

TRINE UNIVERSITY STUDENT HANDBOOK



Our Mission

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

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ATTENDANCE POLICIES

Main Campus

Students are expected to attend all class and laboratory sessions. Absences may be permitted for reasonable causes, including but not limited to, illness, disabling injury, death or serious illness in the immediate family. Participation in University-sponsored activities shall also constitute a reasonable cause for absence from class. Written documentation of the reason for absence may be required and, in the case of University-sponsored events, such documentation will be provided by the University sponsor.

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

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

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

RELEASE OF INFORMATION FROM STUDENT ACADEMIC RECORDS

Trine University Notification of Rights under FERPA

The complete policy is available at <https://www.trine.edu/resources/registrar/ferpa.aspx>

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

1. **The right to inspect and review the student's education records within 45 days after the day the University receives a request for access.** A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.** A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. The University will, within a reasonable time after receiving the request, decide whether to amend the record as requested. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** In general, the University will not disclose PII from a student's education records to any third party without written consent. However, the University may, and from time to time does, disclose education records without a student's prior written consent under several FERPA exceptions. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in section 99.31 of the FERPA regulations. Except for disclosures to University officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, section 99.32 of the FERPA regulations requires the University to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. The University may disclose PII from the education records without obtaining prior written consent of the student —
 - To other **University officials**, including teachers, within the University whom the University has determined to have legitimate educational interests. A University official typically includes a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A University official also may include a volunteer or contractor outside the

University who performs an institutional service or function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another University official in performing his or her tasks. A University official has a **legitimate educational interest** if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of section 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of section 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the University, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the University has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the University determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the University's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the University, governing the use or possession of alcohol or a controlled substance if the University determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information

FERPA designates certain information related to a student as "**Directory Information.**" FERPA gives the University the right to disclose such information to anyone inquiring without having to ask a student for permission, unless the student specifically requests in writing that all such information not be made public without written consent. Trine University has designated the following as "Directory Information": Name, local address and telephone number, permanent address, e-mail address, date and place of birth, photograph or

likeness, college, curriculum, enrollment status (full/part-time), classification, dates of attendance at Trine University, awards and academic honors, degrees and dates awarded, most recent previous educational institution attended, participation in officially recognized activities and athletic teams, and height and weight of student athletes.

While attending Trine University, students may request to restrict the release of their Directory Information except to University officials with a legitimate educational interest, as outlined in section three above. In order to restrict all information, a signed and dated written request must be made in writing to the Office of the Registrar. Students may notify the University at any time that he or she does not want any or all of the above types of information designated as Directory Information, but the notice will not be applied retroactively by the University.

ADMINISTRATIVE WITHDRAWAL POLICY

Trine University may administratively withdraw a student from a particular course or courses for the following reasons:

Academic Withdrawal

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

Medical Withdrawal

As a result of medical necessity, a student may be withdrawn from a class or classes. Such requests are made through the dean of students in conjunction with the coordinator for health services. Such withdrawals will only be granted based on appropriate medical documentation. Once approved by the dean of students, the student is withdrawn from all applicable classes and is assigned a grade of "W." The student's grade point average is not affected. Where appropriate and with an instructor's permission, a student could receive a grade of "I" (incomplete).

ADMINISTRATIVE DISMISSAL POLICY

Disciplinary Dismissal

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

Excessive Absence Dismissal

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

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

It is the policy of Trine University not to discriminate against qualified individuals with disabilities and to provide reasonable accommodations, as required by law, to students who may be affected by the policies set forth above. If a student believes that he or she is a qualified individual with a disability who may need a reasonable accommodation, then the student should contact the University's ADA/Section 504 Coordinator, Abby Salge.

<https://www.trine.edu/academics/success/disability-accommodations.aspx>.

GRADING/GRADE APPEALS

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

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

- Approach the professor and explain the problem.
- If the professor and student do not come to an agreement, the student should write a letter to the department chair/program director.
- If the department chair/program director mediation does not resolve the issue, the student should file a written appeal to the appropriate academic Dean.

If these steps do not resolve the problem, or if impractical, the student may petition the Grade Review Board in writing for a hearing of the issue. Information regarding this may be obtained from the Vice President for Academic Affairs. The petition shall set forth in detail the basis for the review. This should be done by the midterm of the first regular term following the assignment of the grade. The Board may grant an extension of this time limit. If the Board agrees to hear the case, it will so inform the student by the end of that term. In grade review cases, the student is responsible for presenting evidence to support his/her position.

At the Grade Review Hearing, the student shall present his/her argument followed by the professor's response. The Board shall promptly prepare a written recommendation and forward copies to all parties involved, including the Chairperson and Vice President for Academic Affairs. The report shall include dissenting opinions on the Board, if any. Recommendations of the Board are advisory. In cases involving death, incapacity, or prolonged inaccessibility of the professor, or in similar unusual circumstances, the professor's immediate supervisor is responsible for assigning the grade. Records of each case heard by the Board shall be maintained in the office of the Vice President for Academic Affairs. If the student or professor involved wishes to appeal the decision on procedural grounds, he/she should file an appeal within two working days for the decision with the Vice President for Academic Affairs. If any procedural irregularities are discovered, he/she will notify the student and the Board within ten working days after the appeal.

The Vice President for Academic Affairs shall appoint the faculty members who will serve on the Board. One regular member shall be chosen and one alternate (who will be from a different department, if possible) from each school. In addition, the Student Senate shall elect two student members and their alternates. Student members must have junior or senior standing. The faculty members shall serve three-year, staggered terms, and faculty members serving their third year will Chair the Committee. Student members shall serve one-year terms.

FINALS SCHEDULE

2020 Fall Semester Final Exam schedule

CLASS TIME	DATE OF FINAL	TIME OF FINAL
M 8 a.m.	11/23 (Mon)	8-10 a.m.
M 9 a.m.	11/20 (Fri)	8-10 a.m.
M 10 a.m.	11/25 (Wed)	11 a.m.-1 p.m.
M 11 a.m.	11/23 (Mon)	11 a.m.-1 p.m.
M Noon	11/25 (Wed)	8 a.m.-10 a.m.
M 1 p.m.	11/23 (Mon)	2-4 p.m.
M 2 p.m.	11/25 (Wed)	2-4 p.m.
M 3 p.m.	11/23 (Mon)	4:30-6:30 p.m.
M 4 p.m.	11/25 (Wed)	4:30-6:30 p.m.
T 8 a.m.	11/24 (Tues)	8-10 a.m.
T 9:30 a.m.	11/24 (Tues)	11 a.m.-1 p.m.
T 11 a.m.	11/20 (Fri)	11 a.m.-1 p.m.

KEY: Under Class Time, M and T refer to the days of the week the class meets.

M=MTWRF, MTRF, MTWR, MWF, MW, MF, WF, M, W, or F

T=TR, TRF, TWRF, TF, T, or R

Evening Classes: If a class begins at 5 p.m. or later on Monday or Tuesday, the exam will be scheduled from 7-9 p.m. on the regularly scheduled night of classes, November 23 or 24. Wednesday and Thursday evening classes will have their exams on Friday, November 20, from 4:30-6:30 p.m.

T 12:30 p.m.	11/24 (Tues)	2-4 p.m.
T 2 p.m.	11/20 (Fri)	2-4 p.m.
T 3:30 p.m.	11/24 (Tues)	4:30-6:30 p.m.

UNDERGRADUATE GRADUATION REQUIREMENTS

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

ACADEMIC MISCONDUCT

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

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

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

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

OFFICE OF FINANCIAL AID

The Financial Aid Office recognizes that many students need financial assistance to help fund their educational goals. The mission of the Trine University Financial Aid Program is service-oriented and geared to providing access, choice, and education for interested students. To accomplish its mission, Trine University offers a variety of counseling and planning programs for students with economic need. Please be aware of the following financial aid policies:

- You must be enrolled as a degree-seeking student with a completed admissions file.
- You must be enrolled in at least six credit hours to qualify for Federal Student Loans.
- Financial aid is calculated based on the number of hours you are enrolled in at the end of the add/drop period.
- After attempting 60 credits, you must carry at least a 2.0 cumulative GPA to be eligible for financial aid. Freshmen will have one academic year to achieve the minimum Satisfactory Academic Progress standards required to remain eligible for financial aid in subsequent terms.
- You are required to attend class. Students who completely withdraw or stop attending their courses may be required to pay back all or a portion of the financial assistance they received.

- To avoid late payment fees and delays in receiving your financial assistance, you are required to complete financial aid applications and return required documents to the financial aid office by the application deadline. To be considered for all sources of aid for which you may qualify, the Free Application for Federal Student Aid (FASFA) should be completed no later than March 1 each year.

TRINE UNIVERSITY INSTITUTIONAL POLICY FOR SATISFACTORY ACADEMIC PROGRESS (SAP)

Main Campus

Federal regulations mandate that all students make satisfactory, measurable academic progress toward completion of a degree in order to receive federal assistance through Title IV federal grant, work, and loan programs; as well as all institutional and state grant/award programs.

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

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

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

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

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

Monitor, Evaluation and Notification of Financial Aid Eligibility:

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

Statuses: A student may be assigned to one of the following groups:

Financial Aid Warning

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

Financial Aid Suspension

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

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

SAP Appeal Procedures:

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

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

The appeal, which must be typed and must include the following requirements:

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

SAP Appeal Deadlines: Semester/Term

Fall Semester

Spring Semester

Summer Terms

Date

August 1st

One week prior to start of spring term

One week prior to the start of summer term

Approval of an appeal results in Financial Aid Probation Status

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

Requirement details:

1. Cumulative Grade Point Average (GPA) – see chart a

If you fall below these standards you will be placed on either a Financial Aid Warning or Suspension depending on the student's situation and a Notification will be sent to you to inform you of how to correct this deficiency. After 2 full years of full time

attendance (60 attempted credit hours, including Transfer hours), you are required to achieve a 2.0 cumulative GPA. Failure to do so will result in a Financial Aid Suspension with the potential to appeal. Please note that you are also no longer eligible for financial aid or an appeal if you do not have a cumulative GPA of at least 2.0 and have attempted 90 or more credit hours (including Transfer hours).

2. Cumulative Credit Hour Completion Rate/Pace – see chart a

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

Hours Earned/Attempted	To earn hours at Trine you will need either a grade of A, B, C, D or S. All other grades will not count towards hours earned but will count towards hours attempted. Note: withdrawing from a course will affect your attempted hours/completion rate. Attempted Hours will include all earned hours, plus W, F, I or U. (All coursework with a "W" (withdrawal) are also counted as attempted, but not completed, regardless of the conditions of the withdrawal)
Repeated Courses:	If a student repeats a course, both courses count as attempted hours but only one of the grades count as hours earned. Remedial hours will count towards attempted and completed hours.
Transfer/Test Credits:	Accepted Transfer and Test Credit hours will count as earned and attempted hours but are not factored into the student's GPA calculation
Incompletes:	Incompletes will be counted as attempted hours but won't count towards hours earned. Those hours will only be counted if the student receives a grade for this course later but it will be the student's responsibility to inform our office.
Second Degrees	Credit hours applicable to a second degree will be reviewed as transfer hours and counted as hours attempted and earned.

4. Maximum Time Frame for Degree Completion – see chart a

Undergraduate Degree:

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

Change of Majors:

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

Master's Degree:

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

Final Remarks:

- Trine's SAP standards comply with the requirements of the U.S. Department of Education.
- These are financial aid standards and do not replace or override Trine's academic policies.
- Academic progress will be reviewed at the end of each semester for all students with the exception of first year full time students (non-transfer) who will be reviewed at the end of their first year and every semester after that.
- It is your responsibility to stay informed of the University's SAP standards and policy.

- All attempted credit hours are considered toward the maximum time allowance, regardless of whether or not the student received financial aid for those hours.

WITHDRAW AND R2T4 POLICY

Official Withdrawal Policy

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

Return of Title IV Aid (R2T4)

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

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

Return of Veteran's TA Benefit

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

Official Date of Withdrawal

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

Unofficial Date of Withdrawal

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

Additional Loan Information to Consider When Withdrawing

Important: Anytime a student is enrolled less than part-time, their six-month grace period begins. The student's grace period for loan repayment for Federal Direct Subsidized and Unsubsidized Loans will begin on the day of the withdrawal from the school. If the student is not enrolled part-time for more than 6 months, the loans will go into repayment. The student must complete Exit Loan Counseling at www.studentloans.gov and contact their lender(s) to make payment arrangements. Loans must be repaid by the loan borrower (student/parent) as outlined in the terms of the borrower's promissory note. The student should contact the lender if they have questions regarding their grace period or repayment status.

Returned Title IV Aid Allocation

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

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct Parent Loan (PLUS)
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (SEOG)

Post-Withdrawal Disbursements

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

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

Timeline for Return of Title IV funds

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

STUDENT ACCOUNTS

The Office of Student Accounts is located in Forman Hall and is open Monday through Friday, 8:00 AM – 4:00 PM. Students may pay their tuition, room and board, and other miscellaneous charges in our office. Balances are to be paid in full by the posted due date. Outstanding balances could result in a \$25 per month late fee and/or dismissal from the University. A student's account must be paid in full in order to register for the following semester or receive a transcript/diploma. For questions, please contact our office at businessoffice@trine.edu or 1-800-347-4878 option 4.

View Your Bill/Student Account

REVISED BILLS ARE NOT MAILED. Please allow up to 2 business days for revisions to be reflected on myPortal (see instructions below for viewing your account on myPortal).

- Current or Revised bill: myPortal ► Student ► Student Account Center ► Course & Fee Statement ► Generate ► View
- Account History: myPortal ► Student ► Student Account Center ► My Account Balances ► click on A/R \$ x.xx

Payment Options

- 1) **Credit/debit cards are only accepted online** – go to trine.afford.com and select "Make a One-Time Payment".
 - American Express, Discover, MasterCard and Visa are accepted online with a 2.99% service fee.
 - eCheck (*no additional cost*) – ACH payment directly from your checking or savings account.
- 2) Monthly payment plan through TMS/Nelnet for your **semester** cost (offered for fall and spring only).
 - There is a \$35 fee to enroll. **NOTE: you must re-enroll each semester.**
 - Plans are interest free and available in 6, 5, or 4 monthly installments.
 - Payments are always due the 1st of each month and must be made directly to TMS/Nelnet.
 - Once enrolled, the payment plan remaining balance will reflect on your bill. **Any balance not included in your budget must be paid by the due date.**
 - To enroll, go to trine.afford.com or call 1-800-722-4867.
- 3) Cash or checks are accepted in the Office of Student Accounts.
 - Checks can be mailed to: Trine University, ATTN: Student Accounts, One University Avenue, Angola IN 46703.

Withdrawal/Drop Schedule

Refunds of tuition, room, and board due to withdrawal/drop are determined by the schedule below.

The international fee and enrollment fee are non-refundable.

Tuition:

Week 1.....	100%
Week 2 and 3.....	50%
Week 4.....	0%

Room and Board:

Week 1.....	Prorated at \$50/day
Week 2 and 3.....	50%
Week 4.....	0%

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

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

- The student is responsible for completing the proper paperwork through the Registrar’s Office. Non-payment and/or non-attendance does not constitute a drop/withdrawal from classes. If a student does not follow the proper procedures, they are financially responsible for all charges incurred on their account.
- The amount due for the semester may change (revised bills can be viewed on myPortal).
- Loss of financial aid from a federal, state, or institutional source may occur.

Please note: If a student receiving financial aid withdraws during the semester, that aid is subject to a federal refund calculation. Refunds are processed after a student officially withdraws and all charges/credits are posted (official withdrawal form required).

Credit Balances/Refunds

- Students that have a credit on their student account (due to excess financial aid, overpayment, etc.) can purchase books/required supplies at the Bookstore, by selecting “financial aid” as the form of payment.
- Students that are eligible to receive a refund due to credit on their student account, must submit direct deposit information on myPortal. Refunds are automatically processed within 14 days of the credit being posted.
 - To submit Direct Deposit information: myPortal ► Student ► Student Account Center ► Direct Deposit Form (submit). Your information will be automatically stored in our secure database; no need to submit it again, unless you need to make a change. **Direct Deposit is the easiest and quickest way to receive a refund!**

1098-T Tax Information

1098-T tax forms are available each year by the January 31st deadline. Forms are NOT mailed out, and must be viewed and/or printed on myPortal (please refer to myPortal for additional information).

Student Financial Responsibility Policy

1. When a student registers for any class at Trine University or receives any service from Trine University they accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of their registration and/or receipt of services. Student is expected to pay all assessed tuition, fees and other associated costs by the published or assigned due date; and failure to do so may result in their classes being dropped. Student account information is available on myPortal.
2. A fee of \$30 will be charged to the student for any returned payments.
3. If students drop or withdraw from some or all of the classes for which they register, they will be responsible for paying all or a portion of tuition and fees in accordance with the terms and conditions of the published tuition refund schedule. The failure to attend class or receive a bill does not absolve a student of the financial responsibility as described above.
4. The return of any financial aid funds will follow the federal, state and university regulations and guidelines as stated in the Financial Aid Section of the University Student Handbook and Course Catalog.
5. If a student loses financial aid from federal, state or institutional sources due to failure to maintain satisfactory academic progress, withdrawal, dismissal from the University, or any other reason prior to the end of an academic semester, they are still obligated to pay the outstanding balance on their account. If eligible, a student may appeal the loss of financial aid, but they are still responsible for paying the balance due on their student account.
6. If a student fails to pay their student account bill or any monies due and owing Trine University by the scheduled due date, Trine University will charge a \$25 late fee per month and place a financial hold on their student account, preventing them from

registering for future classes, requesting transcripts, or receiving my diploma. If student fails to pay their student account bill by the due date, it may result in dismissal from the University.

7. If a student fails to pay their student account bill or any monies due and owing Trine University by the scheduled due date, and fail to make acceptable payment arrangements to bring their account current, Trine University may refer their delinquent account to a collection agency. Student is responsible for reasonable collection fees up to 40%, attorney fees, and court costs, without relief of evaluation and appraisal law, to collect any outstanding balance on their account. Finally, a student's delinquent account may be reported to one or more of the national credit bureaus.
8. Trine University's Business Office/Student Accounts uses e-mail as an official method of communication with students, and therefore they are responsible for reading the e-mails they receive from Trine University on a timely basis.
9. Student is responsible for keeping Trine University records up to date with their current physical address, email addresses, and phone numbers by following the procedures on myPortal. Upon leaving Trine University for any reason, it is their responsibility to provide Trine University with updated contact information for purposes of continued communication regarding any amounts that remain due.
10. Trine University is bound by the Family Educational Rights and Privacy Act (FERPA) which prohibits Trine University from releasing any information from a student's education record without written permission. Therefore, if a student wants Trine University to share information from their education record with someone else, they must give permission to the Business Office/Student Accounts at Trine University. Student may revoke their permission at any time by notifying the Business Office/Student Accounts.
11. Trine University may terminate or temporarily suspend performance of any part of this policy, without notice, in the event Trine University's obligations and/or duties under this policy are prevented or delayed, either directly or indirectly, by consequence of a Force Majeure Event. A Force Majeure Event means a cause or event beyond the reasonable control of Trine University, including, but not limited to, an act of God, natural disaster, act of war, act of terrorism, or act of the public enemy; national emergency, moratorium, riot, public protest, or demonstration; flood, tidal wave, fire, explosion, bomb detonation, nuclear fallout, windstorm, tornado, hurricane, sinkhole, earthquake, or other casualty, disaster, or catastrophe; epidemic, pandemic or other infectious disease, or other similar causes; any existing or future laws or acts of the Federal or any state government (including specifically, but not exclusively, any orders, rules or regulations issued by any official or agency of any such government) resulting in a complete or partial shutdown; or any other cause or causes (whether or not similar in nature to any of those specified above) beyond Trine University's reasonable control, irrespective of whether such contingency is specified herein or is presently occurring or anticipated.
12. In the case of a Force Majeure event, Trine University reserves the right to determine how and by what method educational instruction will be provided to the student. Educational instruction may be provided through methods consistent with Trine University's philosophy, as practicable under the circumstances, and at locations removed from the regular instructional rooms or buildings, including virtual instruction. Trine University assumes no responsibility or liability for failure to perform any terms or conditions of this policy due to circumstances beyond its control. No refund, recompense, or compensation is provided for tuition of fees and/or financial aid in the event Trine University must change its method of instruction, suspend or close due to a Force Majeure Event, nor retribution for discomfort. Trine University shall not be responsible for any failure to provide educational programs or instruction in the event Force Majeure conditions exist. In such event, Trine University shall not be obligated to refund any amount the student already paid pursuant to this policy. Nothing in this policy shall be construed to relieve the student of his/her payment obligations under this policy, or waive any right or claim of Trine University for payment under the terms of this policy.

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

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

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

STUDENT ORGANIZATIONS ON CAMPUS

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

OTHER CAMPUS ORGANIZATIONS

Trine Broadcasting Network

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

INTRAMURAL SPORTS

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

Flag Football
Video Game Tournaments (Online & In-Person)
Indoor Basketball
Indoor Volleyball
Bowling
Disc Golf
Dodgeball

TRINE ATHLETICS

The University sponsors 36 teams for men and women. There are 27 NCAA teams and 9 Club teams. Trine University students are admitted free to all regular-season home contests with student I.D.

ACHA DII Hockey (M)	Football (M)	Softball (W)
ACHA DIII Hockey (M)	Golf (M/W)	Tennis (M/W)
Baseball (M)	Hockey (M/W)	Triathlon (W)
Basketball (M/W)	Indoor Track (M/W)	Volleyball (M/W)
Bowling (M/W)	Lacrosse (M/W)	Wrestling (M/W)
Cross Country (M/W)	Outdoor Track (M/W)	Cheer
eSports	Soccer (M/W)	Dance
Synchronized Skating	Figure Skating	Acrobatics and Tumbling (W)

Schedules for each season are available through the Sports Information Office (260.665.4446) or online at www.trinethunder.com.

STUDY ABROAD

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

Through Trine University's direct affiliation with International Studies Abroad (ISA) and AIFS Study Abroad (AIFS), students can participate in affordable summer, semester, and year-long programs in several countries including Argentina, Australia, Austria, Barbados, Belgium, Brazil, Chile, China, Colombia, Costa Rica, Czech Republic, Dominican Republic, Ecuador, England, Fiji, France, Germany, Greece, Hungary, India, Ireland, Italy, Japan, Jordan, Morocco, New Zealand, Panama, Peru, Portugal, Russia, Scotland, South Africa, South Korea, Spain, Switzerland, Thailand, the Netherlands, and Vietnam. Internships and study plus internship abroad combo options are also available at selected destinations. Further details including the cost, duration, dates, institutions, and courses can be accessed at our partner providers' websites: <https://www.studiesabroad.com/> and <https://www.aifsabroad.com/>.

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

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

HEALTH CENTER

The Student Health Center at Trine provides excellent health care and wellness initiatives for students in collaboration with Cameron Hospital. Located in Quest Hall, the health center is staffed with a Nurse Practitioner and/or a Physician Assistant, as well as a certified Medical Assistant. Our medical staff can assess and diagnose health care problems, write prescriptions, perform physical examinations, administer allergy injections, and treat both minor and acute illnesses.

The Student Health Center provides cost-effective health services in a caring and confidential manner. The efficient service at the center allows students to focus on their education with minimal interruptions from illness or injury.

By appointment only.

Health Center Hours:

Monday - Friday: 9:30 a.m. - 4 p.m.

Phone: (260) 665-4585

Fax: (260) 665-4587

After hours:

Call **911** for all life-threatening emergencies.

SMOKE-FREE & TOBACCO-FREE CAMPUS

Trine University has joined over 35 Indiana colleges and universities in becoming a smoke-free & tobacco-free campus as of Jan. 1, 2011. The change is part of a university-wide wellness initiative for students and employees.

The policy encompasses the campus in its entirety, except for Zollner Golf Course. Tobacco cessation assistance is made available through a variety of programs to students and staff throughout the year to encourage healthy living and behaviors. The Trine Health Center, in partnership with Cameron Memorial Community Hospital, provides additional smoking cessation resources.

PRINCIPLES OF COMMUNITY

Trine University has a clear responsibility in the area of student conduct to promote its mission. The university has an obligation to support personal freedom, maturity, and responsibility of students. Student organizations recognized by the university share these common beliefs. In an effort to promote independence and educational thought, student organizations are, for the most part, self-governing.

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

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

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

As a diverse community, the university has explicit expectations regarding the behavior of each member. Bigotry will not be tolerated. No member of the university community has the right to degrade another human being simply for being different. We will not tolerate verbal or written abuse, threats, harassment, intimidation, or violence against a person or their property for any reason. Each of these unacceptable behaviors has consequences as determined by the university. As productive members of a democratic society, we must guard against racism, sexism, ageism, xenophobia, homophobia, and other forms of oppression. All who work, live, study, and teach in the Trine University community should be committed to these principles. Upon being accepted to Trine University, students agree to abide by the Community and Residential Standards.

COMMUNITY STANDARDS

UNIVERSITY COMMUNITY STANDARDS APPLY TO ALL STUDENTS AND STUDENT ORGANIZATIONS — the following behaviors are considered unacceptable at Trine University. A student or organization found to have engaged in any of the following behaviors will be subject to disciplinary sanctions. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the standards and will result in appropriate sanctions.

1. **Academic Misconduct.** The university prohibits all forms of academic misconduct. Academic misconduct refers to, but is not limited to, the following activities:
 - Copying another person's work and claiming it as your own, or submitting the same paper in two different courses without

- knowledge and consent of the instructor (plagiarism);
- Using the work of a group of students when the assignment requires individual work;
- Looking at or attempting to look at an examination before it is administered;
- Using materials during an examination that are not permitted;
- Allowing another student to take your examination for you;
- Intentionally impeding the academic work of others;
- Using any electronic device to transmit portions of questions or answers on an examination to other students;
- Using any electronic device to improperly store information for unauthorized use on an exam;
- Knowingly furnishing false information to the University;
- Assisting other students in any of the acts listed above.

Moreover, a student is expected to submit his/her own work and to identify any portion of work that has been borrowed from others in any form. An ignorant act of plagiarism on final versions and minor projects, such as attributing or citing inadequately, will be considered a failure to master an essential course skill and is considered Academic Misconduct. A deliberate act of plagiarism, such as having someone else do your work or submitting someone else's work as your own (e.g., from the Internet, fraternity file, etc., including homework and in class exercises), is also Academic Misconduct and will result in more serious penalties.

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

2. **Aiding or abetting.** Any act that promotes, encourages, or assists in the violation of any community or residential standard.
3. **Alcohol.** Alcohol is prohibited on university property. Exceptions to this policy are students of legal age at a university-sponsored function where the serving of alcohol has been approved by the Dean of Students, the President, and/or their representatives. Alcohol may also be consumed in designated areas, in moderation, by individuals over 21 years of age during fall and spring athletic events. Any student found to be in unauthorized possession of alcohol on campus and/or who exhibits alcohol-induced behavior on campus is subject to disciplinary sanctions. Confiscated alcohol will be permanently lost to the student and will be disposed of by a member of Campus Safety and/or a member of the Office of Student Services professional staff.
 - a. **Possession:** If alcohol is discovered in an area or residential facilities, each of the students present in and/or assigned to the room, suite, or villa having knowledge of and/or access to the alcohol will be considered in possession. Possession is defined as being in the same area, room, car, house, immediate area, etc.
 - b. **Consumption:** If a student admits to consuming alcohol and/or tests positive using a PBT (Preliminary Breath Test) device, the student will be charged with alcohol consumption. Refusal to use the PBT will result in an automatic alcohol consumption violation. Students of legal drinking age that have consumed alcohol off campus and are determined to not to be incapacitated or belligerent will not be considered in violation of the alcohol policy.
4. **Civil disturbance.** Any conduct which involves disturbing the peace of the university and/or the City of Angola is prohibited. Further sanctions may be assessed if there is a failure to comply with an order of dispersal and/or other conduct that can be reasonably construed to involve disturbing the peace and good order of the university and/or the City of Angola.
5. **Communication network / social media misuse or abuse.** Misuse or abuse of any computer, computer system service, program data, network, cable television network, or communication network is prohibited. Misuse or abuse of communication network may result in university computer privileges and rights being revoked or other disciplinary sanctions. Individual routers or boosters are not allowed on campus. Any information that may violate federal, state, local, or university laws and policies or detrimental comments or screensavers meant to demean, harass and/or discriminate against other individuals is prohibited. This may include information found on electronic media. Cyber-harassment, cyber bullying, and cyber impersonations – including accounts set up as fake accounts is prohibited.
6. **Dangerous weapons possession.** The possession of any type of dangerous weapons or item that gives the appearance of a dangerous weapon, firearms and/or ammunition, Taser, laser pointers, dangerous chemicals, explosives or any other controlled weapon or incendiary device, substance or materials is prohibited. Dangerous weapons include, but are not limited to, compressed air guns, paintball guns, bows and arrows, staffs, fireworks, pellet guns, BB guns, knives with blades longer than 4 inches or any item that resembles a dangerous weapon. Possession includes, but is not limited to, a student being in the same area, room, car, house, and/or immediate area in which a dangerous weapon is located, whether or not the student owns the item. All confiscated items will be permanently lost to the student and disposed of immediately by a member of Campus Safety and/or a member of the Office of Student Services. Students will NOT get weapons of any kind, which are properly confiscated, returned.
7. **Destruction of property.** Intentionally or recklessly damaging, destroying, and/or defacing university property or the property of any person or organization is prohibited.
8. **Disruptive/Inappropriate behavior.** Behaviors that are considered to be concerning or threatening, such as aggressive communications (verbal or written), unwanted attention, disrupting any classroom or event/activity shall be a violation of this standard. Such disruption/inappropriate behavior may be in the form of a single incident or persistent disruption over a more extended period.

9. **Drone/Unmanned Aircraft (UA) Use on Campus.** It is not permissible for individual students, staff or outside entities to operate drones/unmanned aircraft on or over any Trine University, interiors or exteriors. This is due to both Federal Aviation Administration requirements and risk management/liability issues.
- Exceptions may be made for official institutional use or research/teaching use; those instances will be managed through requests submitted to the Office of Student Services.
10. **Drug possession, use, dealing or intent to deal.** Any student found to be in unauthorized possession of any non-prescribed mood altering substance or paraphernalia and/or who exhibits drug-induced behavior, and/or are dealing or intending to deal of said items is subject to disciplinary sanctions. Possession is defined as being in the same area, room, car, house, immediate area, etc. The distribution, sale, offer of sale, or possession of any illegal drug or narcotic is prohibited. Additionally, the unauthorized distribution of legal drugs or placebos sold as drugs is prohibited. If paraphernalia is discovered in an area or residential facilities, each of the students present in and/or assigned to the room, suite, or villa having knowledge of and/or access to the drugs will be considered in possession. The university supports the local, state, and federal laws with regard to drug abuse. The use, manufacture, possession and/or sale or distribution of illegal, mind altering substance, synthetic or unauthorized prescription drugs is prohibited on all Trine University campuses and illegal in the state of Indiana. Drugs will be permanently lost to the student and will be disposed of by a member of Campus Safety and/or a member of the Office of Student Services professional staff.
11. **Emergency evacuation.** Students should familiarize themselves with the exits nearest to their rooms to ensure safe evacuation in a fire emergency. Should the fire alarm sound, students are required to leave the building in a safe and prudent manner. During tornado drills/emergencies, students are required to seek shelter in the lowest level of the building away from windows. Students may return only upon the authorization of emergency personnel. Failure to comply with emergency or drill notifications will result in disciplinary sanctions.
12. **Failure to comply.** Failure to comply with the direction of university officials, Campus Safety, Residence Life staff, police, or any other officials acting in the performance of their duties, or failure to identify one's self to these persons when requested to do so is subject to disciplinary sanctions. Carrying a student ID at all times, while on campus, is required.
13. **False report of threat or emergency.** Causing, making, or circulating a false report or warning of fire, explosion, crime, or other catastrophe is prohibited. Disciplinary sanctions as well criminal charges by local authorities can be imposed for false alarms (i.e. pulling a fire alarm).
14. **Fire equipment, signs, and fire doors.** Unauthorized use or alteration of firefighting equipment, safety devices, or other emergency safety equipment, such as fire extinguishers, hoses, alarms, exit signs, smoke detectors, and emergency signage or other safety equipment, is prohibited. Fire doors must remain closed at all times to control the spread of smoke and fire. In compliance with fire regulations, hall lights and exit lights must remain on at all times.
15. **Harassment – non-sexual.** Harassment is when an individual intends to bully, pursue, bother, annoy, or alarm another person and is prohibited.
16. **Hazing.** In accordance with State of Indiana law, all forms of hazing, pledge day, and/or pre-initiation activities that are defined as hazing is strictly prohibited. Hazing is defined as any action or situation with or without consent that recklessly, intentionally, or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or that willfully destroys or removes public or private property.
This policy is strictly enforced. To report incidents of hazing, call the National Haze Free Hotline at 1.888.NOT.HAZE (1.888.668.4293).
17. **Identification misuse.** Transferring, lending, borrowing, or altering university identification, which includes allowing someone to use your ID card for meals in any dining facility, is prohibited.
18. **Littering.** Littering is defined as inappropriate disposal of garbage or trash, including throwing room trash in the halls, restrooms, or trash receptacles of residential buildings. Littering also includes improper disposal of cigarettes and tobacco products.
19. **Non-Sexual Assault.** Assault is any act that causes bodily harm.
20. **Public Health Responsibility.** During the time that a “public health pandemic” has been declared by either the federal or state government, Trine University may implement specific public health guidelines and policies to ensure the health and safety of the students, staff, faculty and visitors. Strict adherence to these guidelines and policies are expected. Failure to do so, may result in disciplinary action and/or a conference with the Dean of Students.
21. **Recording device misuse.** Our learning environments, including classrooms and public lecture halls, should be free from disruptions from personal communication and media devices. In such settings, cell phones and all other such devices must be turned off. The use of audio or video recording devices is strictly prohibited in restrooms, locker rooms, and other such private areas.
22. **Self-balancing Scooters.** Trine University prohibits self-balancing scooters, more popularly known as hover boards, because of recent concerns by the Consumer Product Safety Commission and the potential impact these devices may have on campus safety.

Hover boards include self-balancing scooters, battery operated scooters, and hands-free Segways. Several safety and consumer agencies are investigating numerous fires and injuries related to these devices.

23. **Selling or advertising on university property.** University sponsored events may be advertised after the approval by the Department of Student Success and Engagement. University clubs and organizations must also receive approval from the Department of Student Success and Engagement before selling items or services on campus.
24. **Smoking and tobacco products.** Smoking, including e-cigarettes/vaping, or use of any tobacco product is not permitted in any facility or on the grounds of Trine University, including parking lots, streets that run through campus, railroad tracks, and sidewalks adjacent to university property. Evidence of use is subject to disciplinary sanctions.
25. **Stolen property possession/Theft.** Unauthorized control/possession that may be identified as property of the university or any other person or organization is prohibited.
26. **Train Tracks.** Students are required to yield to all vehicles on the railroad tracks. Trying to outrun a train or walking on the train tracks is strictly prohibited.
27. **Unauthorized entry or misuse of university property or services.** Unauthorized entry into or onto any building, structure, facility, or university grounds, and/or the unauthorized use or misuse of university grounds, equipment, or services is prohibited. This includes entering the dining area (cafeteria) without having your student ID card swiped to purchase food consumption. Such conduct could be deemed as “theft” and may result in disciplinary action.
28. **Unauthorized use of university keys.** Unauthorized use, distribution, duplication, or possession of key(s) for university facilities is prohibited.

STUDENT POLICIES RELATED TO COVID-19

These additions to the Trine University Student Handbook, resulting from the COVID-19 pandemic, are in effect until further notice to help achieve and maintain a safe, healthy university environment. Updates will be available at trine.edu/trine-strong. Students who do not follow requirements applicable to them may face disciplinary action.

Students should not attend class for any of the following:

- In the interest of safety, any student who feels ill **must not** physically attend class. If they are experiencing flu-like symptoms, they should call the Health Center at 665-4585 to make an appointment to be screened.
- Doctors’ notes or other documentation are not required for an individual absence but they are required in the following cases:
 - **Two consecutive absences.** If a student is absent from class two consecutive days, this raises concern about his or her health. Instructors should report such absences using WeCare and students should visit the health center or another physician who can determine the student’s fitness to return to class. This documentation should be provided to instructors.
 - **More than three absences over the course of the semester.** Similarly, chronic absence due to health issues is concerning. Students should consult the health center or a physician and present documentation to their instructors.
- There is no limit on the number of days a student can be *physically* absent from class due to illness, suspected illness, or quarantine.
- Students who are physically absent due to illness, suspected illness, or quarantine must still participate in class virtually unless their illness makes them unable to do so. This may require documentation.
- For each scheduled class period of the semester, instructors should arrange a way to record the virtual attendance of students who are absent due to illness, suspected illness, or quarantine.

Online courses follow the CGPS attendance policy as stated below.

College of Graduate and Professional Studies

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

OTHER REQUIREMENTS RELATIVE TO COVID-19

According to the COVID-19 Student Code of Conduct, students must:

- Participate and comply with university health screening processes and policies before arriving on campus for the 2020—2021 fall and spring semesters.

- Comply with requirements to self-isolate, quarantine or be absent from campus, academic or university-sponsored events when the university determines doing so is in the best safety interest of you or the members of the university community or pursuant to university process and policies.
- Face coverings must be worn by every individual on campus. The only exceptions are in your assigned dorm room or outside when social distanced at least 6 feet from others.
- Bring no visitors or guests to campus unless specifically allowed by the university visitor policy. Check for updates at trine.edu/trine-strong.
- Keep group sizes under those allowed by the university. Check for updates at trine.edu/trine-strong.
- Comply with and maintain all cleaning, sanitation and safety requirements of your professors or other university employees.

RECOMMENDATIONS FOR STUDENTS

Keep personal hand sanitizer with you at all times and regularly use it especially before and after use of the bathroom, eating, touching of public surfaces (i.e., doorknobs), and before or after touching your eyes, face, or mouth. Use hand sanitizer available throughout campus.

Regular handwashing with soap and water, for 20 or more seconds, especially after using the bathroom and before and after eating. Sneeze or cough into a tissue, and dispose of it immediately in a waste receptacle, or the crook of your elbow.

Maintain a supply of hand sanitizer wipes and regularly wipe down all frequently touched surfaces (i.e. residence hall and lab settings). Wipe down your desk area before and after use in all classrooms, using supplied cleaning materials.

Conduct meetings remotely whenever feasible.

Do not participate in any unnecessary travel off campus. If you travel off campus, continue to physically distance and wear facemasks when you are in the presence of others. Avoid high-density locations that make social distancing difficult if not impossible, such as bars.

DOMESTIC VIOLENCE, STALKING, DATING VIOLENCE, SEXUAL ASSAULT, HARASSMENT

Trine University issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence and stalking, whether the incident occurs on or off campus and when it is reported to a university official. In this context, Trine University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

Trine University is committed to creating a community free from violence. The university will not tolerate dating violence, domestic violence, sexual assault, sexual harassment, or stalking as defined by State and Federal laws. Trine University's Title IX Policy prohibits discrimination or harassment based upon gender in services or benefits offered by the university. Trine University recognizes that the decision about whether to bring allegations against another student, faculty/staff member can be complicated and challenging. The victim of violence or harassment has the right to have any and all incidents against their person treated seriously and the right to be treated with dignity.

The following definitions are applicable in the state of Indiana and for Trine University; these are not the same definitions used when reporting crime statistics, as stated in the Crime Statistics Disclosure section of this report. The definitions used for counting crime statistics are located in Appendix A.

Domestic Violence

(IC 5-26.5-1-3) Includes conduct that is an element of an offense under Indiana Statute IC 35-42 (which includes crimes against a person) or a threat to commit an act described in IC 35-42 by a person against a person who:

1. is or was a spouse of;
2. is or was living as if a spouse of;
3. has a child in common with;
4. is a minor subject to the control of; or
5. is an incapacitated individual under the guardianship or otherwise subject to the control of; the other person regardless of whether the act or threat has been reported to a law enforcement agency or results in a criminal prosecution.

Stalking

(IC 35-45-10-1) A knowing or an intentional course of conduct involving repeated or continuing harassment of another person that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened and that actually causes the victim to feel terrorized, frightened, intimidated, or threatened. The term does not include statutorily or constitutionally protected activity.

Sexual Activity Consent (Trine University definition):

- **Consent** can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption or dancing) are unwarranted, and should not be considered as evidence for consent.
- **Consent** does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and you are urged to seek verbal consent. Talking with sexual partners about desires and limits might seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect.
- **Consent** is given for a specific sexual act at a specific time and can be withdrawn at any time.
- **Consent** cannot be coerced or compelled by duress, threat, or force.
- **Consent** cannot be given by someone who, for any reason, cannot understand the facts, nature, extent, or implications of the sexual situation occurring, including, but not limited to, those who are under the legal age of consent, asleep, unconscious, or mentally or physically impaired through the effects of drugs or alcohol, or mentally impaired due to an intellectual or other disability.
- **Consent** cannot be inferred from the absence of a “no;” a clear “yes” is necessary.

Dating Violence

Violence committed by any person who is or has been in a relationship of a romantic or intimate nature. The existence of such a relationship will be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interactions between the persons involved in the relationship.

(based on VAWA definition 42 U.S.C. 13925(a))

TITLE IX/GENDER BASED SEXUAL MISCONDUCT POLICY OVERVIEW

Trine University is committed to creating a community free from violence. The University will not tolerate sexual assault, sexual harassment, domestic violence, or stalking as defined by State and Federal laws. Trine University's Title IX Policy prohibits discrimination or harassment based upon gender in services or benefits offered by the university. Trine University also recognizes that the decision about whether to bring allegations against another student, faculty/staff member can be complicated and challenging. The survivor of violence or harassment has the right to have any and all incidents against their person treated seriously and the right to be treated with dignity. For more information access: http://www.trine.edu/titleix/Title_IX.pdf.

Sexual Assault

[\(IC 5-26.5-1-8\)](#) For purposes of [IC 5-26.5-2-2](#), "sexual assault" means conduct that constitutes: (1) a misdemeanor or felony under [IC 35-42-4](#) (sex crimes) or [IC 35-46-1-3](#) (incest); (2) a misdemeanor or felony under the laws of: (A) the United States; (B) another state; or (C) an Indian tribe; that is substantially similar to an offense described in subdivision (1); or (3) an attempt to engage in conduct described in subdivision (1) or (2); regardless of whether the conduct results in criminal prosecution or whether the person who engages in the conduct is an adult.

The Trine University Title IX Policy and Procedures defines the following behaviors as violations of the Title IX Policy:

- 1) **Sex or Gender Discrimination in Programs and Activities:** Conduct that denies or limits a person's ability to benefit from or fully participate in educational programs or activities or employment opportunities because of a person's sex or gender. Examples of the types of discrimination that are covered under Title IX include, but are not limited to; failure to provide equal opportunity in educational programs and co-curricular programs including athletics, discrimination based on pregnancy, and employment discrimination.
- 2) **Sex/Gender discrimination also includes discrimination or verbal/physical harassment** which is based on a person's gender but which is not sexual in nature. Trine University's policies prohibit gender-based harassment including harassment or discrimination on the basis of sex stereotyping.
- 3) **Sexual Harassment:** Unwelcome conduct of a sexual nature that is severe, pervasive, and objectively offensive, including unwelcome sexual advances, requests for sexual favors, or other physical and expressive behavior of a sexual nature that creates an intimidating or offensive environment. Examples may include but are not limited to slurs, threats, derogatory or suggestive comments, unwelcome jokes, exposure to sexually-oriented literature or pictures, teasing or

sexual advances and other similar verbal or physical conduct, including e-mail, phone calls or other online communications.

Sexual Harassment is defined broadly under the University's Title IX Policy. Sexual Harassment includes Sexual Assault, Sexual Harassment, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, and Sexual Misconduct with a Minor, Child Molesting, and sex discrimination, as defined within the University's Title IX Policy. Sexual Harassment is a violation of University policy, state and federal civil rights laws, and may violate state and federal criminal laws. When an allegation of a Title IX violation is brought to an appropriate individual's attention, and a Respondent is found to have violated this policy, the University will issue appropriate sanctions to prevent future misconduct.

4) **Sexual Exploitation:** Nonconsensual, unjust or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples of sexual exploitation include but are not limited to: prostitution, videotaping or photography without consent; going beyond the boundaries of consent, peeping tommy, inducing incapacitation for the purposes of engaging in sexual activity with the incapacitated person, or knowingly transmitting HIV or an STD.

5) **Non-Consensual Sexual Acts/Sexual Misconduct:** Any attempted or actual sexual contact directed against another person in the direct absence of effective, mutually understandable consent. The use of force or perceived force to coerce a person into performing sexual acts against his/her will, or not forcibly or against that person's will, where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity; or any groping, touching, or fondling of another against his/her will or where the victim does not or is incapable of giving consent. Examples of sexual acts include but are not limited to contact with breasts, buttocks, groin, genitals, or mouth; oral copulation; or any form of vaginal penetration.

CAMPUS POLICIES

1. **Failure to satisfy financial obligations to the university.** Sanctions include, but are not limited to, the following: putting a hold on the student's meal plan and/or withholding transcripts, diplomas, and/or registration. The Business Office has primary responsibility for enforcing this standard, without regard to the disciplinary procedures outlined in this handbook.
2. **Medical releases.** In cases of serious medical conditions, whether physical or psychological, students must provide notification of release from the doctor and a letter of approval from parents/legal guardian to the Dean of Students prior to resuming classes and/or returning to on-campus housing. <https://bit.ly/3gphKAQ>
3. **Spirit rock.** Sunday through Thursday any student, organization, group, or athletic team is allowed to paint on the Trine Spirit Rock, as long as what is painted is appropriate for the public. Student Activities and Athletics reserve the right to paint the Spirit Rock for weekends (Friday-Sunday) so that the Trine 'T' can be displayed.

SANCTIONS

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

OFF-CAMPUS INCIDENTS INVOLVING TRINE UNIVERSITY STUDENTS AND ORGANIZATIONS

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

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

RESIDENCE LIFE

RESIDENCE LIFE MISSION

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

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

promotes the overall growth and development of students.

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

SEARCHES OF STUDENT LIVING AREA

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

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

RESIDENCE LIFE STANDARDS

The primary challenge of living in university housing is to learn to live with other students in a diverse setting. To have a successful residential experience, respect, and a commitment to certain standards and responsibilities are essential. These standards are based on respect for the rights of others. Every resident has the right to an environment conducive to academic pursuit and personal growth, the right to some measure of privacy, and the right to belong to the community. Along with these rights are responsibilities to oneself, to one's roommate, to the residents of the building, and to the other members of the university. Roommates are encouraged to communicate with each other to establish parameters regarding issues such as cleaning, sharing of belongings, guests, and any other possible areas of concern. Each room, suite and villa is required to complete a roommate contract at the beginning of every semester. Any student's attempts to block, discourage, or add undue pressure to a roommate specifically assigned to a given space may result in university disciplinary sanctions. Students are responsible for personal behavior in the residential facilities and are fully accountable for their actions. All who reside on campus are responsible for knowing and adhering to the following standards and guidelines:

1. **Appliances.** In an effort to eliminate circuit overload and potential fire hazards, only UL-approved electrical appliances are allowed. Appliances with an exposed heating element or open coil are prohibited. Appliances are not permitted in the residential facilities, unless in an approved kitchen area. These appliances include toasters, toaster ovens, grills, air fryers, instant pots/pressure cookers, space heaters, air conditioners, oil lamps, and portable generators. Refrigerator size is limited to 3.2 cu. ft. or smaller. A surge protector (power strip) should be used with any sensitive electronic equipment. Ceiling lights in rooms are not to be used for attaching any other fixture or electrical wiring.
2. **Bicycles.** Bicycles are permitted and may be appropriately stored in bicycle racks or in a student's room. Bicycles found in public areas, such as lounges, stairwells, entrances, exits, patios/decks, or other undesignated areas will be confiscated and returned to the student at the student's expense. Riding bicycles inside university buildings is prohibited.
3. **Candles, Open Flame, and Incense.** **Burning candle(s), evidence of a burnt candle(s), open flames, and incense are strictly prohibited in any university building. Candles and incense will be confiscated and the owner will be subject to disciplinary sanctions.** Candle warmers and wax melt air fresheners are not permitted.
4. **Doors.** To ensure the safety of all residents, doors to all residential facilities are to remain closed and locked 24 hours a day, 7 days a week, including patio and balcony doors. Doors may not be propped open at any time.
5. **Door Decorations.** **Students can decorate the exterior portion of their room/suite doors with posters, banners, fliers, and brochures.** Materials posted must be in good taste and respectful. Students are reminded that they are responsible for any damage caused by putting up such material. **Blue adhesive tape is the only material allowed to hang anything on door or walls.**

Door decorations placed on the exterior of room or suite by Residence Life Staff must be kept on the door to easily identify individuals of the room/suite.

Common Area Wall Decorations

During special events on campus, the Director of Residential and Commuter Services may designate periods during which banners and posters may be affixed to the residence interior walls in designated common areas. Materials must be approved by the Resident Assistant prior to posting. All postings must list the name of the person posting and the date for removal (not to exceed 7 days). Postings must not interfere with fire safety equipment, doors, stairs, and other safety requirements, etc. Students responsible for posting materials must remove the postings at the expiration of the permitted period. **Blue adhesive tape is the only material allowed to hang anything on door or walls.**

Bulletin Boards and Posting Strips

Bulletin boards and posting strips are designated for posting of informational and programming material by residence life staff only.

6. **Furnishings.** Students may not remove university furniture from the room, apartment, or villa. Students will be charged if furniture is missing after they move out. Students are responsible for inspecting the condition of the room and furnishings when moving in/out and are held accountable for any damage to university furnishings or equipment. Properly assembled and with weight maximum, Trine University lofts/bunk beds are a safe means to create additional space. Lofts/bunk beds are not designed for use as a sofa or for lounging with several individuals on them. Self-built lofts or personal mattresses are not permitted.
7. **Guest policy.** No overnight visitors will be permitted in the residence halls. This would include any sibling, friend, or prospective student visitor. All visitors (non-occupants of the residence hall or apartment) are required to wear a face-covering at all times while in the residence hall or apartment. Non-residential students or non-student guests may visit in public lounge areas located on the main or ground floor.
8. **Health and cleanliness.** Students should store perishable food items in closed containers to limit the likelihood of insect infestation. It is each student's responsibility to keep the room clean and to take trash to a dumpster on a regular basis. Students are expected to maintain a clean living area and are encouraged to follow CDC guidelines regarding the disinfection for community facilities: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>.
9. **Lock policy.** All university housing facilities are locked 24 hours a day to ensure the safety of students. Students are responsible for carrying their keys with them at all times to ensure access to university housing facilities. Disciplinary sanctions will result if students are found responsible for propping open outside doors, including patio doors.
10. **Noise and quiet hours.** University housing is a community that strives for an atmosphere conducive to study and rest. With this goal in mind, quiet hours are in effect Sunday through Thursday from 9 p.m. to 9 a.m. and Friday and Saturday from 12 a.m. to 9 a.m. During this time, noise may not be heard outside of a student's room. The noise level in a common living area must be kept at a minimum. At all other times, respect for other community members' rights are of the utmost importance. Stereo speakers and stereos must not be directed out of the windows or doors or used outside the living area. Electronic devices must be played at a level that does not disturb others. Quiet hours are in effect 24 hours a day during finals week from Saturday through Thursday. Students are encouraged to be considerate of neighbors, to share responsibility in upholding quiet hours and others' rights to sleep and study.
11. **Painting.** Students are not permitted to paint rooms or common living areas. Painting of posters and similar projects that could damage floors or walls should not be done in university housing rooms, hallways, any carpeted areas, sidewalks, or paved streets or parking lots.
12. **Pets.** For environmental and safety reasons the only pets permitted in university housing or villas are small fish with a fish tank no larger than 10 gallons. No animals are permitted in university living spaces at any time. If an animal or evidence of an animal is found in a residential facility, all flooring in the occupied space will be professionally cleaned at the student's expense. For Service and Emotional Support Animal Policy, please see Director of Housing. Non-approved animals will be subject to a \$500 fine for pet owner, and \$100 fine for roommates knowing of the violation.
13. **Physical activities.** Physical or sport activities including but not limited to throwing objects or rambunctious behavior, bicycles, roller blades, scooters and skateboards, that may injure others or cause structural damage, are not allowed in common areas, walkways, or in high traffic areas in and surrounding any university building.
14. **Public area furnishings.** Furniture provided for university housing public areas (e.g. lobby, lounge areas) is for the use of all residents in the building. Relocation of furniture to a student room and/or suite is prohibited and considered theft.
15. **Residency limitations.** Only Trine University students may live in university housing. Trine University students that are not attending classes will be dismissed from university housing. A petition to remain in university housing has to be approved by the Dean of Students.
16. **Roofs and ledges.** Students are not permitted on the roofs and ledges of any university facility. These areas are not constructed to withstand frequent traffic, and damage to the roofing or structure could result.
17. **Room personalization.**
 - a) Students are not allowed to display obscene and/or offensive materials such as pornographic images in rooms including on walls, doors, or personal computers.
 - b) Decorations provided must not be altered by the removal of plants, lamps, or pictures from frames. The exterior area (including patios and balconies) of villas and apartments are also not to be decorated (i.e. lights, flags, etc.). Personal possessions may not be stored on the exterior areas of the villas or apartments, including patios and balconies or in hallways in the residence halls.
 - c) Real trees or greenery are not permitted in any residential facility.
18. **Signs.** The possession and/or display of public or university signs such as road signs and public service signs such as exit or

highway signs are prohibited. These items are subject to confiscation and disciplinary sanctions.

19. **Thermostat.** Thermostats in apartments and villas may be adjusted within a specific predetermined range. Any adjustment outside this predetermined range will result in judicial sanctions. If you find your room to be at an uncomfortable temperature, please contact Campus Operations. See Housing Policy #4 for contact information.
20. **Trash.** It is the responsibility of each student to keep the room clean and to take the trash to a dumpster on a regular basis. The housekeeping staff is not responsible for removing personal trash. Personal trash from the resident's room should not be placed in the trash receptacles in the restroom, hallways, and common spaces, on decks/patios, or in outside locations. Trash receptacles are available as a courtesy and convenience. The misuse or abuse of those trash receptacles may result in their removal.
21. **Windows, screens, ceiling tiles, and balconies.** Windows, screens, and ceiling tiles are to remain securely attached as intended. Throwing any object out of a window or off of a balcony is strictly prohibited.

HOUSING POLICIES

For a complete listing of all housing policies, please see the housing contact on our website at <https://www.trine.edu/campus-life/housing/housing-application.aspx> . If you have any questions, please contact the director of housing at 260.665.4646 or bootha@trine.edu.

1. **Housing requirements.** Housing Requirements: Trine University students are required to live on campus. Students who are married, responsible for a dependent child, living at home with a parent or legal guardian (within 40 miles of Angola), or are 21 years of age on or before the first day of fall classes may be waived from this requirement. Students with a cumulative GPA of a 2.0 or higher and have completed 60 credit hours and lived on campus for four semesters, may be approved to move into a University recognized Sorority / Fraternity House or Christian Campus House. Students who are married and under 21 years of age on or before the first day of fall classes must show a marriage license and live with the spouse in a permanent location within 40 miles from Angola, IN. In addition, International students must show dependent I-20 or dependent DS-2019. Students who are responsible for a dependent child and under 21 years of age on or before the first day of fall classes must show a State issued birth certificate.

Students who cancel room and board contracts on or after August 1st for the upcoming academic year will forfeit the \$150 Housing Deposit AND will receive a late room and board contract cancellation fee of \$1,500. Students requesting to move off-campus during the academic year, including between semesters, will still be subject to the late room and board contract cancellation fee of \$1,500.

2. **Inspections. Room inspections will be conducted by the Residence Life Staff to ensure a safe and sanitary environment.**

The Residence Life Staff will be inspecting each room to identify and address any health, safety, sanitation, and maintenance issues around midterms each semester. There are several reasons for the health and safety room inspection program:

To encourage students to become engaged in maintaining the condition of their living environments, to assist students in learning how to maintain a clean and safe environment in their room, and promote a better understanding of the expectations the university has for students living on campus;

To assist in the prevention of rodent and pest infestations, damage problems and other issues that impact the health and safety, as well as the quality of life for all students living in the residential facilities; and

To assist us in properly maintaining the condition of our residential facilities.

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

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

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

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

- Remove all trash and properly dispose of it in dumpster.

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

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

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

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

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

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

To enter the work order:

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

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

Daytime: 7:30 a.m. – 3:30 p.m. at 260.665.4155

After hours: Call

Campus Safety at 260.316.1877

5. Service Animal or Emotional Support Animal Policy. Trine University is committed to providing reasonable accommodations to qualified students with disabilities. Students with disabilities who require the use of a Service Animal (SA) or Emotional Support Animal (ESA) as a reasonable accommodation may be permitted to bring such animals on campus provided that they comply with the university's policies.

Students who seek to bring a Service Animal or Emotional Support Animal to campus must first contact and obtain the approval of the Director of Housing. Each request will be determined on a case-by-case basis.

DISCIPLINARY STRUCTURE

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

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

PROCESS

The disciplinary system at Trine University consists of an incident review committee, a case review officer, a judicial appeal committee, and the Dean of Students.

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

DISCIPLINARY SANCTIONS

The judicial system at Trine University is operating under a standardized point system. Points are assigned depending on the severity of the violation. Points are accumulated for the duration of time spent at Trine University.

Serious offenses, acts, or crimes against other people or the university, Title IX or Violence Against Women Act (VAWA) violations, are

grounds for being placed on Final Notice or immediate dismissal by the Dean of Students.

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

DISCIPLINARY WARNING

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

DISCIPLINARY INTERVENTION: 1 – 74 judicial points

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

FINAL NOTICE: 75 judicial points

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

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

PARENTAL NOTIFICATION

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

GOOD SAMARITAN POLICY

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

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

1. A student is reluctant to report that she has been sexually assaulted because she had been smoking marijuana or was drinking on university property prior to the assault.
2. A student is reluctant to call an ambulance when a friend becomes unconscious following excessive consumption of alcohol because the reporting student is under the age of 21 and was also consuming alcohol.
3. A member of a student organization is reluctant to report a possible suicide attempt by a prospective member because prospective members have been required to perform activities that might be considered hazing.

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

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

Please note that this policy only coincides with the university's standards and has no recognition in other jurisdictions such as local or state courts. It should also be noted that this provision may only be invoked by a student at the time his or her case is being heard or investigated.

Based on the totality of the incident, the Judicial Review Committee will make the final determination as to the applicability of this provision and reserves the right to reduce sanctions or dismiss charges. At a minimum, Trine University hopes that a student or student organization will make an anonymous report at www.trine.edu/silent-witness/ or 260.665.4700 that would put the student in need in touch with professional assistance.

The Indiana Lifeline Law provides immunity for some alcohol-related offenses, subject to certain conditions, to Hoosiers who request medical assistance for someone in need.

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

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

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

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

WHISTLE BLOWER POLICY

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

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

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

COMPLAINT PROCESS

“Concerns” are issues that may be solved by informal means; “complaints” are formal issues that cannot be solved informally.

Students are urged to have a direct and informal approach for settling concerns. Students are encouraged to voice concerns with the support, involvement and/or intervention of university personnel.

If concerns are not handled in a satisfactory manner, then students are urged to file a “Notice of Complaint.” The “Formal Complaint Form” tab is located on the students’ myPortal page at https://myportal.trine.edu/ICS/Student/Formal_Complaint_Form.jnz. It is convenient to all students, located in a place specifically designed for student information. Further information instructs students not to use the site for Title IX allegations and redirects them to the appropriate page.

STEPS OF THE COMPLAINT PROCESS

Please note if your complaint is regarding a final grade or a Title IX concern, follow the appropriate reporting process as outlined in the handbook.

There are four steps to the complaint process:

1. Notice of Complaint
2. Referral
3. Solution
4. Appeal

1. Notice of Complaint.

The Notice of Complaint includes pertinent student information which is automatically populated on the form once the student begins the process. The following student information is included on the page: 1) date of submission; 2) name of the student and ID number; 3) local address of the student; 4) facts and documentation for the complaint; 5) phone number; 6) class status; 7) explanation of the complaint. Students must click the submit button to complete the process.

2. Referral.

Once submitted, the complaint is forwarded to the Referral Committee which consists of the President's Chief of Staff, the Executive Assistant to the Office of Academic Affairs, and the Accreditation Liaison Officer (ALO). This committee reviews the complaint and refers it to the appropriate vice president or administrator for action. To ensure confidentiality, only the Committee and the administrator will have access to the complaint information.

3. Solution.

The administrator meets with the student and discusses solutions to the complaint. All support materials must be provided to the administrator by the student. Action must be taken within 10 class days of receiving the notice from the Referral Committee. A response letter, indicating the solution to the complaint, will be sent by the administrator to the student. Information on the complaint data base is also submitted.

4. Appeal.

If the solution is not satisfactory, students may appeal the result in writing within 10 class days of receiving the response letter. The appeal should be sent to the ALO (flotot@trine.edu). The Formal Complaint Committee will review the complaint, meet with the student and others as necessary, and render a final decision.

CAMPUS SAFETY

Campus Safety's mission is to promote a safe and secure campus community. Every student and staff member is encouraged to avoid potentially dangerous situations and to promptly report all activity of a suspicious nature to Campus Safety. Self-awareness and concern for others will help promote campus safety and security for all members of the Trine University community. Campus Safety has an excellent working relationship with state, county and local law enforcement agencies. Campus Safety staff is available year-round 24-hours a day and can be reached by phone during business hours at 260-665-4877, or the 24-hour duty phone at 260-316-1877, or by email at campussafety@trine.edu.

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

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

EMERGENCY MANAGEMENT

Active Shooter

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

RUN - If possible, run away from the area. Remain calm, leave promptly using the nearest exit and proceed to a location that is more secure if possible, away from the shooter. Be aware of alternate exits, alert other persons on the way out about the active shooter. Only take keys and essential personal items.

HIDE - if running is not an option then hide. Secure the immediate area by locking and barricading doors -use door wedge stops if available. Close blinds and turn off lights. Stay away from any door and/or window. Remain quiet, keep communication at a whisper and silence cell phones. Keep out of sight and find adequate cover (i.e. concrete walls, filing cabinets, heavy desks or anything that would protect against bullets).

FIGHT - As a last resort - fight! Take action only when your life is in imminent danger. Make an attempt to incapacitate the active shooter. If others are present, work as a team. Act with physical aggression, yell to distract, throw items and improvise weapons to incapacitate the shooter.

To watch the RUN HIDE FIGHT video, go to <https://www.youtube.com/watch?v=5VcSwejU2D0>.

Bomb Threats

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

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

Dangerous or Threatening Individuals

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

Fires

Each person should be familiar with the location of emergency exits and fire alarm pull box locations. In the event of a fire or possible fire, leave the building in a safe and orderly fashion using the closest, safe exit. Personnel should make sure to turn off lab equipment and to make sure the room is empty. If it is safe to do so, close windows and doors when leaving. If fire department personnel are not present, pull the nearest fire alarm and call 911, and then call Campus Safety at 260.316.1877. If it is safe to do so, follow the instructions on the nearest fire extinguisher to extinguish or contain the fire until help arrives; however, **DO NOT RISK YOUR SAFETY TO DO SO**. Once people leave the building, they should move a safe distance away from exits, gathering at predetermined locations. Notify others in nearby buildings of possible danger.

Hazardous Materials Management

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

Severe Thunderstorm

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

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

Tornados

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

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

Emergency Notification System

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

- Trine University Home Page – www.trine.edu is the official source for continuously updated emergency information. During an actual emergency, information will be prominently displayed on the front page.
- NOAA Weather Radios
- Text Messages
- E-mail
- Voice Over Fire Alarms
- Outdoor Sirens
- Handheld Megaphones
- Vehicle Public Address Speakers ▪ Outdoor Public Address Systems
- WEAX Radio on-line at www.trineradio.com
- WLKI Radio FM 100.3

ALL students are encouraged to sign up for RAVE ALERTS by doing the following:

- Go to www.getrave.com/login/trine
- Use the first part of your email address as your user name (The section before @trine.edu).
- After you enter your password, click on log in.
- Make sure to select the specific campus location under “Groups” tab and “Official Groups” section.
- You will then be able to add your mobile phones and test your email and mobile phone accounts.

Emergency Report System

In the event of an emergency students and staff should always call 911 immediately. If a student wishes to report a safety or security hazard or a violation of campus policy, students should contact Campus Safety at **260.316.1877**.

Campus Safety Statistics

In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This information may be obtained by visiting <https://www.trine.edu/campus-life/campus-safety/index.aspx>

Informing the Accuser and the Accused of the Outcome of a Disciplinary Proceeding

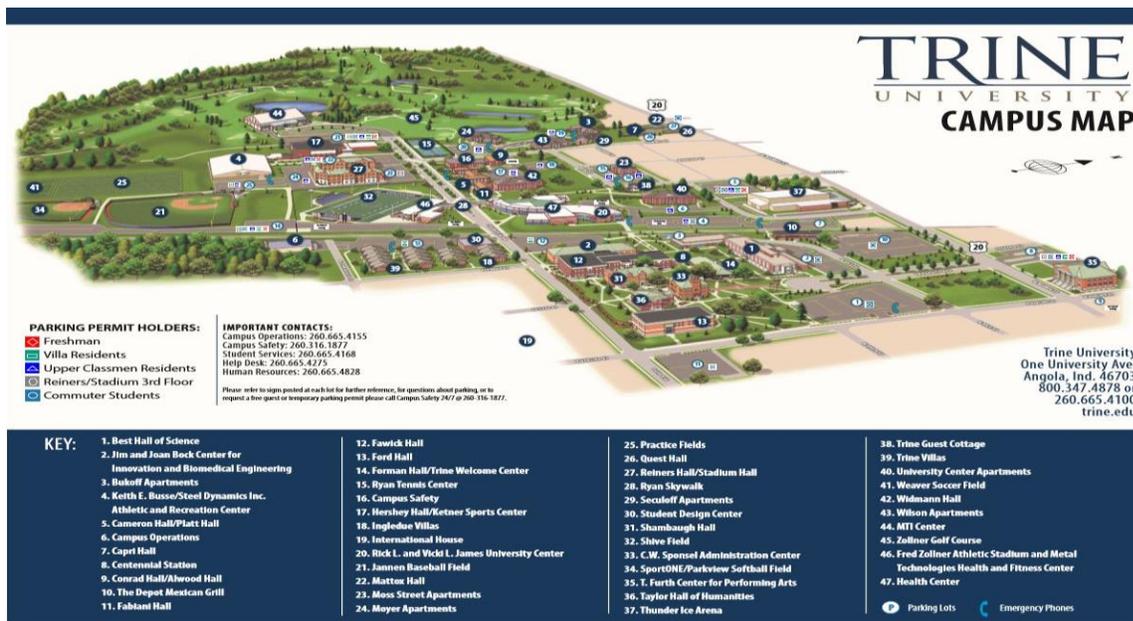
The Student Right-to-Know Act and Campus Security Act amended FERPA (Family Education Rights and Privacy Act) allows the university to disclose to the victim of an alleged crime of violence the results of a disciplinary proceeding brought against a student accused of the crime without prior consent of the accused. This disclosure is limited to the alleged victim, who this campus security report serves to inform that the information may not be disclosed to the public generally (20 U.S.C. Section 1232g(b) (6)).

Clery Act Annual Security and Fire Safety Report

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

MOTOR VEHICLE POLICIES

The operation of motor vehicles on Trine Universities campus is a privilege granted to students. **All students that will have a vehicle on campus must have a Trine University parking decal.** Parking decals can be obtained at the following website: www.permitsales.net/trine. Parking is permitted in designated lots, for a parking map, please see below or visit <https://www.trine.edu/images/campus-map/student-parking-map-2018-wshapes.pdf>. Students are expected to observe all motor vehicle and parking policies. The privilege of operating a motor vehicle may be revoked if motor vehicles and parking policies are violated. The following policies are enforced for the safety of all students and vehicles.



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

PARKING PENALTIES/APPEALS

1. Vehicles with multiple tickets may be immobilized, incur additional fines, and be subject to additional disciplinary action or removal.
2. Parking violations may be appealed online, within seven (7) days of receiving the parking ticket. The appeal will then be reviewed and the student will be notified by email of the decision. **Parking violations issued to vehicles parked in handicapped spaces and/or fire lanes are not subject to appeal.**

Non-registered vehicles may be immobilized, incur additional fines, and be subject to additional disciplinary action until the vehicle is registered through Campus Safety.

INFORMATION TECHNOLOGY SECURITY POLICY

Introduction

Information and its availability are essential to the operation of Trine University. Expanded use of technology has actualized precise, consistent and rapid information processing which has allowed information to be more readily accessible to administration, students, faculty and staff than ever before.

Many operations that traditionally were manual or partially automated are today fully dependent upon the availability of automated information services to perform and support their daily functions. The interruptions, disruption, or loss of an information support service may adversely affect Trine University's ability to administer programs and provide services. The effects of such risks must be eliminated or minimized.

The scope of this Security Policy covers the following.

- Data center processing facilities and equipment
- Telecommunications networks Electronic data
- Application software programs
- Personal computers including desktops, laptops and convertible laptop/tablets
- Mobile hardware such as Smartphones, tablets, and gaming systems

Policy Purpose

The purpose of the Trine University Computer Security Policy is to ensure the safety and integrity of information maintained on Trine University computerized information systems. This policy is not intended to address the proprietary interests of intellectual property.

Policy Administration

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

Persons Subject to Policy

The Security Policy applies to all Trine University employees, students and others (e.g. vendors, contractors, guests, etc.) accessing or attaching to computers and networks operated by Trine University. Persons violating the Security Policy will be subject to appropriate University, administrative, civil and/or criminal sanctions.

Data

Data Ownership - The data "owner" is the department with primary responsibility for creation and maintenance of the data content. The data owner is responsible for determining how the data may be used within existing policies, and authorizing who may access the data. The Jenzabar software module managers, along with their respective Vice President's, are data owners for information associated with this enterprise administrative software.

Data User Responsibilities - The data user is the person who has been granted explicit authorization to access the data by the owner. The user must use the data only for purposes specified by the owner, comply with security measures specified by the owner, and not disclose information about the data nor the access controls over the data unless specifically authorized by the owner.

Confidential Data - Information, which by law is confidential, must be protected from unauthorized access or modification. Confidential information shall be accessible only by personnel who are authorized by the owner on a basis of strict "need to know" in the performance of their duties. Data containing any confidential information shall be readily identifiable and treated as confidential in its entirety. Confidential information is not to be extracted, downloaded or printed and taken off of university property. Confidential data is defined in Appendix C. Reference the University Identity Theft / Red Flag Policy for further information about appropriate handling of confidential data.

Encryption – Data processed and stored in University owned systems is not encrypted. PCI compliance for credit card processing is maintained by using secure third party services for all transactions. All communications between University employees and outside parties that transmit confidential or sensitive data must use an Information Technology approved secure and encrypted service.

Backups –Backup policy intent is to cover all production server-based applications and data, facilitating business resumption after the loss of server hardware.

Only servers managed by Information Technology are covered by this policy. Backup of material stored locally on end-user workstations is the responsibility of the user. For this reason, all users are strongly recommended to store copies of critical documents/files on network shares, and not on local PC drives, portable devices, or cloud based services.

Cloud storage – Confidential, sensitive, or critical data should not be stored outside of the University network unless approved by the data owner and Information Technology. Cloud storage provider contracts should be evaluated for data ownership and privacy policies before such services are utilized.

Passwords - User ID's and passwords are used to control access to all computer systems except for those specific resources identified as having public access. Student passwords are assigned upon registration at Trine University and can be changed by the students. There is no forced password change procedure required for students. Student email, myPortal, network and Moodle are all using the same active directory password.

It can be reset in myPortal using Password Management located on the home page or through the Help Desk in person with ID. Requests made via telephone will require the student to provide additional information that is validated against the students administrative record before a password is reset.

Network Access

Access to the Trine University network and its resources is provided for University owned hardware and other devices that meet Information Technology hardware and software configuration standards. Persons using or attaching to Trine University computer resources will acknowledge compliance with the Computer Security Policy upon login to University owned PC's and Moodle.

All Trine University owned computers, except those deemed public or special purpose by Information Technology, will "lock" after a ten (or thirty for faculty) minute period of inactivity and display a screensaver. The user that was logged in to the computer before it became locked, or a network administrator, will need to enter their password to access the computer.

Personal Devices: Students – Resident students wishing to connect entertainment devices such as gaming consoles (ie: Nintendo, PlayStation, Xbox) or Internet ready devices (ie: televisions, DVD/Blu-ray players, Roku, Boxee Box) to the wireless network will need to connect their device to the Thunder_Devices wireless network. The password is Thunderstruck.

Network Devices – Any device that may cause interference with the University's wired and/or wireless network is prohibited. Employees and students are not authorized to connect any networking device to the University's wired or wireless network. This includes but is not limited, to; routers, switches or hubs, access points, and printers. These types of devices can negatively impact the performance of University provided computer services. Printers with wireless connectivity must have that feature disabled. Wired access is limited to one device per hard-wired port.

Appropriate Use

Unauthorized use, alteration, destruction, or disclosure of computer assets is a computer-related crime, punishable under Indiana statutes and federal laws, as well as through administrative and/or civil sanctions. Willful violations of the Security Policy that may be violations of laws will be reported to the Appropriate Law Enforcement Office.

Use of Trine University systems to attack Trine University or other computer systems, internal or external to Trine University, is a violation of this policy. Attempting to circumvent security or administrative access controls for computer resources is a violation of this policy, as is assisting someone else or requesting someone else to circumvent security or administrative access controls.

To reduce the risk of attacks and security threats, Information Technology maintains a network based spam filtering device, anti-virus and anti-spam software on personal computers, and Microsoft Windows updates and patches on all University owned computers. Users must exercise caution when opening email and text message attachments or clicking on links. If an email is suspicious, contact the Help Desk for assistance.

Employees may not use Trine University computer resources to set up services or accounts the purpose of which is not in accordance with the non-profit, educational mission of the University.

Trine University reserves the right to monitor the contents of electronic mail messages or the internet browsing habits of its students and employees. Information in electronic files or logs which contain a history of electronic communications may be subject to disclosure under certain circumstances; for example, during audit or legal investigations.

Trine University equipment is intended for work related use only. Personal use of equipment for activities such as messaging, Internet browsing, and gaming, is discouraged and should be performed during non-work hours.

Inventory – University owned computers will be inventoried on a periodic basis and users are expected to provide timely access to equipment for these purposes. Unauthorized or unlicensed software will be removed. When a new computer is delivered to an employee as a replacement, only licensed software will be installed regardless of what was installed on the old computer.

As a financial practice Trine University leases personal computers and all components and peripherals, including monitor, keyboard and mouse must be kept intact as one unit and provided for return at end of lease. Users are not permitted to disassemble hardware or deface any University equipment and must leave all labels and asset tags intact. Once a computer is assigned to a user, it is the user's responsibility to retain the inventoried equipment until such time as Information Technology replaces it. Relocation of all equipment, in offices or computer labs, must be requested by contacting the Help Desk. Missing equipment may be charged to the department responsible.

Trine University owned portable laptop and convertible laptop/tablet computers must be physically locked down when in an office. Smaller hand held devices such as smartphones, netbooks, and iPads must be secured within a locked office or desk at all times when not in use.

Departments will be held responsible if their portable computers are stolen due to lack of physical security.

Unplugging a PC from its wired network connection in a computer lab and using the network connection for other devices is not permitted.

Student Access Termination - Students who are graduating will retain access to their Trine University email for one year. Network access is removed for students who graduate, withdraw, or transfer. Access to course specific computing resources is removed at the end of the semester/term.

Guest Access – Access to the Trine University network is available for Guest wireless is available throughout campus by connecting to the Thunder_Guest wireless network.

Internet - Internet users must be aware that as they access Internet resources, they will be associated with the University through the mechanisms of the TCP/IP protocols. Therefore, users should access resources in accordance with their job description. Users shall remember that email and internet transmissions are not private information. Anything sent could possibly be read by individuals other than the intended recipient. Users shall not transmit any information that may be damaging to the organization or themselves. Confidential and private information, as covered in other university policies, shall not be transmitted without proper precautions. Users should exercise similar care when transmitting personal data.

Software

All end-user workstations must have virus protection software installed and current and maintain current operating system security patches

Copyright - Unauthorized/unlicensed use of software (software piracy) is illegal and such software will be removed by the appropriate administrators and reported to the Director of Information Technology and VP of Student Life. End users will not download or share copyrighted materials via any method.

This includes peer-to-peer (P2P) networking or any service providing free access to copyrighted materials. Sharing of files from device to device via shared drives is allowed only for non-copyrighted materials. Employee file sharing can be accomplished using network folders.

Home Computers - Generally, Trine University-owned software cannot be taken home and loaded on a user's home computer if it also resides on a Trine University computer. However, some software packages such as Microsoft Office allow home use under special circumstances. Users should reference the Information Technology web site or contact the Help Desk to obtain additional information.

Acquisition of Technology

Software - All software acquired by the University for installation on, or access from, personal computers must be purchased through Information Technology (or Information Technology approved method), where a central budget is maintained. Additions to the approved budget are funded by the requesting department.

Once requested, to the best of their ability, Information Technology will test to ensure that the software is compatible with the Trine University infrastructure and will not incur a security risk to the University before purchasing. Software acquisition channels are restricted to ensure that Information Technology has a complete inventory of all software that has been purchased for University computers to ensure legal software licensing, lowest cost, and that adequate support and upgrades can be performed as needed. This includes software that may be downloaded and/or purchased from the Internet. After the acquisition requirements have been met, the software shall be installed by a member of the Information Technology staff, or an Information Technology authorized installer.

Computer software donated to Trine University or purchased using University funds is Trine University property.

Discounted and “work at home” software for personal use can be purchased directly by employees through the Information Technology web site. Users are not permitted to bring software from home and load it onto Trine University computers.

Mobile application software, such as iPhone and iPad Apps, can be purchased and installed by the device user. It is the responsibility of the user or their department to fund these purchases. University credit cards are not to be linked to iTunes accounts. The primary user of the device will be required to link a personal credit card to the iTunes account managing the device.

This ensures that:

- All purchases remain the property of the individual
- No unapproved purchases are charged to a University Credit Card
- The University is not charged sales tax for purchases

On an as needed basis, Information Technology will recommend common apps/software to perform specific functions. Information Technology does not support mobile device software application functionality unless such software is developed by Information Technology or provided as part of administrative or academic Information Technology supported software systems such as Jenzabar or Moodle.

Personal Computers – Information Technology selects manufacturers and identifies models and configurations to meet the needs of the University departments. In most cases the computers are leased and replaced on three to four year cycles. All components of the computer configuration, including carrying case and peripherals are to be kept together as one unit unless split by an authorized Information Technology representative.

Secondary Device – A secondary device, such as a smartphone or tablet (iPad), is not a substitute for a personal computer but may be requested for either of the following scenarios.

- Device requested for individual employees whose job function is such that the use of the device significantly enhances the performance of the employee. The business purpose for the device must demonstrate that tasks are difficult, cumbersome, or impossible to complete with existing campus technology / personal computer.
- Device requested for departmental use wherein multiple employees responsible for performing a shared set of job functions are such that the use of the device significantly enhances the performance of the employees in the department.

Information Technology will determine which devices are approved University standards and will only purchase and support such devices. The approved list will be updated as needs and devices change.

Acquisition of secondary devices requires Vice President approval and will be on a case-by-case basis. It is the responsibility of the requestor to secure appropriate department funding for the device and to justify the purchase. All requests must first come through the Help Desk with documentation confirming reason for purchase per the above requirements, along with Vice President approval and identification of the funding source. All devices purchased with university funds will be inventoried and considered University property.

Devices are assigned to the person and position held and must be returned upon an employee’s separation from the University or transfer to a new position within the University. Devices no longer found useful by a department or individual must be returned to Information Technology.

In most cases, applications installed on the device are the property of the individual and will be removed as the device is wiped and returned to its native state prior to redeployment.

Secondary device hardware will not be maintained by Information Technology and once determined unusable or obsolete, must be turned in to Information Technology for recycling. No additional apps will be purchased once the current release of the operating system does not support the device - at that point the device will be considered End of Life. The device will not be supported and continued use by a department or individual is at their own risk. Replacement devices will not be planned for or funded by Information Technology.

Printers are leased through a University preferred vendor. Reference the Trine University Print Policy issued by the Business Office and Information Technology Department for more information.

Wireless and Mobile Computing

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

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

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

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

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

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

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

Incident Reporting

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

Employees who believe they have experienced computer generated harassment or discrimination should contact the Human Resources department. Students who believe they have experienced computer generated harassment or discrimination should contact the Dean of Students.

User Rights Management

WITH THE DEPLOYMENT OF WINDOWS 10, ALL PC'S WILL BE INSTALLED WITH NORMAL USER RIGHTS. EXCEPTIONS TO THIS POLICY WILL BE CONSIDERED ONLY IF THEY ARE THE RESULT OF A REQUIRED SOFTWARE CONFIGURATION, AND THE SOFTWARE IN QUESTION IS NOT AVAILABLE IN AN UPDATED FORMAT FOR WINDOWS 7.

ACADEMIC SUPPORT

Study Sessions/Tutoring

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

Writing Center

The Amy-Salyer-Nicholls Writing Center offers students assistance with writing, as well as help in using computers for research or composition of a paper. The Writing Center is located in the LINK in the Rick and Vicki James University Center.

Math Center

Peer tutors are available to assist with Quantitative Reasoning, College Algebra, Trigonometry, Pre-Calculus, Calculus I, Calculus II, Essential Calculus, and Statistics. The Math Center is located in Shambaugh 208.

Accessibility Services

All students learn differently, and it is our goal at Trine to assist students in achieving success. If a student plans to request academic accommodations, he/she is required to meet with Academic Support for an initial consultation (2nd floor LINK). In order to formally request academic accommodations, students must complete an application and provide professional supportive documentation before accommodations can be implemented.

Academic Coaching

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

Other Resources

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

For more information, contact:

Abby Salge, Director of Accessibility Services

Location: 2nd floor UC LINK 225

salgea@trine.edu

260.665.4590

EQUAL OPPORTUNITY EMPLOYMENT

Trine University is an Equal Opportunity Employer committed to employing a highly qualified staff that reflects the diversity of our great nation. Trine University remains committed to cultivating diversity, inclusion and fairness. As a leading private institution of higher education, Trine fosters a culture of understanding, growth and inquiry; values the diverse qualities of its students, faculty and staff; promotes an inclusive environment free of discrimination and intolerance; and welcomes everyone.

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

For more information on Equal Opportunity Employment, please call 260-665-4828.

ALUMNI AND DEVELOPMENT

The Office of Alumni and Development is located on the second floor of the Sponsel Administration Building. This office maintains addresses and other records of alumni, friends, and benefactors of the University. The office coordinates university events on and off campus that involve these constituents. This office also works with the President, Trustees, Deans and others to raise funds for university priorities including facilities, scholarships, endowments and programs. You may contact the office at 260-665-4114.

UC BOOKSTORE

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

Store Hours are:

Monday-Thursday 8:00 am – 5:00 pm

Friday 8:00 am – 4:00 pm

Saturday 10:00 am – 2:00 pm

Sunday Closed

Summer Hours are:

Monday-Thursday 8:00 am – 4:00 pm

Friday 8:00 am – 2:00 pm

Saturday & Sunday Closed

*Hours do vary during football games, special events and holidays. Please check our website for current hours. For more information you may contact the UC Bookstore at 260-665-4153.

CAREER CENTER

We strive to educate and empower you to approach the job market confidently and competitively, while creating opportunities for you to

- Get major-related work experience prior to graduation
- Secure a full-time job upon graduation.

We offer career fairs, one-on-one coaching, workshops, and connect you with alumni and employers. Access the Career Center web site with links to key resources at www.trinecareers.org. **Handshake** is Trine's gateway to on-campus (Federal Work Study) jobs, other part-time jobs, internships, co-ops, full-time career opportunities, to schedule an appointment with a career advisor and more. Connect with over 300,000 employers and 100% of Fortune 500 companies! **Activate** your free account at TrineUniversity.joinhandshake.com using your Trine email address and myportal password.

The Career Center is located on the 2nd floor of the University Center above the student lounge. For personal assistance, schedule an appointment with us:

Terry Johnson – Allen School of Engineering & Computing | Co-op Program Manager (johnsont@trine.edu) or 260-665-4123

Jason Watson – Jannen School of Art & Sciences | Rinker Ross School of Health Science | (watsonj@trine.edu) or 260-665-4279

COUNSELING SERVICES

Second Floor of LINK/University Center Building

Email: counseling@trine.edu

For more information, contact

Director of Counseling Services

Megan Cook, MSW, LCSW

Licensed Clinical Social Worker

cookm@trine.edu

260.665.4172

Tom Cantrell, MS., Ed., LMHC

Licensed Mental Health Therapist

cantrellt@trine.edu

260.665.4183

Shelly J. Edwards, MS. Ed., LMFT

Licensed Marriage and Family Therapist

edwardss@trine.edu

260.665.4809

Many students find themselves struggling in the university environment whether from the transition to college as a freshman or stress from trying to balance academics, time management and emotional/relational challenges. Some are able to problem solve with the support of friends and family and some need extra support and guidance. Sometimes, an objective viewpoint can help put difficult issues into perspective so they become more manageable.

Trine University's Counseling Services offer a means to enhance one's ability to effectively cope with personal, social, educational and career issues. Students access counseling services for various reasons such as stress management, homesickness/adjustment to college, relationship Issues, mood challenges, test anxiety and more.

Length of services varies with the primary focus on a short-term, solution focused treatment by a state-licensed clinician. These therapeutic sessions are free and confidential and no information regarding treatment will be shared with other entities, including family or university personnel without the written consent of the student receiving services.

If a student is in need of more long term, intensive treatment they may be referred to a professional in the community that will best meet their therapeutic and medical needs. The ultimate goal of Trine University's Counseling Services Center is to assist students in achieving their academic goals, build meaningful connections as well as prepare for the future in the healthiest manner possible.

Counseling Services offices are located in the 2nd floor of the LINK. Students can contact the counseling team for an appointment by emailing counseling@trine.edu or calling 260-665-4172. In the event of an after-business hours mental health emergency, a student may call the after-hours (confidential and free) Parkview Student Assistance Program (**260-446-1867**). The Parkview SAP program is an extension of the Trine Student Counseling Services.

LIBRARY & INFORMATION SERVICES

<https://trine.edu/library>

General Contact Information

Phone: 260.665.4162

E-Mail: library@trine.edu

Location

University Center LINK

Hours: Open 24/7 during the academic year. An ID swipe is required after 9pm and before 7am.

Summer Library Hours

Monday – Friday 8 am – 4:30 pm

Policies

- Loan Periods, Renewals
 - Books (Main Campus Sponsel Library) – 60 days for undergraduates; 126 days (semester) for graduate students; up to 2 renewals. Reserve materials must be used in the library.
 - Books and Media (Fort Wayne Resource Center) – 7 days; up to 2 renewals
 - Media (DVDs, Audio CDs, etc.) – 14 days; up to 2 renewals
 - Equipment – 14 days; 1 renewal; no more than 2 borrows/renewals per semester per item type (computer, calculator, etc).
 - All items due at semester's end unless extension granted
- Overdues (Late Returns) and Fines/Fees
 - Borrowers responsible for fees for lost (long overdue) and damaged items. A hold will be placed on unpaid accounts.
 - Repair or replacement cost and a \$15 processing fee per item billed at semester's end for items more than 30 days overdue
 - Borrowers are responsible for late return fines for equipment, reserve items, and computers. Late return fines accrue at \$5.00 per day with a maximum to equal the replacement cost for the item. **These fines will not be waived.**
 - Any delinquencies (unreturned library borrows, fines or fees) must be cleared prior to graduation or withdrawal from the University

- Library Holds block students from receiving diplomas and transcripts
- Fines and fees over \$200 can result in a block from registering for classes

Services & Resources

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

INFORMATION TECHNOLOGY HELP DESK

Information Technology Services is located in the west end of Best Hall's lower level and is open Monday through Friday from 7AM to 7PM. The IT staff assists students with connecting their PC's to the University network and Internet, access to online systems such as myPortal, along with any other telephone or technology related issue. You can access a self-help portal to find troubleshooting information, chat with IT staff, and create tickets for assistance at <http://www.trine.edu/IT>. For additional information about technology at Trine University call 260-665-4275, or see <http://www.trine.edu/IT>.

ID CARDS

All students, faculty, and staff are required to have an official University identification card. ID cards should be carried at all times and shown or surrendered upon request of any authorized member of the University community. Your ID card must be presented when eating in Whitney Commons, Centennial Station, and The Depot. Your ID card should be presented when checking out items in the LINK, when attending CHAT events for attendance recording, and at the free Monday night movie. No one else is allowed to use your ID card. There may be disciplinary action for misuse of your ID card. There is a \$10 fee to replace your card if it is lost, stolen, or damaged. Contact the Campus Safety Office at 260.316.1877 for a replacement.

INTERNATIONAL ADMISSIONS

International Admissions, located in the Shambaugh Hall, provides admission counseling to prospective international students. Please visit the Trine University website at <http://www.trine.edu/international> or call 260-665-4959 and/or 855-667-6237 for more information.

INTERNATIONAL SERVICES

The Office of International Services (OIS), located in 306 Shambaugh Hall, is responsible for providing services to all international students and scholars. These services include orientation, programs, immigration advising, resource and referral, cultural education, and community outreach. Please visit the OIS Web site at <http://www.trine.edu/international> or call 260-665-4959 for more information.

POSTAL SERVICES

HOURS OF OPERATION: Monday-Friday 11 a.m.-5 p.m.

The Mail Center and student mailboxes are located in the University Center across from Fabiani Theater. Students will be issued a mailbox key on Move-In day; a fee of \$15 will be assessed for replacement of this key. The Mail Center is available for the purchase of stamps and envelopes and the sending of Certified, Priority, or Express US mail. Other services include UPS, Fed-Ex, sending and receiving mail or packages overnight, second day, and ground. Correspondence to faculty, staff, or administration can be sent through interoffice mail at the Mail Center. All incoming student mail should contain correct addresses, including full name and campus box number. Please be consistent with your given name (no nicknames) even a middle initial would be helpful to eliminate confusion in receiving mail. Students will be required to show Trine student identification any time packages or important documents requiring a signature are picked up, the Trine ID must match the name on the package. Packages should be picked up as soon as possible; after 10 days they will be returned to sender. If you move off campus, it is imperative you give your new address to the Mail Center personnel. Before the end of the school year, please make sure the Mail Center has your summer forwarding address if it is different than your home address. All first class mail must be forwarded and if an address is not made available, it will be sent to your parent's address listed with the Registrar's office.

For more information, or if you have any questions, you can contact the Mail Center at 260-665-4138.

OFFICE OF STUDENT SERVICES

The Dean of Students, located on the second floor of the University Center, provides oversight of the Office of Student Services. This office is comprised of a staff of professionals to ensure that students will receive the best possible assistance to help achieve their goals. The Office of Student Services provides information, offers relationship building opportunities, and ensures a safe and cohesive living and learning environment. Staff offices are located on the first and second floors of the Rick L. and Vicki L. James University Center and are responsible for the areas of: Judicial Reviews, Counseling Services, Housing, Residence Life, Campus Safety, and Counseling Services. Campus Safety is physically located on the first floor of the Rick L & Vicki L. James University Center and Counseling Services is located on the second floor of the University Center within the LINK. The Health Center is physically located in Quest Hall in the northwest corner of campus.

For more information, you can contact the Office of Student Services at 260-665-4168. The hours are Monday-Friday 8 AM – 5 PM.

DEPARTMENT OF STUDENT SUCCESS AND ENGAGEMENT

1st and 2nd floor of the LINK

At Trine University, we want all of our students to excel academically and socially. We offer a wide variety of services that are designed to help optimize student success. To access our services, visit the Rick L. & Vicki L. James University Center which is home to the LINK. Our department encompasses academic support services, information services, student activities, student leadership, first and second year experience programs, and student retention and advocacy.

For more information, you can contact the Department of Student Success & Engagement at 260-665-4282.

OFFICE OF STUDENT SUCCESS AND RETENTION – STUDENT ADVOCATE

Office located 1st Floor of the Link

At some point, students may experience issues that affect their ability to be academically successful. Students can expect open communication in a friendly and non-judgmental environment. Students can expect to receive personalized attention from an experience director. The director is committed to encouraging, empowering, and enhancing the college experience of all students. Student Advocacy works closely with other campus departments and programs to ensure appropriate referrals and resources are made available to students. Whether you are a first-year student or anywhere in between, these services are available to all students. Students can come to this office with concerns ranging from academics to finances, to reporting absences from class, to making appropriate referrals and contacts to help address personal concerns, to commuting inquiries, and many times just to have someone to listen. Also, available through this office students can receive emergency financial assistance, medical financial assistance, and scholarship/financial assistance for textbooks. For more information contact the Executive Director of Student Success and Retention, Parent | Student Advocate, Deborah McHenry at mchenryd@trine.edu; or by telephone at 260.665.4509.

STUDENT RECORDS

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

An official transcript can be obtained from this office. A 'hold' may be placed on a student's transcript for the following reasons: an outstanding balance owed to the University, unpaid parking citations, student services sanctions, or an unresolved issue with a Trine

University department. Unofficial transcripts for current students are available through myPortal. Official transcripts should be requested using an online ordering process at www.trine.edu/transcripts.

For more information on student records, please call 260-665-4241.

DINING AT TRINE UNIVERSITY

About Us

Bon Appétit Management Company is proud to be the sole food service provider to Trine University. We provide Café and catering service to over 500 colleges and universities, corporations and specialty venues around the United States. Here at Trine University we operate Whitney Commons Café, Depot Grill, Centennial Station, The Bean Counter and Catering services. Our dream is to be the premier onsite restaurant company known for its culinary expertise and commitment to socially responsible practices. All of our accounts purchase many products from local sources. Our culinary team, led by culinary graduate Chef's, prepare meals from scratch using authentic ingredients. We recognize the great power and importance of food; we see dining rooms as gathering places. Breaking bread together helps us create a sense of community and comfort.

Whitney Commons Café

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

Depot Grill

The Depot Grill features some of your favorite Mexican foods as well as some of your other favorite meals. You can build your own burrito, taco, taco salad and more. In addition to the Mexican food, at dinner we have three different concepts we offer. We also feature our daily house-made soups. The menu can be found by going to: <http://www.cafebonappetit.com/trine>.

Centennial Station

Centennial Station provides our guests with a quick and delicious option for breakfast and lunch Monday through Friday. Centennial Station accepts the meal exchange, flex dollars, fast plan, cash & credit. At breakfast we offer specialty coffee drinks, house-made breakfast pastries and other flavorful breakfast options. Lunch features a variety of wraps, sandwiches and salads. For more information visit: <http://www.cafebonappetit.com/trine>.

The Bean Counter

The Bean Counter is an upscale coffee shop that is open for breakfast and lunch Monday through Friday. The breakfast offerings include assorted coffee drinks, muffins, pastries and danish. For lunch you will find assorted Sandwiches and Salads. The Bean Counter accepts flex dollars, cash and credit cards. For more information visit: <http://www.cafebonappetit.com/trine>.

Catering

Bon Appétit is proud to be the caterer for all Trine University events. We can create a custom meal that fits your needs and budget. From upscale dinners, to box lunches, we can take care of all your catering needs. Catering is also available for non-university events. For more information on catering call the Catering Manager at 260 665-4278 or email bamco_cater@trine.edu.

WORK STUDY EMPLOYMENT

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

ZOLLNER GOLF COURSE

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

Walking Membership

Calendar year (or two semesters) \$399

Monday – Friday Green Fees

Student - 18 holes Walking \$19

18 holes Riding \$29

Saturday-Sunday Green Fees

Student – 18 holes Walking \$23

18 Holes Riding \$39

A variety of playing and practice memberships are available as well!

In order to take advantage of the student rates, you MUST provide the golf shop with your student ID. If you do not have your ID card, you will be charged the regular public rates. If you are caught misusing the facilities, you will be referred to Campus Safety and the Office of Student Services for disciplinary action. Please remember that the golf course is available for everyone's enjoyment, so please be respectful to other golfers and play without undue delay. Please use proper golf course etiquette, replace your divots, ball marks, and rake the sand bunkers. If you have any questions you can call 260-665-4269 or visit our website at www.zollnergc.com.

BUILDINGS***Best Hall***

Named in honor of John G. Best, a distinguished alumnus and former member of the Board of Trustees, the John G. Best Hall of Science contains classrooms and science laboratories. The building houses the Jannen School of Arts & Sciences, which was named in honor of Trine University alumnus and trustee Dr. Robert L. Jannen and his wife, Dolores.

Best Hall also houses the Fairfield Lecture Room; the Department of Mathematics and Physics; the Department of Science; the Department of Criminal Justice, Psychology and Social Sciences; and the Information Technology Help Desk.

Jim and Joan Bock Center for Innovation and Biomedical Engineering

Dedicated in October 2013, the center is named in honor of Trine trustee and alumnus Jim Bock and his wife, Joan. The Bock Center is home Innovation One (i1), an incubator for new business that supports new and existing business and industry and features laboratories to support Trine's engineering programs and i1.

Fawick Hall

The Thomas L. Fawick Hall of Engineering was named in honor of Thomas L. Fawick, an inventor, industrialist and friend of the university.

Renovation on the interior of the building and the updating of all laboratories, classrooms, offices and the Kitsuda Seminar Room was completed in 1997. The building is the home of the Allen School of Engineering & Technology, a school named for alumni Jerry and Jorja Allen. Fawick Hall also houses the McKetta Department of Chemical & Bioprocess Engineering, the Wade Department of Mechanical and Aerospace Engineering, the Department of Civil & Environmental Engineering, the Department of Electrical & Computer Engineering, the Department of Engineering Technology and the School of Computing.

The chemical engineering laboratories and offices are housed in the Howard P. Conrad Chemical Engineering Wing of Fawick Hall, named in honor of Howard P. Conrad, distinguished industrialist and friend of the university.

The central entrance of Fawick Hall is known as the Clifford W. Sponsel Tower and is named in honor of Dr. Clifford W. Sponsel, an emeritus member of Trine University's Board of Trustees and a 1931 civil engineering graduate of Tri-State College.

Ford Hall

Named in honor of Perry T. Ford, a former chair of the Board of Trustees, Ford is home to the Ketner School of Business. The Ketner School is named for Ralph Ketner, a 1939 Tri-State accounting graduate. The completely refurbished Ford Hall reopened in fall 2015 after being out of a service during the 2014-15 academic year. The interior boasts technology-rich classrooms, the Rhoads Center for Entrepreneurship and a design that models the business world. This enhanced learning environment also offers a laboratory with up-to-the-minute information about stocks being traded and other business news.

Forman Hall

Forman Hall, named after Leamen Forman, a trustee emeritus, was dedicated in April 2001. The building includes the Trine Welcome Center, named after current trustees Ralph and Sheri Trine, and the Radcliffe Conference Room. It houses the Office of Admission, Office of Financial Aid, Office of International Admission, Office of the Registrar and Business Office.

Hershey Hall

At the center of Trine University's athletics is the Hershey Hall athletic facility, named in honor of Gen. Lewis B. Hershey. One of the best small school athletic facilities in the Midwest, Hershey Hall has a main basketball court that seats 4,500, an indoor track, two auxiliary gymnasiums, four volleyball courts, racquetball courts, a free-weight room and a fitness center. Hershey Hall has hosted numerous collegiate championships.

Shambaugh Hall

From 1905 to 1970, William D. Shambaugh Hall was known first as the Engineering Building and later as the Recitation Building, which housed the classrooms for basic subjects. The building was renovated in 1988-89 and was named in honor of William D. Shambaugh, a distinguished alumnus. It is home to the English as a Second Language program and Franks School of Education, named after long-standing trustee Lawrence Franks. The Mary Mogish Kostyshak Educational Media Resource Center is also located in the Ford Building. The center offers a juvenile literature and school curriculum collection, kits and audiovisual resource materials as well as workspace and materials to support education students. The Human Resources Office is also located in Shambaugh.

C.W. Sponsel Administration Center

Built in 1887, the Littleton M. Sniff Administration Building is the second-oldest building on campus. It was named in honor of Littleton M. Sniff, the second president of Tri-State College. Sniff served the institution as president longer than any other president in university history — more than 30 years — and was a major influence. In 2004, a multi-year, \$2 million renovation began, which included renaming the building the C.W. Sponsel Administration Center. Trustee and alumnus William Gettig provided the addition of a carillon in the bell tower of the building. The bells chime on the quarter hour and play the university alma mater, among other tunes. Located in Sponsel are the Office of the President, Office of Alumni and Development, and Office of University Marketing and Communications.

T. Furth Center for Performing Arts & Ryan Concert Hall

Generous donors made it possible for Trine to transform the former First Christian Church into the T. Furth Center for Performing Arts. The Greek Revival-style building, constructed in 1911, is named in honor of Trine trustee Tomas Furth, who graduated from Tri-State with a mechanical engineering degree in 1954 and civil engineering degree in 1955. The posh and well-appointed Ryan Concert Hall is named for Angola native Cliff Ryan, also an alum and trustee, and his wife, Sig. Ryan earned a Bachelor of Science in accounting in 1966. The \$7.8 million center, dedicated in May 2014, is designed to inspire artists, fulfill cultural needs and enhance the region.

Taylor Hall of Humanities

The oldest building on campus was completed in 1884 and was completely renovated in 1992. It is named in honor of 1936 mechanical engineering graduate Charles Taylor, a former trustee, and his wife, Nancy. The Charles and Nancy Taylor Hall of Humanities houses classrooms, Wells Gallery, the Humanities Institute and Wells Theater, which includes a GTE projection system.

Keith E. Busse/Steel Dynamics, Inc., Athletic and Recreation Center (ARC)

The ARC is a multipurpose sports complex named in honor of Trine trustee Keith E. Busse. The facility features a 200-meter track, tennis courts, volleyball, baseball/softball cages, basketball, indoor soccer, lacrosse and more.

Rick L. and Vicki L. James University Center

The center forms an activity hub at the middle of campus and is housed in a sleek package of curved architecture, window walls and black and grey granite floors. Amenities include the 320-seat Fabiani Theatre, Whitney Commons, Sponsel library, the LINK, Student Health Center, Trine University Bookstore, WEAX radio station and the campus mail facility. The center is also home to the Office of Student Services, Career Center, & the Department of Student Success & Engagement.

MTI Center

The new 3,500-seat athletic and event center is the home to men's and women's basketball, bowling, and esports. Also included is a fitness center, golf pro shop, banquet room, outdoor patio, training room, alumni suite, Trine University Athletic Hall of Fame, and offices.

Thunder Ice Arena

Trine University's new 46,200-square-foot, 700-seat Thunder Ice Arena is located on US-20/West Maumee Street. The arena includes an NCAA-compliant ice rink; men's and women's varsity, club, & visitor's lockers; weight and training rooms; concessions; a pro shop with wearables, sticks, and skates for sale; a VIP lounge and press box. It also includes skate rental and sharpening and open to the community for programs and open skates.

LOCAL SERVICES

The Angola area has many businesses that take part in providing services for community members and visitors. A partial list of services and opportunities are listed in the student handbook for your convenience.

AUTOMOBILE RENTING	
Yoder Fuller Ford 830 E. Maumee St., Angola	260.665.9526
Dunham 1006 S. Wayne St., Angola	260.665.2125
Enterprise Rent-A-Car	260.668.4022
Hertz Rent-a-Car	800.654.3131
BANKS AND CREDIT UNIONS	
Campbell & Fetter Bank, 1448 W. Wayne St., Angola	260.665.8782
Farmers State Bank, 1800 N. Wayne St., Angola	260.665.7506
Fifth Third Bank, 100 Growth Parkway, Angola	260.668.8845
First Federal Bank, 212 E. Maumee St., Angola	260.665.7556
Fort Financial Credit Union, 603 Harcourt Rd., Angola	260.665.7466
Key Bank, 1901 N Wayne St., Angola	260.665.1153
Professional Federal Credit Union, 2410 N. Wayne St., Angola	260.665.7092
Star Financial Bank, 2004 N. Wayne St., Angola	260.665.2151
CHURCHES	
Angola United Methodist Church, 220 W. Maumee St., Angola	260.665.3914
Assembly of God Church, 1405 N. Williams St., Angola	260.665.9998
Calvary Temple, 400 E. Henry St., Angola	260.665.9758
Church of the Nazarene, 401 N. Gerald Lett Avenue, Angola	260.665.2045
Fairview Missionary Church, 525 E. 200 N., Angola	260.665.8402
Faith Baptist Church, 560 W 400 N, Angola	260.665.1283
Grace Baptist Church, 925 N. 200W, Angola	260.665.3192
Holy Family Episcopal Church, 909 S. Darling St., Angola	260.665.5067
Lake Missionary Church, 9030 U.S. 20 West, Angola	260.665.2254
Life Changing Realities Fellowship, Angola	419.298.1463
Pleasant View Church of Christ-Christian, 200 Fox Lake Road, Angola	260.665.2813
Presbyterian Chapel of the Lakes, 2955 W. Orland Road, Angola	260.833.4976
SonLight Community Church, 455 N Gerald Lett Ave, Angola	260.665.9456
St. Anthony of Padua Catholic Church, 700 W. Maumee St., Angola	260.665.2259
DENTISTS	
Angola Dental Center	260.665.5767
Orthodontic Specialty Services Inc.	260.665.9534
Gabet Family Dentistry	260.665.3637
MEDICAL SERVICES	
Cameron Memorial Community Hospital	260.665.2141
Urgent Care of Cameron Hospital	260.665.8222
HOTELS	
Budgeteer Inn	260.665.5694
Wingate by Wyndham	260.665.1010
Comfort Inn	260.495.7131
Quality Inn	260.495.9770
Holiday Inn Express	260.833.6464
Potawatomi Inn	260.833.1077
Ramada Inn	260.665.9471
OPTICAL	
Midwest Eye Consultants	260.665.3240
Midwest Eye Consultants	260.668.3937
Magwire, Dr. Brian, OD	260.665.5918
RX Optical	260.668.8881

PHARMACIES	
CVS Drug Store, 700 N. Wayne St., Angola	260.665.2106
Meijer Pharmacy, 2990 N. Wayne St., Angola	260.668.1164
Walgreens, 2012 N. Wayne St., Angola	260.665.5560
Wal-Mart Pharmacy, 2016 N. Wayne St., Angola	260.665.7033
PHYSICIANS	
Mattox, Dean L. II, MD	260.665.2646
Miller, Dr. Berry, MD	260.667.2700
Miller, Dr. Tom, MD	260.665.8494
Smith, Dr. William A., MD	260.667.2600
Weaver, Dr. Wyatt R. Jr., MD	260.667.2700
THEATRES	
Brokaw Movie House	260.665.3912
Coldwater Cinema	517.279.9189
NCG Cinema in Auburn	260.925.2800
TRANSPORTATION IN THE SURROUNDING AREA	
Fort Wayne International Airport, Fort Wayne	260.747.4146
Michiana Regional Airport, South Bend	574.282.4590
Amtrak	800.872.7245
YMCA	
YMCA, 500 E. Harcourt - Angola	260.668.3607
EMERGENCY NUMBERS	
EMERGENCY	911
HELP RESOURCES	
AIDS AND SEXUALLY TRANSMITTED DISEASES (STDs)	
Center for Disease Control Hotline	800.232.4636
HIV/STD Prevention	260.449.7084
FREE, CONFIDENTIAL HIV TESTING AT THE FOLLOWING LOCATIONS:	
Fort Wayne Allen County Health Department	260.449.7504 or 260.449.7561
Fort Wayne AIDS Task Force/Positive Resource Connection	260.744.1144
ALCOHOL/DRUG ABUSE	
Al-Anon – Support for Families and Friends of Problem Drinkers - Full meeting list access:	1.888.4AL.ANON http://www.indiana-al-anon.org
First Congregational Church, 314 W. Maumee St., Angola	260.665.9362
Alcoholics Anonymous	
Full meeting list access	866-608-3795
First Congregational Church, 314 W. Maumee St., Angola	260.665.9362 or 260.668.8050
	www.angolaucc.org
Fort Wayne	260.471.6262 Website: http://www.aaftwayne.org
Narcotics Anonymous	
Meetings: http://www.naindiana.org/meetings	
Northeastern IN helpline	260-427.9113
Cameron Hospital—416 E. Maumee St., Angola	260.668.7060
National Health Line	800.662.4357
EATING DISORDERS	
Overeaters Anonymous:	505.891.2664
National Eating Disorders Helpline.	800.931.2237
GENERAL NEEDS/ASSISTANCE	
Child Abuse Hotline	800.800.5556
Megan Cook, MSW, LCSW- Free, confidential counseling (For all Trine University students—Located at Angola campus)	260.665.4172
Women's Bureau (Serving Fort Wayne and Allen County)	260.424.7977
YWCA Shelter for Women Victims of Violence	260.447.7233

MEDICAL	
Ambulance service - Steuben County Sheriff , 100 E. Gale St., Angola	
If calling from a non-university Angola telephone	911
Poison Control - Indiana	800.222.1222
MENTAL HEALTH	
Suicide hotline	1-800-273-TALK
Trine University Counseling Services, Angola IN	260.665.4172
Parkview Student Assistance Program	260.446.1867
Bowen Center, 200 Hoosier Drive, Angola	1.800.342.5653
Northeastern Center, 3265 Intertech Drive, Angola	1-800-790-0118
Parkview Behavioral Health 1720 Beacon St., Fort Wayne	260.373.7500
Sturgis Hospital 916 Myrtle Street, Sturgis, MI	269.651.7824
PREGNANCY & FAMILY	
Compassion Pregnancy Center, Tuesday/Thursday 9am-3pm, 711 W. Harcourt Rd, Angola	260 .668.7773
Women's Care Center 918 W 7 th St, Auburn, IN 46706	260-333-7117
A Hope Center (Various Locations in Auburn, Fort Wayne)	260-422-3544
Planned Parenthood, 347 W. Berry St., Suite 300, Fort Wayne	260.423.1322
Women's Health Organization 2210 Inwood Dr., Fort Wayne	260.471.5005
RAPE - Counseling for sexual assault victims	
Trine University Counseling Services	260.665.4172
Allen County Rape Crisis Hotline	260.426.7273
Sexual Assault Treatment Center	260.423.2222
Women's Bureau 2417 Fairfield Ave., Fort Wayne	260.424.7977
Branch-Hillsdale-St. Joseph Community Health Center, 570 Marshal Street, Coldwater, MI	517.279.9561

The Trine University student handbook is subject to change at any time for any reason per the direction and approval of the Dean of Students.