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# STUDENT HANDBOOK

2024-2025



TRINITY  
BIBLE COLLEGE & GRADUATE SCHOOL

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# WELCOME TO TRINITY

## MESSAGE FROM THE STUDENT LIFE DIRECTOR

I'd like to take this opportunity to welcome you to Trinity Bible College & Graduate School! We are so glad that you've chosen to be a part of this community. Welcome to the family! Our college is a unique place in the sense that we are small enough to know your name, but big enough to believe in your dreams. We are committed to walk alongside you in this season of your life; to educate, train, encourage and pray for you as you both discover and pursue the calling on your life.

During your time with us, I'd highly encourage you to make the most of the educational opportunities, ministry experiences, spiritual growth and relationships that our community has to offer. Our professors, staff and other students will be a valuable resource to you as you navigate this new season in your life and grow to become the man or woman that God is calling you to be.

Our goal is to develop an intentional Christian community. A community made up of kingdom minded followers of Jesus that are committed to demonstrating the biblical qualities of honor, unity, grace, peace and integrity in all that is said and done.

The standards, policies and procedures in this handbook, are intended to support health within our community and serve to develop a culture in which you (the student) can grow to become all that God is calling you to be. These standards reflect our affiliation and alignment with the doctrine and perspectives of the Assemblies of God. Enrolled students have voluntarily agreed to be a part of this community and will be accountable to the standards set forth in this handbook. All students are responsible to know and abide by these standards, which serve as a covenant between the members of our college community.

Let's be a community that is defined by honor, committed to growth and passionately devoted to impact the world around us with the message of the gospel.

Thanks & God Bless,  
Tyler Medley



## MISSION STATEMENT

Trinity Bible College & Graduate School is committed to training and educating people with theological reflection and missional passion in order that people and communities everywhere will hear the Good News of Jesus and see His love demonstrated.

# CAMPUS MAP



## CAMPUS DIRECTORY



● ADMINISTRATIVE & ACADEMIC BUILDINGS

● STUDENT BUILDINGS

● ATHLETIC FACILITIES

● RESIDENCE HALLS

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# QUICK REFERENCE

## WHO TO SEE AT TRINITY

Academic Assistance	Academic Success Center (ASC Lab)
Announcements & Signs	Student Life Office
Chapel Absences & Excuses	Student Life Office
Class Grades & Absences	Professor
Class Change, Add/Drop	Advisor, then Registrar's Office
Counseling Resources	Student Life Office
Degree Program Info	Advisor
Fees & Payments	Student Accounts Office
Financial Aid & Scholarships	Financial Aid Office
Facilities Use: College Events	
Armory	Student Life Office
Cafeteria	Cafeteria Director
Chapel	Student Life Office
Classrooms	Academic Affairs Office
Conference Room (PC)	Student Life Office
Conference Rooms (Davidson)	President's Office
Field House (Gym)	Athletics Department
Guest Apartment	Student Life Office
The Commons	President's Office
Prayer Chapel & Atrium	President's Office
PYB Building	PYB Office
Residence Hall Lounge	Resident Director
SLC & Media Room	Student Life Office
Facilities Use: Personal Events	Business Office
Graduation	Registrar's Office
Lost & Found	Media Room, Student Life Office
Maintenance Concerns	Facility Services
Safety, Security, Incidents	Student Life Office
Student Ministries	Student Ministries Office
Vehicle Registration	Student Life Office
Work Study	Financial Aid Office

## ABBREVIATIONS

Trinity	Trinity Bible College & Graduate School
InsideTrinity	<a href="https://inside.tbc2day.edu">https://inside.tbc2day.edu</a>
RA	Resident Assistant
RD	Resident Director
SLC	Student Life Center
SLD	Student Life Director
DUS	Dean of Undergraduate Studies
VPBF	Vice President of Business & Finance
VPEL	Vice President of Experiential Learning

**FALL SEMESTER 2023**

Dorms Open for New Students	August 17th
New Student Registration & Orientation	August 19th - 22nd
Dorms Open for Returning Students	August 18th
Returning Student Registration	August 19th
First Day of Classes	August 21st
Graduate School Session on Campus	August 26th - 30th
No Classes: Labor Day	September 2nd
Homecoming Week	September 23rd - 27th
World Engagement Week	October 7th - 11th
No Classes: Fall Break	October 14th - 18th
GO Week: (Missions Emphasis Week)	October 28th - Nov 1st
No Classes: Thanksgiving Break	November 27th - 29th
Last Day of Classes	December 6th
Dorms Close at 12pm	December 7th

**SPRING SEMESTER 2024**

Martin Luther King, Jr. Day	January 20th
Dorms Open: (New & Returning Students)	January 21st
First Day of Classes	January 22nd
No Classes: President's Day	February 17th
GO Trip Week	March 10th - 14th
No Classes: Spring Break	March 17th - 21th
No Classes: Easter Break	April 18th - 21st
Graduation	May 3rd
Last Day of Classes	May 9th
Dorms Close at 12pm	May 11th

# ▲ DEFINITIONS & DISCLAIMERS

## AFFILIATIONS

Trinity Bible College & Graduate School (hereafter, “Trinity”), is endorsed by the Assemblies of God Alliance for Higher Education and sponsored by various Assemblies of God Districts across our region. We are committed to maintaining these endorsements and sponsorships. In addition, we are committed to the doctrinal statements of the General Council of the Assemblies of God (hereafter, “Assemblies of God”), rooted in Evangelical, Holiness, and Pentecostal traditions, and we align with our parent organization regarding interpretation of Scripture. Please reference the Assemblies of God Doctrine (Fundamental Truths) and Position Papers at <https://ag.org> for an understanding of our Scriptural interpretations relating to moral issues which guide the standards addressed in this Handbook.

## PURPOSE OF THE STUDENT HANDBOOK

At Trinity, we seek to develop an intentional Christian community of Kingdom-minded, Jesus-focused men and women who are committed to demonstrating biblical qualities of honor, unity, peace, grace, and integrity in all we do (**1 Timothy 4:12-16**). To support such health within our community, Trinity maintains certain standards, policies, and procedures, which are provided in this Student Handbook and serve to develop a culture in which students can grow in maturity, wisdom, and knowledge. Our standards reflect our affiliation and alignment with the doctrine and perspectives of the Assemblies of God. Enrolled students have voluntarily agreed to be a part of this accountable community. As such, all students are responsible for knowing and abiding by the standards in this Student Handbook, which serves as a covenant between members of our College community.

## ADMINISTRATION

College Administration (also called the “Leadership Team”) refers to the President and all Vice Presidents. Whenever a specific administrator is referenced in this Handbook, Trinity reserves the right for any administrator to serve in lieu of the one designated, should the leader mentioned be unavailable. Alternatively, another staff/faculty member may be designated by an administrator to cover his or her responsibilities (or another staff/faculty member’s responsibilities) referenced in this Handbook.

## **NON-RESIDENTIAL STUDENTS**

Non-residential students are those enrolled in Distance Ed, Graduate School, etc., who do not attend traditional undergraduate classes on campus. While every student enrolled at Trinity agrees to the policies, practices, and Community Standards contained in this Handbook, some policies and services may vary for non-residential students since they do not participate in campus life in the same way as traditional undergraduate students. Such students should consult with their program director for any questions related to the Handbook.

## **MINORS ON CAMPUS & DUAL-ENROLLED STUDENTS**

Trinity understands that enrolling in college can be a challenging experience and may not be a good fit for all underage applicants. Parents of underage students should consider carefully if their child is prepared to live independently from the family and face the academic rigor of college classes.

Enrolled students who happen to be minors are offered the same college services and support as any other residential undergrad student. The College treats all its students as independent, mature individuals, and traditional students who are under 18 will be treated in the same way. While attending Trinity, students will be in an adult environment with no special supervision. The only accommodations made for minors are those which are required by law (such as mandatory reporting of sexual abuse).

Note that minors who are dual-enrolled (students currently in high school who are approved to take Trinity courses) have limited access to other campus services and activities but are expected to comply with both the standards in this Handbook and any other policies they agree to upon enrolling. Dual-enrolled students should consult with the Registrar's Office for any questions related to the Handbook.

## **STUDENTS IN MULTIPLE PROGRAMS OR 4+1**

For the purposes of this Handbook, any traditional student who has not yet graduated with their Trinity B.A. degree is considered full-time according to the TOTAL credits carried between traditional undergrad classes AND any DE, Graduate School, classes taken within a partnership agreement, etc. As such, students must meet the expectations for full-time students as stated in this Handbook according to their combined credit load each semester. If the combined credit load is less than 12, then the expectations for part-time students will apply.

## **ON-CAMPUS & TRINITY HOUSING**

On-campus refers to anywhere on the Trinity property shown on our official campus map (page 4). On-campus housing (also called Trinity Housing or Student Housing) refers to all Residence Halls and Trinity Apartments in which any student resides.



## **NON-DISCRIMINATION & TITLE IX**

Trinity does not discriminate on the basis of race, color, national origin, sex, age, disability, marital status, familial status or any other protected legal status in matters of admissions, employment, housing, educational programs or activities. We operate in compliance with federal non-discrimination laws, including Title IX. As a religious institution affiliated with the Assemblies of God, the college is exempted from certain provisions contained in Title IX and other non-discrimination laws and retains the right to make legitimate employment, admission, and other educational decisions on the basis of religious tenets, consistent with applicable laws (Title IX statute, 1st Amendment, and Religious Freedom Restoration Act).

## **ACCESSIBILITY & ACCOMODATION**

Trinity seeks to ensure optimal educational opportunities for all students, including those students who have disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). However, due to buildings and facilities that were constructed before the era of accessibility awareness, Trinity is not completely accessible. Trinity seeks to provide reasonable accommodations for students with handicaps/disabilities on an individual and flexible basis.

It is the responsibility of students with handicaps/disabilities to be proactive in seeking available assistance by communicating with the Student Life Office. A handicap is a physical or mental impairment which substantially limits one or more major life activities. Medical documentation regarding disabilities may be required. Students who wish to submit requests for reasonable accommodations should do so at least 30 days prior to the start of the semester in order to assure proper arrangements can be made before a semester begins. The schedules of students with mobility and accessibility issues can be pre-screened shortly before the start of each semester to ensure that their classes are located in accessible rooms. See page 46 for information regarding Student Fair Housing and requests for reasonable accommodation.

## **HANDBOOK REVISIONS & CREDITS**

Trinity reserves the right to modify or cancel any statement, policy, or practice in this Handbook at any time, however communicated, and such changes may not be immediately reflected in this publication.

In addition to Assemblies of God doctrinal statements and position papers, the following sources were referenced in the development of this Handbook, and credit is given for language and related standards:

Student Handbook, Evangel University; Springfield, MO.

Student Handbook, North Central University; Minneapolis, MN.

Student Handbook, Oral Roberts University; Tulsa, OK.

Student Handbook, Southwestern Assemblies of God University; Waxahachie, TX.



# SPIRITUAL LIFE



# ▲ SPIRITUAL GROWTH & CHAPEL

## PERSONAL SPIRITUAL GROWTH

Trinity desires to inspire students towards personal spiritual growth and self-discipline. We provide space for those within our community to connect with God individually, as well as opportunities to worship God corporately.

In a Christian college, with all the demands of academics and community life, the danger is to study about God without really knowing Him. With this in mind, students are encouraged to set aside time each day for individual prayer and Bible reading. The Prayer Chapel is available for personal prayer, worship, and reflection. In addition, Residence Halls have designated prayer rooms.

Corporate worship experiences are also a necessary and valuable element of spiritual growth. In addition to our Chapel services on campus, students should also regularly attend and actively involve themselves in a local church. It is recommended that all Assemblies of God students faithfully attend an Assemblies of God church. Students of other denominational backgrounds may choose to attend a local church that is similar to the one they are affiliated with in their home community.

## CHAPEL

Chapel services are the heartbeat of our campus and are held four days per week. Every student enrolled in undergrad classes on campus is required to attend Chapel consistently and attendance is taken daily.

## CHAPEL GRADES

Each student receives a grade of “S” (satisfactory) or “U” (unsatisfactory) for each semester of Chapel. This grade is determined by the student’s Chapel attendance.

- Full-time students (12 or more credits) and all PackYourBags students are expected to attend every Chapel period. Unexcused absences in excess of 16 per semester will result in an unsatisfactory grade.
- Part-time students taking 6-11 credits are expected to attend Chapel at least twice per week. Unexcused absences in excess of 8 per semester will result in an unsatisfactory grade. Within the first week of the semester, part-time students must designate which two days they will be attending. These days must be consistent throughout the semester and a form must be submitted to the Student Life Office. If no form is submitted, full-time student standards will apply.
- Part-time students taking 1-5 credits are encouraged to participate in Chapel as often as possible, but grades will not be assigned.

## **CHAPEL ABSENCES**

Students will be counted tardy if they check-in to Chapel after the start of the Chapel period (9AM). After the start of Chapel, one of the double doors will be closed signifying that check-ins will be marked tardy. Student Life Staff will not mark students tardy if there is a line for check-in. Three tardies equal one absence.

Students will be counted absent if they fail to check-in to Chapel within the first 10 minutes. Students who check-in to Chapel and then leave will be counted absent and will also be given violation points for deception. Students who engage in behavior that dishonors or distracts themselves or others during Chapel will also be counted absent.

Students receive two violation points for each unexcused Chapel absence. Students will not receive points for their first 8 unexcused Chapel absences each semester; however, those eight absences still count towards their total allowed absences.

## **UNSATISFACTORY CHAPEL GRADES**

A student who receives a “U” (unsatisfactory) for a semester will be on restriction from all extracurricular activities for the following semester. (Restriction is defined on page 30.) A student who receives a “U” for Chapel attendance for a second semester will appear before the Judicial Committee and may be suspended.

Students anticipating graduation during the academic year must have a satisfactory grade for Chapel during the two semesters immediately preceding their graduation. Those who fail to meet the requirement will not be able to graduate or receive their diploma or official transcript until this is resolved. Students must contact the Student Life Office before their last semester for any options to resolve a Chapel grade.

## **CHAPEL EXCUSES**

Students may request to be excused from Chapel for one of the following reasons: academic conflict, work conflict, childcare conflict, medical appointment, funeral, or Trinity extracurricular activities. Chapel excuse forms are available in the Student Life Office. The form, including all required supporting documents, must be submitted within two weeks of the date the Chapel was missed. Approval of Chapel excuses is not guaranteed. If full-time students submit Chapel excuse forms for more than 5 Chapel absences (or part-time students more than 2 Chapel absences), they will be required to complete makeup work for approval of further Chapel excuses. (This does not include absences for approved Trinity extracurricular activities.)

Students anticipating consistent Chapel absences for work conflicts or student teaching must submit an excuse form within the first two weeks of the semester. Except for student teachers, no one will be approved to miss Chapel every day.

Trinity staff/faculty may request excused absences for students participating in curricular or extracurricular activities out of town. If the leader notifies the Student Life Office in advance of the absence, students do not have to complete individual Chapel excuse forms.

# ▲ STUDENT MINISTRIES

## OVERVIEW

Student Ministries is a vital part of the educational program and overall college experience at Trinity. Student Ministries provide a meaningful integration of classroom instruction and practical experience, while encouraging spiritual and leadership development in each student.

The Student Ministries Program at Trinity seeks to develop students who:

- Serve God by demonstrating His love through active service.
- Serve others by actively sharing the full Gospel with the world.
- Serve the Church by learning to work cooperatively with pastors in ministering to the local church.
- Discover spiritual gifts, grow individual ministry skills, and define their calling through engaging in a variety of ministry experiences.
- Apply academic knowledge and theological reflection to practical ministry.
- Grow in their relationship with Jesus and dependence upon the Holy Spirit.

## EXPECTATIONS

Every undergrad student enrolled in at least 6 credits for the semester is required to participate in Student Ministries.

## STUDENT MINISTRIES GRADES

Students will be given a grade of “S” (satisfactory) or “U” (unsatisfactory) in Student Ministries for each semester. This grade is determined by the student’s fulfillment of the specified requirements.

- Full-time students (12 or more credits) must complete 15 hours of Student Ministries per semester and participate in GO Trips. (See section on GO Trips.)
- Part-time students taking 6-11 credits must complete at least 10 hours of Student Ministries per semester and participate in GO Trips. (See section on GO Trips.)
- For both full-time and part-time students, all Student Ministries hours must involve at least three different ministry areas. No more than five hours per ministry category will count toward the semester grade. (We understand more actual hours may be needed depending on the ministry activities chosen, but hours must be submitted for at least three different categories.)
- GO Trip participation is in addition to the required Student Ministries hours. Students will only receive an “S” for Student Ministries for the spring semester if they have also completed the listed GO Trip requirement and submitted a GO Trip evaluation.

## **GO TRIPS**

Each spring semester, our entire campus participates in GO Trips (Global Opportunity Trips). GO Trips are cross-cultural experiences, led by Trinity faculty or staff, which provide for the integration of academic knowledge with practical experience. GO Trips are a core element of Trinity's commitment to equip students with the passion, knowledge, and skills to minister in a Global society!

- Full-time students enrolled in 12 or more credits for the spring semester must fully participate in one of the approved GO Trips.
- Part-time students enrolled in 6-11 credits for the spring semester must participate in no less than two days of the official Trinity "Regional Trips," or they have the option to participate in a full trip.

## **UNSATISFACTORY STUDENT MINISTRIES GRADES**

All unsatisfactory Student Ministries grades must be made up in subsequent semesters before graduation. Students will not be allowed to graduate with a grade of "U" in any semester. Consult with the Student Ministries Office for options to make up an unsatisfactory grade.

After two consecutive semesters of an unsatisfactory grade in Student Ministries, a student may be subject to suspension or dismissal from the College.

In addition, if a student receives an unsatisfactory grade in one semester, he/she will be placed on restriction from extracurricular activities (restriction is defined on page 30) for the next semester (and all consecutive semesters) until the student has successfully completed the following:

- 15 hours of Student Ministries to make up for the unsatisfactory semester(s).
- 5 hours of Student Ministries towards the current semester's requirements.

If a student receives a "U" for failure to meet the stated GO Trip requirement for a spring semester, he/she will be placed on restriction from extracurricular activities for the entirety of the following semester, without option for clearance.

## **STUDENT MINISTRIES OPPORTUNITIES & QUALIFYING HOURS**

Trinity offers many options for Student Ministries, including those organized through the College and those connected to other ministries or organizations. Students are consistently presented with a variety of opportunities to serve on campus, in addition to traveling ministry teams. Students are also encouraged to serve in their local church and community. It is the student's responsibility to be proactive in getting involved in ministry opportunities throughout the semester.

Students should consult with the Student Ministries Office regarding accepted types of Student Ministries involvement and approval for other areas not listed.

### **Examples of qualifying Student Ministries hours include, but are not limited to:**

- Volunteer service on campus (events, nursery work, Chapel worship or A/V team, other ministry teams, Student Government, etc.)
- Volunteer service in the community (service days, non-profit work, etc.)
- Volunteer local church ministry (children, youth, preaching, music, etc.)
- Paid church ministry positions may also qualify but are considered individually.
- Trinity athletic teams. (Students can receive up to 5 hours of Student Ministries for involvement in an athletic team. The hours are per season. For athletic seasons/teams that span two semesters, the student may choose which semester to apply the 5 hours.)

Examples of items that do not qualify for Student Ministries hours include:

- “Attendance only” at a church service, Bible study, community event, etc.
- Travel time, practice time, planning meetings, and prep time for volunteer activities or ministry teams.
- Favors for family members or friends (offering a ride, babysitting, etc.)

### **SUBMITTING STUDENT MINISTRIES HOURS**

Each student is required to submit Student Ministry evaluation forms each semester. Both a self-evaluation form and a supervisor form are required for each submission and Student Ministries hours will not be credited unless both forms are complete. All forms must be submitted by the Friday before Finals Week each semester.

The self-evaluation form is available online at InsideTrinity. Once the self-evaluation form is submitted, a supervisor evaluation form is emailed to the supervisor listed, who must respond to acknowledge and approve of the submitted hours. (Please be sure to note the correct supervisor email on the self-evaluation form, as the supervisor form is auto-generated according to the email entered.) A student cannot serve as his/her own supervisor. Another student cannot serve as a supervisor unless he/she is an approved Student Ministries leader. It is the student’s responsibility to follow up with each supervisor regarding the supervisor evaluation and verify its completion.



# ACADEMICS





# ▲ ACADEMICS OVERVIEW

## **ACADEMIC CATALOG**

The Academic Catalog is updated annually and defines all academic standards, program requirements, and qualifications for graduation. Portions of that catalog and other helpful information is noted in this section for students' convenience; however, the academic standards listed in the catalog are considered determinative. Please reference the latest catalog version for full information.

## **ACADEMIC ASSISTANCE**

### **ADVISORS**

Each student is assigned an Academic Advisor at the time of registration. Academic Advisors assist students in planning a course of study for each semester. Advisors should be consulted with all questions regarding schedule changes, program requirements, adding/dropping a class, etc. Students are encouraged to initiate connection and work closely with their Advisors to assure academic success.

### **ACADEMIC SUCCESS CENTER**

The Academic Success Center (referred to as the ASC Lab) provides academic support services to all Trinity students. Services include: general tutoring, writing labs, writing assistance and proofreading, time-management and study skills coaching, academic intervention (for students on academic probation), and academic accommodations.

Trinity is committed to support students with learning challenges and/or diagnosed learning disabilities. Students with learning challenges, diagnosed learning disabilities, or those who received an Individual Education Plan while in high school should consult with their Advisor and the Director of the ASC Lab regarding academic accommodations and opportunities for assistance.

### **ATTENDANCE: CLASSES & GRADUATION**

Policies for class attendance can be referenced in the Academic Catalog. Class expectations will be defined in the syllabus for each course.

Graduating students are required to attend graduation events and all scheduled rehearsals. Graduates who are not able to attend must appeal and receive an exemption from the Dean of Undergraduate Studies.

## **ACADEMIC PROBATION**

Students who fail to meet the minimum cumulative GPA of 2.00 will be placed on academic probation and will be required to meet several criteria to remain enrolled at Trinity. Students on Academic Probation are also placed on restriction from extracurricular activities. (Restriction is defined on page 30.)

Students who fail to achieve the required academic standards over a period of two consecutive semesters will be asked to withdraw for a minimum of one semester before they will be allowed to continue in their academic program.

## **ACADEMIC DISHONESTY**

Academic dishonesty is any act that compromises the integrity of the educational process, including cheating, fabrication, plagiarism, and including at times the use of AI. Trinity considers any kind of dishonesty a serious violation of both biblical and Trinity standards.

Penalties for academic dishonesty may be handled by the professor and in cooperation with the Dean of Undergraduate Studies. Dishonesty can have implications in grading, graduation, financial aid, extracurricular participation, personal reputation, and continued enrollment. Consult with the Academic Affairs Office for disciplinary processes related to academic dishonesty.

## **STUDENT RECORDS & FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Student educational records considered confidential may not be released without the written consent of a student unless such action is covered by exceptions permitted by the Act. Please reference <https://www.ed.gov> for full information regarding FERPA.

Eligible students have the right to inspect and review their education records maintained by the school. However, certain records are not available for inspection and/or Trinity offices holding such records may need advanced notice to remove cross-referenced information that would violate the privacy of another student (such as in Student Life incident reports). Schools have up to 45 days to respond to a request for educational records.

Parental notification will be utilized discretionarily by administrators when permitted by FERPA or consent of the student. Schools may (but are not required to) disclose any and all information to parents, without the consent of the eligible student, if any of the following apply: the student is a dependent for tax purposes under the IRS rules; if a health or safety emergency involves their son or daughter; if an alcohol or drug violation (illegal acts or those against College policy) is committed by a student under the age of 21.



# CAMPUS SERVICES



# ▲ CAMPUS COMMUNICATION

## EMAIL

Every enrolled student is assigned an official @trinitybiblecollege.edu email account owned by Trinity. This is the primary communication medium of the College. Students are responsible to check their email regularly for important notices and announcements. Students are not permitted to send out “mass emails” addressed to the entire campus without permission from the Student Life Office.

## ANNOUNCEMENTS, BULLETIN BOARDS, & SALES

Campus announcements are made through email, in Chapel, or on bulletin boards. Requests for announcements in Chapel should be submitted to the Student Life Office by Monday morning at 9AM of the week the announcement is requested.

Bulletin boards are located throughout the campus. Anything posted must be approved through the Student Life Office and endorsed by an initial. No signs or notices are allowed to be posted anywhere besides the designated bulletin boards. To buy/sell personal items, students and employees are welcome to join the private “Trinity Bible College Bulletin Board” group on Facebook. Contact the Student Life Office to request access.

Solicitations of any kind on campus (e.g. selling merchandise or taking donations for any purpose) must be cleared through the Student Life Office. No solicitation will be approved for those outside of the Trinity Community.

## CAMPUS POST OFFICE

Students are assigned a campus mailbox after paying a key deposit. Lost or stolen keys may be replaced with an additional deposit after properly reporting it to the Post Office and Student Accounts. Mail is delivered from USPS and distributed to campus mailboxes Monday-Friday. Follow this format for your Trinity address:

<First Name> <Last Name>  
50 6th Ave South # <your TBC box number>  
Ellendale, ND 58436-7150

## LOST & FOUND

Non-valuable items found on campus should be placed in the designated box in the Media Room. Keys and electronic devices should be turned in to the Student Life Office. If items are not claimed after 14 days, they become property of Trinity and may be discarded.

## **THE ARMORY, MEZZANINE, & LOUNGES**

The Armory, Mezzanine and various other lounge areas provide social and recreational space for students. These facilities may have limited hours or days of use, at the discretion of Student Life. In the evening hours, the areas may be staffed with a campus supervisor and/or RA, who have the authority to assign violation points and remove students from these areas at their discretion.

While enjoying the social spaces that Trinity provides, students are expected to behave in a manner that honors persons and property. Students are expected to clean up after themselves and return furniture to its original location. Any personal belongings left after hours will either be disposed of or placed in the Lost & Found.

## **FITNESS CENTER**

The Fitness Center is available during posted hours. For security and liability purposes, use of the Fitness Center is limited to current Trinity students (and spouses), faculty, and staff. Immediate family members of faculty and staff may also use the facility; however, kids under the age of 16 require parental supervision. The Center is not always staffed and use of equipment is at the individual's own risk. Everyone is expected to honor the facility, return equipment to its proper place, and follow all guidelines for equipment use. Music and dress code must meet Trinity standards.

## **BOOKSTORE**

The Bookstore is located in the SLC and offers apparel and various supplies. Students may be eligible for a textbook voucher/allowance through the Trinity Bookstore if they have a credit balance on their account. Contact the Student Accounts Office or the Bookstore Manager for details. The Bookstore Manager will assist students in using their voucher money to order textbooks online.

## **EVENTS & FACILITY USE**

Student events must be cleared through the Student Life Office. Facilities for Trinity events may be requested by completing the form on InsideTrinity under Forms/Facility Services/Room Reservation Request and consulting with the proper department listed under "Who To See At Trinity" (page 6).

Students, staff, and faculty may also use the room reservation form to request facilities for small personal events (bridal showers, birthday parties, etc.) Requests to use any facility for larger events (such as weddings) must be directed to the Business Office. Requests to use facilities from anyone outside of the Trinity Community, regardless of the size of event, must also be directed to the Business Office.

# ▲ PARKING & TRANSPORTATION

## **PARKING**

Students' vehicles must be registered with the Student Life Office by the first day of classes each semester. The Trinity parking sticker must be displayed at all times. Residents must park in the lot designated for their student housing and follow any additional guidelines issued for winter parking. Trinity Apartments also have assigned parking spaces. Those residing in the Trinity Apartments or off-campus may park in the SLC lot during the day. Parking violations will result in points being issued. Cars left unattended in an unauthorized parking lot, or any vehicle that has been inoperable for 30 days or deemed abandoned, may be towed at the owner's expense. All vehicles must be removed during Summer Break, unless renting a Trinity Apartment.

## **VEHICLE REGULATIONS**

In compliance with North Dakota law, all students bringing cars to Trinity must carry public liability and property damage insurance. It is required that all licensed individuals have liability coverage in order to legally operate licensed vehicles.

Oil cans, spare parts, and related containers should not be left anywhere on campus or in dumpsters. Items of this nature should be disposed of in accordance with the City of Ellendale policies. Driving on campus lawns is not permitted at any time, including during move in/out times. The following are also prohibited on campus and in the City of Ellendale: exhibition driving, racing, driving in a manner which disturbs the peace by creating or causing unnecessary engine noise, tire squeal, skid, etc.

## **TRANSPORTATION OPTIONS**

Students who do not own their own vehicle may require transportation to/from airports or train stations for school breaks. Most students are able to arrange transportation directly with friends. However, if students are having difficulty finding such rides, the Student Life Office will assist them.

Students requesting assistance in finding transportation should consult with the Student Life Office at least two weeks before their requested days. The Student Life Staff will attempt to assist the student in securing transportation from another student with a vehicle but can make no guarantees that a driver will be found. The student must pay the driver directly in advance the amount quoted by Student Life for the trip, which is based on standard mileage rates plus compensation for time.

Trinity vehicles are not to be used for transportation of students for personal reasons. If an exception is granted from the Business Office, the student's account will be billed according to the latest fees published by the Business Office.

## MEAL PLANS & CAFETERIA POLICY

Students residing in Residence Halls or Trinity Honor Apartments must participate in a cafeteria meal plan. (See specific requirements under Student Housing beginning on page 35). All other students have the option to participate in a meal plan as well.

ID cards must be displayed when entering the cafeteria and cannot be shared. In general, meals are served “buffet style” and students are free to return for additional servings within the same sitting. However, no food may be taken from the cafeteria except for approved to-go boxes. (To-go boxes replace a meal, they are not in addition to a regular meal.) Beverages are included with the meal price and are available during mealtimes only. Cafeteria dishware is not for student use outside the cafeteria. All plates, cups, and silverware must be returned to the dish area.

## FOOD ALLERGIES & MEDICAL ACCOMMODATIONS

Students with food allergies should speak with the Cafeteria Director regarding the notification of ingredients or other necessary information. Students with diagnosed medical issues requiring special diets may consult with the Student Life Office prior to the start of the semester for possible accommodations. A note from a medical doctor is required for consideration of meal plan accommodations.

## TO-GO BOXES

Students who have classes during all three of the 10:30AM, 11:30AM, and 12:30PM time blocks may bring their class schedule to the Student Life Office to receive a sticker that will allow them to get a to-go box on the days they lack a designated lunch period. Students who are sick should request an RA get them a to-go box.

## TIMES OF SERVICE (schedule is subject to change)

### Monday - Friday

Hot Breakfast: 7:30AM-8:30AM  
Continental Breakfast: 7AM-9AM  
Lunch: 11AM-1PM  
Supper: 5PM-6:30PM

### Weekends

Saturday Brunch: 10:30AM-12PM  
Saturday Supper: 5PM-6PM  
Sunday Lunch: 12PM-1PM  
Sunday Supper: 5PM-6PM

The cafeteria is closed during: Fall Break, Thanksgiving Break, Winter Break, Spring Break, Easter Break, and Summer Break. Other alternative days, such as GO Trip week, snow days, etc. will be announced and will follow the Saturday schedule.

## HEALTH SERVICES

The Ellendale community provides health care through the Avera Clinic, Sanford Health Clinic, a local pharmacy, dentist, and a chiropractic office. For emergency services, please dial 911. Students are responsible for all of their personal medical care costs and are encouraged to carry medical insurance.

## JOB OPPORTUNITY & PLACEMENT SERVICES

Graduating students looking for employment or any student exploring summer opportunities are welcome to consult with the Student Ministries Office. The Student Ministries Office maintains a current list of job and internship positions. Students are also encouraged to speak with their Academic Advisor regarding opportunities in their degree field for employment and internships.

## NETWORK ACCESS POLICY

Access to the Trinity network is granted to enrolled students after having signed the full Network Access Policy during registration. A copy of the full policy is available at InsideTrinity. If a student violates any provision noted in the full policy, all access privileges may be terminated, appropriate disciplinary action taken, and future access through the campus network may be denied. By using the Network, students waive any right of privacy concerning anything they create, store, send, or receive on the Network. All users should be aware that any usage, school-related or personal, may be monitored for unusual activity, security, and/or network management reasons.

## PASTORAL CARE

Trinity is committed to providing excellent care and support for our students. Our Campus Pastor is responsible for the spiritual health of our community, which includes but is not limited to:

1. Mentorship.
2. Premarital Counseling.
3. Discipleship, Groups & Community.
4. Benevolence & Visitation.
5. Chapel: creating a space for our community to hear the preaching of God's Word and to participate in corporate worship.
6. Upholding the core values of: family, identified by honor, committed to excellence, kingdom focused and Spirit empowered.

To make an appointment with our campus pastor, email [dhawker@trinitybiblecollege.edu](mailto:dhawker@trinitybiblecollege.edu) or call 701-349-5433.



## MENTAL HEALTH COUNSELING

College life can be filled with challenges. It is typically a time of tremendous change and growth, with many new experiences. While valuable, all of this can be stressful. These changes and stresses can also lead to a variety of mental health-related symptoms and concerns. The Campus Counselor is available to help students with any problems they may be experiencing, large or small, as they navigate this complex territory.

Here are just a few examples of the types of help available:

- Stress management and relaxation training.
- Treatment for anxiety, depression, and other mental health issues.
- Couples therapy (both partners must be currently enrolled TBC students)
- Family of origin issues.
- Treatment for trauma experiences (current and/or past abuse; trauma-related events)
- Treatment for eating disorders.
- Questions about career and calling.

To make an appointment, email [counseling@trinitybiblecollege.edu](mailto:counseling@trinitybiblecollege.edu) or call 701-349-5438.

It is our goal to schedule students for mental health counseling for their first appointment within two weeks of their initial visit. Occasionally this is not possible, but most students are seen within 1 week.

If the situation is an emergency, you may come directly to the Student Life Office weekdays from 8:00am to 4:30pm and notify the receptionist that it is an emergency. Our counselor will try to see you immediately. After hours, you can speak to your RD, or call/text 988 for the Suicide & Crisis Lifeline.

## **MENTAL HEALTH COUNSELING: CONFIDENTIALITY**

The Mental Health Counselor is dedicated to providing quality counseling services to students of Trinity Bible College. It is the intention of the counselor to protect your confidential information as required by law and in keeping with your rights. All information is private and will not be shared with anyone beyond the Campus Counselor.

No information, including the fact that you are receiving counseling, will be shared with relatives, professors, or university authorities without your written permission.

The only exceptions are:

1. When there is risk of harm to the student or another person; counselors have a legal and ethical duty to do whatever is necessary to protect life;
2. When a court of law orders a counselor to release information, the counselor is bound by law to comply with such an order;
3. When the counselor is obligated by law to report suspicion of physical or sexual abuse or risk of such abuse;
4. If you are under 18 years of age, the Mental Health Counselor will not contact your parents, but by law parents can request information from your file with or without your written permission.

If you have further questions about confidentiality, please call or email the Mental Health Campus Counselor at 701-349-5438 or [counseling@trinitybiblecollege.edu](mailto:counseling@trinitybiblecollege.edu).

## **FINANCIAL AID**

A summary of Financial Aid information is provided below. Please reference the current Academic Catalog or consult with the Financial Aid office for further info.

## **FEDERAL WORK STUDY**

Federal Work Study (FWS) is a federally subsidized program designed to provide jobs on campus for students. Students will be notified if they qualify for FWS and a list of available jobs may be accessed in the Financial Aid Office.

## **SCHOLARSHIPS**

Trinity offers a generous scholarship program to support our students. To be eligible to receive institutional scholarships, a student must maintain good standing in academics, Student Accounts, and student conduct. (Please reference the Community Accountability section on page 63 regarding scholarship levels and violation points.)

## **STUDENT ACCOUNTS**

The Student Accounts Office oversees the billing and receipt of payment for tuition, fees, campus housing, meal plans, etc. A summary of related information is provided below. Please consult with the Student Accounts office for further info.

## **FINANCIAL RESPONSIBILITIES**

All tuition, fees, room/board charges are due and payable at registration. Students without sufficient funds may request a deferred payment plan; however, a portion of the balance, as determined by Student Accounts, must be paid by the first day of classes. Subsequent payments are due on the dates designated by Student Accounts for the student's payment plan. Students cannot attend classes without either paying their balance or setting up a payment plan. A fee is added to the student's account for deferred payment plans. Students are expected to make payments on time and pay all fees. Those who fail to do so may be suspended from school.

## **UNPAID BALANCES**

After the last day of classes, any student with an unpaid balance on their Student Account may be ineligible to register for a future semester. All students in such situations should immediately consult with the Student Accounts Manager for options. Students who fail to meet any financial obligations incurred with any department of the College will not receive grade reports or copies of their official transcripts until satisfactory arrangements have been made. In addition, such students may be dropped from registration and considered as not returning.



# COMMUNITY LIFE



# ▲ STUDENT INVOLVEMENT

## NEW STUDENT ORIENTATION

New student orientation is held at the beginning of each semester a few days prior to the start of classes. Orientation is required for new students. Those who miss any portion of orientation are required to make it up before attending classes.

## STUDENT GOVERNMENT

Student Government is the executive organization of the student body. Officers are elected each spring for the following academic year. Student Government is concerned with the spiritual, social, and academic well-being of all students and serves as a liaison representing the student body to other groups both inside and outside the College. Student Government officials have a voice on various committees which allows them to make recommendations to the College Administration.

## EXTRACURRICULAR ACTIVITIES & RESTRICTION

Trinity values the holistic development of students, which includes opportunities for leadership and growth both inside and outside of the classroom. A variety of activities, clubs, ministry teams, and athletic teams are available for students. While we encourage extracurricular involvement, students should manage their time and commitments wisely so as not to hinder their academic success.

Students participating in extracurricular activities must maintain certain standards, including academic, conduct, Student Ministries, and Chapel expectations. Students must also have no past-due school bill or late payments.

## EXTRACURRICULAR RESTRICTION

Students who fail to meet the standards designated throughout this Handbook may be placed on Extracurricular Restriction.

**Restriction means students CANNOT:** Hold a student leadership position of any kind (Student Ministry Team, Student Government, Resident Assistant); participate in a Chapel worship team; lead a music team; travel with any ministry, music, athletic, or promo team; play in any athletic games (home or away).

**Students on restriction CAN** (with their leader's or coach's permission): Practice with athletic, music, or ministry teams; travel for GO Trips; travel for Student Ministries missions events only (service project only events); participate in on-campus events and ministry opportunities other than Chapel (such as Respond).

## SECURITY

Trinity produces an Annual Security Report and Fire Safety Report that is distributed to the College community each fall. This report contains a full disclosure of the policies, procedures, and programs Trinity uses to keep students and employees safe and our facilities secure. The following is a summary of that information. Please reference the latest Annual Security Report for full information on security policies.

## SECURITY SERVICES

The Student Life Department and Facility Services share the responsibility of ensuring a secure campus. Trinity does not have its own campus law enforcement or a fully constituted security department. As a result, the College practices and encourages the accurate and prompt reporting of all crimes to the local Ellendale police. The SLD collaborates with the Ellendale Police to provide a safer and more secure campus.

Students or employees encountering an emergency situation are encouraged to immediately call 911. Following calling 911, the person should then find an appropriate College leader to report the situation to, if possible.

RDs and RAs are empowered to act, within the boundaries of federal and state laws, to protect the student population from any threat. College Administrators, Facilities Services Director, and RDs can grant Residence Hall, Trinity Apartments, and other facility access to emergency services to act in the interest of the safety and security of students and employees.

## SECURITY & SAFETY TRAINING

Students are reminded on an annual basis (via campus email, Chapel announcements, student orientation sessions, etc.) to be responsible for their own safety and the security of others. In addition, students are encouraged to access the training materials provided through SafeColleges (linked through InsideTrinity). Both required and suggested modules are able to be accessed on a consistent basis. Students who fail to complete the assigned training will receive violation points.

## VISITORS ON CAMPUS

Trinity is a private institution on private property. Facilities and services are provided by and for those within our Trinity Community. Those not enrolled at Trinity (or employees and their immediate family members) should only be on campus if they are a guest of (and accompanied by) a current student or employee. Exceptions are made for events open to the public, such as the 701 Café and athletic games.

Trinity reserves the right to require anyone to leave our campus for any reason at any time. Students suspecting unauthorized, harassing, or suspicious visitors on campus should report this to Student Life Staff or College Administrators immediately.

## **CRIME REPORTING**

Students and others are encouraged to accurately and promptly report criminal actions (whether you are the victim or a witness), security violations, or other emergencies occurring on campus, or for which the campus may be affected, directly to the SLD, RD, or the Student Life Office. Any crimes, concerns, or other violations may also be reported using the Incident Report Form that is located at InsideTrinity.

Victims are encouraged, when able, to report crimes themselves. When victims are unable to, witnesses are encouraged to do so.

Depending on the situation, law enforcement officials may be called. Emergencies or crimes requiring the immediate attention of fire, safety, health, or law enforcement officials should be reported by calling 911.

Crimes should be reported both for the sake of the safety of the community and for the inclusion in the College's annual disclosure of crime statistics related to Clery Act crimes. Confidential reporting is allowed.

## **CONFIDENTIAL CRIME REPORTING**

Victims or witnesses have the option to remain anonymous but still report a crime for the purpose of making a Timely Warning and/or for the inclusion of such crime in the College's annual disclosure of crime stats. Victims or witnesses who would like to make a voluntary, confidential report regarding a crime, threat, or violation may do so in either of the following ways:

- 1) Complete the online Incident Report Form while omitting personal details.
- 2) If a threat or emergency is time sensitive, victims/witnesses should contact the SLD, RD, or the Student Life Office and state their request for a voluntary, confidential report.

Please note that anonymous reports do not provide a strong foundation for further investigation; therefore, confidential reporting is provided for but should not be the standard. However, if enough other information is provided, the report will be included for crime stats.

In cases indicating pattern, predatory behavior, threat, weapons and/or violence, the College may be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim actions to the victim and the community but will not otherwise pursue formal action.

For violations of internal College Community Standards that are not crimes, anonymous reports generally do not provide enough foundation for action to be taken. Incident or Concern Reports that only regard College Community Standards should include the name of the person reporting.

## **WEAPONS & EXPLOSIVES**

The unauthorized and/or illegal possession, display, or use of firearms, explosives, or other weapons as defined by law or defined by Trinity is prohibited on the Trinity campus. Concealed weapons permits are not valid on the property of Trinity or at sanctioned events. This policy applies to all faculty, staff, and students of Trinity and to all visitors of the campus. The policy does not apply to authorized law enforcement officials in the lawful discharge of their duties.

Unauthorized firearms and weapons include but are not limited to: airsoft guns, BB guns, dart gun, handguns, paintball guns, pellet guns, rifles, shotguns, stun guns or similar devices, daggers, switchblade knives, fixed blade knives with a blade length of five inches or greater (not including kitchen utensils), sabers, swords, and bows and arrows. Fireworks are considered an explosive and, as such, are also not permitted. Items not traditionally used as weapons may be considered weapons when those items are used to inflict bodily injury or to threaten the infliction of bodily injury on others. Examples include, but are not limited to, baseball bats and kitchen utensils.

The possession of weapons or explosives, or the unreported knowledge of such items, on the College's property or during College-sanctioned events (which take place on or off campus) is considered a serious offense subject to disciplinary action.

Unauthorized weapons will be subject to confiscation and forfeiture. Trinity offers limited, institutionally approved, temporary storage space for free to students in campus housing to store ammunition and sporting arms, such as those used for hunting and other shooting sports. For information contact an RD.

Restricted items may be approved for certain College-sanctioned events where proper safety precautions are followed. Permission must be granted by the SLD.

## **SEVERE WEATHER**

Severe weather for the state of North Dakota generally includes thunderstorms, tornadoes, and severe winter weather. Students should stay informed regarding severe weather and the following procedures. If you are located in the following areas during a tornado, move to the indicated areas:

- Liechty: move to the ground floor hallway or lounge.
- Kesler: move to the basement hallway.
- Apartments: move to the hallways in the lowest level.

Students are strongly advised not to travel during severe winter weather conditions, including winter storm/blizzard watches or warnings, ice storms, or when wind-chill is -30 or lower. If travel is necessary, be aware of the forecast and road conditions, keep a full gas tank, notify friends of the intended travel plan, and carry a winter survival kit (flashlight, jumper cables, candle and matches, blankets, etc.) at all times.



## **MISSING STUDENTS**

Missing student regulations relate only to students who reside in on-campus housing. If a student cannot be found or accounted for, he or she may be missing. Anyone who suspects a student is missing should report that information to Student Life Staff as soon as possible. If Student Life Staff cannot be reached, a missing student report should be directed to the Ellendale Police Department.

If a student who lives in on-campus housing is determined to be missing for a period of more than 24 hours (action may be taken sooner if the situation requires), the SLD or an RD will initiate notification procedures within 24 hours from the time the student's unexplained absence was noticed or confirmed.

### **The SLD or RD will proceed to:**

- 1) Notify the local police department.
- 2) Notify an emergency contact of the missing student (if contact is on file).
- 3) Notify the custodial parents/guardians of a student under the age of 18.

## **MISSING PERSON & EMERGENCY CONTACT**

Every student who lives in on-campus housing, regardless of age, has the option to register a contact person to be notified by the College if the student is determined to be missing. Students may provide this information during the registration process, or they may visit the Student Life Office to register, update, or change the contact person at any time. The registered missing person contact will be placed in the student's confidential file and only accessed if needed for missing student purposes.

During the registration process, students may also identify a general emergency contact. This emergency contact is for separate purposes than the missing person contact and will only be utilized for health or safety emergencies, as allowed by FERPA. Students may visit the Student Life Office to register, update, or change their emergency contact person at any time.

## **EMERGENCY NOTIFICATIONS & TIMELY WARNINGS**

The campus community will be notified upon confirmation of a significant emergency, dangerous situation, and/or crime that is considered by the institution to represent a serious or continuing threat to the health or safety of students and employees.

An Emergency Notification or Timely Warning is disseminated by a College Administrator using any or all of the following: mass email to students and employees at their [trinitybiblecollege.edu](http://trinitybiblecollege.edu) college email; mobile phone or personal notification through the Student Life Staff (RDs/RAs); Alertus notification software (on installed computers); the OneCall alert program; or fire alarms. Reference Trinity's Annual Security Report for full information regarding processes for emergency notifications.

## HOUSING OVERVIEW

Trinity is primarily a residential college and, as such, we have housing options to accommodate residential students of any age and marital/family status. Residential students are those students taking traditional undergraduate courses on campus. As part of our commitment to community, any residential student enrolled in 9 or more credits is expected to reside in one of our Trinity housing options – whether Residence Halls or Trinity Apartments. For purposes of classification, scholarships, fees, and meal plans, Trinity considers three housing categories: Residence Halls, Trinity Apartments (Honor and Regular), and off-campus. Residence Halls and Trinity Apartments are considered “on-campus.”

## RESIDENCE HALLS

A majority of students live in our on-campus Residence Halls (also called dorms). Students who are single, below the age of 23, and taking 9 or more credits per semester must live in a Residence Hall. (Juniors and seniors who have demonstrated good character and academic commitment may apply to live in our Trinity Honor Apartments.) Students aged 25 or older require permission from the SLD to live in a Residence Hall. If students age 23 or older request to live in a dorm, no roommate will be assigned to them. If dorm space is available, they will be granted a single room and are required to pay for a single room, unless they find their own roommate.

Students in Residence Halls are eligible for 100% of their Trinity scholarship award and participate in a 14 or 19 cafeteria meal plan. First year students at Trinity are placed on a 19 meal plan. Students in their 2nd or greater year may choose between a 14 or 19 meal plan.

## TRINITY HONOR APARTMENTS

Juniors and seniors who have demonstrated good character and academic commitment may apply to live in our Trinity Honor Apartments. Limited Honor Apartments are available and placement/approval is not guaranteed. Students who meet ALL of the following criteria may complete an application to request to live in an Honor Apartment:

- Age: at least 20 years old (as of the start of the semester for which you are applying).
- Credits: minimum of 61 total accumulated Trinity credits (91 total if some were transferred in).
- Academics: minimum cumulative GPA of 3.0.
- Conduct: points accumulation of 20 or less (as of the start of the semester for which you are applying).

Students who are approved to live in a Trinity Honor Apartment are eligible for 100% of their Trinity scholarship award and must participate in a 7, 14, or 19 cafeteria meal plan. Renewal of Trinity Honor Apartments accommodation is not guaranteed, and students must reapply each year.

## TRINITY APARTMENTS

Trinity is able to accommodate married students, single parents, and/or students age 23 or older in our Trinity Apartments. Students who meet any one of the following criteria may complete an application to live in Trinity Apartments:

- Freshman, Sophomore, Junior, or Senior age 23 or older.
- 5th or greater year of Trinity attendance.
- Married Student
- Single parent with custody of child.
- Completion of 4+ years of active Military Service (Not Reserves).
- Fulfilling required student teaching or full-time internship assignment during the semester.

Students who qualify for Trinity Apartments based on the criteria above are eligible for 100% of their Trinity scholarship award. Participation in a meal plan is optional.

## OFF-CAMPUS

Off-campus refers to all housing outside of Residence Halls and Trinity Apartments. Students who meet one of the following criteria may complete an application to live off-campus. Acceptance of application is not guaranteed.

- Enrolled in less than 9 credits per semester.
- Freshman, Sophomore, Junior, or Senior age 23 or older.
- 5th or greater year of Trinity attendance.
- Married Student
- Single parent with custody of child.
- Completion of 4+ years of active Military Service (Not Reserves).
- Fulfilling required student teaching or full-time internship assignment during the semester.
- Employment as a resident caregiver.
- Live with a parent or an approved older sibling who is at least 25 years or old (Please note, the residence must be the parent or older sibling's primary lodging where the parent or older sibling is physically present at least 75% of evenings/nights. Additional verification form required).

Students taking 9 or more credits who decline Trinity housing options and apply for off-campus housing based on one of the criteria above are eligible to receive 50% of their Trinity scholarship award. In addition, an off-campus fee will be charged each semester. This fee will be reduced if the student participates in one of our 7, 14, or 19 cafeteria meal plan options. Also, the off-campus fee will not apply if the student applied for on-campus housing by the application due date and there is no availability.

## APPLICATION

All students taking 9 or more credits must complete an annual housing application by May 1 each year, whether requesting accommodation in Residence Halls, Trinity Apartments (Honor or Regular), or off-campus. Applications are presumed to be for the entirety of the following academic year, unless otherwise communicated to Student Life. Students under age 23 who fail to complete this application by the due date will automatically be assigned a dorm room. Students who are age 23 or older, or who are married, who fail to complete an application by the due date will automatically have the off-campus fee added to their bill, as they have failed to pursue campus housing.

## **TRINITY HOUSING POLICIES**

The following policies apply to ALL students living in Trinity housing – including Trinity Apartments or Residence Halls.

### **CHECKING IN/OUT**

The specified times/procedures for check-in/out will be published each semester. Students will not be allowed to check-in/out outside of the designated times. Students who fail to comply with the designated check-in/out procedures will be assessed a convenience fee if staff agrees to check them in/out at an alternate time.

Residence Hall students may submit a hardship request to their RD at least two weeks before the check-in/out date if travel times require an earlier arrival or later check-out. However, a per night fee will be added to a student's bill for any additional nights. Requests are not guaranteed and, if approved, will only be for one night.

### **ENROLLMENT & HOUSING DEPOSITS**

A deposit of \$250 is required of each student upon enrollment. This amount goes toward the Residence Hall Room or Trinity Apartment and the key deposit. (For off-campus students it goes toward tuition and fees.) A non-refundable processing fee is also included. Students in Trinity Apartments also require additional housing deposit funds. Consult Student Accounts for more info.

Students who fail to complete the proper procedures for check-out will lose their housing deposit. In addition, all damages for the room/apartment and any provided furnishings will be charged against the student's deposit. When damage exceeds the deposit, charges will be added to the student's account. Housing deposits for returning students are carried over in the student's account for future semesters. Upon graduation or withdrawal, and with proper check-out, the deposit will either be applied to the student's bill or a refund may be requested.

### **STORAGE, WALK-OFFS, & ABANDONED BELONGINGS**

Trinity does not provide storage for any student's belongings. Students who are attending both the fall and spring semesters must move their belongings completely off of the campus by the conclusion of the spring semester. Those in Trinity Apartments may leave their belongings only if paying the summer apartment fees. Trinity Apartment students enrolling for both the fall and spring semesters are allowed complementary lodging during Winter Break. However, students who fail to completely check-out of their apartment at the conclusion of the fall semester and do not enroll for the spring semester will be assessed housing charges for the spring semester since their apartment could not be prepared for a new student. Students who leave College during a semester, or who fail to properly check-out and remove belongings between semesters, will be considered "walk-offs." Walk-offs will lose the entirety of their deposit. Belongings are considered abandoned if students fail to remove them upon withdrawal or walk-off (including those who do not return by the first day of classes in the spring semester). Abandoned belongings become property of Trinity. Trinity may discard or donate items immediately.

## **KEYS & LOCKS**

Students are issued the proper keys (physical keys and/or RFID access keys) for their housing type upon check-in. Keys must be returned upon check-out. Students will be charged for lost or unreturned keys. Students should notify Student Life Staff immediately if a key has been lost. Locking devices, other than those installed by Trinity, are not allowed. In addition, all other locked facilities on the Trinity campus are restricted unless keys and permission have been granted by the appropriate Trinity leader. Duplication of any key for Trinity housing/facilities or disabling any security system is prohibited. If students have left Trinity housing for an extended time and have not notified Student Life Staff, their keys may be changed/deactivated until such time as they communicate with the Student Life Office regarding intentions.

## **PERSONAL PROPERTY & LIABILITY INSURANCE (RENTER'S INSURANCE)**

Students should lock their doors and carry their keys with them at all times. Trinity cannot be held liable for the damage, loss, or theft of any student's personal belongings and personal property is not covered by Trinity insurance. Students residing in Trinity housing are encouraged to check with their parents/guardians to see if their homeowner's insurance covers the student's room. If it does not, students are highly encouraged to purchase renter's insurance. Renter's insurance is often inexpensive but covers damage to and theft of personal belongings.

## **FURNISHINGS, DECORATION, & CLEANLINESS**

Residence Hall rooms are equipped with beds, desks, dressers, and closet space. Trinity Apartments do not have beds, desks, or dressers, but are equipped with a fridge, stove, and closet space. Any provided furniture is not to be removed from the dorm room or apartment. Students may not remove window screens or windows.

We encourage students to personalize their rooms/apartments in ways that are compatible with College standards. Suggestive or offensive decoration (e.g. posters), as determined by Student Life Staff, are prohibited. Upon checkout, rooms/apartments must be returned to the same condition as upon arrival. Sticky tack, Command Strips, small thumbtacks, and painters tape may be used. No permanent or damaging mounting items are to be used (e.g. nails, screws, duct tape).

Students are expected to honor the community by cleaning and maintaining their room/apartment. Students are responsible for taking their personal trash out to the dumpsters on a consistent basis. Personal trash must not be placed in the hallway or in community garbage cans (such as those in the dorm restrooms).

## **PETS**

Animals may not be kept in Trinity housing with the exception of aquatic species in a standard size aquarium (no larger than 10 gallons). The aquarium must be properly maintained. No reptiles are allowed. Reference the section on accommodations for processes to apply for a disability related exception.

## **REASONABLE USE OF ACCOMODATION**

Student housing agreements permit reasonable use of utilities and property that would be considered essential and normal for such accommodation. Any use of utilities, installation of items that pull significant utilities, or installation of items that could cause damage to property is not permitted. Student Life Staff reserves the right to restrict any appliance, furnishing, or other personal item that is listed in this Handbook as banned or that they otherwise deem unacceptable for student housing.

## **VANDALISM/ABUSE OF COLLEGE PROPERTY**

Students will be financially liable for any damage they inflict on College property. Rooms or apartments which have been damaged, tampered with, or defaced will be charged accordingly. If the source of damage cannot be identified, the entire floor/hall/apartment building will be charged for damage to public areas with the minimum being \$5.00 per person. Water fights are not allowed indoors.

## **QUIET HOURS**

The hours from 10PM to 8AM have been designated “Quiet Hours” in all Trinity housing. During this time, students are expected to refrain from causing any noise or disruptions (whether inside or immediately outside Trinity housing) that would hinder the ability of others to study or sleep. Musical instruments and sound systems are to be kept at a low volume at all times and should not disturb others.

## **LAUNDRY**

Community washers and dryers are available in each Residence Hall and Trinity Apartment building. Students pay for laundry using the Jetz App. The laundry facilities are only for the use of that respective building’s residents.

Students are not allowed to do laundry for guests or permit guests not residing in their building to do laundry. In addition, students should respect each other’s belongings. No one is to move/remove another’s laundry or tamper with any washer/dryer that is in use. Disregard for these standards may result in points. Trinity assumes no responsibility for damage to clothing while using the facilities.

## **RIGHT OF EVICTION**

The College may, at its discretion, terminate the food service and Trinity housing of any student who is more than 10 days delinquent in payment, under disciplinary action, or who fails to vacate the residence prior to closure. In such a case, the College will provide written notice of its intent to evict. The notice will provide for a maximum of 24 hours before eviction. Notice will not be given when the judicial process has been temporarily suspended due to actual or threatened physical violence. Reference the information under “Aggressive Physical Behavior” on page 49 for further details.

## **FIRE CODE & DRILLS**

Local fire ordinances require that the hallways be kept clear of any obstruction or articles (e.g. trash, boxes, and furniture). The fire doors in hallways should remain closed. Tampering with a fire alarm system and/or a fire extinguisher is a major violation. Everyone must participate in all fire drills.

For Residence Halls, the use of anything with an open flame (e.g. candles, incense, oil burning lamps) or tools that produce excessive heat (e.g. engraving or burning tools) are fire hazards and are prohibited in the Residence Halls. Small appliances with open heating elements (e.g. toasters) may be used in designated areas.

In case of fire, the following exits should be used:

- Liechty Hall: use the exit closest to your room.
- Kesler Hall: East Exit - Rooms 109-114, 208-217, 308-317.
- Kesler Hall: West Exit - Rooms 101-108, 201-207, 301-307.
- Apartments: use the exit closest to your apartment.

## **RIGHT TO ACCESS, RESIDENCE & VEHICLE SEARCH, CONFISCATION**

The College reserves the right for authorized personnel to enter any area of campus at any time for the purpose of maintenance or official College business. Trinity is sensitive to the privacy and schedules of students. Personnel will not enter Trinity housing before 9AM unless there is an emergency. Maintenance and other authorized personnel will knock, announce themselves, and give the student opportunity to respond, if present. If no one responds, they will use their key to enter. Personnel will lock all doors behind them, regardless if the room was locked or unlocked upon their arrival.

In addition to maintenance access needs and announced room checks, if the whereabouts of a student cannot be verified or if there is a valid concern for a student's physical or mental safety, the SLD or RD may, with announcement and warning, enter a locked Residence Hall room or a Trinity Apartment. (The SLD or RD may delegate this responsibility to other personnel.)

Student housing and automobiles (located on Trinity property) may be searched with cause. If at any time there is reasonable cause to believe that a resident is using his/her housing or vehicle in a manner inconsistent with College policies, a search may be made by a College official to remove illegal or harmful items, collect items belonging to another individual, or gather evidence for use in College judicial processes. Neither the residence of a student on this campus may be searched nor property not in sight seized without the authorization of a College Administrator or the designated representatives. Any items found to be inconsistent with College policies may be confiscated.

## **RESIDENCE HALL POLICIES**

Trinity is served by both Resident Directors (RDs) and Resident Assistants (RAs). RDs hold primary responsibilities for student housing and student supervision, they have the authority to temporarily adjust community standards as immediately needed for the community or for a particular student. Permanent adjustments will be approved by the SLD. RAs are student assistants who lead activities, assist in the functioning of student housing, and provide student support. Students are encouraged to speak with their RAs for peer counseling and any issues within student housing.

The following policies apply to students specifically living in Residence Halls.

### **ROOM ASSIGNMENTS**

Students living in Residence Halls must complete a housing application by May 1 each year. RDs will do their best to honor requests noted in the application. Preference will be based on classification (grade) until the due date. After the due date, rooms are assigned on a first come, first serve basis.

Students requesting single occupancy will be charged for a single room. Single room requests will only be honored if space is available. If returning students request a double room, it is their responsibility to secure a roommate. If a student does not list a roommate (who also lists him/her), the student will be assigned a roommate. If no roommate can be found and assigned to a returning student, he/she will be charged for a single room.

If severe roommate conflicts require students to be separated during a semester and no suitable other roommate may be found, the student(s) at fault for the conflict (one or both roommates) will then be charged for single rooms.

### **APPLIANCES**

Microwaves and refrigerators (up to 2 cubic feet) are permitted in rooms. Rooms with two people sharing a refrigerator are permitted to have up to 4 cubic feet. Appliances besides microwaves (e.g. George Foreman grills) and irons are permitted in designated areas only. Some small appliances without exposed heating elements may be allowable in dorm rooms only with RD inspection and approval.

### **ROOM CHECKS**

In order to maintain a healthy living environment, room checks are scheduled throughout the semester. Room checks are announced and will be conducted during the Chapel hour by at least two people (RDs/RAs). Students are issued violation points for failing to meet the standards of a room check and/or for occupying his or her room during a scheduled room check. At least once each semester an announced “white glove” inspection will be done. Standards of cleanliness for this room check are raised and points are doubled.



## **CURFEW**

Curfew applies to all Residence Hall students and all guests should leave the Residence Hall by curfew. Students are not to leave the Residence Hall after curfew unless the RD has granted permission. Those requesting late arrival due to work schedules must receive prior permission from the RD and submit their work schedule. Residents are not to admit anyone into the Residence Hall after curfew. Students arriving at a Residence Hall after the doors are locked must contact the RD/RA on duty to gain entry.

Curfew violations result in points and curfew checks (RDs/RAs confirming students are in the dorm) may be initiated throughout the semester.

**Curfew is:**            Sunday - Thursday: 12:30AM  
                              Friday & Saturday: 1AM

## **CURFEW EXEMPTION**

Select Juniors and Seniors in good standing may apply for the privilege of Curfew Exemption. Those who are approved will have their Residence Hall RFID activated to allow for 24-hour access to their Residence Hall, which means the elimination of curfew for such students. As part of the application process, students must agree not to abuse this privilege or use it to provide access to others. Failure to comply will result in violation points and the loss of Curfew Exemption.

To qualify for Curfew Exemption, students must meet either set of the following standards and must maintain the standards throughout the semester. At the discretion of the SLD, other discipline issues may require a student to lose Curfew Exemption even if they meet the thresholds below.

### **Senior Exemption Standards** (must meet ALL standards)

- Credits: minimum of 91 total accumulated credits.
- Academics: minimum GPA of 2.2.
- Residence Halls: have lived in a Trinity Residence Hall for at least two semesters.
- Conduct: points accumulation of less than 35.

### **Junior Exemption Standards** (must meet ALL standards)

- Age: at least 20 years old (as of the start of the semester for which you are applying).
- Credits: minimum of 61 total accumulated credits.
- Academics: minimum cumulative GPA of 2.8.
- Residence Halls: have lived in a Trinity Residence Hall for at least two semesters.
- Conduct: points accumulation of less than 20.

Students who activate this privilege do not have to complete late night sign-out if they will return before 2AM. However, for emergency protocols, students still must sign-out if they plan to be gone overnight (out past 2AM) or on weekends. (See next section for sign-out process.)

## **LATE NIGHT, OVERNIGHT, & WEEKEND SIGN-OUT**

Residence Hall students can sign-out for up to one additional hour past curfew on Friday and Saturday nights (2AM), but the sign-out must be requested at least one hour before curfew (by 12AM). Students arriving to a Residence Hall after the doors are locked must contact the RD/RA on duty to gain entry or must physically check-in with the RD/RA on duty if arriving before curfew (due to a change in plans).

Residence Hall students planning to leave campus overnight or on weekends must sign-out at least one hour before curfew on the night of departure. Students must provide their name, phone number, leaving and return dates, and the name and location of the host home where they will be staying. All sign-out forms are available at InsideTrinity.

First year students under the age of 20 are permitted overnight sign-out only on Friday and Saturday nights. Any requests for extenuating circumstances (such as trips home) must be requested to the RD. All students are free to sign-out for official school holidays regardless of the night of the week (reference calendar on page 7).

For weekend sign-out, students should return to campus by curfew on Sunday. If students plan to return later, prior arrangements must be made with the RD.

## **SCHOOL BREAKS**

Residence Hall students are encouraged to leave campus during Fall Break, Thanksgiving Break, Spring Break, and Easter Break. The Residence Halls remain open during these times, but there is no meal service and no late-night sign-outs. The Residence Halls are closed during Winter Break and Summer Break. Students must properly check-out of their rooms and leave the campus during these times.

## **LOUNGES & OPEN DORMS**

Students are not allowed in the Residence Halls of the opposite sex unless during times specified as "Open Dorms." Posted standards for Open Dorms must be adhered to. In addition, no one should enter any other Residence Hall (even those of the same sex) unless they are an invited guest of someone in the Hall.

Members of the opposite sex are not allowed near Residence Hall windows at any time.

Lounges on the first floors of Liechty and Kesler Halls are co-ed during posted hours only. Private parties may be scheduled through the RD.

## **RESIDENCE HALL GUESTS**

A guest is anyone who does not reside in the same Residence Hall as the student host. Students may invite guests of the same sex to their room. However, no babysitting is allowed in Residence Halls (or in student lounges on campus). Guests must abide by all campus policies and leave the campus by curfew. Student hosts assume all responsibility for their guest's actions, including any damage and related charges.

Students may submit a request to the RD at least 24 hours in advance to host an overnight guest. All guests are subject to the approval of the RD. Overnight guests in Residence Halls must be at least 14 years of age and be the same sex as the host.

RDs will notify students if their guest has been approved and the RD will record the necessary information on the Guest Sign-In clipboard. Student hosts must then sign-in and sign-out their approved overnight guests on the posted clipboard.

No guest will be allowed to stay in Residence Halls more than 3 consecutive nights and no more than 6 total nights per semester. Student hosts who fail to register guests will be subject to violation points and guests will be required to leave the Residence Hall immediately.

At the beginning and end of the school year during move-in and move-out periods, Student Life Staff will post appropriate accommodations for family members to assist students. However, family members of the opposite sex as the student host must leave the Residence Hall by 9PM.

Please reference Visitors Policy on page 31 for additional information

## **TRINITY APARTMENTS POLICIES**

The following policies apply to any Trinity Apartment that has been granted to a Trinity student. Spouses and dependents who also reside in an apartment with a Trinity student must comply with all standards and policies regarding the Trinity Apartments and the Trinity student will be held liable for such compliance.

## TRINITY APARTMENTS GUESTS & VISITING HOURS

Students may invite guests of either sex to their apartments; however, all other Trinity policies for visiting with the opposite sex must be adhered to (such as opposite sex not being alone in a residential setting unless married). See section on “Relational Accountability” on page 50 for further information.

Students are advised to get roommate approval prior to hosting any guest. The right of a student to live in reasonable privacy takes precedence over the privilege of his/her roommate to entertain a guest.

Visiting hours for the apartments are from 8AM - 2AM. Guests must abide by all campus policies and leave the apartments by 2AM, unless registered as an “Overnight Guest.” Student hosts assume all responsibility for their guest’s actions, including any damage and related charges. Please reference Visitors Policy on page 31 for additional information.

### Overnight Guests

Trinity provides and maintains its residences for the use of legitimate rent-paying students. As such, guests staying past 2AM are considered “Overnight Guests” and are allowed with the following limitations:

- Single students may host platonic, same-sex friends in their apartment overnight. If the guest is an immediate family member, then opposite-sex guests are allowed.
- Guests of married students may be either sex, but married students are responsible to assure that single persons of the opposite sex are not staying overnight in their apartment together.
- **All guests MUST be registered.** Students must complete an Overnight Guest Form (available at InsideTrinity) by 9PM on the night the guest is to stay.
- No guest will be allowed to stay in Trinity Apartments more than 3 consecutive nights and no more than 10 total nights per semester (or summer rental period), unless approved by the Student Life Office.
- Trinity Apartment students who are staying overnight with a friend in another Trinity Apartment need not register as guests; however, the above stipulations regarding the opposite sex still apply.
- Residents hosting guests (student or non-student) are responsible for making sure their guests understand Trinity’s conduct expectations while in Trinity housing or other places on campus.
- Student hosts who fail to register guests or violate guest policies will be subject to violation points and/or loss of apartment.

## STUDENT FAIR HOUSING POLICY

Trinity Bible College and Graduate School does not discriminate against any students on the basis of race, color, national origin, sex, age, disability, marital status, familial status, status as a victim of domestic violence, or need for reasonable accommodation in matters of student housing. As a religious institution, the college is exempted from certain provisions and retains the right to make legitimate housing decisions on the basis of religious tenets and principles articulated in the Student Handbook and consistent with applicable laws (Title IX statute, 1st Amendment, and Religious Freedom Restoration Act).

Trinity Bible College and Graduate School will consider all applications for reasonable accommodation/modification. Further, Trinity Bible College and Graduate School will not make or publish illegal discriminatory statements or advertisements. Harassment based on race, color, national origin, religion, sex, age, disability, marital status, receipt of public assistance, familial status, status as a victim of domestic violence, or need for reasonable accommodation is unlawful and prohibited. Students have the right not to be discriminated against or harassed.

A student is entitled to a reasonable accommodation in any rule, practice, policy or service of Trinity Bible College and Graduate School's residential facilities when the reasonable accommodation is needed because of the handicap of the student. Students may make oral or written requests for reasonable accommodations. Reference the "Accessibility and Accommodation" section of the Student Handbook for information about submitting a request. If an accommodation is needed because of handicap and is reasonable, it must be granted. An accommodation is reasonable when it does not create an undue financial or administrative burden and does not fundamentally change the housing program as articulated in the Student Handbook and does not alter the nature of Trinity Bible College and Graduate School's operations. When a student receives reasonable accommodation, the regular rules, practices, policies, and services are still followed for students who do not need the accommodation for handicaps. Under some circumstances, a student with a handicap may also make reasonable modifications of existing premises if they may be necessary to afford the handicapped person full enjoyment of the premises or the dwelling.

A handicap is a physical or mental impairment which substantially limits one or more major life activities. Most serious medically-treated conditions are considered to be handicaps. The student may be asked for medical documentation about the handicap that is directly relevant to providing an accommodation or permitting a modification. Information about a handicap will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of Trinity Bible College and Graduate School to provide the accommodation.



# COMMUNITY STANDARDS



# ▲ CODE OF CONDUCT & HONOR

## COMMUNITY STANDARDS OVERVIEW

Upon enrolling at Trinity, students have voluntarily chosen to be a part of an accountable, intentional Christian community that is dedicated to the spiritual growth and maturity of each individual. We follow biblical standards for our lifestyle choices, in alignment with the doctrine, perspectives, and positions of the Assemblies of God. Honor is the foundation for each of our Community Standards. Students are encouraged and expected to live in such a way that honors God, honors their Trinity Community, and honors the calling on their life (**Ephesians 4:1-5:21**). Our spiritual and behavior expectations flow from our mission and support a healthy and safe learning environment for our students.

As Christians, we must develop consistency and integrity in both our public and private lives. As such, it's expected that our Community Standards are upheld whether on or off campus, during the semester, and in-between semesters (including Winter and Summer Breaks). Honor, wisdom, and purity should be the filters of discretion for our choices (**1 Timothy 4:12-16**). Our goal is that Trinity students be known as those who demonstrate Christ-like love and lifestyle wherever they go!

## CODE OF CONDUCT & HONOR

1. Because we honor God, we commit to spiritual growth, including both personal and corporate times of worship. We will attend the required Trinity Chapel services. (**Hebrews 10:19-25**)
2. Because we honor the opportunities and education our College provides, we commit to excellence in our intellectual pursuits. We will not cheat or plagiarize and will do our own academic work. (**Colossians 3:9-10**)
3. Because we honor our bodies and value physical and mental health, we commit to healthy behaviors. We will refrain from addictive or unhealthy behaviors, including the use of: alcoholic beverages; tobacco and nicotine; hookah; marijuana; synthetic drugs; any form of illegal drugs; any other intoxicants. We will also not misuse prescription or over-the-counter drugs. (**Ephesians 5:8-20**)
4. Because we honor biblical marriage between one man and one woman, we commit to biblical standards of purity and sexual expression. The Bible states that our bodies are to be given only to our husband or wife to whom we have given a lifelong commitment. We commit to abstain from what Trinity defines as sexual misconduct – including sexual violence and abuse, adultery, homosexual romantic relationships, homosexual acts, pre-marital sex, pre-marital erotic acts, and all forms of pornography. We also commit to dress modestly, which conveys respect for oneself and for others. **1 Corinthians 6:12-20** also reference the Assemblies of God Position Papers on “Divorce and Remarriage” and “Homosexuality, Marriage, and Sexual Identity” at: [ag.org/Beliefs/Position-Papers](http://ag.org/Beliefs/Position-Papers).
5. Because we honor what has been entrusted to us, we commit to integrity with finances and possessions. We will refrain from gambling, lying, cheating, and stealing. (**Proverbs 13:6-11**)
6. Because we honor those around us, we commit to cultivate good social relationships that are encouraging and respectful, both in person and through digital, social media, and other forms of communication. We will not use profane language, share sexually explicit images or text, engage in bullying or cyber-bullying, nor use aggressive physical behavior. (**Ephesians 5:1-4**)
7. Because we honor those we influence, and Trinity students are representatives of the College, we commit to not spend time at bars, lounges, or clubs that would cause others to question our commitment to a Christian lifestyle. (**1 Timothy 4:12-16**)

# ▲ COMMUNITY RELATIONSHIPS

## **ACCOUNTABILITY TO ONE ANOTHER**

Trinity is committed to community accountability. Students are encouraged to walk with both grace and truth when addressing each other. Students with a concern for someone violating our Community Standards should speak with a member of the Student Life Staff and/or file an incident report.

Behavioral expectations, along with their application and their enforcement, are the responsibility of all members of the Trinity Community. Because of this, if a student or students are present during a violation of Community Standards by another person, and if they fail to confront those who are in violation, their silence will be considered passive approval and participation, making them responsible for the violation as well.

## **MULTICULTURALISM**

Recognizing the principles of Scripture and the rich contribution that each culture can make to campus life, Trinity supports the biblical concept of multiculturalism (**Galatians 3:28, Revelation 7:9**) in which all people participate equally in the Kingdom of God. The College subscribes to, and encourages, the equal right of all to pursue excellence in their lives without racial or ethnic inhibitions. We encourage students to understand and appreciate ethnic and cultural differences within our community. Racism in any form is not tolerated in community life at Trinity.

## **HAZING & PRANKS**

Hazing is not permitted at Trinity. Hazing is defined as “subjecting a fellow student to abusive or humiliating pranks (initiations, responses to engagements, kidnapping, etc.)” It is often difficult to distinguish between hazing and a “just for fun” prank among friends. Regardless of motive or intent, such actions can potentially endanger the physical and emotional well-being of another student. The SLD or RDs will make all decisions relative to pranks/hazing. Any student participating in a prank or a deliberate hazing activity will be held responsible for his or her behavior, and participation may result in judicial action.

## **AGGRESSIVE PHYSICAL BEHAVIOR**

Any malicious physical and/or verbal altercation, involving two or more parties, is considered a major violation. Regardless of intent, shoving, punching, or fighting is not allowed. Students who cause physical harm to another, or who threaten to do so, will be subject to judicial action. See page 62 for further details on consequences.



## **RELATIONAL ACCOUNTABILITY & COUPLE CONDUCT**

### **ACCOUNTABILITY IN RESIDENTIAL SETTINGS**

Because we honor biblical marriage and commit to biblical standards of purity and sexual expression, our Community Standards are formed to assist students in staying accountable and minimizing vulnerable situations.

It's the standard of our College that no student should be alone with a person of the opposite sex in any residential setting (home, apartment, dorm room, hotel room, etc.) unless they are married or a relative. This applies whether students are on or off campus, visiting someone locally or in their hometown, visiting someone who is a Trinity student or who is not. If a student is struggling with same-sex attraction, he or she should also refrain from being alone with the same sex in a residential setting.

In addition, to maintain the highest standards, whether alone or in a group, single students should not be overnight with the opposite sex in any residential or private setting (including campers, tents, homes, apartments, cars, hotel rooms, etc.) without advisors (e.g. parents, church leaders, Trinity faculty or staff). Any requests for exceptions should be made in advance to an RD or the SLD.

### **COUPLE CONDUCT & PUBLIC DISPLAYS OF AFFECTION (PDA)**

In seeking to honor God and our Trinity Community, the conduct of neither single nor married couples should be distracting or offensive to others, nor dishonoring of biblical standards of purity. These standards are expected both on and off campus.

Students should use discretion when displaying affection publicly, as such can intrude on the rights and sensitivities of others. Students are expected to be conscientious of others and represent the Trinity Community well in their displays of affection as a couple. Appropriate displays of affection include: sitting together, holding hands, linked arms, brief hugging, and a discrete, brief kiss when parting.

Displays of affection between unmarried couples that are considered disrespectful to our Community Standards include, but are not limited to: sitting, leaning, or lying on each other; petting, fondling, caressing, or grinding; extended periods of kissing or hugging; body massages; visiting each other's residence alone; or staying overnight together in private settings.

### **ENGAGEMENT**

Couples who plan to be married are expected to pursue premarital counseling either by the pastor performing the ceremony or by qualified personnel at Trinity. To assure students are making thoughtful decisions regarding marriage, rather than impulsive acts, if students plan to marry at a time other than Summer or Winter Break, they must receive permission from the SLD. If students marry during a semester without prior approval, they may be suspended.

## SEXUAL STANDARDS

### SEXUAL CONDUCT & SEXUAL IDENTITY

Trinity is endorsed by and committed to the doctrinal statements of the Assemblies of God, rooted in Evangelical, Holiness, and Pentecostal traditions, and we align with our parent organization regarding interpretation of Scripture. Please reference the Assemblies of God Position Papers on “Divorce and Remarriage” and “Homosexuality, Marriage, and Sexual Identity” at [ag.org/Beliefs/Position-Papers](http://ag.org/Beliefs/Position-Papers) for an understanding of our Scriptural interpretations regarding sexual conduct and sexual identity. We believe God created two distinct sexes, male and female (**Genesis 1:27; Matthew 19:4-5**), and our sexuality is a gift from God reflecting who we are as humans, designed for His purpose to do the good work He has called us to do. We regard sex at birth as the identification of a person’s biological sex and do not support attempts to alter one’s birth sex in favor of a subjective gender identity. In accordance with both biblical standards and Assemblies of God teachings, Trinity recognizes a monogamous marriage between a male and female as the only acceptable environment for sexual expression (**1 Corinthians 6:9-20**). Sexual intimacy outside of such a marital relationship, as recorded in Scripture, violates the will of God. As such, students may not engage in sexual misconduct, which includes but is not limited to: sexual violence and abuse, adultery, homosexual romantic relationships, homosexual acts, pre-marital sex, pre-marital erotic acts, all forms of pornography, and sexting (or sharing sexually explicit images or text via any method).

Trinity encourages an environment of confession and responsibility. Students with sexual identity struggles are not singled out as opposed to students who struggle with other sexual issues. Students who are struggling with any form of confusion regarding their God-given sexual identity or sexual misconduct are encouraged to quickly and voluntarily seek out their respective RD or the SLD for accountability and growth. The goal of this process is always growth of the individual. The process may include proper boundaries for accountability or adjustments to accommodation to provide for the student’s greatest success as he or she journeys towards wholeness.

### PREGNANCY

Trinity strongly believes in the sanctity of human life and that all persons are made in the image of God. We support a student’s (married or unmarried) decision to carry her unborn child to birth. We strongly oppose abortion as a means to terminate an unwanted pregnancy. Any student faced with such a decision is encouraged to communicate with an RD or the SLD as soon as possible. If unmarried students are involved, Trinity leadership is prepared to stand with both the mother and the father as they consider the results of their actions, deal with the consequences, and experience the forgiveness that comes through repentance. The College is committed to responding in a redemptive manner, seeking to balance compassion with accountability. While some students in these circumstances may leave the College temporarily, it is our hope that any student who remains on campus during pregnancy will find Trinity to be a supportive and redemptive community during this crucial time.

## **DRESS CODE**

Honor, wisdom, and purity should be the filters of discretion regarding the choice of dress for everyone in our Trinity Community. All clothing should be modest, neat, clean, appropriate for a Christian community, and appropriate for the event/venue in which one is participating (classrooms, Residence Halls, gym, etc.) Discretion is advised for students' consideration of piercings, body modifications, and tattoos.

We are a residential college where everyone lives in close proximity. Provocative or revealing clothing, or that which carries an offensive or immodest message, dishonors ourselves and others and is not permitted. In addition, for safety reasons, shoes are to be worn in all areas where students gather (class, chapel, cafeteria, etc.) Final decisions concerning appropriateness or modesty may be made by the SLD, RDs, or coaches, who reserve the right to declare any piece of apparel unsuitable for any occasion. Other College departments may provide additional standards on students' attire while participating in activities that represent the College.

Fitness Center, gym, and athletic activities often require apparel that is not appropriate for other parts of the campus. However, since the gym and Fitness Center are public areas, students should be dressed appropriately at all times. Appropriate athletic attire in these areas provides adequate body coverage with a full-length shirt and shorts/pants that are not form-fitting, see-through, revealing, or inappropriate (as determined by Student Life Staff).

## **THREATS/HARASSMENT**

As a community committed to honor, Trinity will not tolerate any forms of threats or harassment – including verbal, physical, visual, written, sexual, environmental, or the like. Harassment is defined as that which is: based on race, ethnicity, national origin, religion, sex, or disability; and that is understood by a reasonable person to have the effect of mentally or physically harming another, damaging another's property, or placing another in reasonable fear of harm to his person or property; or has the effect of insulting or demeaning others. Unlawful harassment comes in many forms and may include but is not limited to: threats, intimidation, defamatory language/actions, public humiliation, behaviors involving actual or implied physical peril. Harassment may involve physical acts, verbal assaults, written correspondence, email, texting, instant messaging, creating a hostile environment, etc.

All reports of harassment should be reported to the SLD. Reporting may be done with or without the use of the complainant's name. Once reported, the SLD will take appropriate action in accordance with the harassment type and aligning with the processes defined in Trinity's Annual Security Report. If the complainant is not satisfied with the conclusions reached in the process, further action may require the complainant's permission to use his or her name. Any harassment of a sexual nature or stalking will be turned over to the Title IX Coordinator and be dealt with in accordance to Title IX requirements. Please reference Trinity's Annual Security Report for procedures and reporting instructions for sexual harassment or stalking charges.

## SEXUAL HARASSMENT & SEXUAL OFFENSES

In addition to sexual misconduct standards previously noted, Trinity has a zero-tolerance policy for sexual offenses. Offenses under this policy include, but are not limited to, sexual harassment, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, intimate partner violence, and stalking. Trinity will not tolerate retaliation (threatened, attempted, or actual) against any individual for making a complaint.

Several federal regulations, including Title IX, the Violence Against Women Act, and the Clery Act mandate how institutions respond to allegations of sexual offenses. Title IX applies to sexual harassment that occurs on campus or in a college program/activity. In cases where Title IX or other federally required processes do not apply, Trinity will process complaints based on our standard disciplinary procedures. Trinity's sexual offenses policies are developed to provide recourse for those individuals whose rights have been violated. In this Handbook, the policy is presented in a limited form. The full policy is available in Trinity's Annual Security Report, which is distributed each fall. Please review that so we can help keep our community safe. Trinity reserves the right to update/modify policies throughout the year in order to comply with federal regulations. Such changes will be published in updated documents and distributed through campus email and/or posted on our website.

As a college, Trinity is not a court of law and, as such, violations of this policy and decisions in these situations are determined by the appropriate decision-makers based on the standard of "preponderance of evidence" (more likely than not to have occurred).

### SEXUAL HARASSMENT

The College prohibits unwelcome verbal or nonverbal sexual advances or requests for sexual favors or other conduct of a sexual nature that create a hostile and intimidating environment that interferes with a student's performance in academic or non-academic settings. Sexual harassment may involve behavior of a person of either sex against a person of the opposite or same sex.

Examples of behavior that could be considered sexual harassment include but are not limited to: unwelcome sexual advances; requests for sexual favors; propositions of offers to engage in sexual activity; comments of a sexual nature, including sexually explicit statements, questions, jokes, remarks of sexual nature about a person's clothing or body; remarks about sexual activity or experience; exposure to sexually oriented pictures, posters, or materials.

The types of Sexual Harassment covered by the Title IX procedure includes conduct on the basis of sex that satisfies one or more of the following categories:

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it denies a person equal educational access.
- An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct, i.e. quid pro quo.

## **SEXUAL OFFENSES**

Trinity prohibits intimate partner violence, sexual assault, and stalking, as they are defined for purposes of Title IX, the Clery Act, the Violence Against Women Act and/or according to the North Dakota Century Code.

Examples of behavior that could be considered sexual offenses include but are not limited to: sexual harassment, non-consensual sexual intercourse; non-consensual sexual contact; intimate partner violence; unauthorized sharing/distributing digital, video, or audio recording of nudity or sexual activity; stalking (engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress).

## **REPORTING SEXUAL OFFENSES**

If any type of sexual harassment or sexual offense has occurred, a report should be filed with the SLD as quickly as possible. Reports may be made with either a verbal or written report and should be as detailed as possible. All reports are submitted to and filed by our Title IX Coordinator.

Cathleen Hawker, Title IX Coordinator  
Trinity Bible College  
50 6<sup>th</sup> Ave South, Ellendale, ND 58436

Initial reporting carries no obligation to initiate a formal response/complaint and Trinity respects a Complainant's request to dismiss complaints unless there is a compelling threat to health and/or safety. The Complainant is largely in control and should not fear a loss of privacy by making a report that allows the College to discuss and/or provide supportive measures to the Complainant.

Those who would like to make an anonymous, confidential report regarding a sexual offense may complete the online Incident Report Form while omitting personal details. Form can be accessed via Populi forms.

Please note that anonymous reports do not provide a strong foundation for further investigation and do not provide the College an opportunity to provide supportive measures to the Complainant; therefore, confidential reporting is provided for but should not be the standard. However, if enough other information is provided, the report can give rise to a need to investigate.

If a sexual offense has occurred, it is important to report it as quickly as possible. We advise victims to preserve any evidence that may assist in proving that the alleged offense occurred or that may be helpful in obtaining a protection order.

The SLD will respond to reports according to the type of allegation and in accordance with whatever federal policies and/or internal disciplinary processes apply. The College will offer and implement appropriate and reasonable supportive measures to

the parties upon notice of alleged sexual harassment, sexual offense, or retaliation – including measures designed to protect the safety of all parties or the College’s educational environment, and/or deter harassment, discrimination, and/or retaliation.

When a student reports to the institution that he/she has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the SLD will give the student a written explanation of the student’s rights, options, and resources.

A victim has several options, including the option to:

- Notify the local police.
- Be assisted by campus authorities in notifying the local police.
- Decline to notify the local police.

Trinity will comply with a student’s request for assistance in notifying authorities. If a criminal offense has been reported to law enforcement, and if no Title IX processes apply or are utilized by the Complainant, College Administrators reserve the right to delay internal judicial processes based upon the results of the investigation from law enforcement. Internal judicial processes of the College may occur concurrent with or irrespective of outside legal proceedings.

## **RETALIATION**

The College and any member of the College community are prohibited from taking or attempting to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Acts of alleged retaliation should be reported immediately to the SLD and will be promptly investigated. The College will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

## **FALSE ALLEGATIONS**

Deliberately false and/or malicious accusations under this policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination.

# **HEALTH & SOCIAL STANDARDS**

## **HEALTH, RESPECT, AND DIGITAL COMMUNICATION**

Each of our actions should display honor for God and honor for others. At times, changing situations may require College leadership to implement various health, safety, or community standards that are not included in this Handbook. Students who fail to follow such standards, and/or act with dishonor toward leadership, are subject to violation points for disrespect.

Further, standards of respect and on should also be followed in our digital communication. Students are expected to make thoughtful choices when representing themselves on social media. Any student whose digital activity is found to be abusive, degrading, derogatory, bullying, harassing, vulgar, sexually suggestive, or in violation of any other law or College policy may be subject to judicial action.

## **BEHAVIORAL OR EMOTIONAL INSTABILITY**

Students may struggle with emotional needs that hinder their ability, or the ability of others, to fully benefit from their college experience. Trinity will respond to these needs according to the best interests and well-being of the student and the community. If a student poses a threat to themselves or others, the SLD or RD will determine the urgency of the situation and take appropriate action which benefits the overall health and safety of the student. This may include notification of emergency services and/or parents/guardians under the health and safety provision of FERPA.

Trinity desires to provide support and growth for students struggling with self-harm, eating disorders, depression, or other mental health issues. Students who confess to such are offered a plan of care and accountability that is within the scope of resources available at Trinity but may require referral to an outside source. Disciplinary action is not the first or preferred method for assisting students who struggle with these issues; however, if a student uses such to threaten others or refuses personal growth, discipline may be required for the safety of the individual and the community.

Any interventions on the part of Trinity leadership are designed to be redemptive in helping the student experience growth and restoration. Responses to serious mental health issues may require suspension for a time so that the student may receive appropriate care and counseling.

## **DRUGS & ALCOHOL**

Because we honor our bodies and value physical and mental health, Trinity students are expected to maintain healthy behaviors both physically and mentally. Our Trinity Community is committed to support students dealing with life-controlling addictions and provide options for their individual growth, even while we uphold our Community

Standards. Support for an individual may require referral to an outside source (such as Teen Challenge) for counseling, treatment, or rehabilitation. Trinity also recognizes the physically addictive nature of nicotine and discretion will be used in regard to helping a student overcome his or her addiction to nicotine.

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), Trinity is a drug and alcohol-free campus. Students, while on or off College property, are not to possess, use, distribute, or manufacture: alcoholic beverages; cigarettes or tobacco products; hookah; e-cigarettes, inhaled nicotine devices, or any object resembling vaping products; marijuana; synthetic drugs, including K2 and other synthetic cannabinoids, bath salts, or products used in a similar manner; any form of illegal drugs; any other intoxicants. In addition, students must not misuse prescription or over-the-counter drugs. Use or possession of marijuana, including medical marijuana used or possessed under Chapter 19-24 of the North Dakota Century Code, is also strictly prohibited and is a violation of Trinity standards.

Students are considered “in possession” and responsible for such items that have been determined to be on their person, in their residence, or in their vehicle. Students are prohibited from attending any place where alcohol, marijuana, or hookah is the primary purpose of the establishment (bar, club, lounge, liquor store, etc.) A business may be a bar/club/lounge if it: requires an ID for admission; advertises alcohol, marijuana, or hookah prominently; or provides use of the noted substances as its primary business. Students should also not voluntarily subject themselves to public or private environments where drugs or alcohol are of prominent use.

Trinity reserves the right to require drug and other diagnostic testing of any student, including consistent testing for those involved in extracurricular activities. Students violating these policies are subject to judicial action. Anyone violating federal or state drug and alcohol statutes (including under-age drinking) may be turned over to law enforcement.

## **ENTERTAINMENT**

Students are expected to develop personal discretion without relying solely on the entertainment industry’s rating standards. Thus, students are encouraged to use honor, wisdom, and purity as their filters of discretion regarding entertainment



choices (Philippians 4:8). The College reserves the right to make decisions on the suitability of any form of entertainment played or performed on campus.

Regarding television/movies, music, and video games, selections should be made in light of the appropriateness for a Christian campus, with consideration for the sexual content, nudity, vulgar language, or gratuitous violence that may be present in the entertainment choice. Movies rated R or above, TV shows rated MA or above, video games rated M or above, and explicit music are not considered appropriate for our Trinity Community and should not be played in public areas. However, since ratings do not always accurately reflect content in regard to Christian values, students may request special permission/decisions from RDs in these matters.

Those who make entertainment choices – whether in public or in private – that violate basic Christian standards of honor, wisdom, and purity may be subject to judicial action. The Student Life Staff holds final authority on campus to identify, decide, and communicate the appropriateness of any entertainment choices and the venue for which they are utilized. In addition, the Student Life Staff may confiscate inappropriate movies, music, video games, etc. Further, please note that, in keeping with federal copyright laws, movies may be viewed in public areas only when proper licensing for public viewing has been secured.

## **COMMUNITY ACCOUNTABILITY**

### **OVERVIEW**

Students enrolled at Trinity have voluntarily chosen to be a part of an accountable, intentional Christian community who live according to our Community Standards (including the Code of Conduct & Honor) referenced in this Handbook. It's expected that these standards are upheld whether on or off campus, during the semester, and in-between semesters (including Winter and Summer Breaks). When a student fails to meet the standards that he/she has agreed upon by enrolling at Trinity, then we are obligated to care for our student and community well by holding him/her accountable. The goal of our processes of Community Accountability is always growth of the individual and restoration to the community, when possible.

Disciplinary processes (called "judicial action") at Trinity use a redemptive framework, with focus on facilitating restoration and development of the individual. This process may require confrontation with consequences, as it takes into consideration the growth and well-being of the student in addition to the safety and standards of the Trinity Community.

It is the practice of our College to deal with each student as an individual, yet in a pattern consistent with the overall purpose of Trinity and our agreed upon Community Standards.

### **JUDICIAL PROCESS: NON-RESIDENTIAL STUDENTS**

While every student enrolled at Trinity agrees to uphold our Community Standards, judicial action for non-residential students (those enrolled in Distance Ed, Graduate School, etc.) or dual-enrolled high school students may follow different processes than those outlined below.

Disciplinary issues for non-residential students are handled directly by the relevant department director in consultation with College Administration. For situations involving the possibility of suspension or dismissal, an appropriate committee is formed made up of College Administrators and the relevant department personnel.

### **JUDICIAL PROCESS: RESIDENTIAL STUDENTS**

Residential students are all those who attend undergrad classes on campus. Judicial action may be initiated against residential students for violations which arise either on or off campus, during the semester, or in-between semesters (including Winter and Summer Breaks). Judicial action refers to any assignment of violation points and/or decisions of any disciplinary committee (including the Student Conduct Committee or the Judicial Committee).

### **VIOLATION POINTS**

Trinity uses a system involving violation points (often referenced as "points"). This system provides for consistent accountability to our Community Standards. Accumulation of violation points leads to clearly defined consequences as noted

throughout this Handbook. Students are welcome to stop by the Student Life Office during office hours to check their current points accumulation.

A student who violates our Community Standards is assigned points according to the table of violations provided. The record of points and related incidents remain in a student's file for the duration of their time at Trinity. However, judicial action for students is only based on the total accumulated points from: their last two semesters of enrollment at Trinity plus the current semester. Points for actions confessed or discovered during a later semester than the actual incident occurred, or those which take place between semesters, are assigned to the semester chosen by the SLD.

## **ISSUING OF POINTS**

College Administration, Student Life Staff, Resident Assistants, Athletic Coaches, Professors and other personnel are empowered to issue points up to a maximum of 20 per incident. Any violation warranting the issue of more than 20 points must be reported to the SLD using an Incident Report. All such incidents will be reviewed before points are issued.

The following will be considered for incidents under review: context of the incident, severity of the violation, student's prior conduct at Trinity, whether it was a "Come-In" (voluntary) or "Call-In" (required) situation/meeting. The SLD reserves the right to adjust or remove points issued depending on contributing factors.

## **COME-IN OR CALL-IN**

Trinity encourages an environment of confession and responsibility; therefore, disciplinary situations may be handled differently depending on the nature of the incident and a student's choice to take responsibility for his/her actions and growth. There are two types of initial meetings regarding discipline issues:

A **"Come-In"** (voluntary confession) meeting is when a student quickly and voluntarily seeks out his/her respective RD or the SLD and is genuinely repentant, wishing to voluntarily discuss his/her actions. This is the preferred and respected way for students to handle their violations. It may reduce the amount of points issued while providing opportunities for further accountability and development.

A **"Call-In"** (required) meeting is when a student's violation has come to the attention of the Student Life Staff, the student has not initiated conversations to confess, and he/she is called in for the specific purpose of judicial action. Standard judicial process is followed.

## **NOTIFICATION OF JUDICIAL ACTION**

Students will be formally notified, in writing, of all judicial action (including a Call-In, warning, points issued, notice to appear, or any other judicial process). This notification will be through either of our official communication mediums: the

student's on-campus mailbox or the student's trinitybiblecollege.edu email. If a notice is served to either, the student will be regarded as officially notified. Alternatively, notification may be done in person from a Judicial Committee member and/or included as part of a Student Life Contract.

## **CONFIDENTIALITY**

We guard students' privacy to the best of our ability, within the context of the law. Incident discussions and judicial actions are treated privately both for the accuser and for the accused. Only members of the Trinity Community, law enforcement, or other agencies with legitimate need-to-know will be consulted or informed of private information regarding a student. (See FERPA guidelines for notifications allowed or required for parents/guardians.)

However, if students involved in an incident choose to disclose confidential information regarding the proceedings and/or decisions of judicial action, then the right to privacy is considered waived. Trinity reserves the right to correct false information that is disseminated by students involved in an incident.

For students reporting incidents, efforts will be made to protect the student's identity, if requested. However, students reporting incidents must be aware that the College will weigh the request for confidentiality with the safety of the community. As possible, the College will take measures to protect witnesses and has zero-tolerance for intimidation or retaliation of witnesses. Any concerns should be reported immediately to Student Life Staff.

## **DUE PROCESS**

The College's intent is to follow its established procedures regarding judicial action. Exceptions may be made in cases where the student agrees to an alternate course of action and/or waves his/her right to the specified judicial process.

At each level, our goal is to care well for students, honor our Community Standards, and to be just to all involved. Students facing judicial action have the right to be informed about the accusations against them, to request clarification regarding judicial actions or non-confidential information pertaining to the incident, and to provide his/her side of the story.

Please note that, as a private college, state and federal legal rules of procedure do not apply, nor do civil rules of evidence. Any judicial processes are not formal court procedures. In addition, criminal and/or sex-based offenses may require different processes than those outlined in this Handbook. Please reference Trinity's Annual Security Report for details regarding the handling of criminal and/or sex offenses.

### **VIOLATION POINTS TABLE**

Commission of a felony	100
Witchcraft or occultist activity	75
Life threatening behavior or language	75
Possession or use of drugs or drug paraphernalia	75

Refusal to submit to a drug and/or alcohol test or failed test	75
Sexual misconduct	75
Commission of a misdemeanor	60
Sexual harassment	50 +
Possession or consumption of alcohol	50 +
Vandalism	45 + restitution
Non-sexual harassment or acts associated with racism	45 +
Possession or use of pornography	45
Gambling	35
Emergency equipment tampering	35
Association with drugs or alcohol	30 +
Theft or unauthorized borrowing	30 + restitution
Hazing	30 +
Visiting violation (Accountability in Residential Setting - see page 50)	30
Safety or security violation	30
Key misuse	30
Aggressive physical behavior (shoving, punching, fighting, etc.)	25 +
Threat to do bodily harm to oneself or others (see page 56)	25 +
Unauthorized weapons	20 +
Possession or use of tobacco, nicotine, etc. – or devices related to such	20
Property abuse or misuse	15 + restitution
Deception	15
Disrespect	15
Off-limit areas (including campus housing violations)	15
Check-In/Out procedure violation	15
Inappropriate couples conduct	10
Digital activity/social media violation	10
Unauthorized guests in campus housing	10
Fireworks/open flame	10
Inappropriate language or behavior	5 +
Entertainment or technology violation	5
Sign-Out violation	5
Unapproved items in campus housing (pets, appliances, etc.)	5
Room Check violation	3
Dress Code violation	3
Curfew violation (for every 30 minutes)	3
Mandatory meeting or safety training absence or incomplete	3
Unanswered Call-In slip	3
Quiet Hours disturbance	3
Vehicle violation	3
Trash disposed of incorrectly	3
Horseplay/practical jokes	2 + restitution
Chapel absence (or 3 tardies)	1

## **VIOLATION POINTS CONSEQUENCES**

The accumulation of violation points may result in both standard consequences and/or further judicial action. As noted previously, judicial action and consequences

for students are only based on the total accumulated points from: their last two semesters of enrollment at Trinity plus the current semester.

### **Standard Consequences: Points Thresholds**

- Students under age 23 with 20 or more points are unable to apply for or retain residence in a Trinity Honor Apartment.
- Juniors with 20 or more points, and seniors with 35 or more points, are ineligible for curfew exemption in Residence Halls
- Students under age 23 with 35 or more points who have been granted permission to live off-campus may be required to move on-campus.
- Students with 35 or more points are placed on restriction from all extracurricular activities. (Restriction is defined on page 30).
- Students are ineligible for graduation with a rolling points total of 50 or more, unless alternate conditions set by the Judicial Committee have been met.

PackYourBags students may be subject to additional thresholds noted in the PYB guidelines.

### **Standard Consequences: Scholarship Thresholds**

Conduct is a criterion in allocating scholarships to returning students. This section is for reference only and all standards as recorded or updated in Financial Aid's Scholarship Policy prevail. Violation points accumulated for the two prior semesters of enrollment will be used in adjusting the following semester's Trinity scholarship award as outlined below:

For students who reside in Residence Halls:

- 35 or more points: 25% reduction
- 50 or more points: Not eligible for any Trinity scholarships

For students who reside in Trinity Apartments or off-campus:

- 20 or more points: 10% reduction
- 35 or more points: 25% reduction
- 50 or more points: Not eligible for any Trinity scholarships

### **Thresholds for further Judicial Actions**

- Students living off-campus or in Trinity Apartments (Honor or Regular) who accumulate 50 or more points may be suspended.
- Students living in Residence Halls who accumulate 75 or more points may be suspended.
- Any student who reaches 100 points may be dismissed.

## **PROCESSES FOR FURTHER JUDICIAL ACTION**

### **Student Conduct Committee**

The SLD may convene a Student Conduct Committee to provide advice, counsel, and accountability when reviewing incidents and ratifying, adjusting, or issuing points.

The Student Conduct Committee consists of: SLD (serves as chairperson), Athletic Director, Student Ministries Director, and one full-time faculty member (non-athletics). In addition, depending on the nature of the incident being discussed and who may have relevant information, this committee may also call any selection of College Administrators, additional faculty members, athletic coaches, Resident Directors, and Resident Assistants. No member of the committee can be a relative of the student in question.

Depending on the purpose of the meeting and the nature of the incident, the committee may offer the student in question the opportunity to select an advocate and/or a specified number of witnesses. The student, advocate, and witnesses may be asked to provide written statements or may be called upon to attend a portion of the committee meeting where the relevant issue is being discussed. The advocate must be a current full-time faculty or staff member who can testify to the character of the accused and cannot be a relative. The witnesses must be members of the Trinity Community (staff, faculty, or students) who have direct knowledge relating to the incident. The judicial actions of the Student Conduct Committee are final unless an appeal is submitted by the student. The Student Conduct Committee reserves the right to refer cases to the Judicial Committee. (In situations where points have been assigned using standard processes and the student's points accumulation places him/her at threat of suspension or dismissal, the case may be passed directly to the Judicial Committee, rather than being reviewed by the Student Conduct Committee.)

### **Judicial Committee**

The Judicial Committee reviews student discipline cases and makes formal proposals regarding disciplinary actions, including suspension and dismissal.

The Judicial Committee exists to meet under any of the following circumstances:

- When an incident leads to a student's accumulation of 50 points or more for students who live off-campus or in Trinity Apartments (Honor or Regular).
- When an incident leads to a student's accumulation of 75 points or more for students who live in Residence Halls.
- When a student appeals points and/or a decision made by the Student Conduct Committee. (Decisions involving the issuing of less than 20 points are not eligible for appeal unless the accumulation of points leads to a student becoming at risk for suspension or dismissal.)
- When an incident has placed a student at risk of suspension or dismissal.

The SLD is responsible to call for a Judicial Committee meeting. The composition of the committee is as follows:

- SLD
- Faculty member from the Bib/Theo Department (may serve as chairperson)

- College Administrator or Academic Department Chair (may serve as chairperson)
- Full-time faculty member (from any department)
- One member of the administration, faculty, or staff selected by the student. (If a staff member is selected, he/she must be a full-time staff person whose job directly involves student mentoring - such as coaches, RDs, etc. If the student fails to select a person within the time frame requested by the SLD, the SLD will select a fifth member of the committee at his or her discretion.)

No member of the committee can be a relative of the student in question. If a relative would fill one of the member qualifications above, the SLD will select an alternate. A secretary appointed by the chairperson may be present at the appeal hearing but will not be considered part of the Judicial Committee.

The Judicial Committee will review the student's case and the findings of the Student Conduct Committee (if one took place). The Judicial Committee can elect to have the student in question (or any other member of the Trinity Community) appear before them to answer further questions.

The expectations of the Judicial Committee are:

- To ratify, reduce, or remove points related to the incident in question.
- In the event of an appeal, to uphold or recommend an alternative to the assignment of points and/or other judicial actions.
- When an incident and/or points accumulation places a student at risk of suspension or dismissal, to make a formal proposal as to whether the student should be suspended, dismissed, or to define conditions under which the student would be allowed to remain at Trinity.

Decisions from the Judicial Committee are considered final unless an initial (first) appeal has not yet been filed or unless a Final Appeal is made to the College Administration.

**Please note:** If a student commits a violation in the last two weeks of a semester, or during Winter or Summer Break, that warrants the convening of a Judicial Committee, the SLD has the right to select alternative members for the Committee if those specified are unavailable during the needed time frame. In addition, the student waives his/her right to appear and must provide a phone number where he/she can be reached during the Judicial Committee for any questions which arise. No guarantee is made to the expediency of Judicial Committee decisions, communication for violations, or response to appeals for those violations that occur (or are discovered) in the last two weeks of a semester or during Winter or Summer Break.

## **JUDICIAL ACTIONS DEFINED**

### **Accountability Arrangements**



Besides the standard consequences of violation points, the decisions of the various committees involved with judicial actions may include providing a student with the opportunity to remain at Trinity based on specific conditions. These conditions are defined in a “Student Life Contract” and may include but are not limited to: church attendance, accountability, community service, sign-out restrictions, etc. If a student who would otherwise be at risk for suspension or dismissal is granted the grace of a Student Life Contract and agrees to comply as a condition for remaining at Trinity, but then fails to meet the terms of that contract, he/she has waived the right to appeal all further judicial action or decisions. In addition, he/she waives the right to select a member for the Judicial Committee and effort will be made to assemble the same Committee who made the initial offer of a Student Life Contract.

### **Suspension**

When a student is suspended, he or she will be required to withdraw from Trinity for a specified period of time. This action is recorded on the student’s transcript. Suspension allows a student to re-evaluate his/her personal spirituality and attitude toward Trinity’s standards, in addition to pursuing growth or assistance that is beyond what can be provided within our College community.

Depending on the decision of the Judicial Committee, a suspension may be effective immediately or at the conclusion of a semester. If suspension is immediate, academic work is forfeited and standard institutional policies are applied for the refund of tuition, room, and board. Suspended students are required to leave the campus within 24 hours. Suspended students are not allowed on campus, to visit any campus housing, or at Trinity sponsored events unless given permission by the SLD. All students granted permission to re enroll after a suspension will complete a probationary period which includes a Student Life Contract. Students who are at risk of suspension or dismissal but choose to withdraw from Trinity before proceeding through the judicial process will face the same restrictions from campus as are given for suspension/dismissal. Additionally, the student will not be allowed to re-enroll unless provided for through a Judicial Committee.

### **Dismissal**

If a student is dismissed, he or she may be required to leave the campus immediately. This action will be placed on the student’s transcript. All remaining scholarships are revoked, academic work is forfeited, and standard institutional policies are applied for the refund of tuition, room, and board.

Dismissed students are not allowed on campus, to visit any campus housing, or at Trinity sponsored events unless given permission by the SLD. Dismissed students are not allowed to reapply to Trinity.

### **APPEALING JUDICIAL ACTIONS**

Students have the option to appeal judicial actions. Judicial action refers to any assignment of violation points and/or decisions of the Student Conduct Committee or Judicial Committee. Decisions involving the issuing of less than 20 points are not eligible for appeal unless the accumulation of points leads to a student becoming at risk for suspension or dismissal.

### **Appealing Violation Points**

A student may appeal points assigned to him/her within one week of the issue date. However, if the assigned points lead to the calling of a Judicial Committee, then the appeal of points must be filed 24 hours before the Judicial Committee meeting, even if that is less than one week from the time the points were assigned. A student may appeal decisions made by the Student Conduct Committee or the Judicial Committee within three days of the notification of the committee decision.

### **Making an Appeal**

Any student seeking to appeal a judicial action must submit a one-page formal written explanation of the situation and reason for the appeal to the Judicial Committee via the SLD. Any additional information or evidence pertaining to the incident must be submitted with the appeal.

The appeal must be based upon one or more of the following:

- The student did not commit the act(s) that led to the judicial action.
- The judicial action is not appropriate for the act(s) committed.
- Specified procedures have not been followed in the judicial process.

If needed, the SLD will schedule a meeting with the student to discuss the appeal. Requests to postpone any immediate consequences of judicial action, pending the appeal, will be considered case by case.

An initial (first) appeal (whether regarding points or a decision made by the Student Conduct Committee or the Judicial Committee) will be referred to the Judicial Committee. The SLD will schedule a Judicial Committee to review the appeal. Standard Judicial Committee processes apply. If the initial appeal is against a decision made by a previous Judicial Committee, alternative members may or may not be selected for the committee. The task of the committee is to uphold the original decision regarding judicial action or recommend an alternative response based upon a verified reason for appeal and new contributing factors. The committee hearing the appeal may not increase the consequences of the original judicial action.

The decision by the Judicial Committee regarding an initial (first) appeal is considered final unless a student chooses to submit a Final Appeal to College Administration.

### **Final Appeal**

In the unlikely event that the decision of the Judicial Committee regarding an initial appeal fails to bring resolution to an issue, a final appeal may be submitted by the student in question to the College Administration. The College Administration consists of the President and all current Vice Presidents.

The appeal must be based on one of the reasons noted under “Making an Appeal” and according to the same time frames indicated. The formal letter for a final appeal should be addressed to the President and given to the SLD, who will arrange for the final appeal meeting.

The final appeal meeting is chaired by the President. The President may choose to meet with the student prior to the final appeal meeting or the student may be called in to speak at the meeting. College Administration will review the details of previous committees and may call in any relevant members of the Trinity Community to speak to the issue.

The decision of the final appeal meeting is final, as the appeals process has been exhausted.

### **Limit of Appeal Option**

If a student who would otherwise be at risk for suspension or dismissal is granted the grace of a Student Life Contract and agrees to comply as a condition for remaining at Trinity, but then fails to meet the terms of that contract, he/she has waived the right to appeal all further judicial action or decisions.

## **AGGRESSIVE PHYSICAL BEHAVIOR**

Should a student cause physical harm or threaten to cause physical harm to themselves or others, Trinity Administrators reserve the right to temporarily suspend the judicial process and require immediate removal from the campus and/or Trinity housing for a specified amount of time until the situation can be properly resolved and/or the student can get the immediate care needed.

## **CRIMINAL ACTIONS**

The College reserves the right to report to or work with appropriate authorities in the case of a city, state, or federal violation. Students charged with or convicted of a criminal act, whether on or off campus, may be subject to judicial action by the College. The decision of when to proceed with College judicial processes for accused crimes is at the discretion of the SLD, in consideration of all known factors.

## **DISCLOSURE TO VICTIMS**

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

## **SEXUAL OFFENSES**

Federal Laws require additional or alternate policies and procedures for sex offenses. The procedures for campus judicial action against a student accused of a sex offense may vary from those outlined in this Student Handbook. Trinity's Annual Security Report, updated each fall, is distributed via campus email to all members of the Trinity Community and contains the latest information regarding the procedures for handling sex offenses.

## **GRIEVANCE PROCEDURES**

Should any student have a complaint or grievance, the College is interested and concerned. The student is urged to follow biblical patterns for the solution of interpersonal problems, and the Student Life Staff is available to assist students in navigating such issues. Most conflicts and disagreements can be resolved on this level.

### **Biblical Principles to Remember**

- Proverbs 16:32 *“Better a patient man than a warrior, a man who controls his temper than one who takes a city...”* (Don’t do or say things in haste which will make the solution or reconciliation more difficult.)
- Matthew 18:15-16 *“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.”*

### **Grievance Guidelines**

1. **Another Student:** If a student has a grievance against another student, he or she should attempt to settle the matter privately. If the nature of the situation makes this difficult, unsafe, or impossible, the student should take the issue to a Student Life Staff person or the SLD.
2. **Faculty Member:** If a student has a grievance against a professor, the student should first speak to that professor concerning the matter. If no satisfactory agreement is reached, he or she should take the matter to the professor’s Department Chair. If there is still no resolution, the student should consult with the Dean of Undergraduate Studies.
3. **Staff Member:** If a student has a grievance against a staff member, the student should first speak to that staff member concerning the matter. If no satisfactory agreement is reached, he or she should take the matter to the staff member’s supervisor. If there is still no resolution, the student should consult with the VP of the relevant department.
4. **College:** If a student has a grievance against the College, he/she has Student Government representatives to voice concerns to the Administration.
5. If a student has a serious grievance and has followed the previous guidelines but no satisfactory result has been reached, he/she may:
  - Submit a one-page formal written explanation of the grievance to the SLD. The student must sign and date the submission.
  - The written explanation must include the detailed reason for the grievance and a review of previous steps that have been followed.
  - The College will respond in a timely manner and take all reasonable steps toward the solution of any legitimate grievance.



# RESOURCES



▲ SOAP JOURNAL

## SOAP DEFINED

SOAP stands for Scripture, Observation, Application, and Prayer. SOAP journaling is an excellent way to grow by recording and responding to God's Word. It is also a useful resource at a later time when you look back and reflect on the "gold" you have received throughout the year.

As you read and process God's Word, you'll understand His character – how God views and responds to things. This process transforms your mind so when you face situations, you will think and respond more like Jesus.

While devotional journaling is personal, you may want to share what God has been teaching you with your core group of friends or a mentor. Through those discussions, you'll be able to gain new insights, encourage, and challenge each other.

We have included a few starter journal pages for you to use, but you can grab any notebook and follow the same process.

## SOAP DEVOTIONAL PROCESS

### ***S = SCRIPTURE***

Open your Bible to your reading for the day. Take time to read and allow God to speak to you. When you are done, look for a verse that particularly spoke to you that day and write it in your journal.

### ***O = OBSERVATION***

What do you think God is saying to you in this Scripture? Ask the Holy Spirit to teach you and reveal Jesus to you.

### ***A = APPLICATION***

Personalize what you have read by asking yourself how it applies to your life right now. Perhaps it is instruction, encouragement, a new promise, or corrections for a particular area of your life. Write how this Scripture can apply to you today.

### ***P = PRAYER***

This can be as simple as asking God to help you use this Scripture or even a prayer for greater insight on what He may be revealing to you. Remember, prayer is a two-way conversation, so be sure to listen to what God has to say! Now, write it out.

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**(S)CRIPTURE**

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**(O)BSERVATION**

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**(A)PPLICATION**

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**(P)RAYER**

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