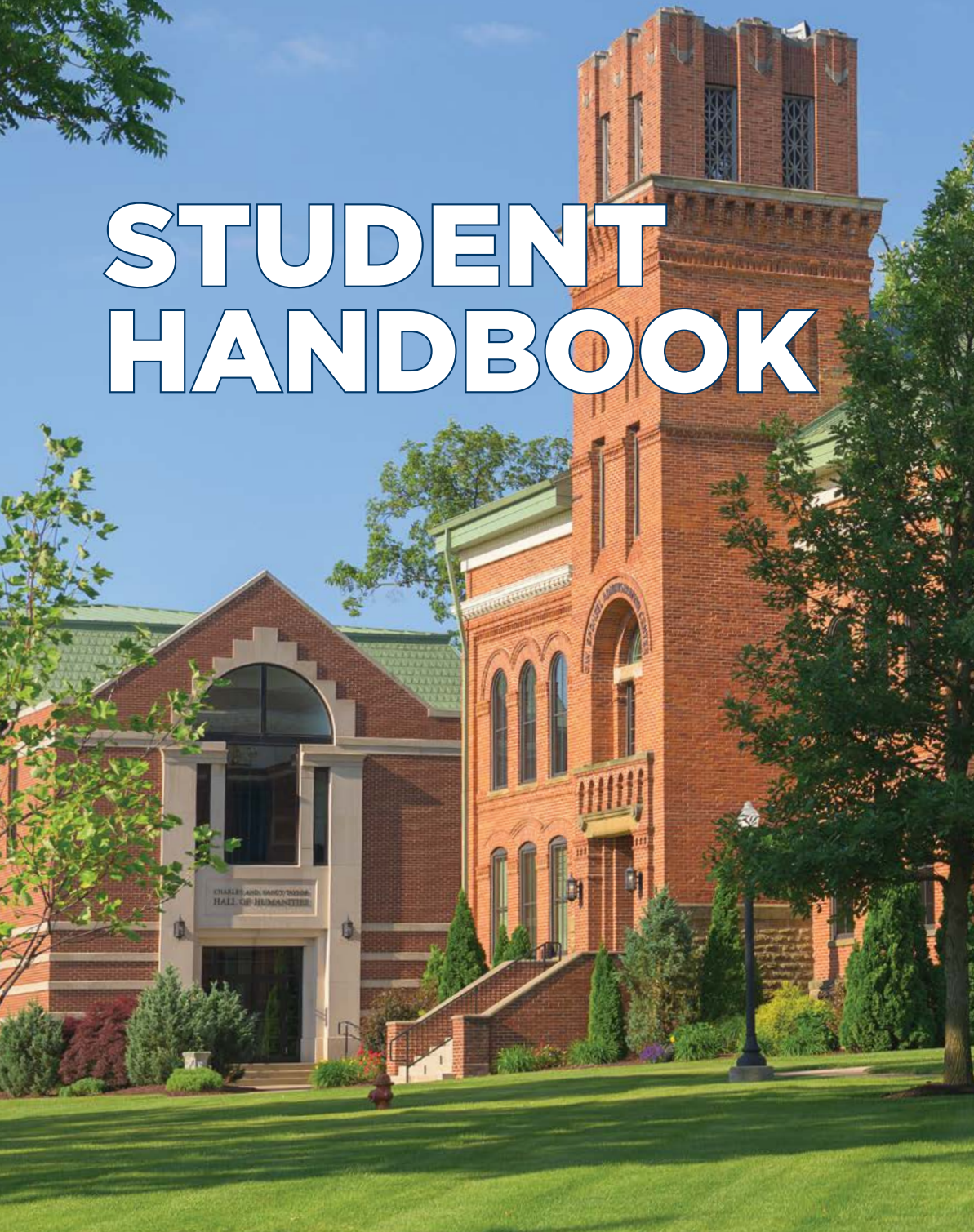




# STUDENT HANDBOOK



# TRINE UNIVERSITY

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# Section I –

## 1.1 Welcome to the University



Dear Trine Students,

Welcome to Trine University! We are so happy you have joined our growing, thriving community. Our vision is to continue growing by remaining engaged and dynamic, always seeking to add value to your experiences.

Everything we do is motivated by our mission to promote your intellectual and personal development through professionally focused learning opportunities, preparing you to succeed, lead and serve. We are committed to your success, and to help you achieve your goals, we provide a personalized approach to education, high-quality facilities and outstanding career preparation.

We offer associate, bachelor's, master's and doctoral programs through seven schools: the Allen School of Engineering and Computing, Brooks College of Health Professions, Franks School of Education, Jannen School of Arts and Sciences, Ketner School of Business, Rinker-Ross School of Health Sciences, and the College of Graduate and Professional Studies. All these academic programs lead to careers for our graduates, with more than 99% fully employed or enrolled in graduate school for the last 11 years running. We wouldn't have it any other way!

While we are deeply committed to your academic and career preparation, we also want you to enjoy your time at Trine! We hope you carry lifelong memories and friendships from your time on our vibrant campus, whether from athletic championships, cultural events, student organizations or simply time hanging out together.

Please feel free to stop by my office anytime. My door is always open.

Sincerely,

A handwritten signature in blue ink that reads "Earl D. Brooks II". The signature is written in a cursive style.

**Earl D. Brooks II, Ph.D.**

President

Trine University

# 1.2 Introduction to the University

## History of Trine University

Founded in 1884 as Tri-State Normal College, the institution is a private, non-sectarian, associate, baccalaureate, master's and doctoral degree-granting institution. Students choose the University for its commitment to quality, career-focused, personalized education, and the competitive scholarships and financial aid programs offered.

The University is known for its dedication to providing students with a rigorous, work-ready education that emphasizes leadership development and practical skills. The institution offers programs in more than 50 academic areas through seven schools: Allen School of Engineering and Computing, Kethner School of Business, Jannen School of Arts and Sciences, Franks School of Education, Rinker-Ross School of Health Sciences, College of Health Professions, and College of Graduate and Professional Studies/TrineOnline. The University offers graduate studies in Business Administration, Business Analytics, Criminal Justice, Engineering Management, Information Studies, Organizational Leadership, Physician Assistant, Doctor of Physical Therapy, Montessori Early Childhood Education and Speech-Language Pathology.

[View more information on the history of Trine University.](#)

### — Mission Statement —

Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.

### — Vision —

Trine University will be recognized as a premier university, characterized as engaged, dynamic, growing and adding value.



## 1.3 Corporate Status

Trine University is an educational corporation organized and existing under the laws of the state of Indiana. The correct corporate name of the institution is Trine University, Incorporated. The University was founded in 1884 as Tri-State Normal College. The governing body of the University is the Board of Trustees, which has an authorized membership of 27 trustees, each of whom serves without compensation and none of whom may be employed by the University in any administrative or teaching capacity. Two of the trustees are authorized to be elected by the alumni. Consistent with this form of organization and non-profit operation, Trine University has been granted exemption from federal income tax by the Commissioner of Internal Revenue, Treasury Department under Section 501 (c) (3) of the Internal Revenue Code. Contributions to the University are deductible to the extent provided by law; bequests, legacies, devises or transfers to the University are deductible in arriving at the value of the net estate of a decedent for estate tax purposes in the manner and to the extent provided by law; gifts of property are deductible in computing net gift for gift tax purposes in the manner and to the extent provided by the Internal Revenue Code.

## 1.4 Purpose of this Handbook

This Handbook is not, nor is it intended to be, a complete list of all of Trine University's (hereafter referred to as "the University") rules, regulations and policies. The University reserves the right to modify its policies, benefits and rules, whether or not contained in this Handbook, as it deems necessary. The University President has the power to suspend or alter policies within the Student Handbook in a state of emergency.

This Handbook supersedes all prior policies, procedures and practices — verbal or written.



If you have any questions concerning any aspect of this Handbook, please contact:  
**Dean of Students**  
**(260) 665-4206**



# Section II – Academic and Financial Aid



## 2.1 Undergraduate Graduation Requirements

- **Specific degree requirements:** Students must complete the degree requirements specific to their programs. Once in a program, if the requirements change, students have the option of graduating under the new requirements. Students who re-enter the University after an absence of more than one academic year are subject to the degree requirements in effect at the time of re-entry.
- **General Education Requirements:** All Trine University students receiving a baccalaureate or associate degree must meet the General Education requirements. Details regarding the General Education philosophy and requirements are presented immediately before this section in the catalog.
- A Trine University cumulative grade point average of not less than 2.0 must be achieved.
- All required courses or approved substitutions must be completed as described in the respective degree programs. If an “I” or “IP” grade is not removed until after the start of the next semester, the graduation date will reflect the new semester.
- Candidates for graduation must file with the Registrar, intent to graduate no later than one semester before the final semester of attendance in which degree requirements shall be completed.
- CHAT (Culture, Humanities, and the Arts at Trine) Angola Campus graduation requirement: Students must attend eight university-approved CHAT events over the course of four years, or one per semester while enrolled, with no limitations on the number of events per semester. Transfer students are required to attend a prorated number of events, dependent upon the number of semesters they are enrolled, at one per semester.

### Course Substitutions

An alternate course may be substituted for one required in a student's major if the student cannot schedule the required course without undue hardship. The substitution must be requested by the student's Department Chair. Proper notation must be made in the student's record and approval granted prior to the substitution. The substitution cannot be made simply on the request of the student to take a different course from the one required.

### Academic Residency Requirement

To be eligible for a baccalaureate degree, a student must earn a minimum of 30 credits at Trine University. To be eligible for an associate degree, a student must earn a minimum of 16 credits at Trine University. For a baccalaureate degree, 30 of the last 60 credits must be earned through Trine University or 16 credits of the last 30 for a two-year degree program. A student must be enrolled in at least one Trine class the last semester prior to graduation.



### Commencement Participation for Undergraduate Students

All spring semester and summer semester prospective graduates are eligible to participate in the annual spring Commencement ceremony. Fall semester graduates are eligible to participate in the spring Commencement ceremony prior to completing their degrees only if, by the end of the spring semester, they have 18 or fewer credit hours to complete to earn their degrees. If a fall graduate has more than 18 credit hours to complete, the student is invited to attend the Commencement ceremony the following spring.



## 2.2 Withdrawal from the University



### Voluntary

A student wishing to withdraw from the University during a term may obtain a withdrawal form from the Office of Student Success and Retention. A student living in a residence hall should also consult the Office of Student Affairs. A student who plans to return to Trine University within one calendar year may apply for a Planned Academic Leave (PAL). Details and application forms are available in the Office of Student Success and Retention.

### Unauthorized

A student leaving the University during a term without officially withdrawing will receive “F” grades in all courses and will not receive refunds of any kind, including fees and deposits.

The withdrawal procedure will not take place automatically for a student who leaves campus because of illness or family emergency. If official notification of withdrawal cannot be made in person, the student should contact the Executive Director of Student Affairs in writing.

### Disciplinary

Students dismissed for disciplinary reasons during a term will be given “F” grades and monetary reimbursement will not be made for tuition, housing, or any other university fees.

### Administrative Withdrawal Policy

Trine University may administratively withdraw a student from a particular course or courses.

### Academic Withdrawal

The Registrar may administratively withdraw or drop a student from a course or courses for academic reasons such as the following: academic dismissal, unapproved credit overload, and not completing the necessary prerequisites for a particular course. An academic drop or withdrawal will be processed according to the established drop and withdrawal deadlines. A grade of “W” will be assigned in the case of a withdrawal. The student’s GPA will not be affected.

### Medical Withdrawal

As a result of medical necessity, a student may be withdrawn from a class or classes. This process begins with the Parent/Student Advocate and Retention Specialist. Such withdrawals will only be granted based on appropriate medical documentation. Once approved by the Vice President for Academic Affairs, the student is withdrawn from all applicable classes and is assigned a grade of “W.” The student’s grade point average is not affected. Where appropriate and with an instructor’s permission, a student could receive a grade of “I” (Incomplete).

## 2.3 Administrative Dismissal Policy

### Disciplinary Dismissal

A student may be dismissed from Trine University for disciplinary reasons. In such cases and regardless of the timing during a semester, the student is withdrawn from all classes, earns no credits for the semester, and is assigned a grade of “F” for each class. A disciplinary dismissal is final and cannot be erased by withdrawal from the university. Students wishing to return to the university must apply for readmission. Also, the judicial process is under the jurisdiction of the Dean of Students. The student forfeits all tuition and fees for the semester or term regardless of when the sanction is imposed. Financial Aid can be impacted if the student received any Title IV funding that requires enrollment for the entire semester.

### Excessive Absence Dismissal

A student may be dismissed from Trine University for excessive class absences. In such cases, the student has until the semester’s withdrawal deadline to withdraw from all courses, which will garner a “W” on the transcript as the grade for each course. After the deadline to withdraw passes, the student will be administratively withdrawn from all courses, earn no credits for the semester, and be assigned a grade of “F” for each class. This excessive absence dismissal is final. Students wishing to return to the university must apply for readmission. The student forfeits all tuition and fees for the semester or term regardless of when the sanction is imposed. Financial Aid can be impacted if the student received any Title IV funding that requires enrollment for the entire semester. The judicial process is under the jurisdiction of the Dean of Students.

### The Academic Record

A report of the student’s grades earned in all courses taken during a semester is posted online at the end of each term. Grade reports for first year students are mailed to permanent addresses for domestic students and to local addresses for international students.

A permanent record of all the student’s courses, credits and grades earned is kept in the Office of the Registrar. The student should maintain a record of courses, credits and grades each term and check from time to time to see that this record agrees with the University version. The official record may also help the student determine eligibility for any activity that requires meeting specific scholastic standards.



### Transcripts

While attending Trine University a current student may obtain unofficial (personal) copies of his or her University transcript at no charge through the student portal. All official transcripts which bear the registrar’s signature and school seal can be requested at [trine.edu/transcripts](http://trine.edu/transcripts).

Holds prevent the release of transcripts. Holds may include, but are not limited to, financial indebtedness, student services obligations, or parking citations.

Trine University will not release copies of transcripts from another institution.



## 2.4 Involuntary Leave of Absence Policy



The University provides a wide range of services to support and address the mental and physical health needs of our students. Our first concern is for the health and welfare of each individual in our community. Our goal is to enable all of our students to participate fully as members of Trine's academic community. However, students whose psychiatric and/or psychological, or other medical condition causes them to pose a threat to themselves or others, or causes them to significantly disrupt the educational and other activities of the University community, may be required to take a leave of absence from the University. Under these circumstances, students will be given the opportunity to take a voluntary leave. Should a student decline to take a voluntary leave, the University may determine that the student's health and welfare, and/or the needs of the community, require a period of involuntary leave of absence. The following policy establishes that protocol under which an involuntary leave of absence may occur and the process for return from leave.

The University may place a student on an involuntary leave of absence or require conditions for continued attendance under the following circumstances when the student exhibits behavior resulting from a psychological and/or psychiatric or other medical condition that:

- Threatens, harms, or has the potential to harm the health or safety of the student or others;
- Causes or threatens to cause significant property damage; or
- Significantly disrupts the educational and other activities of the University community
- Indicates academic success is unlikely based on current academic performance

### Temporary Removal

If the Dean of Students has reason to believe, based on the information available, and in consultation with professionals with appropriate expertise, that the student's continued presence on campus poses an imminent threat of significant harm to him or herself or to others in the community, the Dean of Students may take immediate action to remove the student from campus pending receipt and review of relevant information and a determination. At the Dean of Students' discretion, this temporary removal may remain in place pending completion of any appeal process.

## Withdrawal Process

The process for withdrawal and returns from leave is set forth below:

When a student exhibits any of the behaviors described above, the matter should be brought to the attention of the Dean of Students, who will be responsible for informing the Vice President for Academic Affairs that an involuntary leave may be warranted. The Dean of Students will manage the process, convene case conferences, and work with the appropriate University offices to coordinate the delivery of services. In most cases, the student will be required to undergo an immediate assessment of his or her psychological and/or psychiatric or other medical condition. This assessment will be performed by University Counseling Services, the Student Health Center, or other appropriate professionals.

The student will be notified that the Dean of Students is seeking to determine whether he or she should be required to take a leave of absence. When reasonably possible, the student will be given the opportunity to confer with the Dean of Students and/or the Vice President for Academic Affairs or his/her designee to provide additional information for consideration.

**In consultation with the School Dean and Vice President for Academic Affairs, the Dean of Students will review the available information and make a decision that may include the following:**

- That the student remains enrolled with no conditions;
- That the student remains enrolled subject to conditions (including a description of those conditions) **or**;
- That the student be placed on an involuntary leave of absence

If the University's decision is to allow the student to remain enrolled subject to conditions, then the student's failure to comply with the conditions may, after appropriate consideration, result in the imposition of an involuntary leave.

If the University's decision is to require an involuntary leave of absence, the decision will also indicate the length and/or, in consultation with the student's school, describe the conditions (if any) under which the student may seek to return from leave.

The student shall be informed in writing by the Dean of Students of the leave decision and the basis for the decision, the effective date of the leave, and conditions for return (if applicable). If a student is permitted to remain enrolled subject to conditions, the student shall be informed in writing of the effective date and the duration of the modified attendance.

## Process for Return from Leave

A student seeking a return from leave must apply in writing to the Dean of Students. Such a request must be submitted no less than thirty (30) days before the beginning of the semester in which the student seeks to reenroll. The student must demonstrate that he/she has met any conditions for return specified by the University.

The University may require any documentation or evaluation it deems appropriate (reports from health professionals should be directed to the University's Student Health Center). In addition, the University may require a release from the student to enable the Student Health Center and/or University's Counseling Services to discuss the student's condition with his/her treating health professional.

## Appeal

A dismissed student may appeal the decision of the Dean of Students. A student who wishes to appeal must submit a written letter of appeal to the Vice President for Administration (or someone designated by the President) and the Vice President for Academic Affairs within three (3) days of receipt of the Dean of Students' decision. The letter of appeal must state why the student believes that the Dean of Student's decision was unwarranted under the circumstances. After reviewing the appeal letter the Vice President for Administration and the Vice President for Academic Affairs may meet with the student, as they determine appropriate. In addition, the Vice President for Administration and the Vice President for Academic Affairs may review relevant documents and confer with University officials before reaching a decision on the appeal. The Vice President for Administration and the Vice President for Academic Affairs will render a decision upholding, rejecting, or modifying the deem of the Dean of Students.

In consultation with the School Dean, the Dean of Students and the Vice President for Academic Affairs will review the request and other relevant information, including the student's compliance with the specified conditions for return from leave and the assessment from the appropriate professionals within the University's Counseling Services and/or the Student Health Center and decide whether it is appropriate for the student to return.

If the Dean of Students denies the request to return from leave, the student may challenge that decision by submitting a written appeal to the Vice President for Administration (or someone designated by the President) and the Vice President for Academic Affairs within five (5) business days of receipt of the Dean of Students' decision.

## Return of Title IV Aid (R2T4)

Federal regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, including medical withdrawals, the student may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive. A school is required to complete a federal calculation to determine if an adjustment should be made to a student's Title IV aid if that student ceases enrollment after beginning attendance in at least one class. This is called a Return of Funds calculation or R2T4. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal student aid funds they will have earned at the time of the withdrawal. Thus, a student who withdraws in the first month of classes has earned less of their financial aid than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all of their financial aid and will not be required to return any funds.

As part of the Higher Education Amendments of 1998, Congress passed provisions governing what must happen to federal financial assistance if a student completely withdraws from school in any term. The policy governs all federal grant and loan programs including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, TEACH Grant, Federal Perkins Loan, Federal Direct Subsidized and Unsubsidized Loans, the Federal PLUS Loan and any new programs introduced in the future. This Return of Title IV Policy does not affect the Federal Work-Study Program.

## Return of Veterans TA Benefit

In accordance with Change 3, DoDI 1322.25 (July 07, 2014) Veterans TA benefits are subject to the same calculation and 60% of the semester must be completed before a student will be considered to have earned the full amount. If a student withdraws prior to the 60% period then the unearned portion of TA funds will be returned.

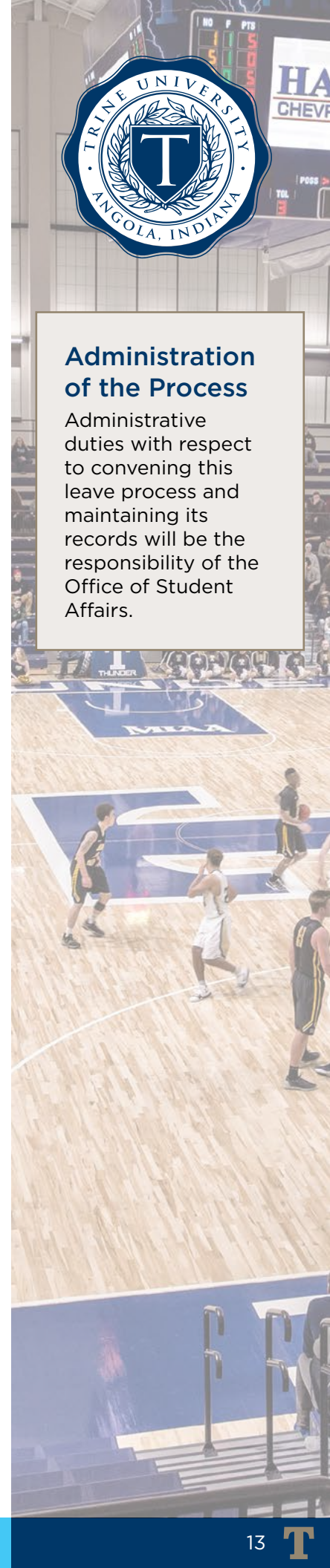
## Confidentiality

All records concerning involuntary leaves of absence will be kept in accordance with the University confidentiality policy and other applicable policies. The student's transcripts will indicate either a "W" or "F" based upon the timing of the involuntary leave of absence and current grades within the courses.



## Administration of the Process

Administrative duties with respect to convening this leave process and maintaining its records will be the responsibility of the Office of Student Affairs.



## 2.5 Grade Appeals

The awarding of grades is the prerogative of the classroom instructor. Faculty members are responsible for informing students of their grading policy. Grades become official when they are reported to the Registrar. If a faculty member discovers incorrectly reported grades, the error should be reported to the Registrar immediately. The appropriate department chair/program director must approve any adjustment of grades.



### A student who disagrees with an assigned grade will take the following steps:

- 1.** Approach the professor and explain the problem.
- 2.** If the professor and student do not come to an agreement, the student should write a letter to the department chair/program director.
- 3.** If the department chair/program director mediation does not resolve the issue, the student should file a written appeal to the appropriate academic dean. For this appeal to succeed, new evidence or a different interpretation of existing evidence would need to be presented by the student.
- 4.** If the dean mediation does not resolve the issue, the student can make a final appeal by filing a written appeal to the Vice President for Academic Affairs (VPAA). The appeal should set forth in detail the basis for the review and should be done by the midterm of the first regular term following the Trine University assignment of the grade. The student is responsible for presenting evidence to support his/her position. The ensuing decision of the VPAA is final. Records of each case shall be maintained in the office of the VPAA.

## 2.6 Academic Probation

The academic performance of every student is monitored by the Registrar and the academic departments to determine satisfactory progress. Students with GPAs below 2.0 will receive a letter warning them that they have fallen below the standard required for graduation. (See sidebar for further explanation of required GPA.)

### Students are placed on probation in the following situations:

- Degree-seeking students who have attempted 59 or fewer semester hours at Trine University and are more than six cumulative honor points below the 2.0 graduation standard. (See sidebar for further explanation of required GPA.)
- Degree-seeking students who have attempted 60 or more semester hours of coursework and have a cumulative grade point average lower than 2.0. Transfer hours are added to Trine University hours attempted for purposes of determining the 60 hours attempted.

A student on academic probation will have one semester to reach minimum standards or be dismissed. Students on probation who raise their cumulative GPA to acceptable academic standards will be removed from probationary status.

Students on probation who achieve at least a 2.0 GPA in summer courses will not be dismissed.

After a period of not less than one semester (not including summer semester), a dismissed student may apply for readmission to the program from which he or she was dismissed. A dismissed student may be readmitted without a waiting period in any other degree program to which the student can gain acceptance by the readmit committee.

Financial aid is not automatically reinstated when a dismissed student is readmitted.

### Students on academic probation will have the following restrictions placed on their attendance:

- You are required to register for UE 200, Academic Coaching.
- You may not register for more than 15 credit hours. If you wish to take more, you must petition the Readmit/Probation Committee for permission.
- You may not participate in the “rush” system for any fraternity or sorority.
- If you are an athlete, you are NOT eligible to participate in any competition.

**The grade point average (GPA) required to be removed from probation.**

The required GPA is based on the number of GPA hours attempted at Trine University.

\*GPA hours attempted

Hrs*	GPA	Hrs*	GPA
1	0.000	31	1.806
2	0.000	32	1.813
3	0.000	33	1.818
4	0.500	34	1.824
5	0.800	35	1.829
6	1.000	36	1.833
7	1.143	37	1.838
8	1.250	38	1.842
9	1.333	39	1.846
10	1.400	40	1.850
11	1.455	41	1.854
12	1.500	42	1.857
13	1.538	43	1.860
14	1.571	44	1.864
15	1.600	45	1.867
16	1.625	46	1.870
17	1.647	47	1.872
18	1.667	48	1.875
19	1.684	49	1.878
20	1.700	50	1.880
21	1.714	51	1.882
22	1.727	52	1.885
23	1.739	53	1.887
24	1.750	54	1.889
25	1.760	55	1.891
26	1.769	56	1.893
27	1.778	57	1.895
28	1.786	58	1.897
29	1.793	59	1.898
30	1.800	60	2.000

**When a student has attempted a total of 60 credit hours, INCLUDING transfer credits, a 2.0 GPA is required to be in academic good standing.**

## 2.7 Academic Support

### Study Sessions/Tutoring

Study sessions/tutoring are a free resource available to all Trine students. Sessions are led by student leaders who have excelled in the course in previous semesters. The goal of study sessions/tutoring is to strengthen the foundational knowledge of a course and find new approaches to overcome complexities. Students can meet with a study session leader/tutor at any stage in the learning process, whether being challenged by the material or just in need of some accountability and someone with whom to talk things through. **Visit the LINK for details on current sessions offered and how to work with a staff member to establish new sessions.**

### Writing Center

The Trine Writing Center assists students with writing, using computers for research, and composing a paper. **The Writing Center is located in the LINK.**

### Math Center

Peer tutors are available to assist with College Algebra, Trigonometry, Pre-Calculus, Calculus I, Calculus II, Essential Calculus, and Statistics. **The Math Center is located in Shambaugh 208 and virtually on the [Math Center Moodle Page](#).**

### Accessibility Services

All students learn differently, and it is our goal at Trine to assist students in achieving success. Students with a documented disability can request academic accommodations by meeting with **Director of Accessibility Services for an initial consultation (2nd floor LINK)**. In order to formally request academic accommodations, students must complete a registration form and provide professional supportive documentation before accommodations can be implemented.

**For more information contact:**

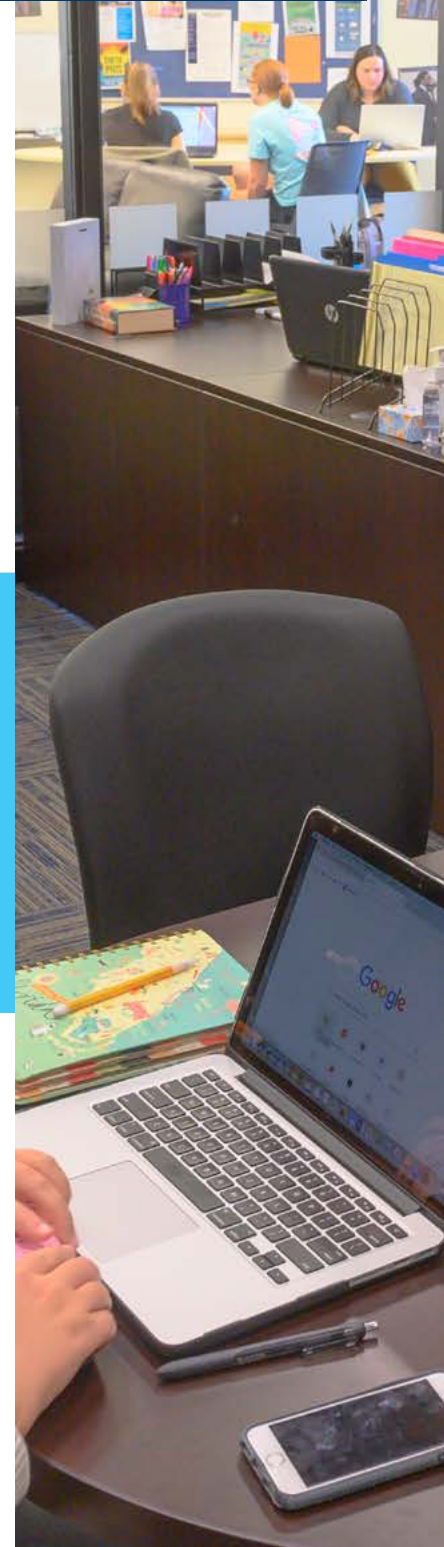
**Nicole Kibiloski**  
Director of  
Accessibility Services  
**2nd floor UC LINK 227**  
EMAIL:  
**[kibiloskin@trine.edu](mailto:kibiloskin@trine.edu)**  
PHONE:  
**260.665.4590**

### Academic Coaching

Academic coaches are available to assist students with the discovery and implementation of learning strategies, such as time management, goal setting, test prep, note making, etc. and with accountability. **Any student may request an academic coach at any time during the semester by contacting a staff member in the LINK.**

### Other Resources

**The Office of Academic Support** offers advice, workshops, and information related to college success. All students are invited to sign up for an individual appointment or attend an academic success workshop during the school year.





## 2.8 Student Records

Student academic records are maintained by the Registrar's Office. The academic record is confidential. The major purposes of the Registrar's Office are to accurately maintain students' academic records at Trine University; to make current and reliable information available to individuals and agencies that, by having the information, are better able to serve students; and to protect students from any detrimental circumstances resulting from misinterpretation or misuse of information.

An official transcript can be obtained at [trine.edu/transcripts](https://trine.edu/transcripts). A "hold" may be placed on a student's transcript for the following reasons: an outstanding balance owed to the University, unpaid parking citations, student services sanctions, or an unresolved issue with a Trine University department. Unofficial transcripts for current students are available through myPortal. For additional information call 260.665.4241.



[Click to request official transcripts through the online ordering process](#)  
or for additional information call 260.665.4241.

## 2.9 Release of Information from Student Academic Records (FERPA)

### Trine University Notification of Rights under FERPA

[Click to view the complete policy.](#)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older, or who attends a postsecondary institution. At Trine, "attendance" begins on the first day of the term in which a student is enrolled.) These rights include:

- The right to inspect and review the student's education records within 45 days after the day the University receives a request for access.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

## 2.10 Attendance

### Angola Campus

Students are expected to attend all class and laboratory sessions. Absences may be permitted for reasonable causes, including but not limited to, illness, disabling injury, death or serious illness in the immediate family. Participation in University-sponsored activities shall also constitute a reasonable cause for absence from class. Written documentation of the reason for absence may be required and, in the case of University-sponsored events, such documentation will be provided by the University sponsor. If a student experiences excessive absence from classes they may be subject to the excessive absence dismissal policy found in [section 2.3](#) of this handbook.

It is the student's responsibility to discuss pending absences (field trips, athletic competitions, etc.) with his/her professor prior to the missed class period. The faculty member may require the student to complete any work due prior to the absence. Class or team lists distributed via e-mail do not excuse a student from class or laboratory sessions, but rather provide confirmation to the faculty member that the activity is indeed University-sponsored.

If there is a death in the immediate family, please contact the Office of Student Success and Retention. Under these circumstances a student will be excused from class attendance for up to seven calendar days. When the student returns to class he/she should confer with the professor.

It is the instructor's responsibility to present a class attendance policy to each class at the beginning of the semester. Decisions regarding submittal of assignments will be at the instructor's discretion, but students may not be penalized for absences due to reasonable cause.

Online courses follow the CGPS attendance policy as stated below.



### TrineOnline

All students are expected to be in their class, on time and for the entirety of the class. In the case of an online class, active participation as gauged by the instructor is required. Once a student misses three sessions of any one class, prior to the withdrawal deadline, he/she will be dropped from the course with a "W". Only in the event of rare and unusual circumstances, with formal documentation, will a student be allowed to continue.



## Attendance under Pandemic Illness

The University Pandemic Emergency policy is applicable when the University President or his designee declares a University-wide pandemic emergency on one or more of its locations.

Trine University will take proactive steps to protect the University Community in the event of an infectious disease outbreak. The University is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.



### Students should not attend class for any of the following:

- In the interest of safety, **any student who feels ill must not physically attend class**. If they are experiences symptoms similar to the CDC's list of the pandemic illness. Instead students should **call the Health Center at 260.665.4585 to make an appointment to be screened**.
- Doctors' notes or other documentation are not required for an individual absence but they are required in the following cases:
  - **Two consecutive absences** – if a student is absent from class two consecutive days, this raises concern about his or her health. Instructors should report such absences using **WeCare** and students should visit the health center or another physician who can determine the student's fitness to return to class. This documentation should be provided to instructors.
  - **More than three absences over the course of the semester** – similarly, chronic absence due to health issues is concerning. Students should consult with the health center or a physician and present documentation to their instructors.
- There is no limit to the number of days a student can be physically absent from class due to illness, suspected illness or quarantine.
- Students who are physically absent due to illness, suspected illness or quarantine must still participate in class virtually unless their illness makes them unable to do so. This may require documentation.
- For each scheduled class period of the semester, instructors should arrange a way to record the virtual attendance of students who are absent due to illness, suspected illness or quarantine.

## 2.11 Academic Misconduct



**The University prohibits all forms of academic misconduct. Academic misconduct refers to, but is not limited to, the following activities:**

- Copying another person's work and claiming it as your own, or submitting the same paper in two different courses without knowledge and consent of the instructor (plagiarism);
- Using the work of a group of students when the assignment requires individual work;
- Looking at or attempting to look at an examination before it is administered;
- Using materials during an examination that are not permitted;
- Allowing another student to take your examination for you;
- Intentionally impeding the academic work of others;
- Using any electronic device to transmit portions of questions or answers on an examination to other students;
- Using any electronic device to improperly store information for an exam;
- Knowingly furnishing false information to the University;
- Assisting other students in any of the acts listed above.

Moreover, a student is expected to submit his/her own work and to identify any portion of work that has been borrowed from others in any form. Failure to adhere to the policy above is considered Academic Misconduct.

An ignorant act of plagiarism on final versions and minor projects, such as attributing or citing inadequately, will be considered a failure to master an essential course skill and is considered Academic Misconduct. A deliberate act of plagiarism, such as having someone else do your work or submitting someone else's work as your own (e.g., from the Internet, fraternity file, etc., including homework and in-class exercises), is also Academic Misconduct and will result in more serious penalties.

In situations of Academic Misconduct, instructors have the authority to award a failing grade on the assignment in question or a failing grade for the course. Upon approval by the appropriate Dean, Academic Misconduct may also result in expulsion from the University.

## 2.12 Financial Aid

### Purpose

The mission of the Trine University Financial Aid Office is service-oriented and geared to improving access, choice, and education for interested students. To accomplish its mission, Trine University offers a variety of financial counseling and planning programs for student with economic need.

The Office of Financial Aid provides assistance to students and their families to make a college career at Trine University affordable. It is important to reward students for exceptional academic accomplishments. To provide such assistance allows students to attend who might not otherwise have the opportunity.

Most scholarships are merit-based. They are based on academic achievement. However, other grants and loans are awarded based upon financial need as determined by the federal and state governments after completion of the Free Application for Federal Student Aid (FAFSA).

The Office of Financial Aid provides a convenient location and several options of access for students and/or their families. The office offers walk-in and telephone counseling, and can be contacted via email.

Provided here is an overview of Financial Aid policies. For detailed information please see [MyTrineFA](#) site and/or the [financial aid](#) section of the Trine website for additional information or contact the Financial Aid Office toll free at **800.347.4878, option 3.**

### Application Procedures

All students applying for financial aid must complete the Trine University Online Application for Admission to be accepted into a degree-seeking program and complete a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) with school code **001839.**

The FAFSA for new applicants or returning applicants is the primary application for assistance. This can be filed online at [www.fafsa.gov](http://www.fafsa.gov) It is used to determine eligibility for all Federal Title IV aid programs, such as Federal Pell Grant, Supplemental Educational Opportunity Grant, Federal Work Study Program, and Federal Direct Education Loan Programs. It is also the application for undergraduate Indiana residents to apply for tuition assistance programs from the State of Indiana.

The Trine University priority application filing deadline is March 1 of each academic year for fall/spring/summer enrollment; however, aid is awarded throughout the school year. Current students need only complete the FAFSA once each academic year before March 1 to reapply for all aid. The Trine University FAFSA filing priority deadline is March 1 to be eligible for all types of institutional aid.

The U.S. Department of Education's Central Processing System (CPS) reviews and analyzes the information provided on the FAFSA. The CPS uses this information to calculate an Expected Family Contribution (EFC). The EFC is the index of the family's financial strength and not necessarily the amount a family will have to pay towards college. Once Trine University receives this information, it will be used to create an electronic award notification.



### The Office of Financial Aid

**LOCATION:**  
Forman Hall

**ADDRESS:**  
Office of Financial Aid  
One University Avenue,  
Angola, Indiana, 46703

**HOURS:**  
Monday through Friday  
8 a.m. to 5 p.m.

**PHONE:**  
1.800.347.4878, option 3

**FAX DOCUMENTS:**  
260.665.4511

**EMAIL:**  
[finaid@trine.edu](mailto:finaid@trine.edu)

## 2.13 Institutional Policy for Satisfactory Academic Progress (SAP)



Federal regulations mandate that all students make satisfactory, measurable academic progress toward completion of a degree in order to receive federal assistance through Title IV federal grant, work, and loan programs; as well as all institutional and state grant/award programs. This policy also applies to students not utilizing Title IV aid programs.

**The academic progress of all financial aid applicants and recipients will be reviewed for:**

- Cumulative Grade Point Average (GPA)
- Cumulative Credit Hour Completion Rate (PACE)
- Maximum Time Frame for Degree Completion

You must maintain satisfactory progress in all three areas regardless of whether or not you have received financial aid in the past.

<b>SAP Chart A</b> (Effective August 1, 2019)		<b>Undergraduate Program</b>			<b>Graduate Program</b>
<b>**Total Hours Attempted for Degree Consideration from All Institutions</b>		<b>1-28 Hours</b>	<b>29-59 Hours</b>	<b>60+ Hours</b>	<b>All Hours</b>
<b>1</b>	<b>Minimum Required cumulative GPA (Qualitative)</b>	1.8	1.9	2	3
<b>2</b>	<b>**Minimum Completion percentage of total hours successfully completed. (Quantitative) Measured as Hours Earned/Hours attempted</b>	67%	70%	70%	80%
<b>3</b>	<b>Maximum total credit hours/time allowed to complete first academic degree</b>	<b>150% of the specified program length</b>			<b>120% of specified program length</b>

\*\*Transfer hours count in both number attempted and number earned.\*\*

### Monitoring, Evaluation and Notification of Financial Aid Eligibility:

The minimum progress standards will be checked after each payment period (fall, spring and summer). By the end of each payment period, students must earn the minimum cumulative GPA, minimum number of credit hours (PACE), and be within the maximum timeframe (see chart above). At the time of each evaluation, a student who has not achieved the required GPA, or who is not successfully completing his or her educational program at the required pace, is no longer eligible to receive financial assistance under the Title IV programs unless the student is placed on financial aid warning or the student has appealed and has been placed on financial aid probation. Students will be mailed a detailed letter to their permanent home address and receive an email message to their Trine account letting them know where the deficiency lies and what specific action is required on their part.

## **STATUSES:** A student may be assigned to one of the following groups

### **Financial Aid Warning**

Financial Aid Warning status is assigned to a student who fails to meet one or more of the SAP measures for the first time and is under 60 credit hours attempted at the conclusion of a payment period. A student assigned a Financial Aid Warning will be notified by letter to their permanent home address and an email message to their Trine account. The student may continue to receive financial aid for one (1) subsequent payment period under this status despite the determination that the student is not making SAP. If the student does not improve this deficiency by the end of the next payment period then they are placed on financial aid suspension. A student cannot be on two (2) consecutive terms of financial aid warning.

### **Financial Aid Suspension**

Financial Aid Suspension status may be assigned to a student for any one of three separate reasons (see below). **A student who is placed on Financial Aid Suspension is not eligible for Financial Aid.** In some instances, a student may receive financial aid only if they re-establish eligibility by meeting the standards set forth in this policy.



- **Previous Financial Aid Warning**— Assigned to a student that attempted less than 60 credit hours that is still not meeting SAP following their semester of Financial Aid Warning.
  - A student in this category has the option to complete a financial aid appeal.
- **Over 60 credit hours attempted Suspension— Automatically** assigned to a student that has attempted 60 or more credit hours and is not meeting SAP, **regardless** of being placed on Financial Aid warning before or not.
  - A student in this category has the option to complete a financial aid appeal.
- **Over 90 credit hours attempted Suspension— Automatically** assigned to a student that has attempted 90 or more credit hours and is not meeting SAP, regardless of being placed on Financial Aid warning before or not.
  - A student in this category does **NOT** have the option to complete a financial aid appeal.



## Reestablishing Eligibility:

### REINSTATING AID: Appeal Procedure

If a student is placed on Financial Aid Suspension the student is not eligible for federal, state, and institutional financial aid, which include grants, scholarships, work-study and loans. However, in some instances a student on Financial Aid Suspension who has had mitigating circumstances (i.e., death in the family, illness, involuntary military leave, etc.) may request reinstatement of their financial aid eligibility by completing a Satisfactory Academic Progress Appeal Form and submitting it to the Financial Aid SAP Appeals Committee. The Satisfactory Academic Progress Appeal Form is available at [www.trine.edu/forms](http://www.trine.edu/forms). NOTE: Not every student on Financial Aid Suspension is able to appeal. Please refer to the Financial Aid Suspension paragraph for details.

The maximum number of times a student may appeal is twice (but not consecutively) during his or her undergraduate program. In order for a student to be eligible for the second appeal, the student must have been successful at satisfying the conditions of the first appeal. The appeal must be typed and must include the following requirements:

- Detailed explanation for failure to meet SAP standards for each payment period the student failed to perform satisfactorily;
- Documentation to support the reason for failure;
- A copy of 4-Year Graduation Plan (must be attached)
- A copy of Academic Improvement Plan (must be attached)
- Detailed explanation of what has changed that will now allow the student to comply with SAP standards, a statement of academic objectives, and corrective action plan; and,
- Meet and discuss appeal with academic advisor or dean and obtain his or her signature on the appeal form.

### Approval of an appeal results in Financial Aid Probation Status

Financial Aid Probation status is assigned to a student who has successfully appealed a Financial Aid Suspension and has had eligibility for financial aid reinstated. A student who is placed on financial aid probation may receive limited financial aid as outlined in the student's SAP Academic Plan. A student on Financial Aid Probation may be required to meet certain terms and conditions while on financial aid probation, such as taking a reduced course load or taking specific courses. A student assigned a Financial Aid Probation status will be placed on a SAP Academic Plan. At the conclusion of the SAP Academic Probation payment period, the student must either meet the SAP standards or fulfill the requirements specified in the SAP Academic Plan to remain eligible for aid in subsequent payment periods.

### Denial of an appeal

Students who submit an appeal for review will be notified of the results via a message to their Trine email account. If the appeal is denied, the student must meet minimum qualitative, quantitative and max time frame requirements to re-establish eligibility.

### Reinstating aid: non-appeal

Students who are on Financial Aid Suspension must meet the minimum qualitative and quantitative requirements before aid can be reinstated. Credits may be earned at Trine or another institution to meet quantitative

continued



## SAP Appeal Deadlines:

### Fall Semester

August 1st

### Spring Semester

One week prior to start of Spring term

### Summer Terms

One week prior to the start of Summer term



eligibility requirements. Classes MUST be taken at Trine to improve a student's overall cumulative GPA in order to meet qualitative requirements. Students failing to meet the Trine SAP Policy due to their overall cumulative GPA cannot re-establish their eligibility by taking classes at another institution. Students MUST meet all SAP qualitative and quantitative requirements to reinstate federal aid funding. Once the student has met all SAP requirements, the student will be notified via their Trine email that their eligibility for financial aid has been reinstated. [\(See reference Chart A on page 22.\)](#)



## SAP Requirement details:

### Cumulative Grade Point Average (GPA)

If you fall below these standards you will be placed on either a Financial Aid Warning or Suspension depending on the student's situation and a notification will be sent to you to inform you of how to correct this deficiency. After two full years of full-time attendance (60 attempted credit hours, including Transfer hours), you are required to achieve a minimum 2.0 cumulative GPA. Failure to do so will result in a Financial Aid Suspension with the potential to appeal. Please note that you are also no longer eligible for financial aid or an appeal if you do not have a cumulative GPA of at least 2.0 and have attempted 90 or more credit hours (including Transfer hours).

### Cumulative Credit Hour Completion Rate/Pace

A first-year student (up to 28 attempted hours) must earn a minimum of 67% of the credit hours that you enrolled in and 70% every payment period after your first year (29 attempted hours and above). If you fall below this standard you will be placed on either a Financial Aid Warning or Suspension depending on the student's situation and a notification will be sent to you. Please note that at 90 credit hours and above you will no longer be eligible for aid or an appeal if you are unable to meet the PACE standards.

<b>Hours Earned/ Attempted</b>	To earn hours at Trine you will need either a grade of A, B+, B, C+, C, D+, D or S. All other grades will not count towards hours earned but will count towards hours attempted. Note: withdrawing from a course will affect your attempted hours/completion rate. Attempted Hours will include all earned hours, plus W, F, I or U. (All coursework with a "W" (withdrawal) is also counted as attempted, but not completed, regardless of the conditions of the withdrawal)
<b>Repeated Courses</b>	If a student repeats a course, both courses count as attempted hours and count against the maximum timeframe. This may reduce the student's completion rate/PACE because repeated credits count as earned credits only one time. The higher grade will be used in the student cumulative GPA calculation.
<b>Remedial Courses</b>	Count as attempted and earned credits and are included in the GPA calculation.
<b>Transfer/ Test Credits</b>	Accepted Transfer and Test Credit hours will count as earned and attempted hours but are not factored into the student's GPA calculation
<b>Incompletes</b>	Incompletes will be counted as attempted hours, but won't count towards hours earned of the student's cumulative GPA. Incomplete grades reduce the completion rate because these grades are counted as attempted, but not earned credits. They will also count against the student's attempted credit hours. Students with grades of Incomplete that become new letter grades prior to or during a subsequent payment period and that may affect financial aid eligibility for that payment period must contact the Office of Financial Aid for further evaluation.
<b>Second Degrees</b>	Credit hours applicable to a second degree will be reviewed as transfer hours and counted as hours attempted and earned.



## Undergraduate Degree:

You are expected to earn your Bachelor's Degree before you exceed 150% of the hours required for degree completion. For example, if your degree requires 120 hours then you are only allowed to attempt 180 hours or if your degree requires 132 hours then you are only allowed to attempt 198 hours and still be able to receive financial aid. If you exceed this maximum timeframe you are no longer eligible for aid. If you are not on track to complete your degree before your time frame expires you will no longer be eligible for aid. This is effective at the time of review.

**Change of Majors:** The allowed time frame does not change or increase when you change majors. If you have completed all degree requirements but have not applied to graduate or received the degree you are no longer eligible for aid.

## Graduate Degree:

You are expected to earn your Master's Degree before you exceed 120% of the hours required for completion. If your degree requires 32 hours then you are only allowed to attempt 38 hours or if your degree requires 36 hours then you are only allowed to attempt 43 hours.

## Final Remarks:

- Trine's SAP standards comply with the requirements of the U.S. Department of Education.
- These are financial aid standards and do not replace or override Trine's academic policies.
- Academic progress will be reviewed at the end of each payment period for all students with the exception of first year full time students (non-transfer) who will be reviewed at the end of their first year (two payment periods) and every payment period after that.
- It is your responsibility to stay informed of the University's SAP standards and policy.
- All attempted credit hours are considered toward the maximum time allowance, regardless of whether or not the student received financial aid for those hours.



## 2.14 Withdraw and R2T4 Policy



### Official Withdrawal Policy

When a student chooses to officially withdraw from Trine University, prior to the end of an academic term, they must first complete the “Withdrawal from the University” form. The student should obtain this form from the Executive Director of Student Success and Retention.

### Return of Title IV Aid (R2T4)

Federal regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, including medical withdrawals, the student may no longer be eligible for the full amount of Title IV funds that they were originally scheduled to receive. A school is required to complete a federal calculation to determine if an adjustment should be made to a student’s Title IV aid if that student ceases enrollment after beginning attendance in at least one class. This is called a Return of Funds calculation or R2T4. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal student aid funds they will have earned at the time of the withdrawal. Thus, a student who withdraws in the first month of classes has earned less of their financial aid than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all of their financial aid and will not be required to return any funds.

As part of the Higher Education Amendments of 1998, Congress passed provisions governing what must happen to federal financial assistance if a student completely withdraws from school in any term. The policy governs all federal grant and loan programs including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, TEACH Grant, Federal Perkins Loan, Federal Direct Subsidized and Unsubsidized Loans, the Federal PLUS Loan and any new programs introduced in the future. This Return of Title IV Policy does not affect the Federal Work-Study Program.

### Return of Veterans TA Benefit

In accordance with Change 3, DoDI 1322.25 (July 07, 2014) Veterans TA benefits are subject to the same calculation and 60% of the semester must be completed before a student will be considered to have earned the full amount. If a student withdraws prior to the 60% period then the unearned portion of TA funds will be returned.

### Official Date of Withdrawal

For purposes of this policy, Trine University defines a student’s last date of attendance as the date which the student signs the “Withdrawal from the University” form. If the student is physically unable to sign the form, the last date of attendance shall be when the University officially completes the withdrawal form on behalf of the student.

### Unofficial Date of Withdrawal

For a student who discontinues their attendance without completing the official “Withdrawal from the University” form, the last date of attendance will be determined by the Registrar’s Office and/or Vice President of Academic Affairs. This is considered an unofficial withdrawal. This also applies to students who are dismissed or removed for academic or disciplinary reasons. In this instance, the student will be administratively dropped from their courses and the date this happens will be used to perform the R2T4 calculation.



## Additional Loan Information to Consider When Withdrawing

**Important:** Anytime a student is enrolled less than part-time, their six-month grace period begins. The student's grace period for loan repayment for Federal Direct Subsidized and Unsubsidized Loans will begin on the day of the withdrawal from the school. If the student is not enrolled part-time for more than six months, the loans will go into repayment. The student must complete Exit Loan Counseling at [www.studentloans.gov](http://www.studentloans.gov) and contact their lender(s) to make payment arrangements. Loans must be repaid by the loan borrower (student/parent) as outlined in the terms of the borrower's promissory note. The student should contact the lender if they have questions regarding their grace period or repayment status.

## Returned Title IV Aid Allocation

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Financial aid returned by you and/or your parent or the college must be allocated in the following order:

- Federal Unsubsidized Direct Loan
- Federal Subsidized Direct Loan
- Federal Direct Parent Loan (PLUS)
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)

## Post-Withdrawal Disbursements

A post-withdrawal disbursement (a type of late disbursement) may apply to a student who withdraws completely from Trine University. The amount of the disbursement is determined by the Return of Title IV (R2T4) calculation required when a student withdraws from school.

If the total amount of Title IV grant and/or loan assistance that the student earned as calculated under the Return of Title IV Program Funds calculation is greater than the total amount of Title IV grant and/or loan assistance that was disbursed to the student on or on behalf of the student in the case of a PLUS loan, the student may be eligible to receive a post-withdrawal disbursement.

## Timeline for Return of Title IV funds

Trine must determine the amount of aid that was earned and how much was unearned; the unearned aid is returned to the appropriate agency. If you must return any federal financial aid funds received, you will be notified via email within 45 days of the date that Trine determines you have not earned your aid. The amount of unearned aid will be returned, which can create a balance due to Trine University. This is posted as a charge to your account and must be repaid to the university immediately. The loan you borrowed will be reduced by this amount, so when your loan enters repayment the total amount borrowed will be lower.

**Note:** State Aid and institutional merit aid may be subject to similar calculations. It's best to check with the Financial Aid office before officially withdrawing to see how your aid will be affected.

## 2.15 Student Accounts

The Office of Student Accounts is located in Forman Hall and is open Monday through Friday, 8 AM – 4 PM. Students may pay their tuition, room and board, and other miscellaneous charges in our office. Balances are to be paid in full by the posted due date. Outstanding balances could result in late fees and/or dismissal from the University. A student's account must be paid in full in order to register for the following semester or receive a transcript/diploma. For questions, please contact our office at [businessoffice@trine.edu](mailto:businessoffice@trine.edu) or 1-800-347-4878 option 4.

### View Your Bill/Student Account

Trine University partners with Nelnet Campus Commerce to provide a one-stop, real-time environment for students to view their bill and/or make a payment. Please allow up to two business days to view any billing revisions (such as room and board changes, financial aid changes, etc.) online.

**To view your student account online through Nelnet:**  
myPortal > Student > Student Account Center > "View or Pay My Bill"

*NOTE: You can invite parents or other individuals to have access to your account or make payments on your behalf. To do so, click on "Add an Authorized Party" on the homepage of your Nelnet account.*

### Payment Options

Please visit <https://www.trine.edu/resources/business-office/pay-a-bill.aspx> for all current payment options available.

## Office of Student Accounts

**LOCATION:**  
Forman Hall

**ADDRESS:**  
Office of Student Accounts  
One University Avenue,  
Angola, Indiana, 46703

**HOURS:**  
Monday through Friday  
8 a.m. to 4 p.m.

**PHONE:**  
1-800-347-4878 option 4

**EMAIL:**  
[businessoffice@trine.edu](mailto:businessoffice@trine.edu)





## Withdrawal/Drop Schedule

Refunds of tuition, room, and board due to withdrawal/drop are determined by the schedule located on the Student Accounts website: <https://www.trine.edu/resources/business-office/pay-a-bill.aspx>

*Enrollment fees (domestic and international) are non-refundable.*

A \$50 administration fee applies to “exception” drops (per occurrence).

If a student decides to drop/add or withdraw after registering for classes:

- The student is responsible for completing the proper paperwork through the Registrar’s Office. Non-payment and/or non-attendance does not constitute a drop/withdrawal from classes. If a student does not follow the proper procedures, they are financially responsible for all charges incurred on their account.
- Loss of financial aid from a federal, state, or institutional source may occur.
- Students are responsible to pay any balance that results from drop/add or withdraw. Revised bills can be viewed on myPortal within two business days of the change.

Please note: If a student receiving financial aid withdraws during the semester, that aid is subject to a federal refund calculation.

Refunds are processed after a student officially withdraws and all charges/credits are posted (official withdrawal form required).

## Credit Balances/Refunds

- Students that have a credit on their student account (due to excess financial aid, overpayment, etc.) can purchase books/required supplies at the Bookstore, by selecting “financial aid” as the form of payment.
- Students that are eligible to receive a refund due to credit on their student account, must submit direct deposit information on myPortal. Refunds are automatically processed within 14 days of the credit being posted.

### To submit Direct Deposit information:

myPortal > Student > Student Account Center > Direct Deposit Form

## 1098-T Tax Information

1098-T tax forms are available each year by the January 31st deadline. Forms are NOT mailed out, and must be accessed online.

### To view and/or print the 1098T form:

myPortal > Student > Student Account Center > 1098-T Form Printing

## Forced Closure Refund Policy

If the university is forced to close residential facilities, a refund for housing will be issued to on-campus students. The credit will be based upon the week in the fall or spring semester that a closure occurs. Meal plan refunds will be on a pro-rata basis.

The University may apply the credit to a student’s account with the University to offset any outstanding balances.

Week 1 – 4.....	75%
Week 5 – 6.....	50%
Week 7 – 8....	40%
Week 9 – 10...	30%
Week 11 – 13...	25%
Week 14 – 16....	0%

## 2.16 Academic Grievance Procedure

Students are encouraged to voice concerns they have and should attempt, in the first instance, to resolve a concern by using a direct and informal approach. Concerns may be addressed with the support, involvement or intervention of university faculty and/or staff members. It is advisable to voice concerns as soon as possible and to seek informal resolution, if possible.

If, however, a student feels that a complaint has not been dealt with satisfactorily he/she should use the appropriate process to have the issue addressed and are encouraged to submit a Formal Complaint Form.



**STEP ONE:** Complete a Notice of Complaint form found on the Trine University myPortal – Student Page, under Miscellaneous Student Forms – Formal Complaint Form. The student will need to provide the date of the incident and a thorough explanation of what happened. The student complaint must be submitted within 30 business days of the incident.

**STEP TWO:** The Vice President for Academic Affairs (or designee) will review the complaint and forward the complaint to the appropriate University administrator who will be responsible for meeting with the concerned student and investigating the complaint. Action must be taken within 10 business days.

**STEP THREE:** After completing the investigation of the incident, the University administrator will render a decision in writing to all entities involved in the grievance process within five business days. That decision is considered final. A summary of the findings will be submitted to the office of the VPAA for archiving purposes.

### Students who are not satisfied with the results of the complaint process can contact the following entities:

#### Indiana Commission for Higher Ed

101 W. Ohio Street, Suite 300  
Indianapolis, IN 46204  
Phone: 888.528.4719

[Website](#)

#### Higher Learning Commission

230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604  
Phone: 800.621.7440

[Website](#)

For students at the Arizona location: If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must Contact the State Board for further details.

For students at the Virginia location: If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the State Council of Higher Education for Virginia (SCHEV). The student must Contact the State Board for further details by using this link: [Website](#)

#### The State Board address is:

1740 W. Adams Street, #3008  
Phoenix, AZ 85007  
Phone: 602.542.5709

[Website](#)

Students at the Detroit location may contact the Michigan Department of Education at:  
608 W. Allegan  
Lansing, MI 48933

[Website](#)

# Section III – Guiding Principles





## 3.1 Equal Opportunity/ Anti-Harassment



As a leading private institution of higher education, Trine fosters a culture of understanding, growth and inquiry; values the diverse qualities of its students, faculty and staff; promotes an inclusive environment free of discrimination and intolerance; and welcomes everyone.

Trine will not allow discrimination and will continue to grant admission and provide educational opportunities without regard to race, age, disability, gender, gender identity, sexual orientation, marital status, national origin, religion or veteran status. The culture of Trine University dictates that these same standards of acceptance apply to all students, faculty, staff, alumni and community members.

### Anti-Harassment

Trine University believes that discrimination and harassment in any form constitutes misconduct that undermines the integrity of University relationships. Trine University prohibits discrimination and harassment that is sexual, racial or religious in nature, or that is related to anyone's gender, national origin, age, sexual orientation, gender identity, pregnancy, disability, genetic information or veteran status. This policy applies to all students, faculty and staff throughout the organization and all individuals who may have contact with any student for business reasons, such as vendors or customers.

Generally, harassment is unwelcome verbal statements or physical conduct that is severe or pervasive enough to create an environment that a reasonable person would consider intimidating, hostile, or abusive. Harassment may include a variety of subtle and obvious behaviors and may involve individuals of the same or different gender or having the same protected characteristics.

If you feel that you have experienced or witnessed discrimination or harassment, you should immediately notify the Dean of Students and/or the Associate Dean of Students. Trine University will promptly and thoroughly investigate the complaint and, when applicable, take appropriate remedial action. All complaints will be handled confidentially, to the extent possible. No action will be taken against anyone who makes a good faith report of behavior believed to violate this policy. Retaliation against any student for reporting a complaint or participating in an investigation is strictly prohibited.

## 3.2 Title IX

Trine University is committed to providing a safe and non-discriminatory learning, living and working environment for all members of the University community. In accordance with the provision of Title IX of the Higher Education Amendments Act (Title IX), the University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities.

The University also does not tolerate discrimination or harassment on the basis of any other characteristics protected by law including race, color, national or ethnic origin, religion, age, disability or veteran status. In the administration of any of its education programs, admissions policies, scholarship and loan programs, athletic and other school-administered programs, or in employment.

The University has designated Ms. Jamie Norton as its Title IX Coordinator, and as the person to whom questions, concerns, or complaints regarding Title IX and the University's non-discrimination policies should be directed.

**Jamie Norton**

Assistant Vice President for HR  
Trine University  
Shambaugh Hall, Room 322  
Angola, IN 46703  
260.665.4847  
nortonj@trine.edu



The University has also designated the following persons as Title IX Deputy Coordinators to whom questions or complaints may be directed:

**Cisco Ortiz**

Vice President  
Trine University  
University Center – Student Affairs  
Angola, IN 46703  
260.665.4206  
ortizf@trine.edu

**Evan Gustin**

Associate Dean of Students  
Trine University  
University Center – Student Affairs  
Angola, IN 46703  
260.665.4136  
gustine@trine.edu

**Jacqueline Delagrangue**

Chair, Department of Criminal Justice  
Trine University  
Best Hall, Room 1151  
Angola, IN 46703  
260.665.4187

**Mike Black**

Dean of Students  
Trine University  
University Center – Student Affairs  
Angola, IN 46703  
260.665.4206  
blackm@trine.edu

**Stephanie George**

Director of Human Resources  
Trine University  
Shambaugh Hall, Room 322  
Angola, IN 46703  
260.665.4991

**CONFIDENTIAL OPTIONS IN BRIEF:**

Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:

**Trine University Counseling Services**

Megan Cook 260-665-4172 or cookm@trine.edu  
After business hours – Campus Safety: 260-316-1877

**Medical attention:**

Cameron Memorial Hospital (medical services)  
260-665-2141 or 911  
416 E. Maumee St., Angola IN 46703

**Fort Wayne Sexual Assault Treatment Center**

(medical services & advocacy support)  
260-423-2222  
1420 Kerrway Ct., Fort Wayne IN 46805

For more information and to view the University's Title IX Policy, please access the University's Title IX webpage — [CLICK HERE.](#)

## 3.3 Accessibility and Accommodations

Trine is committed to section 504 of the Rehabilitation Act. If a student believes that he or she is a qualified individual with a disability who may need a reasonable accommodation, then the student should contact the **University's ADA/Section 504 Director of Accessibility Services, Nicole Kibiloski**.

[CLICK FOR MORE INFORMATION](#)

Pursuant to the Americans with Disabilities Act (“ADA”), section 504 of the Rehabilitation Act of 1973, and Indiana Law, Trine University welcomes service animals on campus. Requests for a service animal in university housing should be addressed through the Accessibility Services Office.

[CLICK FOR MORE INFORMATION](#)

Trine University prohibits any form of retaliation for making a request for reasonable accommodation. If you believe that someone has violated this non-retaliation policy, you should bring the matter to the immediate attention of the Office of Student Affairs. Violations of this policy against retaliation may result in discipline, up to and including dismissal.

### TESTING STANDARDS

Students must appropriately communicate with each instructor before utilizing accommodations.

Testing Requests can be made via the QR Code provided to each student in their accommodation letter or by emailing academic support at [academicsupport@trine.edu](mailto:academicsupport@trine.edu).

All requests must be made **48 hours** prior to any test requiring accommodations. Without timely notice, students will test in class without accommodations.

Students are responsible for updating documentation with the Accessibility Office when changes occur.

Accommodations are not retroactive.

All forms of academic dishonesty result in loss of testing accommodations.



## 3.4 Freedom of Expression

Because Trine University is committed to free and open inquiry in all matters, it guarantees all members of the Trine community the broadest possible latitude to speak, write, listen, challenge, and learn. Except insofar as limitations on that freedom are necessary to the functioning of Trine, Trine fully respects and supports the freedom of all members of the Trine community “to discuss,” in the words of former University of Chicago President Robert M. Hutchins, “any problem that presents itself.”

Of course, the ideas of different members of the Trine community will often and quite naturally conflict. But it is not the proper role of Trine to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Although Trine greatly values civility, and although all members of the Trine community share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can never be used as a justification for closing off discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community. Trine University Staff and Students are not required to express agreement with/affirmation for personal ideological viewpoints contrary to their own, or reveal personal views/opinions against their will.

The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. Trine may restrict expression that violates the law that falsely defames a specific individual that constitutes a genuine threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of Trine. In addition, Trine may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of Trine. But these are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions never be used in a manner that is inconsistent with Trine’s commitment to a completely free and open discussion of ideas.

In a word, Trine’s fundamental commitment is to the principle that debate or deliberation may not be suppressed because the ideas put forth are thought by some or even by most members of the Trine community to be offensive, unwise, immoral, or wrong-headed. It is for the individual members of the Trine community, not for Trine as an institution, to make those judgments for themselves, and to act on those judgments not by seeking to suppress speech, but by openly and vigorously contesting the ideas that they oppose. Indeed, fostering the ability of members of the Trine community to engage in such debate and deliberation in an effective and responsible manner is an essential part of Trine’s educational mission.

As a corollary to Trine’s commitment to protect and promote free expression, members of the Trine community must also act in conformity with the principle of free expression. Although members of the Trine community are free to criticize and contest the views expressed on campus, and to criticize and contest speakers who are invited to express their views on campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe. To this end, Trine has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.



**As a corollary to Trine’s commitment to protect and promote free expression, members of the Trine community must also act in conformity with the principle of free expression.**



## 3.5 Whistle Blower

Trine University is committed to providing all members of the university community, including students, faculty, staff, alumni, vendors, and guests, with a safe and productive environment. If any member of the university community has reason to believe or reasonably suspect that the university or any of its agents is acting contrary to any applicable federal, state, or local laws or regulations, or contrary to any established community standard, that person may report such action or activity without fear of reprisal or retaliation.

Any university student with reasonable suspicion of illegal or improper activity should notify the Dean of Students in the Office of Student Services to register a complaint.

Should retaliation actually occur, such act shall be considered a serious violation of university standards and will be dealt with accordingly. Encouraging others to retaliate is also a violation of this policy. Those who file fraudulent or bad faith complaints pursuant to this policy will be subject to disciplinary and/or legal action.

## 3.6 Good Samaritan

The university is committed to helping ensure that students obtain timely medical or other professional assistance for themselves and their peers when needed. The Good Samaritan policy is designed to help in this effort.

There may be times when individual students, on and off campus, may be in need of assistance from medical or other professional personnel. Trine University wants to minimize any hesitation that students or student organizations might have in obtaining help due to the related concern that his/her own behavior might be a violation of community or residential standards. While standards violations cannot be overlooked, Trine University will take into consideration the positive impact of reporting an incident for the welfare of other students when determining the appropriate response for standards violations. Any possible negative consequences for the reporter of the problem will be evaluated against the possible negative consequences for the student who needed intervention.



### Examples where the Good Samaritan Policy may influence sanctions are:

**EXAMPLE 1:** A student is reluctant to report that he/she has been sexually assaulted because he/she had been smoking marijuana or was drinking on university property prior to the assault.

**EXAMPLE 2:** A student is reluctant to call an ambulance when a friend becomes unconscious following excessive consumption of alcohol because the reporting student is under the age of 21 and was also consuming alcohol.

**EXAMPLE 3:** A member of a student organization is reluctant to report a possible suicide attempt by a prospective member because prospective members have been required to perform activities that might be considered hazing.

In all three examples, a student's physical and/or psychological well-being is in serious jeopardy. Whenever a student assists another individual in acquiring the assistance of local or state police, Campus Safety, Residence Life staff, or other medical professionals, neither the intoxicated individual nor the individual who assists will be subject to formal university disciplinary actions for (1) being intoxicated or (2) having provided that person alcohol. This provision does not excuse or protect those individuals or organizations that deliberately or repeatedly violate the university's alcohol policy. Although formal discipline will not be given, documentation of the incident, assessment of the individual and educational components may be required as a result.

### 3.6 Good Samaritan continued

In order for this policy to apply, the intoxicated student(s) must agree to timely completion of recommended educational activities, assessment, and/or treatment depending on the level of concern for the student's health and safety. Serious or repeated incidents will result in a higher degree of university interest and concern. Failure to complete recommended follow-up will result in disciplinary sanctions. Likewise, organizations involved in an incident must agree to take recommended steps to address concerns.

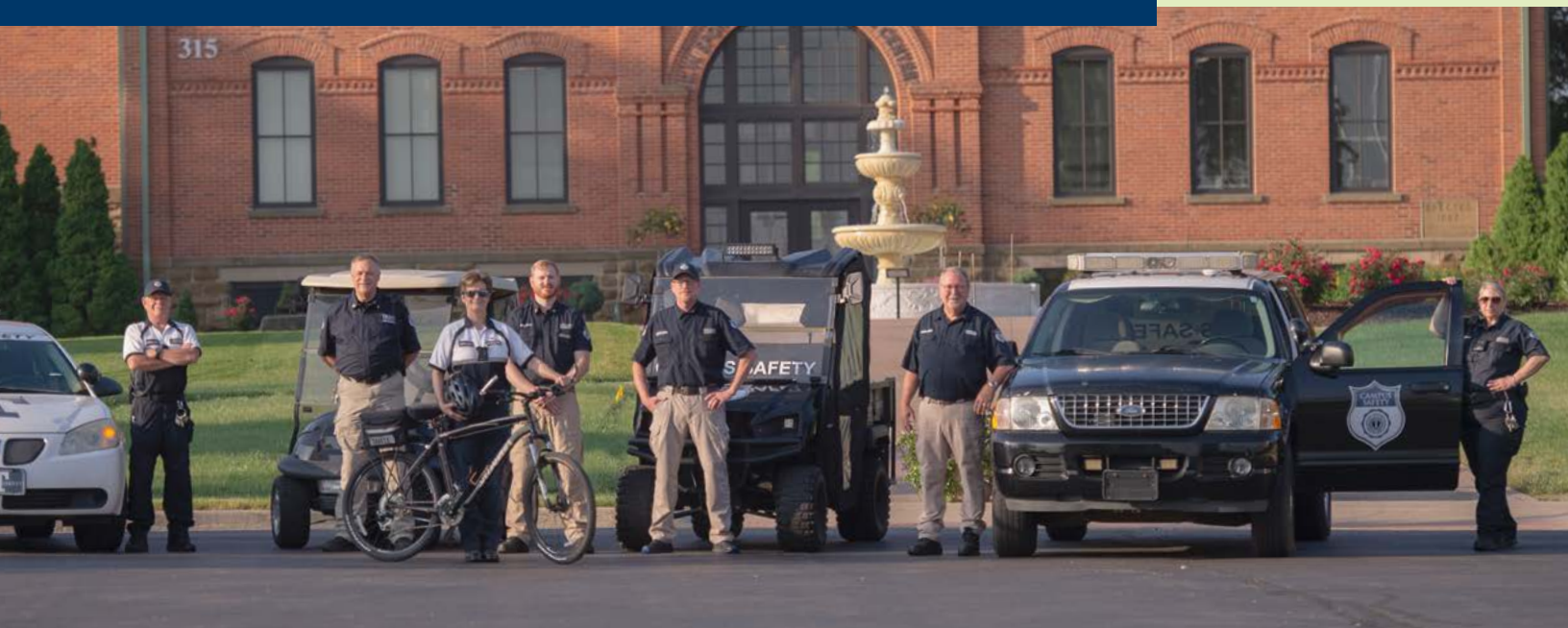
Please note that this policy only coincides with the university's standards and has no recognition in other jurisdictions such as local or state courts. It should also be noted that this provision may only be invoked by a student at the time his or her case is being heard or investigated. Based on the totality of the incident, the Judicial Review Committee will make the final determination as to the applicability of this provision and reserves the right to reduce sanctions or dismiss charges. **At a minimum, Trine University hopes that a student or student organization will make an anonymous report at [www.trine.edu/silent-witness/](http://www.trine.edu/silent-witness/) or 260.665.4700 that would put the student in need in touch with professional assistance.**

**The Lifeline Law** provides immunity for the crimes of public intoxication, minor possession, minor consumption, and minor transport to persons who reveal themselves to law enforcement while seeking medical assistance for a person suffering from an alcohol-related health emergency.

**In order to receive immunity, the person must demonstrate that they are acting in good faith by completing ALL of the following:**

- Providing their full name any other relevant information requested by law enforcement officers
- Remaining on the scene until law enforcement and emergency medical assistance arrive
- Cooperating with authorities on the scene

The law will not interfere with law enforcement procedures or limit the ability to prosecute for other criminal offenses such as providing to a minor, operating while intoxicated, or possession of a controlled substance.



# Section IV- Student Code of Conduct



## 4.1 Principles of Community

Trine University strives to promote the intellectual and personal development of its students to prepare them to succeed, lead, and serve the communities in which they live. The University respects each student's personal freedom to think independently and to explore educational thought and opportunities with maturity and responsible behavior. Student organizations recognized by the University therefore are largely self-governing.

Students and student organizations are expected to obey federal, state, and local laws. Additionally, all students and student organizations must abide by the standards and regulations of the University. The University's community and residential standards concerning students and student organizations identify unacceptable behavior while on University-owned and/or controlled property, as well as at University sponsored events. Violations of these standards may result in referral to the Judicial Review Committee or Dean of Students within the Office of Student Affairs for disciplinary sanctions.

If a violation occurs off campus, the University reserves the right to review any action taken by civil authorities regarding students and/or student organizations. Students who are arrested off campus are required to inform the Dean of Students within 48 hours of his/her release from custody. Generally, the University will not impose further sanctions after law enforcement agencies have disposed of the case; however, the university reserves the right to mandate counseling and/or disciplinary sanctions, up to and including dismissal.

Trine University is a multicultural community. It is composed of people from diverse racial, ethnic, economic, national, religious, political, physical, and sexual backgrounds. We believe our activities, classes, and casual interactions are enriched by our differences and acceptance of one another. We strive to learn from each other in an atmosphere of positive engagement and mutual respect.





## 4.2 Community Standards

### UNIVERSITY COMMUNITY STANDARDS APPLY TO ALL STUDENTS AND STUDENT ORGANIZATIONS

— the following behaviors are considered unacceptable at Trine University. A student or organization found to have engaged in any of the following behaviors will be subject to disciplinary sanctions, up to and including dismissal from the University. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the standards and will result in appropriate sanctions.

- **Aiding or abetting.** Any act that promotes, encourages, or assists in the violation of any community or residential standard.
- **Alcohol. Alcohol is prohibited on University property.** Exceptions to this policy are students of legal age at a University-sponsored function where the serving of alcohol has been approved by the Dean of Students, the President, and/or their representatives. Alcohol may also be consumed in designated areas, in moderation, by individuals over 21 years of age during fall and spring athletic events. Any student found to be in unauthorized possession of alcohol on campus and/or who exhibits alcohol-induced behavior on campus is subject to disciplinary sanctions. Confiscated alcohol will be permanently lost to the student and will be disposed of by a member of Campus Safety and/or a member of the Office of Student Services professional staff.

**Possession:** If alcohol is discovered in any area including residential facilities, each of the students present in and/or assigned to the room, suite, or villa having knowledge of and/or access to the alcohol may be considered in possession. Students in the same area, location, car, house, etc. where alcohol is discovered may be considered to be in possession of alcohol.

**Consumption:** If a student admits to consuming alcohol and/or tests positive using a PBT (Preliminary Breath Test) device, the student will be charged with alcohol consumption. Refusal to use the PBT will result in an automatic alcohol consumption violation. Students of legal drinking age that have consumed alcohol off campus and are determined not to be incapacitated or belligerent will not be considered in violation of the alcohol policy.

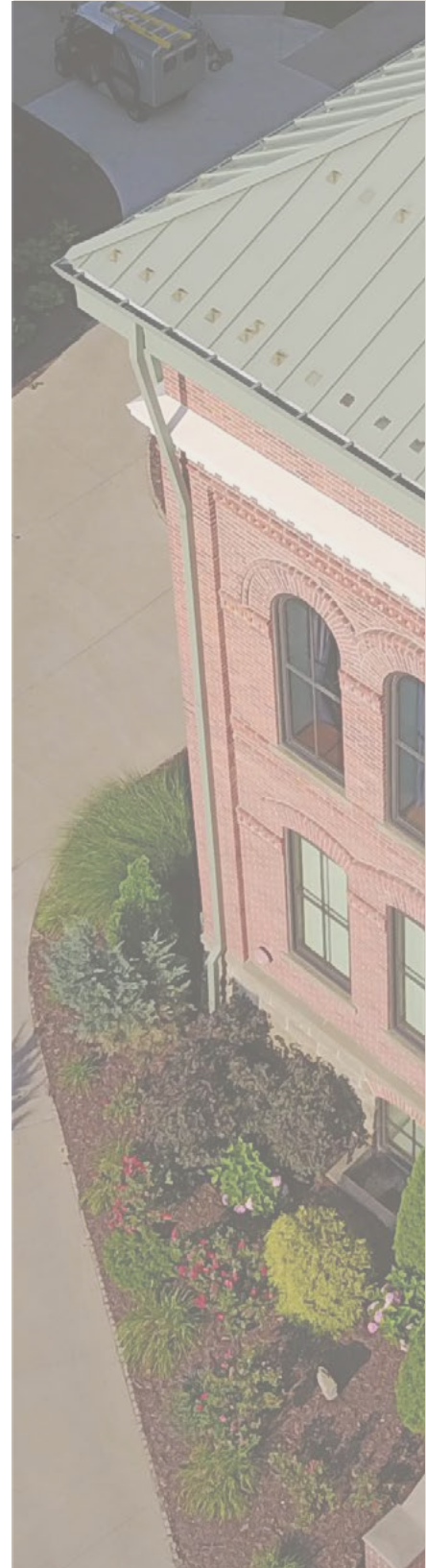
- **Civil disturbance & assembly.** Any demonstration on university property that interferes with the educational function of the institution or in which violence, property damage, or other unlawful behavior occurs is unlawful. Any conduct which involves disturbing the peace of the University and/or the City of Angola is prohibited.
- **Communication network / social media misuse or abuse.** Misuse or abuse of any computer, computer system service, program data, network, cable television network, or communication network, both personal and those owned, operated, or provided by Trine is prohibited. Such misuse or abuse may result in the revocation of University granted privileges and rights or other disciplinary sanctions. Individual routers or boosters are not allowed on campus. Any conduct that may violate federal, state, local, or University laws and policies or detrimental comments or screensavers meant to demean, harass and/or discriminate against other individuals is prohibited. This may include information found on electronic media. Cyber-harassment, cyber bullying, and cyber impersonations — including accounts — set up as fake accounts are prohibited.





- **Dangerous weapon possession.** The possession of any type of dangerous weapons or item that gives the appearance of a dangerous weapon, firearms and/or ammunition, tasers, laser pointers, dangerous chemicals, explosives or any other controlled weapon or incendiary device, substance or material is prohibited. Dangerous weapons include, but are not limited to, compressed air guns, paintball guns, bows and arrows, staffs, fireworks, pellet guns, BB guns, knives with blades longer than 4 inches or any item that resembles a dangerous weapon. Students who are in the same room, car, house, and/or immediate area in which a dangerous weapon is located may be considered to be in possession of that weapon, whether or not the student owns the item. All confiscated items will be permanently lost to the student and disposed of immediately by a member of Campus Safety and/or a member of the Office of Student Affairs. Students will NOT get weapons of any kind, which are properly confiscated, returned.
- **Destruction of property.** Intentionally or recklessly damaging, destroying, and/or defacing university property or the property of any person or organization is prohibited.
- **Disruptive/Inappropriate behavior.** Behaviors that are considered to be threatening, such as aggressive communications (verbal or written and including electronic communications such as e-mails, social media posts, and the like), unwanted attention and/or disrupting any classroom or event/activity shall be a violation of this standard. Such disruption/inappropriate behavior may be in the form of a single incident or persistent disruption over a more extended period.
- **Drone/Unmanned Aircraft (UA) Use on Campus.** It is not permissible for individual students, staff or outside entities to operate drones/unmanned aircraft in or over any Trine University property, including both interiors or exteriors. This is due to both Federal Aviation Administration requirements and risk management/liability issues.

Exceptions may be made for official institutional use or research/teaching use; those instances will be managed through requests submitted to the Office of Student Services.
- **Drug possession, use, dealing or intent to deal.** Students are prohibited from using, manufacturing, possessing, selling and/or distributing illegal drugs on and off campus. Any student who intends to or does violate this policy is subject to disciplinary sanctions, up to and including dismissal, and may be prosecuted by law. Students likewise are prohibited from using, possessing, selling and/or distributing prescription drugs or placebos, unless the prescription drug is prescribed by a licensed health care provider to the student and is used only by that student. In the event illegal drugs, drug paraphernalia, or non-prescribed drugs are discovered in an area or in residential facilities, each student present in and/or assigned to the room, suite, or villa having knowledge of and access to the drugs and/or paraphernalia will be considered to be in possession. Any drugs confiscated per this policy will be permanently lost to the student and will be disposed of by a member of Campus Safety and/or a member of the Office of Student Services professional staff.
- **Failure to comply with emergency or drill notifications.** Students should familiarize themselves with the exits nearest to their rooms to ensure safe evacuation in a fire emergency. Should the fire alarm sound, students are required to leave the building in a safe and prudent manner. During tornado drills/emergencies, students are required to seek shelter in the lowest level of the building away from windows. Students may return only upon the authorization of emergency personnel. Failure to comply with emergency or drill notifications will result in disciplinary sanctions.





- **Failure to cooperate or comply with officials in the performance of their duties.** Failure to comply with the direction of University officials, Campus Safety, Residence Life staff, police, or any other officials acting in the performance of their duties, or failure to identify one's self to these persons when requested to do so, may subject the student to disciplinary sanctions. Carrying a student ID at all times, while on campus, is required. Communicating purposely incomplete and/or inaccurate information to University Officials can result in disciplinary sanctions up to and including dismissal.
- **False report of threat or emergency.** Causing, making, or circulating a false report or warning of fire, explosion, crime, or other catastrophe is prohibited. Disciplinary sanctions as well as criminal charges may be imposed for false alarms (i.e. pulling a fire alarm).
- **Fire equipment, signs, and fire doors.** Unauthorized use or alteration of firefighting equipment, safety devices, or other emergency safety equipment, such as fire extinguishers, hoses, alarms, exit signs, smoke detectors, and emergency signage or other safety equipment, is prohibited. Fire doors must remain closed at all times to control the spread of smoke and fire. In compliance with fire regulations, hall lights and exit lights must remain on at all times.
- **Harm, threat, or endangerment:** Conduct that causes or threatens physical harm to any person is prohibited, as is any reckless or unauthorized conduct that threatens, endangers or reasonably could threaten or endanger the health or safety of any person. Conduct covered under this rule also includes but is not limited to fighting, physical assault, intimidation, coercion, or impairment of any person's freedom of movement as well as verbal or written threats of any action described above.
- **Hazing.** In accordance with State of Indiana law, all forms of hazing, including pledge day, and/or pre-initiation activities are strictly prohibited. Hazing is defined as any action or situation with or without consent that recklessly, intentionally, or unintentionally endangers the mental or physical health or safety of a student, creates risk of injury, or causes discomfort, embarrassment, harassment, ridicule, or that willfully destroys or removes public or private property. **This policy is strictly enforced.**
- **Identification misuse.** Transferring, lending, borrowing, or altering University identification, which includes allowing someone to use your ID card for meals in any dining facility, is prohibited.
- **Littering.** Littering is defined as inappropriate disposal of garbage or trash, including throwing room trash in the halls, restrooms, or trash receptacles of residential buildings. Littering also includes improper disposal of cigarettes and tobacco products.
- **Non-Sexual Assault.** Assault is any act that causes bodily harm. All complaints or concerns regarding sexual assault should be addressed to the Title IX Coordinator.
- **Recording device misuse.** Our learning environments, including classrooms and public lecture halls, should be free from disruptions from personal communication and media devices. In such settings, cell phones and all other such devices must be turned off. The use of audio or video recording devices is strictly prohibited in restrooms, locker rooms, residential hall rooms, and other such private areas.
- **Self-balancing Scooters.** Trine University prohibits self-balancing scooters, more popularly known as hover boards, because of recent concerns by the Consumer Product Safety Commission and the potential impact these devices may have on campus safety. Hover boards include self-balancing scooters, battery operated scooters, and hands-free Segways. Several safety and consumer agencies are investigating numerous fires and injuries related to these devices. Motorized skateboards or longboards are allowed on campus.

To report incidents of hazing, call the National Haze Free Hotline at 1.888.NOT.HAZE (1.888.668.4293).



- **Selling or advertising on University property.** University sponsored events may be advertised only after approval by the Department of Student Success and Engagement. University clubs and organizations must also receive approval from the Department of Student Success and Engagement before selling items or services on campus.
- **Smoking and tobacco products.** Smoking, including e-cigarettes/vaping, or use of any tobacco product is not permitted in any facility or on the grounds of Trine University, including parking lots, streets that run through campus, railroad tracks that run through campus, and sidewalks adjacent to University property. Evidence of use may result in disciplinary sanctions.
- **Stolen property possession/Theft.** Unauthorized control/possession of University property or the property of any other person or organization is prohibited.
- **Train tracks.** Students are required to yield to all vehicles on the railroad tracks. Trying to outrun a train or walking on the train tracks is strictly prohibited. Walking on or near railroad tracks is illegal and only permitted at designated crossing areas. In the state of Indiana, it is criminal law to walk on the railroad.
- **Unauthorized entry or misuse of University property or services.** Unauthorized entry into or onto any building, structure, facility, or University grounds, and/or the unauthorized use or misuse of University grounds, equipment, or services is prohibited. This includes entering the dining area (cafeteria) without having your student ID card swiped to purchase and consume food. Such conduct could be deemed as “theft” and may result in disciplinary action.
- **Unauthorized use of University keys.** Unauthorized use, distribution, duplication, or possession of key(s) for University facilities is prohibited.
- **Failure to satisfy financial obligations to the university.** Sanctions include, but are not limited to, the following: putting a hold on the student’s meal plan and/or withholding transcripts, diplomas, and/or registration. The Business Office has primary responsibility for enforcing this standard, without regard to the disciplinary procedures outlined in this handbook.
- **Medical releases.** In cases of serious medical conditions, whether physical or psychological, students must provide notification of release from the doctor and a letter of approval from parents/legal guardian to the Dean of Students prior to resuming classes and/or returning to on-campus housing.
- **Spirit rock.** Sunday through Thursday any student, organization, group, or athletic team is allowed to paint on the Trine Spirit Rock, as long as what is painted is appropriate for the public. Student Activities and Athletics reserve the right to paint the Spirit Rock for weekends (Friday-Sunday) so that the Trine ‘T’ can be displayed.

## OFF-CAMPUS INCIDENTS INVOLVING TRINE UNIVERSITY STUDENTS AND ORGANIZATIONS.

Trine University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. It may become necessary for the university to take appropriate action as a result of student incidents off-campus. In the event of complaints from the community, the university will cooperate fully with local authorities in the performance of their duties.

Authority for deciding what off-campus incidents may affect the on-campus environment is vested with the Dean of Students. In that instance, the university will follow its normal discipline process, separate from criminal or civil processes, using its normal time line and may not wait until other jurisdictions have made decisions regarding the incident in question.

## 4.3 Complaint Process

### Student Formal Complaint Procedure “Notice of Complaint”

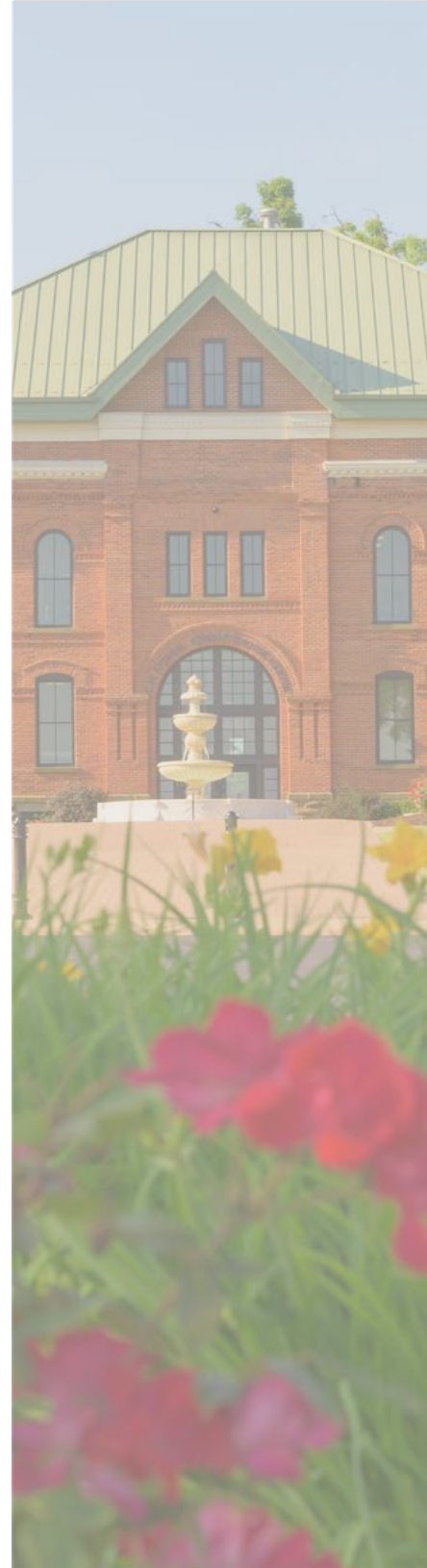
“Concerns” are issues that may be solved by informal means; “complaints” are formal issues that cannot be solved informally. Students are urged to have a direct and informal approach for settling concerns. Students are encouraged to voice concerns with the support, involvement and/or intervention of university personnel.

If concerns are not handled in a satisfactory manner, then students are urged to file a “Notice of Complaint.” The “Formal Complaint Form” tab is located on the students’ myPortal page along with all similar student information. It is convenient to all students, located in a place specifically designed for student information. Further information instructs students not to use the site for Title IX allegations and redirects them to the appropriate page.

### The Complaint Process

There are four steps to the complaint process:

- 1. Notice of Complaint** — The Notice of Complaint should be filed via the online form available on MyPortal. The complaint form includes all appropriate information for the complaint to be processed.
- 2. Referral** — Once submitted, the complaint is forwarded to the Office of Academic Affairs which determines which area of the University is involved. A representative from that Office forwards the complaint to the appropriate vice president or administrator for action. To ensure confidentiality, only the Office of Academic Affairs, members of the President’s cabinet, and the designated administrator have access to the complaint information.
- 3. Solution** — The administrator meets with the student and discusses solutions to the complaint. All support materials must be provided to the administrator by the student. Action must be taken within 10 class days of receiving the notice. A response letter, indicating the solution to the complaint, will be sent by the administrator to the student. Information on the complaint database is also submitted.
- 4. Appeal** — If the solution is not satisfactory, students may appeal the result within 10 class days of receiving the letter. If filing an appeal, the appeal must be filed within 10 class days of receiving the response letter.



## 4.4 Motor Vehicle

The operation of motor vehicles on Trine University's campus is a privilege granted to students. **All students who have a vehicle on campus must have a Trine University parking decal.** Parking decals can be obtained at the following website: [www.permitsales.net/trine](http://www.permitsales.net/trine). Parking is permitted in designated lots (noted below), or [download](#) a parking map.

Students are expected to observe all motor vehicle and parking policies. The privilege of operating a motor vehicle may be revoked if motor vehicle and parking policies are violated.



### The following policies are enforced for the safety of all students and vehicles.

- In general, motor vehicles are not to exceed 15 miles per hour in any University driveway or parking lot.
- Trine University students residing on campus are not permitted to park on any street adjacent to any University property. These spots are reserved for private residents. Trine students are to park in Trine University parking lots while on campus. Commuter students are required to have a parking decal and are required to park in University parking lots when on or near campus.
- Temporary parking permits are available from Campus Safety. Should a student bring a non-registered vehicle onto university property the student is required to contact Campus Safety and request a temporary parking permit prior to his/her arrival. If the vehicle is to remain on campus, a permanent permit must be purchased within the time allotted on the temporary permit. If your temporary permit expires prior to receiving your permanent permit, contact **Campus Safety 24/7 at 260-316-1877** and arrange for a replacement.
- Parking is prohibited in handicap accessible parking spaces without proper authorization. A student may request a temporary handicap parking pass from Campus Safety. In order to obtain this pass the student must bring a note signed by a licensed physician outlining the dates that the student will need the pass. The physician's phone number must be clearly printed on the request so that Campus Safety may call and confirm the request.
- **Fire lanes in and around residential buildings must be kept open.** Parking is prohibited in fire lanes; a vehicle is subject to being towed at the owner's expense.
- During snow removal, lot repair, special events, or anytime a University official requests, vehicles must be relocated as directed. Any vehicle that appears abandoned will be removed at the owner's expense.
- Boats, trailers, snowmobiles and all terrain-vehicles may not be parked on university property. Exceptions must be cleared through the Director of Campus Safety.
- All Trine University student parking decals must be displayed in the bottom passenger's side portion of the student's **rear** windshield on the **outside** of the vehicle. Parking passes are to be fully affixed to the windshield and are not to be removed until the end of the school year. Decals are not to be placed over any other decal and must be affixed directly to the windshield.
- All visitors must display a valid visitor parking permit in their vehicle. Visitor parking permits are provided free of charge and can be obtained by filling out the guest parking permit form at [parking permit form](#) no less than 24 hours prior to arriving on campus. Visitor parking permits must be displayed on the driver's side dash console and are to be 100% visible. All visitors must park in lot 4, 15, 7, 21 or 22. A parking map is available at [download](#)
- All gasoline-powered vehicles such as motorbikes, motorcycles, mini-bikes, and go-karts are prohibited in the residential buildings. Bicycles may be stored in designated areas only. Please contact Campus Safety to determine where you should store such vehicles.
- Between the hours of 7 a.m.-5 p.m. all students residing in residence halls on campus are expected to walk to and from places on or near campus. Only commuter students and faculty/staff are permitted to park on "upper campus" parking lots.

continued

- Indiana State laws governing the movement, operation and parking of motor vehicles apply on University property
- The responsibility for finding a legal parking space rests with the motor vehicle operator. The University cannot guarantee a parking space for each vehicle registered and the lack of space is not considered a valid excuse for parking violations.
- Parking lots and areas on campus are the private property of Trine University. Unauthorized or unregistered vehicles are subject to being ticketed and /or towed from campus at the owner's risk and expense.
- Those who park vehicles in Trine University-owned lots do so at their own risk. Trine University is not liable for any loss or damage to vehicles that are parked on University property. Trine University assumes no liability for damages to personal property arising from parking privileges.
- Trine University is not liable for any damages to vehicle from athletics equipment, including but not limited to baseballs, softballs, footballs, etc. during the course of a game or practice. The owner of the vehicle assumes the risk while parking on University property.
- Trine University reserves the right to temporarily close any parking facility, revise traffic and parking regulations and make alterations in regulations for special events. When possible, advance notice will be provided.
- Parking is prohibited at all loading and service docks and zones, fire lanes, entrances to buildings, and at any location where curbs or pavement is painted yellow.
- The responsibility for finding a legal parking spot rests with the motor vehicle operator. The person in whose name a vehicle is registered is responsible for violations involving that vehicle, even when driven by other persons.
- Some parking areas on campus are designated reserved parking and are posted: "Handicap," "Visitor," or "Reserved" parking.
- No person may remove, damage or alter or otherwise circumvent any barrier, post, gate or fence erected by the University for control of parking and/or traffic.
- ADA designated spaces are reserved for persons with vehicles displaying the correct authorization to park there and are designated tow-away zones. This restriction is enforced 24/7 and a violation of this policy could result in a citation being issued.
- Students wishing to appeal citations must do so within 14 days of the ticket being issued, after 14 days the student is required to pay the amount listed on the citation or have a hold put on their student account. Special exceptions may be allotted after speaking to the Campus Safety Director or Associate Director.

## 4.5 Information Technology

The computer network is the property of Trine University and is to be used for legitimate purposes only. Users are provided access to the computer network to assist them in the performance of their job and education functions. Additionally, all enrolled students will be provided the appropriate access to Trine University's Internet and email through the computer network. All users are responsible for using these computer resources in a professional, lawful, and ethical manner. Each network resource (workstation, laptop, server, Internet, and email) is actively monitored. Identified abuse of such resources will result in disciplinary action based on the University's sanction policy.

### Policy Purpose

The purpose of the Student Technology Use Policy is to ensure the safety and integrity of information maintained on Trine University computerized information systems, while protecting all assets associated with Trine and the university's reputation, and balancing the need and use of technology for promoting research, learning, and communication.



## Policy Administration

This policy has been approved by the President's Cabinet and is administered by the Information Technology department. Policy violations are reported to the Chief Information Officer and the Dean of Students.

## Persons Subject to Policy

The Student Technology Use Policy applies to all Trine University students accessing or attaching to computers and networks operated by Trine University. Persons violating the Security Policy will be subject to appropriate University, administrative, civil and/or criminal sanctions.

## Information Technology Policy Statement

### Technology Equipment

Technology equipment provided by Trine University is the property of Trine University which reserves the right to remove, reallocate, or change equipment at its discretion. No information residing on any computer hardware owned by Trine University should be considered private and is subject to review by University staff as they see fit.

### Computer and Network Access

Students should use Trine University owned technology, and any personally owned technology that is connected to Trine's network, in a manner that is responsible, legal, and safe at all times. No student should attempt to gain access to any entity without explicit permission from an authorized owner of that entity. This includes devices or networks owned by other students, faculty or staff, or blocked areas of Trine's network.

### Internet Usage

Internet usage applies to any and all devices connected to the Trine University network. Inappropriate usage of the internet may include, but is not limited to, accessing sites such as pornography, gambling, and downloads of illegal of content.

### Email

All students are assigned a Trine University email address ending in @my.trine.edu which is to be used only by the student the email has been assigned to. Students are expected to keep their passwords private. Students should never allow another user to utilize their email account for sending or receiving emails and if access is granted, the student is responsible for any and all activities of the guest user. Email communication using this address should not be considered private and is monitored and reviewed by Trine University staff.

This email address will be available to the student for one year after graduating from Trine University. At that time students will receive multiple notifications of the deletion of the account and given adequate time to remove any information needed from the mailbox. After the designated date, access to the email is no longer guaranteed and Trine is not responsible for any information lost.

Trine University utilizes multiple pieces of hardware and software to keep malicious actors and emails from getting into the network. This means legitimate emails may be blocked and Trine University's staff will take all possible steps to remedy these situations.

Any mobile device that has Trine email installed is required to have a passcode configured.





## Two Factor Authentication

Any person who accesses Trine information is required to be enrolled in Trine's Two Factor Authentication. If a person does not have a mobile device, desk phone, or other device to receive authentication prompts, a token can be purchased from the IT department.

## Student Wireless Router

Wireless routers can cause problems and interfere with the university provided wireless and are not allowed anywhere on campus.

## Responsible Use

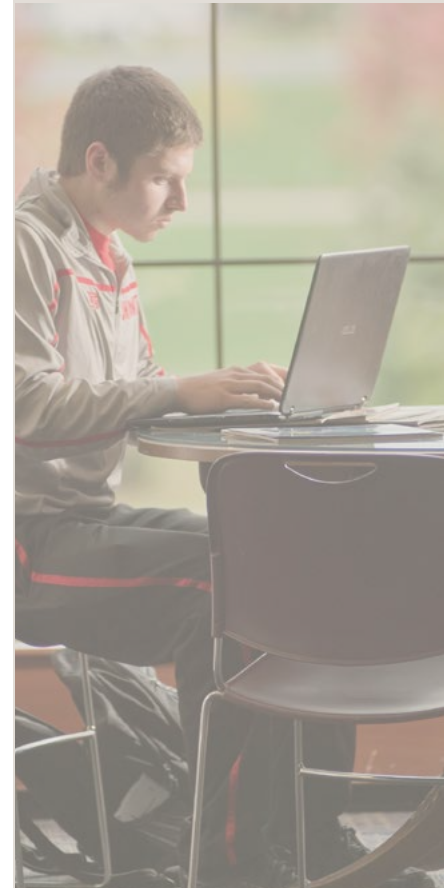
All technology equipment, services, and network access should never be used to harass, intimidate, or impersonate another person under any circumstances.

## Wireless and Mobile Computing

This portion of the Security and Usage Policy applies to any mobile computing device connected to Trine University Information Technology resources, used to process or store University data, or conduct University business. Mobile devices include various types of equipment such as SmartPhones, notebooks, tablets, or netbook computers and may be owned by either the University or the student.

Wireless networks are inherently insecure. In any wireless network, the transmission over public airspace always poses a risk of interception and capture, regardless of the methods of encryption or security. Because of the inherent security risks when using a wireless system, users assume responsibility for any data transmitted via this connection. All users are expected to exercise caution when using a wireless network.

Tablet or netbook computers are devices designed and marketed as a platform for consuming audio-visual media including books, periodicals, movies, music, games and web content. Tablets, much like smartphones, can be configured to connect to an email system to synchronize email, calendar, and contacts. Tablets in the terms of this policy, are small, thin, portable computers having an LCD screen onto which data can be input with a stylus or the fingertips (one example being the Apple iPad).



The University allows all students, staff and faculty with active user accounts to connect to the wireless network using a University owned or personally owned mobile device. To connect to the Trine University wireless network, the mobile device must be able to connect to a wireless network using 802.11ac, (or earlier) wireless standards. The University does not allow employee owned "hacked" devices, or devices that have been altered from the manufacturer's original configuration by someone other than the devices original owner, to connect to its network.

- **Password Policy:** All employee mobile devices must be secured using a logon or power-on password.
- **Avoid using auto-complete features** that remember user names or passwords.
- **Enable auto-lock** features when available.
- **Disable Wi-Fi and set Bluetooth to non-discoverable when not in use.**
- **Virus Protection:** Information Technology approved virus protection must be installed and up-to-date on any device where such utility is commonly available.
- **Required system patches and updates:** Mobile device users must ensure that devices are up-to-date with required software patches and updates. Enable automatic update functions when available.
- **Data:** Users must be aware that all information synched from the Trine University network is the property of the University and not the individual. Do not store data files on personally owned mobile devices. Delete all information / wipe device prior to disposal.



It is highly likely that mobile devices used for university business contain sensitive information in the form of email correspondence, documents, or other files. It is the responsibility of the user to ensure that information stored on the mobile device is protected as required by applicable state and federal laws such as FERPA and HIPAA. Users must meet the following security provisions before a device is used to process or store University data, or connect to Trine University information resources:

### Device Support

The extent to which Trine University will support a personally owned device's connection is limited to authorizing the device onto the wireless network. Questions or problems concerning the actual mobile device and its settings need to be addressed to the service provider and/or manufacturer of the mobile device.

### Personal Devices: Students

Resident students wishing to connect entertainment devices such as gaming consoles (i.e.: Nintendo, PlayStation, Xbox) will need to use the wired network. Internet ready devices (i.e.: televisions, DVD/Blu-ray players, Roku, Boxee Box) will need to connect devices to the "Thunder Devices" wireless network.

### Incident Reporting

Individuals who have reason to believe that their personal information has been compromised, computer intrusion/tampering has occurred with respect to their accounts, or theft of equipment has occurred should contact the Help Desk (and Campus Safety in the event of a theft).

**Students who believe they have experienced computer-generated harassment or discrimination should contact the Dean of Students.**

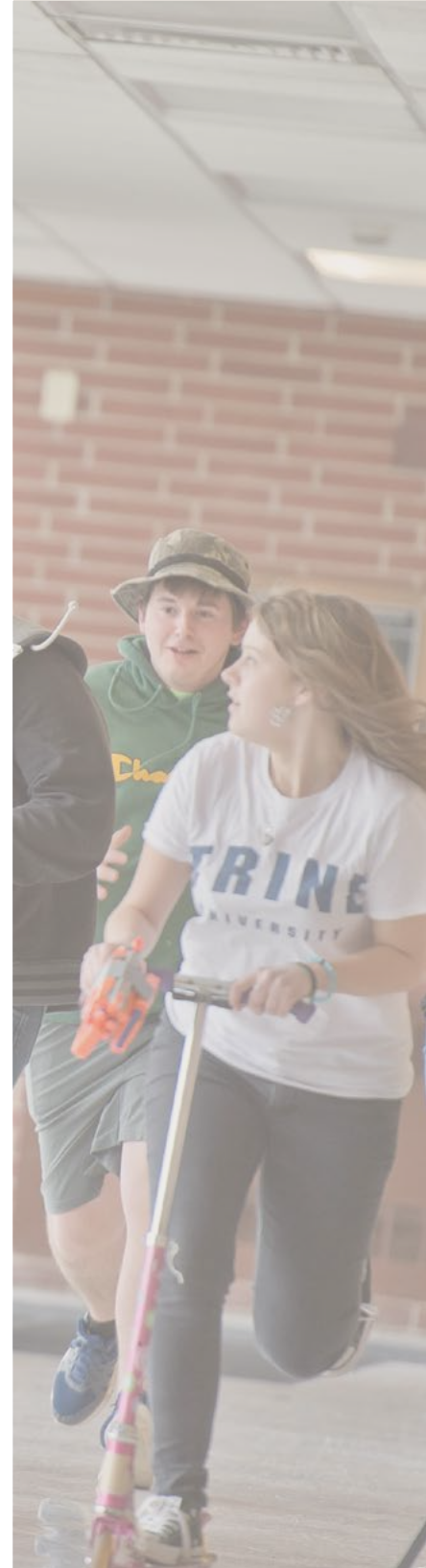
## 4.6 Student Fund Raising

All fund-raising projects must be reviewed and approved by the Office of Student Leadership. Information needed for this review includes:

- The amount of money to be raised (project goal)
- Persons and/or businesses who will be solicited
- Clearly defined objectives
- University resources committed to the project (i.e. campus group(s))
- Time table and action plans

## 4.7 University ID Cards

All students, faculty, and staff are required to have an official University identification card. ID cards should be carried at all times and shown or surrendered upon request of any authorized member of the University community. Your ID card must be presented when eating in Whitney Commons, the coffee shop in the SDI Center, The Bean Counter and The Depot. Your ID card should be presented when checking out items in the LINK, when attending CHAT events for attendance recording, and at the free Thursday night movie. No one else is allowed to use your ID card. There may be disciplinary action for misuse of your ID card. There is a \$15 fee to replace your card if it is lost, stolen, or damaged. Contact **Campus Safety at 260.316.1877** for a replacement.



# Section V – University Sanctions, Hearings and Appeals





## 5.1 Sanctions

The University may impose sanctions on the respondent (perpetrator) following a final determination of responsibility during university disciplinary procedures. These sanctions can include formal warnings, disciplinary probation, suspension, and up to permanent expulsion. Dating violence, domestic violence, sexual assault and stalking may be found to be criminal acts, which may also subject the perpetrator to criminal or civil penalties under federal and state laws.

## 5.2 Discipline Structure

Learning to live as productive members of a university community is a developmental process that starts as a freshman/new student and continues throughout the college experience. The primary goals of educational discipline are to educate students in the understanding of community and to help them assume and demonstrate responsibility as a member of a civilized society. The primary principle upon which the disciplinary program is based is that actions have consequences. Educational discipline is different from the practice of public law enforcement. The goal is education and restoration. For that reason, the Office of Student Services operates within a different realm and makes decisions differently than those agencies that enforce public law.

Attending Trine University is an optional and voluntary decision. Institutional acceptance for attendance extends an invitation to students to join an academic and social community and to remain a member of that community as long as academic, community, and residential standards are met. The standards and procedures of Trine University have been established to ensure the educational purpose of the University will be met and an atmosphere of intellectual growth exists. Any person may file a complaint with Campus Safety or the Office of Student Affairs against another student, a member of the University Community, or a student organization for the violation of community standards, campus policies or residence life standards as outlined in this Student Handbook. Students are expected to abide by the standards set forth in this Student Handbook. Failure to do so may result in disciplinary sanctions.

## 5.3 Disciplinary Process

The disciplinary system at Trine University consists of Campus Safety, Associate Dean of Student Services, and the Dean of Students.

- Campus Safety will collect the evidence and write any reports related to any violation against the Trine Student Handbook. They then determine if formal judicial action is warranted. If determined, the incident will be forwarded to the Associate Dean of Student Affairs.
- The Associate Dean of Student Services will review the incident report and determine if formal or informal judicial action is warranted and will meet with the accused student to review the case and discuss possible sanctions. If the student chooses to accept responsibility, appropriate sanctions will be issued.
- If the student denies responsibility, the student will have an opportunity to state his/her side of the case, and to provide any additional information that might be helpful in resolving the case.
- The case review committee will decide if the student is responsible or not responsible based on the evidence and the information provided by the student. If the student is found to be responsible for the violation, sanctions will be issued.
- The student may file an appeal to the Dean of Students. The Dean of Students will address appeals of decisions made by the case review committee. These appeals must be submitted, by the student, via email, within three (3) business days of the conclusion of the case review hearing. Appeals will only be accepted for the following reasons:
  - Insufficient evidence to support decision
  - Harshness of sanction
  - Procedural irregularity
  - New evidence
- The reason for a student's appeal must be included in the written appeal. It is up to the Dean of Students to determine whether the appeal statement clearly identifies and explains one or more of the above reasons for the appeal. In the absence of such demonstration, the appeal will be denied and the sanctions will stand. The appeal is not an opportunity to argue that the initial decision was wrong. If the Dean of Students determines that there is an acceptable reason(s) for an appeal, based on those indicated above, the Dean will refer the case back to the Associate Dean of Students for further evaluation and possible adjustment of sanctions.



## 5.4 Disciplinary Sanctions

The judicial system at Trine University operates under a standardized point system. Points are assigned depending on the severity of the violation. Points are accumulated for the duration of time spent at Trine University. Through community service, students may reduce their accumulated judicial points. Only judicial points are subject for removal from the student's record. The violation will remain on the official record.

Serious offenses, acts, or crimes against other people or the University and/or Title IX or Violence Against Women Act (VAWA) violations, are grounds for being placed on Final Notice or immediate dismissal by the Dean of Students.

Sanctions for misconduct may include, but are not limited to, fines, loss of privileges or participation in any University activities, sports, academic organizations, or University-sanctioned trips for a set period of time, restitution, university service hours, educational/service activities, and/or dismissal.

### **DISCIPLINARY WARNING**

Disciplinary Warning is an official sanction notifying the student or organization that certain behavior was unacceptable. Further misconduct may result in additional disciplinary sanctions.

### **DISCIPLINARY INTERVENTION: 1 – 99 judicial points**

Disciplinary Intervention is an official sanction indicating to a student or organization that their behavior was unacceptable. Disciplinary sanctions will be imposed.

### **COMMUNITY SERVICE**

Judicial points can be taken off a student record if verified/approved community service hours are obtained. Trine University and the Angola community offer multiple community service opportunities through the Office of Student Success and Engagement and Office of Student Services. For every 10 hours of community service completed, 10 judicial points may be taken off a student's record. If it is found that community service hours are falsified, the student will forfeit the privilege of having their judicial points removed by community service and could receive additional judicial points on their record. Community service hours must be approved by the Director of Campus Safety prior to community service initiating. A Community Service Hours Tracking Form will be provided to the student upon approval of work site.

### **FINAL NOTICE: 100 judicial points**

When on Final Notice, a student or organization will meet with the Dean of Students to discuss the seriousness of the situation. Final Notice is an official sanction notifying the student or organization that any additional inappropriate behavior will result in a referral to the University Disciplinary Review Board with a recommendation of possible dismissal from Trine University.

**DISCIPLINARY DISMISSAL** is an official determination canceling the student's registration at the University. In the instance of dismissal, all academic grades, for the current semester, will revert to "F's" and monetary reimbursements may not be made for tuition, room and board, or any other University fees. Students who wish to return to the University at a later date must submit a written request to return to the Registrar and Dean of Students. Notification will be sent to appropriate University offices and the student's parents or guardians when a student is dismissed.



## 5.5 Parental Notifications

Changes made by Congress in 1998 to the Family Educational Rights and Privacy Act (FERPA) created exemptions in an effort to curtail drinking, drug use and other campus crimes. The violation of the drug and alcohol policy at Trine University can result in the notification of parents and/or legal guardians. For more information regarding FERPA, click here:

<https://www.trine.edu/resources/registrar/ferpa.aspx>



## 5.6 Parking Penalties/Appeals

- Vehicles with multiple tickets may be immobilized, incur additional fines, and be subject to additional disciplinary action or removal.
- Parking violations may be appealed online, within fourteen (14) days of receiving the parking ticket. The appeal will then be reviewed and the student will be notified by email of the decision. Parking violations issued to vehicles parked in handicapped spaces and/or fire lanes are not subject to appeal.
- Non-registered vehicles may be immobilized, incur additional fines, and be subject to additional disciplinary action until the vehicle is registered through Campus Safety.



# Section VI – Campus Safety





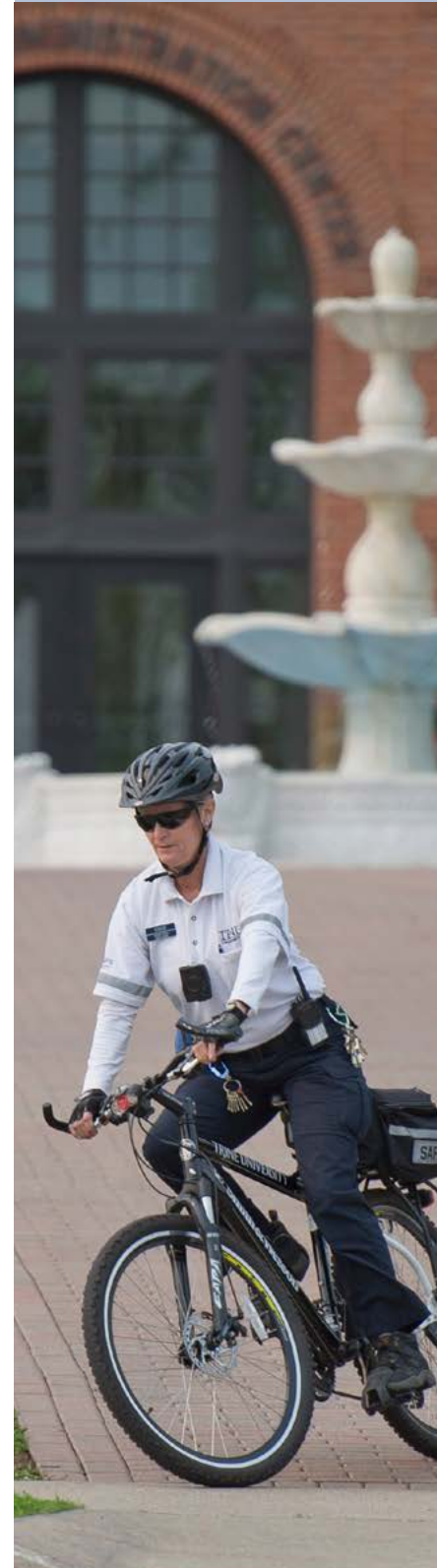
## 6.1 Campus Safety

Campus Safety's mission is to promote a safe and secure campus community. Every student and staff member is encouraged to avoid potentially dangerous situations and to promptly report all activity of a suspicious nature to Campus Safety. Self-awareness and concern for others will help promote campus safety and security for all members of the Trine University community. Campus Safety has an excellent working relationship with state, county and local law enforcement agencies.

Campus Safety staff is available year-round twenty-four hours a day and can be reached by phone during **business hours** at **260-665-4877**, or the **24-hour duty phone** at **260-316-1877**, or by email at [campussafety@trine.edu](mailto:campussafety@trine.edu).

The following services and procedures are designed to maintain a safe and secure campus:

- **Residential facilities locked.** All residential facility exterior doors will be locked 24 hours a day, seven days a week. Students should report any unauthorized and unescorted persons in the residential facilities to a Resident Assistant or Resident Director immediately. Students are encouraged to report all suspicious persons or activities to Campus Safety immediately. It is a violation of residential standards to prop open outside doors.
- **Personal property.** Students are responsible for their personal property. Trine University is not responsible for the theft, destruction, or loss of property belonging to or in the custody of a student, from any causes whatsoever, whether such losses occur anywhere in a residential building or on University premises. Students should keep vehicles locked at all times and should not leave valuables visible in the vehicle. Students are encouraged to ensure that parents' homeowners insurance covers all personal belongings. Safeguard credit cards and money access cards. **ROOMS SHOULD BE LOCKED AT ALL TIMES.** Personal items should not be left in the hallways in the residential buildings. Do not share keys with anyone. Serial numbers of valuables such as computers and other electronic equipment can be reported to the Help Desk.
- **Lost and found.** All lost and found property is to be immediately turned into Campus Safety.
- **Silent witness.** A Silent Witness "tip line" is available for reporting confidential concerns. Trine University hopes that a student or student organization will make an anonymous report at [www.trine.edu/silent-witness/](http://www.trine.edu/silent-witness/) or **260.665.4700** that would put the student in need in touch with professional assistance.



# Safety Tips

Always lock doors to vehicles and dorm rooms.

When you leave your room, close and lock your windows.

Store valuables out of sight. Record the serial number, model number and brand name of any valuables in your room.

Never leave your jewelry unattended on the sink while you shower.

Be aware of strangers loitering suspiciously in the halls, stairwells, or outside the residence halls.

Do not allow people you do not know to enter the building with you. If an unauthorized person pushes past you or follows you in the door, immediately inform Campus Safety.

Never prop open any entrance doors.

Always escort guests. Guests should be accompanied by residents the entire time they are in the building.

If you see a person in your residence hall who looks out of place and is not accompanied by a resident, contact your RA, RHD, and Campus Safety.

Never lend your keys or ID card to anyone.

Contact your RHD immediately if you lose or misplace your room key and/or ID card.

Do not prop open residence doors. Meet visitors at the door.

Do not let in people you do not know. You are responsible for the people you let in.

Do not tamper with door locking mechanisms. Never use tape, pins, etc., to keep the door from locking shut.

Think about whether you want to leave notes or signs on your door letting people know you are out of your room for extended periods of time. This can alert potential thieves to your absence.

Always lock your windows when you leave your room.

Always lock your door when leaving, even if only going down the hall or to the bathroom.

Do not allow strangers to enter your room/apartment unless they are properly identified. If a stranger does enter your room/apartment, demand they leave. If they refuse, create a commotion and leave quickly.

Do not leave large sums of money, jewelry or valuable items in your room/apartment. Secure valuables elsewhere when on vacation.

If you are accosted in a hallway or public area of a residence hall and feel that you are in immediate danger, dial 911 and explain the situation to the police. Be prepared to give the location of the incident if you have left the vicinity.

Use well-traveled routes.

Walk purposefully, briskly, and keep moving.

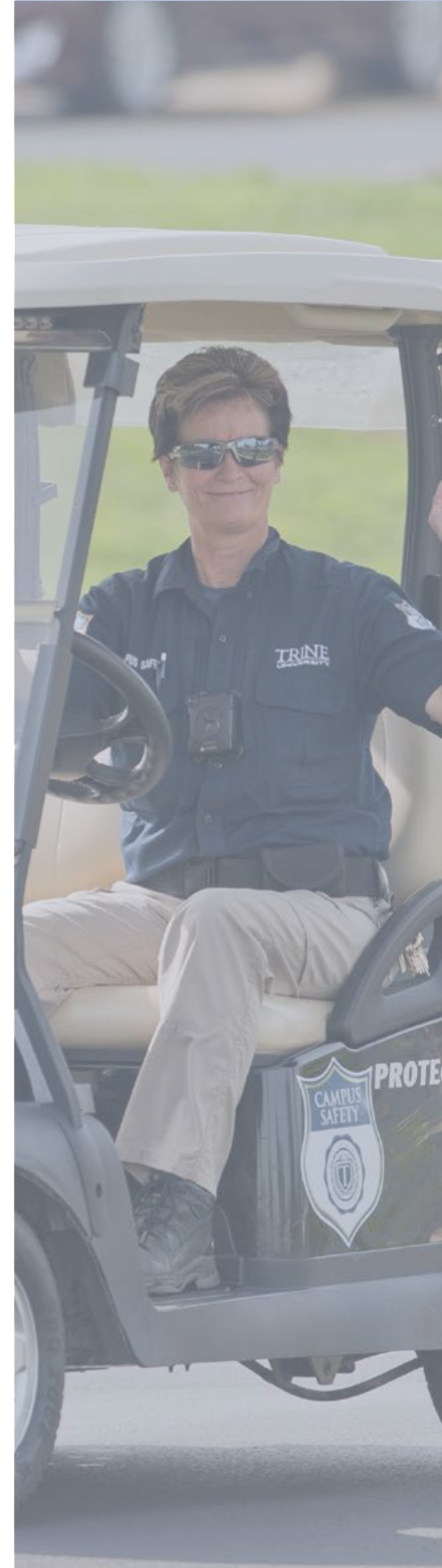
Walk in the center of the sidewalk—away from buildings, doorways, hedges and parked cars.

Walk on the side of the street facing oncoming traffic. If a car pulls next to you going the same way, reverse your direction.

Avoid traveling the same route every day.

Have the key to your home ready as you approach.

If you are dropped off by a taxi or automobile, ask the driver to wait until you are safely inside.



## 6.2 Emergency Management

### Active Shooter

In the event that an active shooter incident should occur on campus, always remember three key actions: **RUN, HIDE, FIGHT!**

View video  
**RUN HIDE FIGHT**

- **RUN** — If possible, run away from the area. Remain calm, leave promptly using the nearest exit and proceed to a location that is more secure if possible, away from the shooter. Be aware of alternate exits, alert other persons on the way out about the active shooter. Only take keys and essential personal items.
- **HIDE** — if running is not an option then hide. Secure the immediate area by locking and barricading doors -use door wedge stops if available. Close blinds and turn off lights. Stay away from any door and/or window. Remain quiet, keep communication at a whisper and silence cell phones. Keep out of sight and find adequate cover (i.e. concrete walls, filing cabinets, heavy desks or anything that would protect against bullets).
- **FIGHT** — As a last resort — fight! Take action only when your life is in imminent danger. Make an attempt to incapacitate the active shooter. If others are present, work as a team. Act with physical aggression, yell to distract, throw items and improvise weapons to incapacitate the shooter.

### Bomb Threats

If a bomb threat is received, fire alarms will be activated by University personnel. The building should be evacuated as quickly as possible with people moving a safe distance away from the building.

If a person receives a bomb threat, telephone for emergency assistance immediately. If the bomb threat was received by telephone, try to remember and report details about the call such as caller I.D. phone number, if the person had any distinctive speech characteristics, and if there were any noticeable background noises such as chiming clocks, train whistles, etc. If possible, indicate the exact wording of the caller's bomb threat. If the bomb threat was received on paper, refrain from repeated handling of the note (fingerprints), saving it to provide to authorities.

### Dangerous or Threatening Individuals

If someone is behaving irrationally or exhibiting harmful behavior on campus, **immediately call 911.**



### Fires



Each person should be familiar with the location of emergency exits and fire alarm pull box locations. **In the event of a fire or possible fire, leave the building in a safe and orderly fashion using the closest, safe exit.** Personnel should make sure to turn off lab equipment and to make sure the room is empty.



If it is safe to do so, close windows and doors when leaving. If fire department personnel are not present, **pull the nearest fire alarm and call 911, and then call Campus Safety at 260.316.1877.**



If it is safe to do so, follow the instructions on the nearest fire extinguisher to extinguish or contain the fire until help arrives; however, **DO NOT RISK YOUR SAFETY TO DO SO.** Once people leave the building, they should move a safe distance away from exits, gathering at predetermined locations. Notify others in nearby buildings of possible danger.

## Hazardous Materials Management

In the event of emergencies involving hazardous materials, telephone for emergency assistance and **EVACUATE the area/building immediately**. Ask emergency personnel about wind direction, having everyone immediately move upwind of the hazardous material/building.

## Severe Thunderstorm

**A THUNDERSTORM WATCH** means atmospheric conditions are favorable for the formation of severe weather. It is important to be alert to this potential, but no other specific action is needed other than listening for broadcast messages if a radio or television is available.

**A THUNDERSTORM WARNING** means a severe storm is imminent. All people should seek shelter immediately away from glass windows and doors.

## Tornadoes

**A TORNADO WATCH** means atmospheric conditions are favorable for the formation of tornadoes. It is important to be alert to this potential, but no other specific action is needed other than listening for broadcast messages if a radio or television is available.

**A TORNADO WARNING** means a tornado has been sighted and poses an immediate threat. Immediately cease all University activities and go to the lowest level of the building. Personnel should turn off any laboratory equipment and immediately guide those in their care to the lowest level of the building, rendering assistance to people with disabilities. All people should seek the safest location, usually the center portions of buildings, close to walls and away from windows. People should remain there until notified by emergency personnel that it is safe to leave the area.

## Emergency Notification System

Regroup is Trine University's emergency notification system. If there is a condition which threatens the health and safety of persons on campus, University officials will warn the campus community using one or more of the following methods:

- **Trine University Home Page - [trine.edu](http://trine.edu) is the official source for continuously updated emergency information. During an actual emergency, information will be prominently displayed on the front page.**
- NOAA Weather Radios
- Text Messages
- E-mail
- Voice Over Fire Alarms
- Outdoor Sirens
- Handheld Megaphones
- Vehicle Public Address Speakers
- Outdoor Public Address Systems
- WLKI Radio FM 100.3

**ALL students are encouraged to sign up for REGROUP ALERTS.**



## Clery Act Annual Security and Fire Safety Report

In 1991, the U.S. Congress passed the Student Right-to-Know and Campus Security Act, which requires colleges to report the three previous years of statistics on murder, manslaughter, arson, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and statistics on arrests for drug and alcohol violations and weapons violations. In October, 1998, President Clinton signed an amendment renaming the act the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and requiring that all crimes motivated by hate or bias be included in the statistics. Trine University recognizes the importance for an institution of higher learning to develop and maintain a safe and secure environment in which the academic and social pursuits of its members can be fully realized. Trine University will make timely warning reports to the campus community on certain crimes that represent a continuing threat to students and employees.

### Emergency Report System

In the event of an emergency students and staff should always **call 911 immediately.**

If a student wishes to report a safety or security hazard or a violation of campus policy, students should contact **Campus Safety at 260.316.1877.**

The Trine University Clery Act Annual Security and Fire Safety Report  
[VIEW FULL REPORT](#)

## 6.3 Infection Disease and/or Pandemic

Trine University has established a Pandemic Response Team to guide the university operations through the any declared pandemic. The university has implemented guidelines based on the guidelines issued by the Center for Disease Control and Prevention (CDC), the Indiana State Department of Health (ISDH) and the Steuben County Health Department. It is understood that these guidelines may change frequently, based on circumstances outside of the control of the university. The Public Health Standards established below are in place to assist the Trine University community with providing and maintaining a healthy and safe academic, athletic and residential environment.

During the time that a “public health pandemic” has been declared by either the federal or state government, Trine University may implement specific and additional public health guidelines and policies to ensure the health and safety of the students, staff, faculty and visitors. Strict adherence to these guidelines and policies are expected. Failure to do so may result in disciplinary action and/or a conference with the Dean of Students.

Violation of a public health standard will result in disciplinary and/or administrative sanctions. Violations that are referred to the university judicial system may result in disciplinary sanctions (judicial points). Violations referred to the Dean of Students/Pandemic Response Team Leader may result in administrative sanctions, including, but not limited to, temporary removal from campus for administrative quarantine, temporary suspension from the university or permanent expulsion.

- **Contact Tracing.** Students are required to cooperate with and participate faithfully in contact tracing conducted by the Pandemic Response Team, or any state/local health agency, and adhere to the subsequent requirements.
- **Executive Orders/Local Public Health Orders.** Students are expected to adhere to the federal, state and local orders issued by respective officials. These orders are subject to change on a frequent basis and outside of the control of the university. Orders may include requirements for face coverings, limited group/social gatherings and quarantine/isolation restrictions.
- **Quarantine/Isolation Status.** Students may be placed in quarantine/isolation by the student health center or the Pandemic Response Team for public health related reasons. Students are expected to strictly adhere to the quarantine/isolation restrictions set in place.
- **Reporting Exposure/Close Contact.** Students are required to notify the Pandemic Response Team if they believe or become aware they have been exposed to or have been in close contact with a known positive individual.
- **Testing.** The university reserves the right to require students to be tested for any virus that is deemed as a pandemic in accordance to the CDC.

## 6.4 Inclement Weather and Emergency Closing

The University may make the decision to close during extreme weather emergencies and/or loss of power. If this occurs, the University will attempt to notify its employees through reasonable means, including ReGroup alert system and/or email. Students are expected to comply with the restrictions imposed by law enforcement.

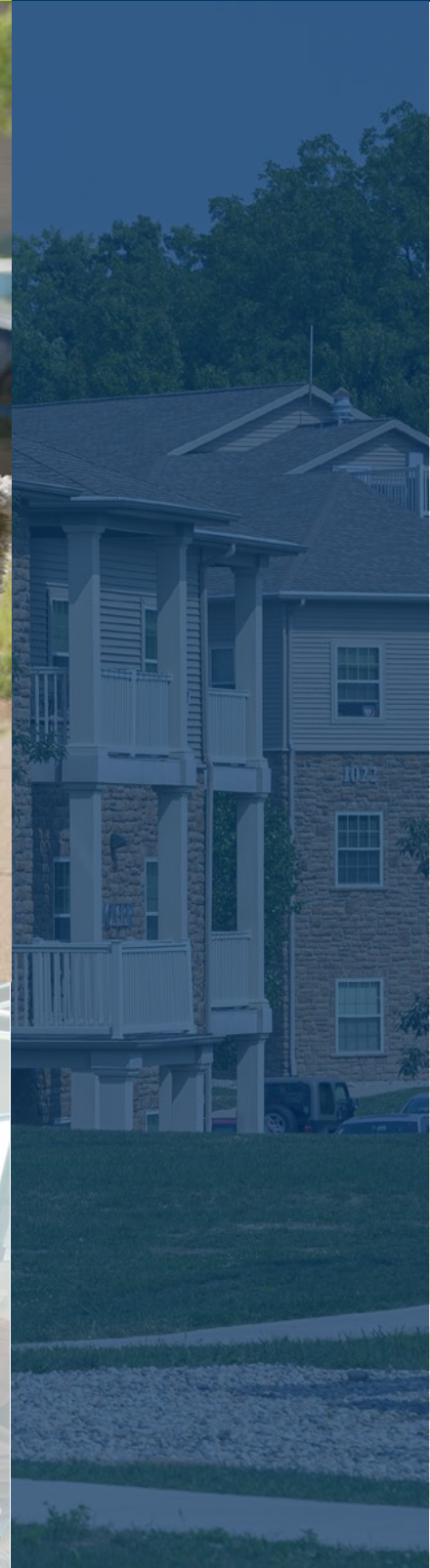


## 6.5 Smoking and Tobacco Use

Trine University has joined over 35 Indiana colleges and universities in becoming a **smoke-free & tobacco-free campus** as of Jan. 1, 2011. The change is part of a university-wide wellness initiative for students and employees. The policy encompasses the campus in its entirety, except for Zollner Golf Course.



# Section VII – Residence Hall and Housing Policies



# 7.1 Housing Requirements

Trine University students are required to live on campus. Students who meet the following may be excluded from the above requirement:

- Students who are married, responsible for a dependent child, living at home with a parent or legal guardian (50 miles “of” Angola, IN), or 21 years of age on or before August 1 of the upcoming Fall semester.
- Students who are married and under 21 years of age on or before the first day of fall classes must show a marriage license and live with the spouse in a permanent location within 50 miles from Angola, IN.
- Students with a cumulative GPA of a 2.0 or higher and have completed 60 credit hours and lived on campus for four semesters may be approved to move into a University recognized Sorority/Fraternity House or Christian Campus House.
- International students must show dependent I-20 or dependent DS-2019.
- Students who are responsible for a dependent child and under 21 years of age on or before the first day of fall classes must show a State issued birth certificate.

Students are required to be enrolled full-time (12 credit hours per semester) to reside in university housing. Those below 12 credit hours who want to remain in campus housing must have approval from the Housing Department. Students must have written approval from the Housing Department prior to moving off campus. Failure to receive approval or providing false information may lead to expulsion from Trine University.

## Residential Students

A signed Residential Room and Board Contract and Housing Deposit are required before arriving on campus. The Residential Room and Board Contract is binding for the entire academic year. If the Residential Room and Board Contract is broken or if permission from Housing has not been given to be released from the contract, the Housing Deposit is forfeited and a contract release fee will be assessed.

Additionally, any student leaving on-campus housing without a contract release may be subject to billing for the entire contract period. Falsification of housing arrangements may lead to expulsion from the University.

## Residential Facilities

Residential facilities at Trine University include men-only traditional residence halls, women-only traditional residence halls, and co-ed apartment/suite buildings, University-owned houses and villa living. Applications are processed in the winter/spring for the next academic year.

Dining facilities for all residential students include Whitney Commons in the University Center, The Depot and the coffee shop in the SDI Center. A commuter meal plan is available for students not living on campus to use these dining options. Pay-as-you-go meals are also available. The campus Mail Center and student mailboxes are also located in the University Center and serve all residential facilities. Shipping and receiving using USPS, UPS, FedEx and other shipping companies are available using the mail center.



## Personal Property Insurance

Trine University will not reimburse students for damage to personal items as a result of theft, fire, flood, and other disasters. Personal items must be covered by personal insurance.



## 7.2 Residence Life Mission

The Trine University Residence Life department provides a residential experience that promotes student engagement, personal growth and development, social community, and support for achieving student success.

Trine University's Residence Life staff is devoted to upholding the university's mission and to developing meaningful relationships with residential students. University housing provides a variety of social and learning opportunities that supports educational objectives and promotes the overall growth and development of students.

The Residence Life staff serves as a resource for providing information, supporting students, supervising building operations, and providing emergency responses. They are also responsible for student engagement, enforcing community and residential standards, and building community. Residence Life is located in the Office of Student Affairs in the University Center.

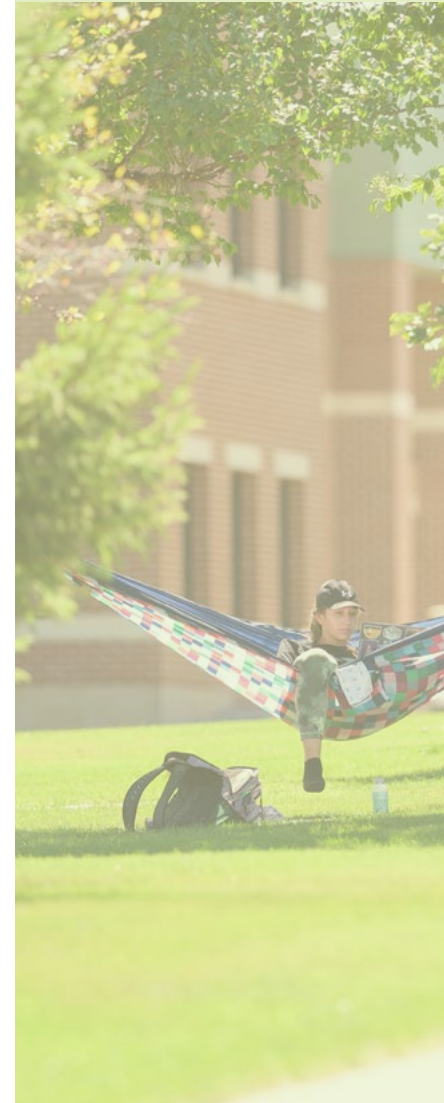
## 7.3 Residence Life Standards

The primary challenge of living in university housing is to learn to live with other students in a diverse setting. To have a successful residential experience, respect, and a commitment to certain standards and responsibilities are essential. These standards are based on respect for the rights of others. Every resident has the right to an environment conducive to academic pursuit and personal growth, the right to some measure of privacy, and the right to belong to the community.

Along with these rights are responsibilities to oneself, to one's roommate, to the residents of the building, and to the other members of the university. Roommates are encouraged to communicate with each other to establish parameters regarding issues such as cleaning, sharing of belongings, guests, and any other possible areas of concern. Each room, suite, house, and villa are required to complete a roommate contract at the beginning of every semester. Your Residential Assistant will reach out to you to complete the contract.

Any student's attempts to block, discourage, or add undue pressure to a roommate specifically assigned to a given space may result in university disciplinary sanctions. Students are responsible for personal behavior in the residential facilities and are fully accountable for their actions. All who reside on campus are responsible for knowing and adhering to the following standards and guidelines:

- **Residency limitations.** Only Trine University students may live in university housing. Trine University students that are not attending classes will be dismissed from university housing. A petition to remain in university housing has to be approved by the Dean of Students.
- **Appliances.** In an effort to eliminate circuit overload and potential fire hazards, only UL-approved electrical appliances are allowed in residential facilities with an approved kitchen area. Appliances with an exposed heating element or open coil are prohibited. These appliances include toasters, toaster ovens, grills, air fryers, instant pots/pressure cookers, space heaters, air conditioners, oil lamps, and portable generators.



Refrigerator size is **limited to 3.2 cu. ft. or smaller** in residential facilities.

**A surge protector** (power strip) should be used with any sensitive electronic equipment.

**Ceiling lights in rooms are not to be used** for attaching any other fixture or electrical wiring.





- **Candles, Open Flame, and Incense.** Burning candle(s), evidence of a burnt candle(s), open flames, and incense are strictly prohibited in any university building. Candles and incense will be confiscated and the owner will be subject to disciplinary sanctions. Candle warmers and wax melt air fresheners are not permitted. Oil diffusers are permitted.
- **Doors.** To ensure the safety of all residents, doors to all residential facilities are to remain closed and locked 24 hours a day, 7 days a week, including patio and balcony doors. Doors may not be propped open at any time.
- **Door Decorations.** Students can decorate the exterior portion of their room/suite doors with posters, banners, flyers, and brochures. Materials posted must be in good taste and respectful. Students are reminded that they are responsible for any damage caused by putting up such material. Painters tape is the only material allowed to hang anything on door or walls. Door decorations placed on the exterior of room or suite by Residence Life Staff must be kept on the door to easily identify individuals of the room/suite.
- **Furnishings.** Students may not remove university furniture from the room, apartment, or villa. Students will be charged if furniture is missing after they move out. Students are responsible for inspecting the condition of the room and furnishings when moving in/out and are held accountable for any damage to university furnishings or equipment. Properly assembled and with weight maximum, Trine University lofts/bunk beds are a safe means to create additional space. Lofts/bunk beds are not designed for use as a sofa or for lounging with several individuals on them. Self-built lofts or personal mattresses are not permitted.
- **Room personalization.** Students are not allowed to display obscene and/or offensive materials such as pornographic images in rooms including on walls, doors, or personal computers. Decorations provided must not be altered by the removal of plants, lamps, or pictures from frames. The exterior area (including patios and balconies) of villas and apartments are also not to be decorated (i.e. lights, flags, etc.). Personal possessions may not be stored on the exterior areas of the villas or apartments, including patios and balconies or in hallways in the residence halls. Real trees or greenery are not permitted in any residential facility.

Children under the age of 16 years are not permitted to stay overnight in university housing. Approval from the Director of Housing is required for overnight stays for anyone between 16 and 17 years of age.

## Guest policy

Guests are defined as individuals who are not contracted residents in university housing. Guests must be escorted at all times by the Trine student acting as host. Guests who are also current non-residential students found to be living in residential facilities without approval will be responsible for paying room and board charges. These charges will not be prorated.

Overnight guests are permitted to stay within the residence halls for no more than two (2) consecutive nights. All overnight guest arrangements must be in accordance to the roommate agreement established in each residential room. Guests during the daytime are permitted. Trine students are required to inform Campus Safety of their guests.

Guests are expected to comply with all Trine University standards or they will forfeit their right to guest privileges and may be removed from campus. Students may be held liable for damages caused by visiting guests. Roommates are strongly encouraged to talk about guidelines regarding guests. It is important to note that a room is a private space that should be shared equally by all roommates. As a responsible roommate, it is not appropriate to engage in any activity that would deny your roommate access to the room or make them feel uncomfortable while in the room.

During the time that a “public health pandemic” has been declared by either federal or state government, Trine University may implement specific and additional public health guidelines to ensure the health and safety of students, staff, faculty and visitors up to and including the removal of guest privileges.

- **Common area wall decorations.** Students can decorate the exterior portion of their room/suite doors with posters, banners, flyers, and brochures. Materials posted must be in good taste and respectful. Students are reminded that they are responsible for any damage caused by putting up such material. **Painters tape is the only material allowed to hang anything on door or walls. Door decorations placed on the exterior of room or suite by Residence Life Staff must be kept on the door to easily identify individuals of the room/suite.**
- **Bulletin boards and posting strip.** Bulletin boards and posting strips are designated for posting of informational and programming material by residence life staff only.
- **Health and cleanliness.** Students should store perishable food items in closed containers to limit the likelihood of insect infestation. It is each student's responsibility to keep the room clean and to take trash to a dumpster on a regular basis.
- **Lock policy.** **All university housing facilities are locked 24 hours a day to ensure the safety of students.** Students are responsible for carrying their keys and student IDs with them at all times to ensure access to university housing facilities. Disciplinary sanctions will result if students are found responsible for propping open outside doors, including patio doors.
- **Noise and quiet hours.** University housing is a community that strives for an atmosphere conducive to study and rest. With this goal in mind, quiet hours are in effect Sunday through Thursday from 10 p.m. to 7 a.m. and Friday and Saturday from 12 a.m. to 7 a.m. During this time, noise may not be heard outside of a student's room. The noise level in a common living area must be kept at a minimum. At all other times, respect for other community members' rights are of the utmost importance. Stereo speakers and stereos must not be directed out of the windows or doors or used outside the living area. Electronic devices must be played at a level that does not disturb others. Quiet hours are in effect 24 hours a day during finals week from Saturday through Thursday. Students are encouraged to be considerate of neighbors, to share responsibility in upholding quiet hours and others' rights to sleep and study.
- **Painting.** Students are not permitted to paint rooms or common living areas. Painting of posters and similar projects that could damage floors or walls should not be done in university housing rooms, hallways, any carpeted areas, sidewalks, or paved streets or parking lots.
- **Pets.** For environmental and safety reasons the only pets permitted in university housing or villas are small fish with a fish tank no larger than 10 gallons. ESA and Service animals are permitted after an application process and with proper documentation. **Non-approved animals will be subject to a \$500 fine for pet owner, and \$100 fine for roommates knowing of the violation.** If an animal or evidence of an animal is found in a residential facility, all flooring in the occupied space will be professionally cleaned at the student's expense. For Service and Emotional Support Animal Policy and procedures, click here: <https://www.trine.edu/campus-life/health-wellness/accessibility-and-accommodations.aspx> or contact the Office of Accessibility Services at 260-665-4590.
- **Physical activities.** Physical or sport activities including but not limited to throwing objects or rambunctious behavior, bicycles, roller blades, scooters and skateboards, that may injure others or cause structural damage, are not allowed in common areas, walkways, or in high traffic areas in and surrounding any university building.

TRINE UNIVERSITY

## Quiet Hours

Sunday - Thursday  
10 p.m. to 7 a.m

Friday & Saturday  
12 a.m. to 7 a.m.

During finals  
quiet hours are  
24 hours a day  
Saturday - Thursday





- **Bicycles.** Bicycles are permitted and may be appropriately stored in bicycle racks or in a student's room/patio/deck. Bicycles found in public areas, such as lounges, stairwells, entrances, exits, patios/decks, or other undesignated areas will be confiscated and returned to the student at the student's expense. Riding bicycles inside university buildings is prohibited.
- **Public area furnishings.** Furniture provided for university housing public areas (e.g. lobby, lounge areas) is for the use of all residents in the building. Relocation of furniture to a student room and/or suite is prohibited and considered theft.
- **Roofs and ledges.** Students are not permitted on the roofs and ledges of any university facility. These areas are not constructed to withstand frequent traffic, and damage to the roofing or structure could result.
- **Signs.** The possession and/or display of public or university signs such as road signs and public service signs such as exit or highway signs are prohibited. These items are subject to confiscation and disciplinary sanctions.
- **Thermostat.** Thermostats in apartments and villas may be adjusted within a specific predetermined range. Any adjustment outside this predetermined range will result in judicial sanctions. If you find your room to be at an uncomfortable temperature, please contact Campus Operations. Turning off thermostats in Villas is prohibited.
- **Trash.** It is the responsibility of each student to keep the room clean and to take the trash to a dumpster on a regular basis. The housekeeping staff is not responsible for removing personal trash. Personal trash from the resident's room should not be placed in the trash receptacles in the restroom, hallways, and common spaces, on decks/patios, or in outside locations. Trash receptacles are available as a courtesy and convenience. The misuse or abuse of those trash receptacles may result in their removal.
- **Windows, screens, ceiling tiles, and balconies.** Windows, screens, and ceiling tiles are to remain securely attached as intended. Throwing any object out of a window or off of a balcony is strictly prohibited.



# 7.4 Housing Policies

For a complete listing of all housing policies, please see the housing contract on our website, [CLICK TO VIEW](#). If you have any questions, please contact the Housing Department at **260.665.4646**.



## Inspections

Room inspections will be conducted by the Residence Life Staff to ensure a safe and sanitary environment. The Residence Life Staff will be inspecting each room to identify and address any health, safety, sanitation, and maintenance issues around midterms each semester. There are several reasons for the health and safety room inspection program:

- To encourage students to become engaged in maintaining the condition of their living environments, to assist students in learning how to maintain a clean and safe environment in their room, and promote a better understanding of the expectations the university has for students living on campus;
- To assist in the prevention of rodent and pest infestations, damage problems and other issues that impact the health and safety, as well as the quality of life for all students living in the residential facilities; and
- To assist us in properly maintaining the condition of our residential facilities.

Each Resident Assistant (RA) will be providing additional information about the inspection process and provide residents with a check list of things they should do to prepare for the room inspection. In addition, each RA will be holding floor/community meetings in advance of the inspection to answer questions and communicate information about the health and safety inspection program.

**The Department of Residence Life understands your concerns about privacy, but believes the inspection program is a necessary measure that will prove to be beneficial to all students living in the residence halls now and in the future.**

The following is a sample checklist of preparations that you would need to take prior to the inspection program.

**IMPORTANT:** This is only a sample checklist; the actual one will be made available shortly before inspections are conducted.

- Remove all trash and properly dispose of it in dumpster.
- Vacuum or sweep and mop all floors in your living area.
- Check your smoke detector to see if it is properly attached and in operational condition.
- Check electrical outlets, cords, and connections to make sure they are not overloaded and that cords are not run under carpets, taped to the floor, or around bedding.
- Check to ensure that beds, other furnishings, and other items are not blocking emergency egress and heating and ventilation units.
- Note any maintenance problems in your room and report them to the staff during the inspection.
- Do your laundry and properly store your clean clothes when finished.
- Pick up and organize your personal belongings.
- Make sure your screen is installed on windows (they are not supposed to be removed).
- Walls, windows, ceilings, doors and university furnishings should be free of stickers, graffiti, stains, and unauthorized paint.
- Clean up any spills and messes and get rid of any leftover food.
- Do light dusting around the room, suite, or villa.
- In the kitchen, dispose of spoiled food, wipe down surfaces, clean appliances, do the dishes and store them away, and properly store food.
- In the bathroom, clean the toilet, including in and around the bowl, clean the shower/tub, clean the floor, wipe down countertops and clean the sink, and put away and/or organize personal items.

It is okay for your room to look a little bit “lived in,” but it is expected that some effort will have been made to clean the room and to ensure that no health or safety concerns exist. Staff will be doing a quick visual check of your room that should only last a few minutes.

Prohibited items found during inspections will be confiscated. Students whose rooms fail to meet these standards will be referred to the Judicial Review Committee and will be subject to additional inspections to ensure compliance with this policy.

## Key policy and loss

All keys to university properties, including university housing, belong to the university and may not be duplicated. Students may not possess keys to university property other than their residence, except with permission from the administration. Keys should not be loaned out to other persons at any time. Unauthorized use, distribution, duplication, or possession of any key(s) issued for any university building, laboratory, facility, or room is prohibited and will be subject to disciplinary sanctions. Students who lock themselves out of their room, apartment, or villa need to notify Campus Safety and show their identification card. If a student loses a key they should report it to The Department of Housing and Residence Life immediately. Student accounts will be charged for key replacement.

## Maintenance and housekeeping services

The university makes every effort to keep all of its facilities clean and in good condition. Housekeeping staff maintains all university housing common areas to ensure cleanliness. Residents of apartments and villas will be responsible for maintaining cleanliness in their bedrooms, bathrooms and shared living areas. If damage is done to walls, please do not attempt to repair or paint the walls. Maintenance staff repairs broken items and performs preventive maintenance for all university housing issues. Student accounts will be charged for damage deemed above normal wear and tear or excessive. Students are asked to report any repair to Campus Operations through the following procedure:

### All maintenance work orders need to be submitted online.

You will immediately receive an email telling you that you have submitted a work order request and you will receive additional emails as the work order progresses through the process all the way to completion.

#### To enter the work order:

- ▶ Use the Quick Links on [myPortal](#) titled Schooldude - Maintenance Requests
- ▶ Depending on the browser you choose, you may see the Trine University login page. If you do, enter your normal username and password (same ones you use to access your email, Moodle, etc.).
- ▶ **Fill in all of the red checked required fields**
- ▶ Click Submit



### Emergency requests and repairs

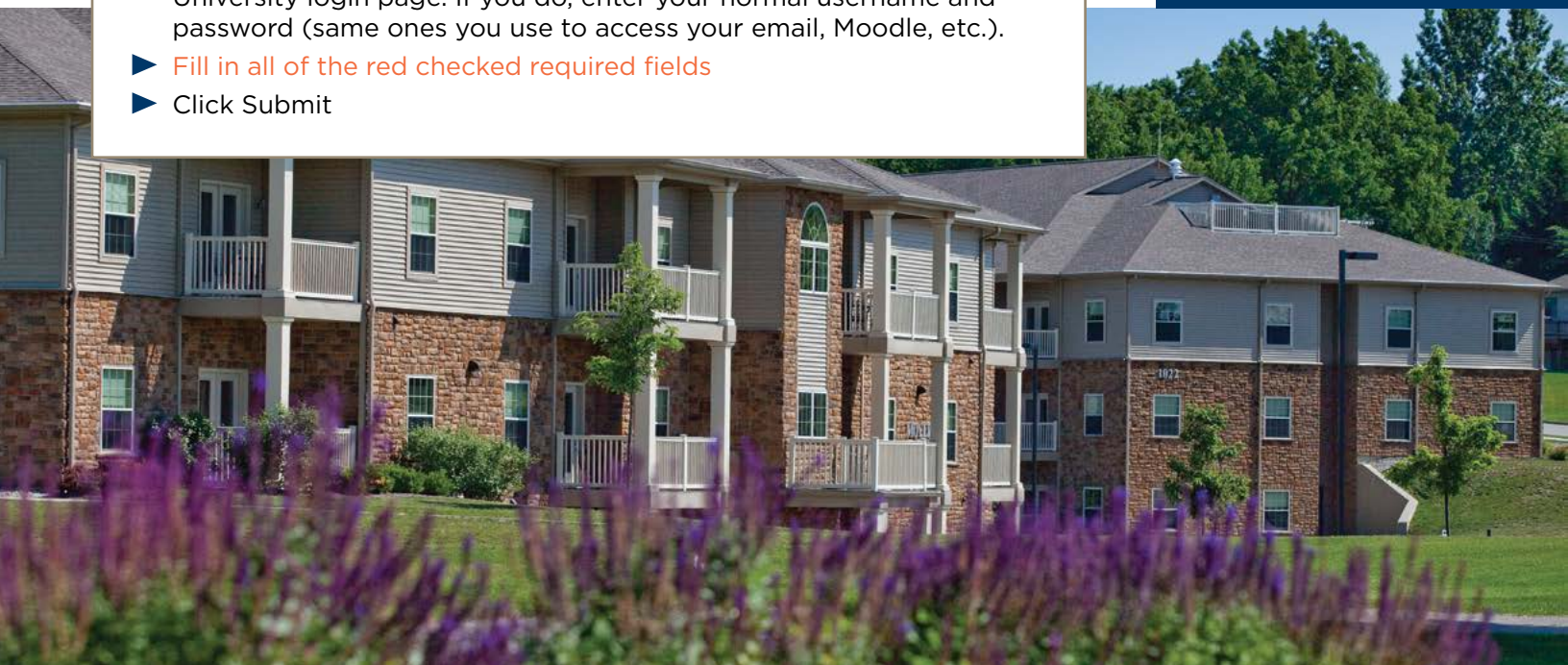
(building problems such as water leaks, sewer, power outage, etc.) should be reported to Campus Operations by phone immediately.

#### DAYTIME

7:30 a.m. - 3:30 p.m.  
**260.665.4155**

#### AFTER HOURS

Call Campus Safety  
**260.316.1877**



## 7.5 Residence Search Procedures

When there is reasonable suspicion to believe that community and/or residential standards have been violated, university personnel may conduct searches without notice on the Trine University campus and in any of its facilities. Students and organizations are expected to cooperate in the conduction of such searches.

If the need arises for Campus Safety, Campus Operations, Residential Life, or Housing Department staff to enter a living area within one of the campus residential units, a Notification of Entry Form will be left to inform the residents of such entry. Examples of such needs could include, but not limited to, retrieving items for students, safety/health hazard check, welfare check and/or response to a complaint.



# Sections VIII – Student Groups and Organizations



## 8.1 Student Organizations on Campus

For more information on each organization, contact the Director of Student Leadership at [260.665.4147](tel:260.665.4147) or go to <https://trine.edu/campus-life/clubs-organizations/index.aspx>.

## 8.2 Other Campus Organizations

### University Ambassadors

Ambassadors are a select group of student leaders at Trine University. Ambassadors serve as hosts and hostesses at campus events such as open houses and alumni receptions. They also represent Trine University at local community functions—as well as other various events. The Trine University Ambassadors are under the supervision of the Assistant Director of Student Leadership in the Department of Student Success & Engagement.

### Trine Broadcasting Network

Trine Broadcasting Network produces high-quality multimedia coverage of Trine University events and provides listening entertainment and enrichment to a growing audience through online and broadcast channels. TBN creates hands-on learning opportunities for Trine communications students through state-of-the-art production equipment in our Podcasting station and broadcasting equipment in the MTI Center, enhancing academic experiences for future media professionals.



## 8.3 Trine Athletics

The University sponsors 37 teams for men and women. There are 27 NCAA teams and 10 Club teams. Trine University students are admitted free to all regular-season home contests with student I.D.

Schedules for each season are available through the Sports Information Office [260.665.4446](tel:260.665.4446) or online at [www.trinethunder.com](http://www.trinethunder.com).

## 8.4 Intramural Sports

Intramural sports are an integral part of campus activities for team and individual sport competition. Intramural sports are open to all students, faculty, and staff members. Intramural sports offer an opportunity for you to get involved on campus, show school spirit, maintain a healthy life style, and compete with others. The following list includes typical activities that may be intramural events:

- Flag Football
- Ultimate Frisbee
- Indoor Basketball
- Sand Volleyball
- Indoor Volleyball
- Bowling
- Disc Golf
- Dodgeball



FEEL THE THUNDER





## 8.5 Study Abroad

Travel opportunities offered through Trine University open students' eyes, hearts, and minds to the world beyond campus. Exploring diverse cultures, living away from home, and viewing the world from a fresh perspective helps Trine University students integrate their academic studies and international experiences into a larger perspective of the world.

Through Trine University's direct affiliation with International Studies Abroad (ISA), students can participate in affordable summer, semester, and year-long programs in Argentina, Australia, Belgium, Brazil, Chile, China, Colombia, Costa Rica, Czech Republic, Dominican Republic, England, Fiji, France, Germany, Greece, India, Ireland, Italy, Japan, Jordan, Morocco, New Zealand, Peru, Scotland, South Africa, South Korea, Spain, Thailand, and Turkey.

Internships and study plus internship abroad combo options are also available at selected destinations. Further details including the cost, duration, dates, institutions, and courses can be accessed at <http://studiesabroad.com>

In addition, Trine University has institutional agreements with universities in Italy, France, Bulgaria, Honduras, China, Greece, and Japan. Most study abroad programs require that the student's cumulative grade point average be at least 2.5 and some require at least 3.0.

For further information regarding all opportunities and scholarships, please visit <https://trine.edu/academics/academic-programs/study-abroad.aspx>, and contact the Director of Study Abroad- Dr. Haseeb Kazi at [kazih@trine.edu](mailto:kazih@trine.edu) or 260.665.4248.

For further information regarding all opportunities and scholarships, visit [Study Abroad](#), or contact:

**Dr. Haseeb Kazi**  
Director of Study Abroad

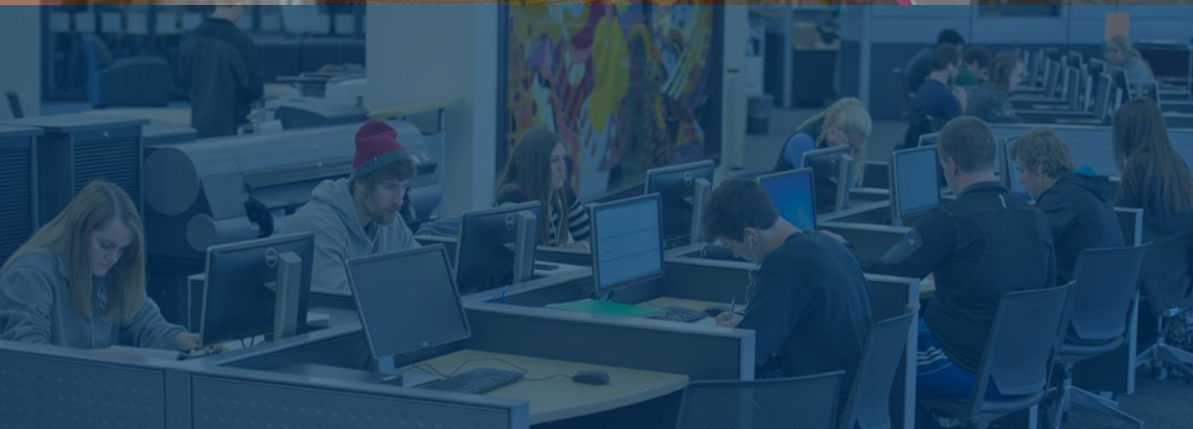
EMAIL:

[kazih@trine.edu](mailto:kazih@trine.edu)

PHONE:

**260.665.4248**

# Section IX – Trine University Resources





## 9.1 Student Services

This office is comprised of a staff of professionals to ensure that students will receive the best possible assistance to help achieve their goals. As part of the Office of Student Affairs, Student Services provides information, offers relationship building opportunities through student leadership and engagement, and ensures a safe and cohesive living and learning environment. Staff offices are located on the first and second floors of the Rick L. and Vicki L. James University Center and are responsible for the areas of: Judicial Reviews, Housing and Residence Life, Campus Safety, Student Leadership and Student Engagement. The Dean of Students is located in the Office of Student Affairs. The Dean of Students' Office, Housing and Residence Life, and Student Engagement are located on the second floor of the University Center. Campus Safety is located on the first floor of the University Center. Student Leadership is located in Capri Hall.

### Office of Student Services

PHONE::

**260.665.4168**

HOURS:

**Monday-Friday  
8 AM – 5 PM**

LOCATION:

**University Center  
1st and 2nd floor of  
the LINK**

## 9.2 Department of Student Success

At Trine University, we want all of our students to excel academically. We offer a wide variety of services that are designed to help optimize student success. To access our services, visit the Rick L. & Vicki L. James University Center which is home to the LINK. As part of the Office of Student Affairs, Student Success encompasses academic success and support services, information services, accessibility services, student health and wellness, counseling services, and student/parent advocacy and retention.

### Office of Student Success

PHONE::

**260.665.4282**

LOCATION:

**University Center  
1st and 2nd floor of  
the LINK**

## 9.3 Department of Student Success and Retention – Parent/Student Advocate and Retention Specialist

At some point, students may experience issues that affect their ability to be academically successful. Students can expect open communication in a friendly and non-judgmental environment. Students can expect to receive personalized attention from an experience director. As part of the Office of Student Affairs, Student Success and Retention is located on the first floor of the LINK.

The Director is committed to encouraging, empowering, and enhancing the college experience of all students. Student Advocacy works closely with other campus departments and programs to ensure appropriate referrals and resources are made available to students. Students can come to this office with concerns ranging from academics to finances, to reporting absences from class, to making appropriate referrals and contacts to help address personal concerns, to commuting inquiries, and many times just to have someone to listen. Also, students can receive emergency financial assistance, medical financial assistance, and scholarship/financial assistance for textbooks.

For more information contact the the Parent/Student Advocate and Retention Specialist, Whitney Arihood at [arihoodw@trine.edu](mailto:arihoodw@trine.edu), or by telephone at 260.665.4509.

### Office of Student Success and Retention

**Whitney Arihood  
Parent/Student Advocate  
and Retention Specialists**

EMAIL:

**[arihoodw@trine.edu](mailto:arihoodw@trine.edu)**

PHONE::

**260.665.4509**

LOCATION:

**University Center  
1st floor of the LINK**

### Assistant Director of Health and Wellness

**Jessica Taylor**

EMAIL:

**[taylorj@trine.edu](mailto:taylorj@trine.edu)**

PHONE::

**260.665.4947**



## Counseling Services

### Director of Counseling Services

Megan Cook, MSW, LCSW  
EMAIL: [cookm@trine.edu](mailto:cookm@trine.edu)  
PHONE: **260.665.4172**

### Mental Health Counselor

Shelly Edwards, MS. Ed., LMFT  
EMAIL: [edwardss@trine.edu](mailto:edwardss@trine.edu)  
PHONE: **260.665.4809**

### Mental Health Counselor

Amy Spallinger, MSW, LCSW  
EMAIL: [spallingera@trine.edu](mailto:spallingera@trine.edu)  
PHONE: **260.665.4183**

**24/7 Crisis Text Line: 988**

**24/7 Suicide Prevention Hotline: 1-800-273-8255**

## Health and Wellness

At Trine University, our goal is to promote and support the physical, mental, and emotional wellbeing of students. The Assistant Director of Health and Wellness provides one-on-one support for students with wellness-related needs. This position assists students with locating mental and/or physical health resources, developing stress management strategies, improving executive function, optimizing sleep and nutrition, and anything else a student may need to maintain their overall health. In addition to individualized support, we also offer various types of wellness activities. These include group fitness classes (yoga, Zumba, etc.), therapy dog sessions, and massages during finals week.

For more information contact the Assistant Director of Health and Wellness, Jessica Taylor at [taylorj@trine.edu](mailto:taylorj@trine.edu) or 260.665.4947

## 9.4 Counseling Services

Counseling Services provides mental health support to students on an individual basis. All counseling is provided free of charge and is strictly confidential. Trine University Counselors are State Licensed Clinicians who can provide a wide range of therapeutic interventions and are skilled at addressing many concerns that are quite common in a college setting. The Counseling Services Team is committed to delivering quality care and can provide short-term, solutions-focused mental health counseling services to Trine Main Campus Undergraduate students.

Trine University's Counseling Services Department strives to create an environment where students holding diverse identities feel welcomed, heard, and understood. Students access Trine Counseling Services for various reasons such as depression, anxiety, stress management, homesickness/adjustment to college, identity issues, relationship issues, academic performance, alcohol or substance use as well as other matters which may be detrimental to a successful college experience.

Counseling Services also provides outreach support and consultation services to campus organizations, groups, or classes. Outreach programs are available to provide prevention education regarding a variety of topics such as balancing responsibilities, developing healthy relationships, enhancing personal safety, confronting alcohol and/or drug use, and any other issues of primary concern to students.

**Counseling Services offices are located in the 2nd floor of the LINK. Students can contact the Counseling Team for an appointment by emailing [counseling@trine.edu](mailto:counseling@trine.edu) or calling 260.665.4172. In the event of an after-business hours mental health emergency, a student may call the after-hours (Confidential and Free) Parkview Student Assistance Program (260-446-1867). The Parkview SAP program is an extension of the Trine Student Counseling Services**

- Director of Counseling Services; Megan Cook, MSW, LCSW ([cookm@trine.edu](mailto:cookm@trine.edu)) or 260-665-4172.
- Mental Health Counselor; Shelly Edwards, MS. Ed., LMFT ([edwardss@trine.edu](mailto:edwardss@trine.edu)) or 260-665-4809
- Mental Health Counselor; Amy Spallinger, MSW, LCSW ([spallingera@trine.edu](mailto:spallingera@trine.edu)) or 260-665-4183
- 24/7 Crisis Text Line: 988
- 24/7 Suicide Prevention Hotline: 1-800-273-8255

## Student Health Center

LOCATION:

### Quest Hall

1107A West Maumee St.  
Angola, IN 46703

HOURS:

Walk-in or by appointment

**Monday - Friday**

**9:30 a.m.-4 p.m.**

PHONE:

**260.665.4585**



## 9.5 Student Health Center

Trine's Student Health Center is located at Quest Hall. A mid-level provider is on staff five days a week offering a variety of services. Walk-in or by appointment Monday - Friday 9:30 a.m.-4 p.m. Must present a valid student ID; no proof of insurance required. Our medical providers can also prescribe medication and consult with external providers as needed.

## 9.6 Career Center

The Career Center engages and educates students to approach the job market confidently and competitively by creating opportunities to:

- Connect with quality employers who have new and ongoing partnerships with Trine University
- Acquire major-related work experience prior to graduation
- Obtain acceptance to graduate school or professional training

The professional Career Center staff focuses on career fairs, one-on-one coaching and workshops, and connects students with alumni and employers. Access the Career Center web site with links to key resources at [www.trinecareers.org](http://www.trinecareers.org).

Handshake is Trine's gateway to on-campus (Federal Work Study) jobs, part-time jobs, internships, co-ops, full-time career opportunities, to schedule an appointment with a career advisor and more. Connect with over 300,000 employers and 100% of Fortune 500 companies! Activate your free account at [TrineUniversity.joinhandshake.com](http://TrineUniversity.joinhandshake.com) using your Trine email address and **MyPortal** password.

**The Career Center** is located on the first floor of the University center across from Fabiani Theatre. For personal assistance, schedule an appointment with us through Handshake, via email, phone, or by stopping in the office.

### Amy Miller

Ketner School of Business | Jannen School of Art & Sciences

[millera1@trine.edu](mailto:millera1@trine.edu)  
260.665.4123

### Melissa Lafferty

Allen School of Engineering & Computing

[laffertym@trine.edu](mailto:laffertym@trine.edu)  
260.665.4346

### Bill Milnes

Franks School of Education | Rinker Ross School of Health Science

[milnesw@trine.edu](mailto:milnesw@trine.edu)  
260.665.4214



## 9.7 Information Technology Help Desk

Information Technology Services is located in the west end of Best Hall's lower level and is open Monday through Friday from 7AM to 7PM. The IT staff assists students with connecting their PC's to the University network and Internet, access to online systems such as myPortal, along with any other telephone or technology related issue. You can access a self-help portal to find troubleshooting information, chat with IT staff, and create tickets for assistance at <http://www.trine.edu/IT>



For additional information about technology at Trine University call **260.665.4275**, or go to <http://www.trine.edu/IT>



## 9.8 Library and Information Services

### Loan Periods, Renewals

- **Books (Angola Campus Sponsel Library)** – 60 days for undergraduates; 126 days (semester) for graduate students; up to two renewals
- **Books and Media (Fort Wayne Resource Center)** – seven days; up to two renewals
- **Media (DVDs, Audio CDs, etc.)** – 14 days; up to two renewals
- **Equipment** – seven days; one renewal; no more than four borrows/renewals per semester with a 24-hour waiting period between check outs. For semester long equipment needs, options may be available through Retention and Student Success.
- **All items due at semester's end unless extension granted**

### Overdues (Late Returns) and Fines/Fees

- Borrowers responsible for fees for lost and damaged items
- Repair or replacement cost plus a \$15 processing fee per item billed at semester's end for items more than 30 days overdue
- Borrowers responsible for late return fines for equipment – late return fines accrue at \$10.00 per day with a maximum of \$300.00
- Any delinquencies (unreturned library borrows, fines or fees) must be cleared prior to graduation or withdrawal from the University
- Library Holds block students from receiving diplomas and transcripts  
**Fines and fees over \$200 can result in a block from registering for classes**

### Services & Resources - A current student ID provides:

- Access to your **Library Account**
- Access to information regarding your **check outs, holds, and fines**
- A platform for **renewing items checked** out from the Library
- Access to **online library** resources
- Access to locally held information in physical and virtual (24/7) collections of books, journals, and media via the **Research Hub**
- Access to other collections via the **PALShare, Interlibrary Loan and the Reciprocal Borrowing Programs**
- Access to technology via the **Loaner Equipment** program
- Access to study and meeting spaces
- **Access to computing spaces** – main floor lab of 20 desktop computers and a digital classroom with an additional 40 desktop computers
- **Access to printing and publishing spaces** – main floor center provides color printing, laminating, copying, scanning, and faxing and, for academic projects, poster/large format printing.
- **Large format/Poster prints** require verification of academic use; Charges apply for personal and organizational poster prints.
- Access to expert staff that can provide assistance in use of its facilities, resources, and services
- Access to other departmental services and resources within the shared space of **The LINK**- See handbook entries for **Academic Support** (tutoring, study sessions, and accessibility services), **Retention & Student Success** (student advocacy and support), and **Academic Technology** (access to multimedia tools for editing photos, documents, sound and video and for format conversion) for further information.



### Library General Information

PHONE:  
**260.665.4162**

**General Questions**  
EMAIL:  
[library@trine.edu](mailto:library@trine.edu)

**Reference Questions**  
EMAIL:  
[library@trine.edu](mailto:library@trine.edu)

**Location**  
University Center LINK

**Hours**  
Open 24/7 during the  
academic year

**Summer Library Hours**  
Monday – Friday  
8 a.m.–4:30 p.m.

## 9.9 Office of International Services

The Office of International Services (OIS), located in 306 Shambaugh Hall, is responsible for providing services to all international students. These services include orientation, immigration advising, programs, resource and referral, cultural education, and community outreach. Please visit the OIS Web site at <https://www.trine.edu/international/resources> or call **260.665.4630** for more information.

## 9.10 Dining at Trine University

**Bon Appétit Management Company** is proud to be the sole food service provider to Trine University. We provide Café and catering service to over 500 colleges and universities, corporations and specialty venues around the United States. Our dream is to be the premier onsite restaurant company known for its culinary expertise and commitment to socially responsible practices.

Here at Trine University we operate Whitney Commons Café, Depot Grill, Storms A Brewing, The Bean Counter and Catering services. All of our accounts purchase many products from local sources. Our culinary team, led by culinary graduate Chefs, prepare meals from scratch using authentic ingredients. We recognize the great power and importance of food; we see dining rooms as gathering places. Breaking bread together helps us create a sense of community and comfort.

### Whitney Commons Café

At Whitney Commons Café you will find a wide variety of menu items at each meal. It is our commitment to service all guests, keeping things fresh, fun and interesting – you won't find a cycle menu here. We offer a diverse range of different cuisines and cater to special diets whether it be vegetarian, vegan, made-without-gluten, nut allergies and everything in between.

VIEW  
[MENU](#)

### Depot Grill

The Depot Grill features some of your favorite Mexican foods as well as some of your other favorite meals. You can build your own burrito, taco, taco salad and more. In addition to the Mexican food, at dinner we have three different concepts we offer. We also feature our daily house-made soups.

VIEW  
[MENU](#)

### Storms A Brewing

Storms A Brewing provides our guests with a quick and delicious option for breakfast and lunch Monday through Friday. Centennial Station accepts the meal exchange, flex dollars, fast plan, cash & credit. At breakfast we offer specialty coffee drinks, house-made breakfast pastries and other flavorful breakfast options. Lunch features a variety of wraps, sandwiches and salads.

VIEW  
[MENU](#)

### Catering

Bon Appétit is proud to be the caterer for all Trine University events. We can create a custom meal that fits your needs and budget. From upscale dinners, to box lunches, we can take care of all your catering needs. Catering is also available for non-university events.



### The Bean Counter

The Bean Counter is an upscale coffee shop that is open for breakfast and lunch Monday through Friday. The breakfast offerings include assorted coffee drinks, muffins, pastries and danish. For lunch you will find assorted Sandwiches and Salads. The Bean Counter accepts flex dollars, cash and credit cards.

For more information visit: <https://trine.cafebonappetit.com/>

For more information on catering call the Catering Manager at **260.665.4278** or email [bamco\\_cater@trine.edu](mailto:bamco_cater@trine.edu)





## University Center Bookstore

**HOURS:**  
Please check our website  
for current hours  
[VIEW HOURS](#)

**PHONE:**  
**260.665.4153**

## 9.11 University Center Bookstore

The UC Bookstore, located on the main floor of the University Center, has a complete line of college gear, school supplies, health and beauty aids, snacks, and refrigerated and frozen items.

## 9.12 Work Study Employment

Students must submit a **Free Application for Federal Student Aid (FAFSA)** each school year and qualify for the need based Federal Work Study program in order to participate. Students who are eligible will have it listed along with your other Financial Aid on your **MyTrineFA** account. Satisfactory Academic Progress must be maintained in the enrolled degree program to remain eligible. Each year, Trine University makes part-time jobs available on campus for as many of these students as possible. The students' pay is partially subsidized by the federal government and the student workers are paid bi-weekly. **Jobs are listed online at the beginning in August before school begins. For more information on work study, please call 260.665.4456.**

## 9.13 Office of University Advancement

The Office of University Advancement is located on the second floor of the Sponsel Administration Building. This office maintains addresses and other records of alumni, friends, and benefactors of the University. The office coordinates university events on and off campus that involve these constituents. This office also works with the President, Trustees, Deans and others to raise funds for university priorities including facilities, scholarships, endowments and programs. **You may contact the office at 260.665.4114.**



### Office of University Advancement

**LOCATION:**  
Sponsel Administration  
Building 2nd Floor

**PHONE:**  
**260.665.4114**



## 9.14 Postal Services

The Mail Center and student mailboxes are located in the University Center across from Fabiani Theater. Students will be issued a mailbox key on Move-In day; a fee of \$15 will be assessed for replacement of this key. The Mail Center is available for the purchase of stamps and envelopes and the sending of Certified, Priority, or Express US mail. Other services include UPS, FedEx, sending and receiving mail or packages overnight, second day, and ground.

Correspondence to faculty, staff, or administration can be sent through interoffice mail at the Mail Center. All incoming student mail should contain correct addresses, including full name and campus box number. Please be consistent with your given name (no nicknames) even a middle initial would be helpful to eliminate confusion in receiving mail. Students will be required to show Trine student identification any time packages or important documents requiring a signature are picked up, the Trine ID must match the name on the package. Packages should be picked up as soon as possible; after 10 days they will be returned to sender. If you move off campus, it is imperative you give your new address to the Mail Center personnel. Before the end of the school year, please make sure the Mail Center has your summer forwarding address if it is different than your home address. All first class mail must be forwarded and if an address is not made available, it will be sent to your parents address listed with the Registrar's office. **For more information, or if you have any questions, you can contact the Mail Center at 260-665-4138.**



### The Mail Center

**LOCATION:**  
University Center across  
from Fabiani Theater

**HOURS:**  
Monday-Friday  
11 a.m.-5 p.m.

**PHONE:**  
**260.665.4138**

## 9.15 Zollner Golf Course

Trine University is fortunate to have an 18-hole championship golf facility on its campus. Zollner Golf Course amenities include a fully stocked golf shop, restaurant/full bar (Club Z), driving range and putting greens. Private instruction is also available. Please contact Jon Busscher, PGA Director of Golf Operations, for more information. Students may use the golf course during the operating season, which usually begins in April and continues through November.

In order to take advantage of the student rates, you **MUST** provide the golf shop with your student ID. If you do not have your ID card, you will be charged the regular public rates. If you are caught misusing the facilities, you will be referred to Campus Safety and the Office of Student Services for disciplinary action.

Please remember that the golf course is available for everyone's enjoyment, so please be respectful to other golfers and play without undue delay. Please use proper golf course etiquette, replace your divots, ball marks, and rake the sand bunkers. If you have any questions you can call **260.665.4269** or visit our website at [www.zollnergolf.com](http://www.zollnergolf.com).





## Section X – Graduate Program Policies

Graduate program policies to be used by students participating in a graduate degree program within [TrineOnline](#) with the exception of any degree in the College of Health Professions. Students of the College of Health Professions should refer to their program specific handbook.



# 10.1 Culture of Graduate Learning

Graduate learning, teaching and scholarship differ from the undergraduate educational experience through the intensity of learning and the role of applicable research. All graduate experiences should reflect an in-depth study of a particular curricular field and should lead students to independent thinking, learning and knowledge acquisition.



# 10.2 Admission Requirements

## Degree and GPA Requirements

**Except for the Dual Undergraduate/Graduate program applicants (See Student Classifications below), students seeking to enroll in graduate studies must have:**

- A 3.0 GPA **and**,
- A bachelor's degree from an approved institutionally-accredited university in an appropriate academic field, **or**
- A bachelor's degree from an approved institutionally-accredited university in a related field and significant major-specific professional experience, **or**
- A bachelor's degree from a non-approved institutionally-accredited university in an appropriate or related field and a combined GRE verbal/quantitative score of 300. (A GMAT score of 570 or higher may substitute for the GRE at the discretion of the Department Chair, Program Director, or Dean.) The scores must not be more than five years old from July 1 of the application year. An official copy must be sent to the Graduate School directly from Educational Testing Service. Note: GRE scores are considered alongside several other factors during the application review process.
- Admission will not be exclusively decided based on the student's GRE score.

## International Students

- Applicants whose native language is not English must provide evidence of a 79 on the internet-based Test of English as a Foreign Language (TOEFL) or an overall 6.5 on the International English Language Testing System (IELTS).
- Applicants must also have earned at least a 3.0 GPA. If their undergraduate coursework was not completed at an American institution, their transcripts will need to meet internationally accepted standards or be reviewed by professional credential evaluators.
- Some graduate programs may have additional admission requirements.
- Please note that additional non-academic documents such as a passport are required. Complete information can be found on the **international admission requirements page**.

## Application Requirements.

Prospective graduate students are required to submit the following documents as part of their application package:

### Completed graduate application

- Official academic transcripts from each previous undergraduate and graduate institution attended (except Trine University). Transcripts from prospective students will be evaluated by the Program Chair/Director in consultation with the school Dean to determine if additional undergraduate coursework is required to adequately prepare for the rigors of graduate coursework.
- Personal narrative that explains the student's interest in pursuing a graduate level education.
- The applicant's resume or vita indicating positions held that demonstrate task commitment, knowledge and skill relevant to the applicable course of study.

Note: Additional program-specific admission requirements may exist. Some graduate programs may have additional admission requirements. Please refer to admission requirements for the specific program. Admittance to any graduate program is valid for one year from the time of admission to enrollment.

### Conditional Admission

In order to be considered as a candidate for conditional graduate admission, students who have not earned a cumulative GPA of 3.0 in an undergraduate degree program must submit the following materials to the Program Chair/Director in addition to required application materials:

- Applicants will be asked to describe the challenges or extenuating circumstances that led to the student earning less than 3.0 GPA in undergraduate work in their personal narrative. Students must include a description of specific strategies they will use to ensure academic progress within their graduate degree program.
- Upon receipt of all the materials, the conditional application will be reviewed by the Department Chair/Program Director and a recommendation will be made to the appropriate Dean for conditional admission. A student admitted conditionally will become a graduate student in good standing upon completion of four graduate level courses maintaining a B or better grade in each course. Conditional graduate students not garnering a grade of B or better in each of their first four courses will be dismissed.



## 10.3 Shared Progress

The institution's policy and practice assure that at least 50% of courses applied to a graduate program are courses designed for graduate work, rather than undergraduate courses credited toward a graduate degree. Trine University allows well prepared advanced students to substitute its graduate courses for required or elective courses in an undergraduate degree program and then subsequently count those same courses, with a "B" or better earned, as filling graduate requirements in a related graduate program. For the DPT and the PA programs the first three years' GPA will be for the undergraduate course, the final three years will be on the graduate degree.



### Student Classifications - Dual Undergraduate/Graduate

#### **3 + 3 Degree Path - Doctorate of Physical Therapy (DPT) degree program**

Trine University offers a six-year plan of study to qualified students leading to a bachelor degree in either exercise science or biology and a Doctorate of Physical Therapy. To be accepted into the program students must graduate HS with a 3.5 GPA, Graduate in the top 25% of their HS class (academically), and have an ACT score of at least 25 or an SAT score of at least 1150.

Throughout the first three years of this plan of study students must maintain a 3.5 cumulative GPA and upon completion of these three years they need to have 40 hours of physical therapy observation.

Dual undergraduate/graduate enrollment status is granted to those students who have completed the first 3 years of the 3+3 Doctor of Physical (DPT) degree program. These students will be graduate candidates in year four. Students who do not meet this standard will not be given graduate status. Students will be awarded each degree upon completion of its respective degree requirements. All institutional scholarships for undergraduate programs will not be available during years four, five, and six when they are considered a graduate student. Students are encouraged to investigate alternative funding opportunities to complete graduate school during these last years.

#### **4+1 Integrated Undergraduate/Graduate**

The 4+1 undergraduate/graduate enrollment status is granted to those who concurrently seek a bachelor's and master's degree from the Allen School of Engineering and Computing, Ketner School of Business, or Jannen School of Arts & Sciences. These students will be changed to graduate status after earning their required undergrad credit hours, at which time they must have a cumulative grade point average of at least 3.0. Students who do not meet this standard will not be given graduate status and will be awarded the bachelor's degree when the bachelor's degree requirements are met. Students will be awarded each degree (BS and MS) upon completion of its respective degree requirements.

The following bachelor degrees are available to start on the 4 + 1 degree path: Accounting, Biomedical Engineering, Chemical Engineering, Civil Engineering, Criminal Justice, Communication, Electrical Engineering, Golf Management, Management, Marketing, Mechanical Engineering, or Sport Management.

All institutional scholarships for undergraduate programs will not be available once the student is considered a graduate student. Students are encouraged to investigate alternative funding opportunities to complete graduate school.

## Special Graduate Student

Special Graduate Student status maybe granted to those students who wish to (1) audit a course, (2) seek certification in specialized areas, or (3) enroll in certain courses but do not plan to pursue a graduate degree program.

For degree-seeking students who audit courses, a fee of 1/2 the normal rate is charged per credit hour. For special graduate students who are non-degree seeking, full tuition will be charged.

## Dual Concentration Master's Degree Students

Students are permitted, but not required, to enroll in multiple concentrations while completing their master's program. If the student seeks to complete a second concentration as a continuation of his or her master's program, and does not choose to receive his or her degree prior to continuing with the second concentration, the student still must receive a 3.0 GPA or higher to graduate from the program.

If the student's GPA falls below a 3.0 while the student is completing the second concentration, the student will not receive his or her degree, even if the student had the requisite GPA at the end of completing the first concentration.

Students are also advised to check with the financial aid department prior to pursuing a second concentration to ensure the student understands any impact a second concentration may have on financial aid.





## 10.4 Academic Residency/ Transfer Credit

A maximum of six semester hours of graduate course credit may be counted toward completion of a graduate degree at Trine University with a grade of B or above and with the approval of the program chair/director and dean. All other courses must be taken at Trine University. Transfer credit will not include a grade and, therefore, will not impact the student's GPA. Courses used to satisfy the requirements of a bachelor's degree cannot be applied to a master's degree. The final 15 credit hours must be received within Trine University. This transfer credit policy does not apply to the Doctor of Physical Therapy or the Physician Assistant Studies programs.

## 10.5 Graduation Requirements

Students must have a 3.0 cumulative GPA, complete all necessary program requirements, and carry a grade of C or better in all courses to qualify for graduation.

## 10.6 Graduate Student Commencement Participation

Graduate students are eligible to attend the spring Commencement ceremony following their degree completion. No graduation honors or honor cords are used for graduate degrees.

## 10.7 Credit by Examination

There is no credit by examination in the Trine graduate programs.

## 10.8 Degrees

An "Intent to Graduate" form should be filed at the beginning of the master's program. This form will include an expected graduation date and other information pertinent to graduation. All degree requirements must be completed within five years.

## 10.9 Semester Hour Load

The semester course load of a full-time graduate student is six (6) hours. The maximum load for a full-time master's degree student in College of Graduate and Professional Studies is twelve (12) credits hours in any semester. Any master's degree course load greater than twelve (12) credit hours must be approved by the Program Director.

## 10.10 Attendance Policy

All students are expected to abide by the attendance policy set forth by the instructor in each class. Attendance may be registered at the beginning, end of class or on return from break; and may be deducted for tardiness. Lack of attendance may impact course grades and Academic standing. Should more than two unexcused absences accumulate the student will be academically dropped from the course. When possible, students must provide advance notice of absences, as well as relevant documentation regarding absences, to the instructor as soon as possible following the illness or event that led to the absence. Any arrangement to make up work because of class absence is the responsibility of the student. The instructor, who will explain the evaluation (grading) statement at the beginning of the term, determines the effect of absences upon grades.

Students enrolled in hybrid/seated classes that require only one meeting day per semester/term are required to attend the entire day scheduled for the seated component of the course. Students who are absent from this scheduled meeting for any portion of the day will be administratively withdrawn from the course.

This policy does caution that within the University there are several categories of students that are expected to exhibit behavior that conforms to the group to which they belong. These units include, but are not limited to, ROTC cadets, academic honor societies, veterans, athletes, medicine, and nursing majors. Membership within these units implies that the student agrees to fulfill the obligations of the organization.

## 10.11 Graduate Grading System

The grading system is as follows:

<b>A</b>	<b>Excellent</b>	<b>4.0</b>
<b>B+</b>	<b>Very Good</b>	<b>3.5</b>
<b>B</b>	<b>Good</b>	<b>3.0</b>
<b>C+</b>	<b>Above Average</b>	<b>2.5</b>
<b>C</b>	<b>Average</b> (lowest passing grade)	<b>2.0</b>
<b>F</b>	<b>Failure</b>	<b>0.0</b>
<b>I</b>	<b>Incomplete</b>	not figured into GPA
<b>IP</b>	<b>In progress</b> (grade deferred)	not figured into GPA
<b>S</b>	<b>Satisfactory</b>	not figured into GPA
<b>U</b>	<b>Unsatisfactory</b>	not figured into GPA
<b>W</b>	<b>Withdrawal</b> before completion of 80% of the semester	
<b>WP</b>	<b>Withdrawal</b> after completion of 80% of the semester with (passing work at the time of withdrawal) issued only under special circumstances and with the approval of the Department Chair/Program Director.	

The grade point average is calculated by dividing the honor points by the GPA points.







## Incomplete Grade Policy

Incomplete (I) is a temporary grade used by the instructor in cases where a student is unable to complete course requirements because of circumstances beyond the student's control such as illness, family emergency or other similar circumstances. Incomplete grades are rarely assigned and only if the student has completed 75% of the course requirements, has a "C" or higher, and has convinced the instructor of his or her ability to complete the remaining work without registering for the course again. An instructor who assigns a grade of "I" submits to the Program Chair/Director a formal statement of requirements that must be satisfied for removal of the incomplete grade. A copy of the statement of requirements, including deadlines for their completion, shall be made available to the student.

It is the student's responsibility to contact the instructor to make arrangements for completing the remaining work. The required work should be completed and a grade reported by the end of the student's next semester in residence, but in no case later than one calendar year following the receipt of the "I" grade. An "I" grade not removed within one semester in which the "I" grade was issued will be converted to an "FI" grade by the registrar. An "I" grade may not be removed by registering again for the course.

If the instructor giving the "I" grade is no longer a member of the faculty, the student should contact the Program Chair/Director who will act on behalf of the former instructor. In the case of a graduating senior, if an "I" or "IP" grade is not removed until after the start of the next semester, the graduation date will reflect the new semester.

## In Progress Grade Policy

The "IP" (In Progress) grade is to be given only in courses so designated by the respective schools. The "IP" grade is designed for courses which require more than one semester for completion. An "IP" grade not removed within one year from the end of the semester in which the "IP" grade was issued will be converted to an "F" by the registrar. An "IP" grade may not be removed by registering again for the course.

## Satisfactory

The "S" (Satisfactory) grade indicates that credit has been given for completion of degree requirements other than academic coursework. In graduate programs, this symbol may be used for clinical practicums and internships.

When an "S" (Satisfactory) grade is earned for courses in which credit toward graduation is received, the credit will be counted, but there will be no quality points given. The institutional grade average will thus be determined by the total quality points for those courses in which "A" through "F" grades were given divided by the number of credit hours in which those grades were given.

## Unsatisfactory

The "U" (Unsatisfactory) grade indicates unsatisfactory performance in an attempt to complete degree requirements other than academic coursework. In graduate programs, this symbol may be used for clinical practicums and internships.





## 10.12 Course Repeat

A student may retake a course at Trine University; however, no more than two courses may be retaken during the student's course of study. The number of repeated courses may be further limited by individual departments, and scheduling constraints may impact the length of the program.

Whenever a course is repeated on a credit basis, the higher grade and credits earned completely replace the previous grade in the satisfaction of requirements and computation of cumulative grade-point average. All entries remain a part of the student's permanent academic record.

## 10.13 Withdrawal from Class

A student may withdraw from class through 80 percent of the semester, provided the student obtains the proper form from the registrar and obtains academic advisor approval. International students must also have the approval of the registrar if they will be dropping below nine credit hours.

All students dropping below full-time status must have the approval of the Director of Financial Aid. The completed form shall be submitted to the registrar before 80 percent of the semester is completed.

No classes shall be dropped after the completion of 80 percent of the semester except for circumstances beyond the control of the student, such as illness, family emergency, or other similar circumstances. Permission to withdraw after the completion of 80 percent of the semester must be obtained from the Program Chair/Director of the student's department. If permission is granted, a grade of "WP" will be issued if the student was passing at the time of withdrawal.

A grade of "F" will be issued if the student was failing after completing 80 percent of the semester, and whereby no "WP" was awarded.

Any deviation from the policy will be considered an unofficial withdrawal, and a grade of "F" will be issued.

## 10.14 Academic Standing

Graduate students in the master's programs must maintain a 3.0. Students whose cumulative GPA drops below a 2.7 will be dismissed from Trine University. Students whose cumulative GPA falls between a 2.7 -2.99 will be given a probationary notice and asked to submit a self-assessment. This will only be permitted once and the student must then achieve a 3.0 by the end of the following semester. A student who is dismissed may apply for readmission immediately by contacting the Program Director and completing the re-admit form, providing a three- to four-paragraph written statement explaining why he/she was not meeting academic standards and outlining a plan for his/her future success. The re-admit form requires students to submit a plan for raising their cumulative GPA back to 3.00.

The Graduate Council will determine the outcome of the re-admit request.

Students whose cumulative GPA is below 3.0 and are on academic probation due to GPA, will not be eligible to participate in Curricular Practical Training (CPT) during the semester of probation. Students will regain eligibility once the academic probation has been lifted and they are in good academic standing of a 3.0 or higher.