits the use, possession, manufacture, sale, or distribution by its students of any illegal drug (or drugs) in any amount or paraphernalia, regardless of location. Because it often contains unknown ingredients, and because of health and safety risks, possession or use of synthetic marijuana and other illegal drugs is prohibited. Similarly, any act that results in another person involuntarily or unknowingly consuming any illegal drug (or drugs) and misuse or sharing of prescription drugs is prohibited.

The University offers counseling and referrals for treatment of drug abuse. These services are offered by Counseling Services on a confidential basis to members of the University community who seek such assistance.

K. Hazing Policy

L. INTRODUCTION

- A.** Trinity University is concerned about the emotional, psychological, and physical health and well-being of its students. Any form of hazing is unacceptable and is in direct conflict with institutional values related to the rights and dignity of students, all of whom have the right to belong to groups without risk of danger or humiliation. Consent to hazing is never a defense to a violation of this policy.
- B.** New or prospective members of groups and teams can expect to participate in educational and fun activities that build teamwork and camaraderie among all members of the group. Such activities are intended to create a sense of identity and commitment within a group and are generally acceptable and encouraged. Students should check with Student Involvement staff, advisors, sponsors, and coaches if there is any question about an activity constituting hazing. Groups are subject to the policies and procedures of the recognizing or host department. Hazing cases involving groups and individual students may be conducted as combined cases by the University Conduct Board.

II. TWO PRIMARY CONDITIONS CREATE A HAZING CULTURE

New members often wish to be accepted, either formally or informally, into any group and will submit to hazing in order to be included. Because of this, consent to be hazed does not excuse hazing. Students have died or been seriously injured as a result of participating in activities to which they have “consented.” The psychological pull to be accepted is so strong that hazing victims cannot be expected to resist hazing, even if the hazing is presented as optional. That this pull can be so coercive should make this need to prohibit this conduct, to any degree, undeniably clear.

- 1. Any activity that places new members in subservient positions to experienced members creates an unhealthy and unsafe power dynamic in which control has been yielded to the experienced member.
- 2. New members in any organization may expect to be trained, oriented, or indoctrinated, but membership in any group that puts a new member in a lesser role, unrelated to the original conditions for membership or mission of the group, is inappropriate and unfair to the new members. Any activities of membership should be equally shared among experienced and new members.

III. DEFINITION AND PROHIBITED CONDUCT

A. The University prohibits hazing by individuals or groups and defines it as follows:

Hazing is any reckless or intentional act, occurring on or off campus, that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups (regardless of their willingness to participate), that is required or expected of incoming, new, and active members and which is not related to the mission of the team, group, or organization. This includes any activity, whether it is presented as optional or required. Prohibited acts of hazing include those covered under Texas state law. Participation in hazing activities by established members does not negate conduct considered to be hazing. Prohibited acts of hazing include those covered under Texas state law.

B. Though it would be impossible to list all behavior that could be deemed to be hazing, the following are some typical examples of hazing and are prohibited:

1. any physical act of violence expected of, or inflicted upon, another;
2. any physical activity expected of, or inflicted upon, another, including calisthenics;
3. pressure or coercion of another to consume any legal or illegal substance;
4. making available unlawful substances;
5. excessive fatigue or sleep deprivation as a result of any activities;
6. forced exposure to the weather;
7. kidnapping, forced road trips, and abandonment;
8. required carrying of or possessing of a specific item or items;
9. servitude (expecting a new member to do the tasks of an experienced member);
10. costuming and alteration of appearance;
11. line-ups and berating;
12. coerced lewd conduct;
13. degrading games, activities or public stunts;
14. interference with academic pursuits;
15. violation of University policy;
16. assignment of illegal and unlawful activities.

C. Alleged violations of this policy will result in campus judicial action and may be subject to criminal prosecution. Any retaliation against any person who reports, is a witness to, or is involved with or cooperates with the adjudication of hazing is strictly prohibited.

IV. SUMMARY OF TEXAS STATE LAW REGARDING HAZING

a. Texas State Law on Hazing

1. Students should be acquainted with the law on hazing. The following excerpts are from the law that makes hazing at or in connection with an educational institution a crime.
2. Hazing includes but is not limited to:
 - a.** any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;

- b. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student;
 - c. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
 - d. any activity that intimidates or threatens the student with ostracism that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;
 - e. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code. Sec. 4.52.
- 3. A person commits an offense if the person
 - a. engages in hazing;
 - b. solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
 - c. intentionally, knowingly, or recklessly permits hazing to occur; or
 - d. has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the dean of students or other appropriate officials of the institution.
- 4. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.
- 5. Consent Not a Defense. It is not a defense to prosecution for the offense under this subchapter that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.
- 6. Immunity from Prosecution Available. In the prosecution of an offense under this subchapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the dean of students or other appropriate official of the institution is immune from liability, civil, or criminal, that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

M. Sexual Misconduct Policy

I. POLICY, PROCEDURES, AND INFORMATION ON SEXUAL HARASSMENT, SEXUAL ASSAULT, SEXUAL EXPLOITATION, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

Risk Reduction Tips

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- **DON'T MAKE ASSUMPTIONS** about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you should assume you **DO NOT** have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they are responsible for their condition.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity should not be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act.

These suggestions may help you to reduce your risk of experiencing a non-consensual act.

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake and drug use and acknowledge that alcohol and drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

II. INTRODUCTION

Sexual misconduct and assault, including rape, are violations of Trinity University's Standards of Conduct for Students, its sexual harassment policy, and violations of the Texas Penal Code.

Members of the University community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not

infringe upon the rights of others. When responding students are found to have violated this policy, serious sanctions will be imposed. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated. The sexual orientation and gender identity of individuals engaging in sexual activity are not relevant to allegations under this policy.

While there are a number of laws and regulations that mandate how universities handle allegations of sexual misconduct and assault, it is impossible to set forth every scenario that could be a violation of this policy. Ultimately, the University has the discretion to determine whether or not the policy has been violated and impose appropriate sanctions for infractions.

A Note About Preserving Evidence

Evidence of a sexual assault and the attacker’s identity may be left on the victim’s body. Therefore, it is recommended that a victim of sexual assault not wash in any way until after an examination at the Methodist Specialty and Transplant Hospital Emergency Room at 8026 Floyd Curl Drive, San Antonio, Texas (210-575-8168), which is the only hospital with staff trained and equipped to deal with sexual assaults (24/7). Victims of sexual assault should go in for the exam as quickly as possible because the evidence deteriorates quickly and may be important in supporting the assault allegation in criminal proceedings. The hospital staff at Methodist Specialty and Transplant Hospital is trained to collect forensic evidence, check for injuries and deal with the possibility of exposure to sexually transmitted diseases. A sexual assault nurse examiner (SANE) is a hospital staff member who handles sexual assault and is specifically trained to: provide comprehensive care to sexual assault survivors; demonstrate competence in conducting a forensic examination; have the ability to testify as an expert witness; and show compassion and sensitivity to survivors of sexual assault.

Anyone who may have ingested an unknown substance (such as a “date rape” drug) should immediately be screened as these substances may quickly leave the blood system.

III. REPORTING

For Immediate Assistance

Go to a safe location, and if injured, seek immediate medical attention. If you are sexually assaulted, you may seek assistance by contacting any of the following:

Methodist Specialty and Transplant Hospital Emergency Room	210-575-8168	University Police	210-999-7000
Dean of Students	210-999-8844	Residential Life	210-999-7219
Health Services	210-999-8111	Counseling Services	210-999-7411
		Rape Crisis Center	210-349-7273

Note that Trinity University Police can contact on-call staff (Counseling, Residential Life, Dean of Students) when offices are closed.

If you are off campus and in an emergency situation, call the San Antonio Police Department (911). You may also report the assault directly to the San Antonio Police Department (for non-emergency calls: 210-207-7273, for off-campus emergencies: 911) or with the assistance of Trinity’s University Police Staff.

When consulting campus resources, all parties should be aware of privacy and mandatory reporting guidelines, as outlined below, in order to make informed choices. Students have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution and to have those incidents investigated and properly resolved through administrative procedures.

To Discuss Confidentially

Students who wish to talk confidentially are encouraged to seek out the following:

- On-campus mental health counselors (free of charge and available in emergencies)
- On-campus health service providers
- The campus chaplain
- Off-campus clergy, health and psychological professionals, or rape-crisis counselors

To Discuss With Others

It is important for students to feel comfortable reaching out to campus personnel for support, guidance, and advice. Students are urged to contact anyone on campus for assistance. A report of sexual misconduct will be considered confidential, and only the people who need to know will be advised of the situation.

All non-student employees are required to notify the campus Title IX Coordinator directly when an alleged incident is reported. Because of their level of responsibility, Residential Life student staff members are required to relay reports to the Title IX Coordinator. Non-student employees regularly undergo Title IX training and will be able to make appropriate referrals. (Note that Aramark dining staff, Barnes and Noble employees, cleaning staff members, and non-affiliated vendors are contracted by the University and are not considered Trinity University employees.)

The Title IX Coordinator may require disclosure of personally identifiable information if the incident reveals a need to protect the student or other members of the community, or to determine if there is a pattern of reports connected to a student or group of students. This includes the name(s) of the responding student(s), if known, the reporting party, and relevant facts such as date, time, and location.

Trained investigators, listed on the Sexual Assault Webpage, have a different level of training than other employees, and may be able to answer procedural questions in depth. Students are encouraged to seek out the Title IX Coordinator directly as well.

Interim Measures

The University reserves sole discretion and the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety and the University community. Such measures include, but are not limited to, modification of living arrangements, reassignment of classes as available or removal from classes, interim suspension from campus pending a hearing, and reporting the matter to law enforcement.

Filing a Complaint

Victims of sexual misconduct usually have two avenues to consider in filing a formal complaint. These options are not mutually exclusive. The first offers a University process and the second a criminal process. Either or both may be pursued:

1. A student who wishes to have a complaint reviewed administratively, within the institution, should contact the Dean of Students Office. The staff will explain Trinity University procedures.
2. A student who wishes to have a complaint handled criminally should contact the Trinity University Police Department or the San Antonio Police Department. A University staff member will accompany a reporting student through this process as requested. Contact the Dean of Students Office for a campus advisor.

The reporting party can decide to not pursue a formal complaint. When possible, the University will respect the wishes of the reporting party. The University's ability to investigate the matter may be negatively impacted by the reporting party's desire to keep the matter confidential. When necessary due to the circumstances, the University may initiate its own investigation of instances of sexual misconduct.

IV. STUDENT RIGHTS

Reporting

- Reporting students have the right to notify law enforcement and to be assisted by campus authorities in doing so.
- Reporting students have the right to decline to report to law enforcement.
- Reporting students have the right to have their cases referred for administrative campus investigation and review.

Fair Process

- All students have the right for reported grievances to be reviewed through the procedures outlined in this policy.
- All students have the same opportunity to have advisors of their choice present at any stage in the campus investigative and adjudicative process.
- All parties shall be informed in writing of the outcome of any campus disciplinary hearing alleging sexual misconduct.
- All involved students and witnesses will receive amnesty for minor student misconduct violations (such as alcohol or drug infractions) that are secondary to the alleged incident.
- All students, witnesses, and their supporters have the unfettered right to be free from retaliation.

Advocacy and Support

- Students shall be notified of campus counseling services and off-campus resources.
- Students will be offered procedural assistance from a trained Trinity University support person.
- All parties in the investigative process are entitled to have a representative (up to ONE family member, friend, or support person, up to ONE legal representative, and/or a Trinity University process advisor) present during investigatory interviews and hearings.
- TUPD is available to assist students who wish to seek assistance for court-ordered no-contact orders. TUPD has no authority to compel the courts to issue such orders.

Remediation

Students may be issued administrative no-contact orders, adjustments to academic and housing arrangements, and other appropriate measures, whether or not there is a formal complaint.

V. CONSENT

Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity or contact.

- Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity.
- A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately. Continued pressure can be coercive, and is also a violation of this policy.
- Silence or the absence of resistance alone is not consent.
- Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse).
- A current or previous dating relationship is not sufficient to constitute consent.
- In order to give effective consent, one must be 17 years old in Texas.

Force as a Factor in Consent

Force is the direct or indirect use of physical violence and/or imposing on someone physically to gain sexual access. There is no requirement that parties resist the sexual advance or request, but resistance is a clear demonstration of non-consent.

Incapacitation as a Factor in Consent

A person is incapacitated and cannot consent if that person has no control of his or her motor skills; is unable to understand what is happening; or is asleep, or unconscious for any reason, including voluntary or involuntary use of alcohol or drugs. Drunkenness is different from incapacitation, and does not, in itself, automatically indicate a violation, unless other factors, such as force, coercion, or lack of consent are involved.

- Students who are not sure if they are interacting with a person who has diminished capacity should, as a matter of practice, avoid engaging in a sexual act with that person at that time. A person who has ingested a “date rape” drug or is blacked out may not appear incapacitated; nonetheless, this person is incapable of knowing consent. Thus, a student who has sexual interactions with anyone who may be under the influence of any substance is vulnerable to accusations of violations of this policy.
- An individual who engages in sexual activity when the individual knows, or should know, that the other person is incapacitated, has violated the policy.
- It is not an excuse that the responding party of sexual misconduct was drunk/ intoxicated, and therefore, did not realize the incapacity of the other.
- Possession, use and/or distribution and/or administering of any incapacitating drugs, is prohibited and is a violation of this policy.

VI. MISCONDUCT VIOLATIONS

Sexual Harassment

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature including when:

- submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other University activities;
- submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting the individual; or
- such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive University environment.

Non-consensual Sexual Contact

Non-consensual sexual contact is defined as:

- any intentional sexual touching
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force

Sexual touching includes, but is not limited to, any bodily contact with breasts, groin, genitals, mouth, or other bodily orifice of another individual, or any other contact in a sexual manner.

Non-consensual Sexual Intercourse

The definition of non-consensual sexual intercourse is:

- to effect any sexual penetration or intercourse (anal, oral, or vaginal)
- however slight
- with any object
- by a person upon/with another person
- that is without consent and/or by force

Sexual intercourse includes, but is not limited to, vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

Sexual Exploitation

Sexual exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-consensual Sexual Contact, and Non-consensual Sexual Intercourse.

Examples of sexual exploitation include, but are not limited to, engaging in the following activities without the other person(s) consent:

- Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed).
- Taking or sharing pictures or recording another in a sexual act, or in any other private activity (such as allowing another person to hide in a closet and observe sexual activity), or disseminating sexual pictures, including as an act of revenge, without the photographed person's consent).
- Exposing one's genitals or breasts in non-consensual circumstances or inducing another to expose his or her genitals or breasts.
- Prostitution.

- Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection.
- Administering alcohol or drugs (such as “date rape” drugs) to another person.
- Intentionally aiding a violation of the sexual misconduct policy.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on consideration of the following factors: the length of the relationship; the type of the relationship, and the frequency of interaction between the persons involved in the relationship. This includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence

Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; or by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Texas; by any other person who is protected from that person’s acts under the domestic or family violence laws of Texas.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her own safety; or the safety of others; or suffer substantial emotional duress.

Retaliation

Reporting students, responding students, witnesses, and their supporters have the unfettered right to be free from retaliation. Retaliation is defined as any adverse reaction taken against a person for alleging harassment, supporting a party bringing a grievance, or for assisting in providing information relevant to a claim of harassment. Retaliation will be investigated immediately and adjudicated separately. Retaliation includes, but is not limited to intimidation, threats or menacing behavior, coercion, or discriminatory actions. Retaliation is a serious violation and may result in immediate removal from the University.

VII. PROCEDURES

Initial Review

The Dean of Students or a designee will meet with the person who brings forth the information and explain Trinity University conduct procedures, including: the difference between the administrative procedure and criminal reporting; no-contact orders and remedial action; and confidentiality and privacy. Generally, the next step will be for the Dean of Students or designee to meet with the responding student (at a different time) to notify him or her of the allegations and possible remedial actions.

Reports made to the Dean of Students will be shared confidentially with the Campus

Title IX Coordinator and with the Trinity University Police Department per federal reporting requirements (Clery Act).

The University has an obligation to investigate allegations of sexual misconduct as provided for in this policy. The Dean of Students or a designee, in consultation with the Title IX Coordinator, will review the

initial complaint and respondent account to determine whether or not an investigation is warranted. If so, the responding student will be informed of the potential policy violation being investigated.

Investigative Roles

Facilitator: The Dean of Students or a designee will receive the initial complaint, explain policies and procedures, and respond to student, parental, and legal inquiries as well as serve as the non-voting hearing facilitator.

* A pool of faculty and staff members will alternately serve in the following roles.

Process Advisor: Each student in a case will be assigned a trained faculty or staff process advisor to assist in navigating the process and answering questions on policy and procedure.

Investigators: A faculty and/or staff male/female pair will be assigned to investigate complaints.

Hearing Panelists: Two faculty/staff members will serve on the Hearing Panel. Please note that a third panelist will be a student from the Student Conduct Board as assigned by the Dean of Students or his/her designee.

* In cases where a conflict of interest may arise, alternates are available.

Investigation

In cases involving student grievances referred for administrative action, the University will use an investigative model. This model allows much of the investigation to be completed prior to the final hearing. Trained faculty and staff investigators will interview reporting and responding students and witnesses, review documents, and perform other acts necessary to complete the investigation. This includes sharing the statements with the reporting and responding students and allowing for one or more responses from each.

A formal charge letter will be initiated and investigators will prepare a summary report with findings and sanctioning recommendations for the Hearing Panel. Reporting and responding students will have an opportunity to preview the report and offer comment. The University will strive to complete an investigation under this policy within 60 days of receiving a formal complaint. In some instances, in which investigators determine there is insufficient evidence, cases may not be referred to hearings. Examples include, but are not limited to: cases in which investigators determine there is insufficient evidence, or reporting student with- draws a complaint or withdraws cooperation. Trinity University reserves the right to continue investigations in the best interest of the health and safety of the greater University community.

Hearing Procedure

In the hearing, the Hearing Panel will generally question the investigators and accept or reject the recommendations. If they reject the recommendations or adjust the sanctions, they must do so within the framework of the policy and cite clear evidence in order to make adjustments.

The Hearing Panel may return the report to the investigators for modification. Reporting and responding students may make opening and closing statements primarily to address issues raised in the report. If a finding of “responsible” is assigned, the Hearing Panel may review a written impact statement, which may also include desired sanction outcomes. Such a statement will be shared with the responsible student, should that student submit an appeal.

Standard of Evidence

Trinity University considers the greater weight of the credible evidence as its standard in student conduct cases. Often referred to as the “preponderance of the evidence,” this standard asks decision-makers to consider whether it is more likely than not that a violation occurred.

Past History

The past sexual history or sexual character of a party will not be considered in hearings unless such information is determined to be highly relevant by the Hearing Panel Chair. All such information sought to be admitted by a party or the University will be presumed irrelevant until a determination of relevance is made, in advance of the hearing, by the Hearing Panel Chair, and in consultation with the Hearing Panel. Demonstration of a pattern, repeated, and/or predatory behavior by the responding student, including previous findings in any legal or campus proceeding, may be relevant to the finding, not just the sanction. The parties will be notified in advance if any such information is deemed relevant and will be introduced into the process.

Sanction Statement

Not all forms of sexual misconduct are equally serious offenses, and the University reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense and taking into account any previous campus conduct code violations. The University will consider the concerns and rights of both the reporting party and the person accused of sexual misconduct.

- Any student found responsible for violating the policy on Non-consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion.
- Any student found responsible for violating the policy on Non-consensual or Forced Sexual Intercourse will likely receive a sanction of suspension or expulsion.
- Any student found responsible for violating the policy on Sexual Exploitation or Sexual Harassment (and related violations) will likely receive a sanction ranging from warning to expulsion.
- Any student found responsible for violating policies on Dating Violence, Domestic Violence, or stalking will likely receive a sanction of suspension or expulsion.

Appeals

Responding and reporting students are notified, in writing, of all outcomes. Victim impact statements are confidential, except in the event of an appeal. A responding student who appeals may see the impact statement in order to effectively prepare a petition. The parties in a case generally have the right to respond once, in writing, to the information submitted by the other party. All procedures are at the sole discretion of the Conduct Review Board chair. All parties in a sexual misconduct hearing have the opportunity to appeal within five days. Students found responsible may appeal without concern that the review body will issue a harsher finding or sanction. Reporting parties may appeal the decision and the sanction. Student Conduct procedures for appeal will be followed and can be found on the Student Conduct website.

VIII. PROGRAMS

Bystander Action

Trinity University provides a Bystander Action program to all new students to enhance sexual assault awareness and prevention. The Bystander Action program instructs participants on safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Coalition for Respect

A committee of staff, faculty, and student members meets every semester to review the campus climate with respect to sexual misconduct. This group focuses specifically on compliance, policy, prevention and education, and advocacy. In the future the committee will consider ways to survey the campus population.

Violence Against Women Act Training

Incoming students will participate in an online web-based course that is in compliance with the Violence Against Women Act and informative about the law.

Contacts

Title IX Coordinator

Tim O'Sullivan, Ph.D.
Professor of Classical Studies
tosulliv@trinity.edu
210-999-7658
Chapman 267H

Title IX Deputy Coordinators

Pamela S. Johnston, Assistant Vice President for Human Resources
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Northrup Hall 210Q

David M. Tuttle, Associate Vice President and Dean of Students
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210-999-8844
Coates University Center 222B

Facilitators for Initial Reviews

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Witt Center 200E

Attribution: Trinity University has paid for portions of this policy and borrowed from other information provided by NCHERM. The policy is specifically modified based on the needs and practices of Trinity University.

N. Weapons Policy

The carrying or possession of any type of weapon or firearm on the premises of Trinity University (“Trinity”) is strictly and absolutely prohibited. This prohibition expressly includes those person licensed to carry concealed handguns (other than those who are licensed peace officers). For purposes of this policy, the premises of Trinity are defined as any building, or portion of a building that Trinity owns or occupies, whether on a temporary or permanent basis, including, without limitation, any building or portion of a building Trinity is leasing, and all Trinity – owned vehicles. Any person violating this policy will be required to leave Trinity’s premises immediately. Any employee found to be in violation of this policy will be subject to discipline, including immediate termination. Any student found to be in violation of this policy will be subject to discipline, including expulsion from the University. The only valid exceptions to this policy must be obtained in advance of coming on Trinity’s premises while possessing a weapon or firearm and approved in writing by Trinity’s Chief of Police. No Trinity officer, faculty, or staff member has authority to grant verbal exceptions to this policy. For purposes of this policy “weapon” is broadly defined and includes, without limitation, ammunition, explosives, clubs or illegal knives, paintball guns, projectile launchers, BB guns/pistols, facsimile weapons and fireworks. Defining illegal knives Section 21-17 of the San Antonio City Code states that: “It should be unlawful for any person to intentionally or knowingly carry on or about his person a knife with a blade less than five and one-half (5 ½) inches in length, which knife is equipped with a lock mechanism so that upon opening, it becomes a fixed blade knife. “Section 46.1.6 of the Texas Panel Code states an “illegal knife” means:

1. Knife with a blade over five and one-half inches;
2. Hand instrument designed to cut or stab another by being thrown;
3. Dagger, including but not limited to a dirk, stiletto, and poniard;
4. Bowie knife;
5. Sword; or
6. Spear.

O. Other Policies

SMOKING

The University prohibits use of any tobacco product anywhere on University property. The prohibition includes, but is not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and any other products usually identified with tobacco use, such as e-cigarettes and vaping.

Hookahs are also prohibited.

Violations of this policy will be treated in accordance with general campus disciplinary procedures.

COMMUNICATIONS

I. E-MAIL

Trinity University supplies every student and employee with an e-mail address. Students, faculty, and all employees of the University are expected to monitor their e-mail on a regular basis. E-mail is an official means of communication and will be utilized to conduct business and to supply information to students, staff, and faculty.

II. US MAIL and OTHER CORRESPONDENCE

Trinity University regularly mails official information to students. All students residing on campus are assigned a campus mailbox. The campus mailbox is considered the local address of record for all on-campus students. All students who live off campus are required to keep the University informed of their current local mailing address. This is done by notifying the Registrar, in writing, of the current local address and any changes to that address. Changes to the home (permanent) mailing address must also be reported to the Office of the Registrar. The Mail Services Center (MSC) must also be notified of any change of a student's address. The MSC office provides address forms for students. Students are responsible for information mailed to them at their campus boxes, local addresses, and home addresses.

FINANCIAL OBLIGATIONS

I. AUTHORIZATION

All students are encouraged to authorize appropriate others (parents, etc.) to view and/or pay Trinity student account statements electronically. (See Student Accounts pages at University website.)

II. OUTSTANDING BALANCES

Any student who has a financial obligation to the University, including that from damage to University property, traffic fines, Health Services charges, or library fines, is subject to being excluded from any or all of the usual privileges of the University, and the student's permanent record (transcripts) will not be released until the financial obligation is paid in full. In addition, the University will hold permanent records and/or transcripts for any student who has a delinquent Federal Perkins or institutional (Walton, etc.) loan balance or who has not completed the required loan exit session upon separation from the University.

POSTING AND PROMOTIONS ON CAMPUS

(Includes the display of flyers, posters, banners, leaflets and similar items in or on any part of the University campus, including but not limited to buildings, trees, parking lots, light posts, railings; also includes words or lettering displayed on campus grounds and facilities.)

I. POSTING

- A. The purpose of campus posting and promotions policies is to provide for reasonable control over the appearance of the campus while allowing for the advertisement of events and the expression of ideas. The University is committed to providing a campus ambience that supports student efforts in and out of the classroom and to maintaining a campus condition that is neat, safe, orderly, and aesthetically pleasing.
- B. Affixing of flyers, banners, and leaflets is prohibited for students, student organizations, and academic and administrative departments
 - on entry doors of all campus buildings;
 - on all interior public access ways of academic and administrative buildings;
 - on all exterior walls and other surfaces of campus buildings and structures;
 - on outward-facing windows of administrative and academic buildings;
 - on interior walls and other surfaces of public areas in all campus buildings;

- on fences, railings, light posts, trees, brick walls, works of art (including fountains), and other outdoor features or structures; and
 - on vehicles parked anywhere on campus or streets adjacent to the campus.
- C. Posting of advertising and/or directional signs may be made at the site of an event with appropriate approvals from the coordinator for Student Programs in Student Involvement or designee.
- D. For bulletin boards in academic and administrative buildings (including the Chapel), the academic or administrative department nearest a bulletin board governs posting policies.
- E. From time to time, exceptions to campus posting policies may be granted to a student organization by the coordinator for Student Programs in Student Involvement or designee.
- F. The Residential Life staff facilitates posting on residence hall bulletin boards.
- Deliver 80 copies to Residential Life in the Witt Center seven or more days in advance of the event.
 - Materials must advertise events for Trinity organizations or departments.
 - Residential Life reserves the right to refuse posting of any materials.
- G. Coates University Center (CUC) staff facilitates posting on CUC bulletin boards. Deliver four copies to the CUC office. Materials must pertain to Trinity organizations or departments. Materials will be date stamped and must be removed after 14 days.
- H. Chalking on campus pedestrian sidewalks and walkways is permitted on areas of the campus commonly known as the “lower campus” only (including stairs from lower campus to near the Coates University Center). Chalking is not permitted on structures or walls of any kind. Marker lettering and painted lettering, including spray paint, water-based paint, and shoe polish, are not permitted on any campus grounds or facilities.
- I. Those who post are urged to be considerate of the condition of the campus and the campus staff responsible for the condition of the campus. When in doubt, community members posting and promoting should consult staff in the Student Involvement office.
- J. No fliers of any size may be distributed in bulk fashion through Campus Mail.
- K. Those who post are expected to remove advertising and promotion for events at the conclusion of the event.
- L. Students and student organizations violating posting policies will be referred to the student organization judicial process as outlined in the Student Organization Handbook.

II. COMMERCIAL ENTERPRISES ON CAMPUS

(Includes companies and firms as well as the activities of student entrepreneurs.)

- A. Trinity University does not provide its facilities or locations (indoors or outdoors, including parking lots and vehicles in University parking lots) for the purpose of advertising events, services, programs, or any other aspects of commercial enterprises.
- B. Students and student organizations may not offer or transfer their advertising and promotion privileges to commercial enterprises.
- C. The exceptions to this policy are those approved arrangements for providers of vending services, Dining Services, and the Bookstore. From time to time, certain other exceptions are approved for intercollegiate athletics and events sponsored by Conferences and Special Programs. Student Involvement staff must approve all other exceptions.

III. SALES AND SOLICITATION ON CAMPUS

- A. There will be no private sales of merchandise, products, or services on campus by students, nor can students sell on or off campus through use of residence hall rooms, on campus phone numbers, Tigers' Den Mail Depot mailboxes, or the University e-mail service. For information or clarification, see the director of Residential Life.
- B. Businesses attempting to do business with Trinity University should contact the director of Purchasing. No student or employee of the University by representing an off-campus firm can give that firm any greater rights on campus than it would otherwise have.
- C. No door-to-door or public-area sales or solicitations are permitted in the residence halls. No insurance agents, salespersons, charitable organization representatives, or others are permitted to solicit business in the residence halls except from an individual student if that student has invited the business representative to campus. Requests for exceptions should be made to the director of Residential Life.
- D. Any business organization that desires to operate on campus to provide services to the campus community must do so under contract with or expressed written permission of the vice president for Finance and Administration. Examples are the food service, vending machines, copy machines, newspaper self-service racks, and other self-service machines provided for the convenience of the University community.
- E. No sales or solicitation will be permitted in the residence halls, Mabee Hall, or Coates University Center unless it is sponsored by a University department, office, or student organization as a part of its mission and program, complies with the University fund-raising policy, and is approved in advance by the Student Involvement staff.

3. Resources for Student Life

A. Student Leaders Fall 2017

Ambassadors

Co-chairs: Danielle Couch, Davis King

Campus Publications

Mirage Editor-in-Chief: Shelby DeVore

Mirage Managing Editor: Jenna Flexner

Trinitonian Editor-in-Chief: Daniel Conrad

Trinitonian Managing Editor: Alex Uri

Trinitonian Director of Digital Presence: Grace Frye

Advertising Director: Rebecca Derby

Business Manager: Shivali Kansagra

Greek Council

Co-chairs: Cole Murray & Yvette Pena

Judicial Chair: Caroline Hernandez

Treasurer: Claire Poland
Recruitment & Orientation Chairs: Austin Gieselman & Alex Gordon
Internal/External Chair:
Risk Management Chair: Sophia Spurlock
Standards Chair: Robert (Charles) Clark
Service Chair: Tory Tolar

TigerTV Managers

Station Manager: Paige Perez
Production Manager: Briahn Hawkins
Special Projects / Programming: Sam McWhorter
Marketing/PR: Laura Gomez
Graphics/Website: Allyson Huffman
“Studio 21”: Executive Producer: Danielle Trevino
“NSLS”: Executive Producer: Lav Hospeti
“Newswave”: Executive Producer: Mackenzie Hill
“End Zone”: Executive Producer: Rosie Van Vliet

Student Conduct Board

Co-chairs: Anna Rigodanzo & Autumn Sutherland

Student Government Association

President: Nick Santulli
Vice President: Joseph Khalaf

Student Programming Board

Director: Aroosa Ajani
Membership Chair: Lorene Sugars
Accountant: Bryan Fowler
Traditions Chair: Monty McKeon
Assistant Traditions Chair: Logan Felton
Concerts Chair: Sidney Hopkins
Assistant Concerts Chair: Oumoul Setamou
Entertainment Chair: Wyatt Allgood
Assistant Entertainment Chair: Dominique Hussain
PR Chair: Christina Guo
PR Chair: Anthony Rodriguez

Trinity Diversity Connection

President: Samsara Davalos Reyes
Vice President: Huda Syed
Secretary: Connor Halbert
Treasurer: Ethan Payne
Public Relations Chair: Kezia Nyarko

Public Relations Chair: Jamiless Lopez

Trinity University Volunteer Action Community

Executive Coordinator: Ryan Reusch

Logistics Coordinator: Camila Londono

Marketing & Recruitment Coordinator:

Noureen Morani

Volunteer Coordinator: Jared Tincher

Volunteer Coordinator: Karina Duran

Volunteer Coordinator: Joshua Lee

Orientation Team (O-Team)

Elizabeth Brossard (Co-Captain)

Courtney Justus (Co-Captain)

Janett Munoz (Co-Captain)

Inka Boehm

Victoria Brown

Mykaela Cali

Karami Chapa

Miriam Cone

Stacey Debner

Katie Devney

Ry Eskridge

Maddie Grimes

Briahn Hawkins

Sarosha Hemani

Alexus Jimenez

Joseph Khalaf

Hannah Konyecsni

Steven McClain

Ryan Pu

Brenda Ramos

Jo Suarez

Carlo Tolentino

Mindy Tran

Danielle Trevino

Caitlyn Turner

Leah Woehr

Allison Wolff

B. Student Organizations

Student organizations reflect and complement the University's mission, and Student Involvement (210-999-7547) supports and facilitates formation and sustainability of student organizations. Policies and procedures related to student organizations are presented in the [Student Organizations Handbook](#).

C. Annual Security and Fire Safety Reports

Trinity University publishes an Annual Security and Fire Safety Report in compliance with the Jeanne Clery Act. This report includes security policies, campus crime statistics, fire safety policies and fire statistics. You may request a copy of this report by calling the Police Department at 210-999-7070 or by visiting the [University Police webpage](#).

Fire safety policies and fire statistics can be found on the [Fire and Life Safety](#) webpage.

D. Emergencies

Notice of a campus-wide emergency and links to further information, if appropriate, will be posted on Trinity's home page. For recorded status updates, dial 888-57-ALERT.

TO REPORT AN EMERGENCY ON CAMPUS, contact the Trinity University Police Department (TUPD) at 210-999-7000 (dial just 7000 from any on-campus phone) or use a "blue light" emergency phone. Identify yourself, give the location and nature of the emergency, and stay on the line until told to disconnect.

FOR MEDICAL EMERGENCIES, if it seems impossible or undesirable to move the person, or if the situation appears life threatening, call the TUPD at 210-999-7000. A dispatcher will contact and coordinate EMS response and provide assistance.

FOR PSYCHOLOGICAL CRISES during office hours, call Counseling Services at 210-999-7411, Monday-Friday, 8:00 a.m.-5:00 p.m. For crises on weekends or in the evening, call TUPD at 210-999-7000 and ask for the on-call counselor.

FOR NON-CRITICAL SITUATIONS when assistance is not needed immediately, go to Counseling Services or Health Services during regular hours of operation. Accidents that occur in residence halls should be reported to a member of the Residential Life staff.

E. Student Complaints or Concerns

The Associate Vice President for Student Life and Dean of Students serves as the primary coordinator of response and support to students with concerns or in crisis. Students should direct any complaints or concerns about anything on campus to the Office of the Dean of Students (210-999-8843). Complaints will be investigated or referred to other offices as necessary.

F. Missing Person Policy

In accordance with federal regulations (U.S. Department of Education Clery Act amendments 2008) and in the best interest of student safety, Trinity University has established a procedure for reporting missing students who reside on campus.

Specifically, anyone (including students, employees, family members, employers, etc.) can, and should, report a missing resident to the Trinity University Police Department immediately. Other University officials are available to assist and support those reporting missing persons. While a 24-hour window of waiting time is standard, reports can be made anytime a concern arises.

Parents and guardians of students, as listed in the University data system, will be notified in the event a report has been filed. If a student wishes to identify a different individual for notification, his or her contact information must be sent by e-mail to the Residential Life Office at ResLife@trinity.edu. All information is kept confidential. (The University is required to contact parents or guardians of missing students who are under the age of 18.) University Police will notify San Antonio Police Department if there is a student reported missing.