

The background of the cover features a photograph of a large, historic brick building with a prominent square tower. The building has arched windows and a green roof. In the foreground, there is a well-maintained green lawn with some trees and shrubs. The sky is clear and blue.

STUDENT HANDBOOK 2026-2027

TRINE UNIVERSITY

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Section I –

1.1 Welcome to the University



Dear Trine Students,

Welcome to another exciting school year at Trine University! Whether you are a returning student or have joined our Trine family for the first time, we are happy you are here.

Our campus is always growing, with one focus in mind: to provide you with the best experience possible while equipping you with the knowledge and skills to succeed, lead and serve in your career and life.

To accomplish this goal, we provide academic programs that integrate real-world experiences into the curriculum. You'll learn from faculty mentors who are experts in their field in small classes that ensure you are known as an individual. And you'll enjoy classroom and laboratory technology that is at the forefront of your area of study.

While our goal is for you to graduate and go on to a successful career, we also hope you make many happy memories while you are here! From spacious apartment-style housing to multiple campus activities and some of the best small-college athletic facilities around, our campus experience is designed to help you develop lifelong friendships as you enjoy athletic championships and special events, take part in student organizations or simply hang out.

We are proud that you have chosen Trine University and want you to thrive while you are here. Please know that I am always happy to speak with you.

Sincerely,

A stylized, handwritten signature in black ink, appearing to read 'Anthony Kline'.

Anthony M. Kline, Ph.D.

President
Trine University

1.2 Introduction to the University

History of Trine University

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

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

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

— Mission Statement —

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

— Vision —

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





1.3 Purpose of this Handbook

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

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



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



Section II – Guiding Principles



2.1 Equal Opportunity/ Anti-Harassment



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 students, faculty, staff, alumni and community members.

Anti-Harassment

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

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

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

2.2 Title IX

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

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

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

Jamie Norton

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



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

Cisco Ortiz

Dean of Student and
Community Relations
Trine University
University Center – Student Affairs
Angola, IN 46703
260.665.4206
ortizf@trine.edu

Evan Gustin

Assistant Professor
Ford Hall
Angola, IN 46703
260.665.4374
gustine@trine.edu

Jacqueline Delagrange

Associate Professor
Trine Online
260.665.4187

Stephanie George

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

CONFIDENTIAL OPTIONS IN BRIEF:

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

Trine University Counseling Services

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

Medical attention:

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

Fort Wayne Sexual Assault Treatment Center

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

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

2.3 Accessibility and Accommodations

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

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

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

TESTING STANDARDS

Students must appropriately communicate with each instructor before utilizing accommodations.

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

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

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

Accommodations are not retroactive.

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



2.4 Freedom of Expression

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

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

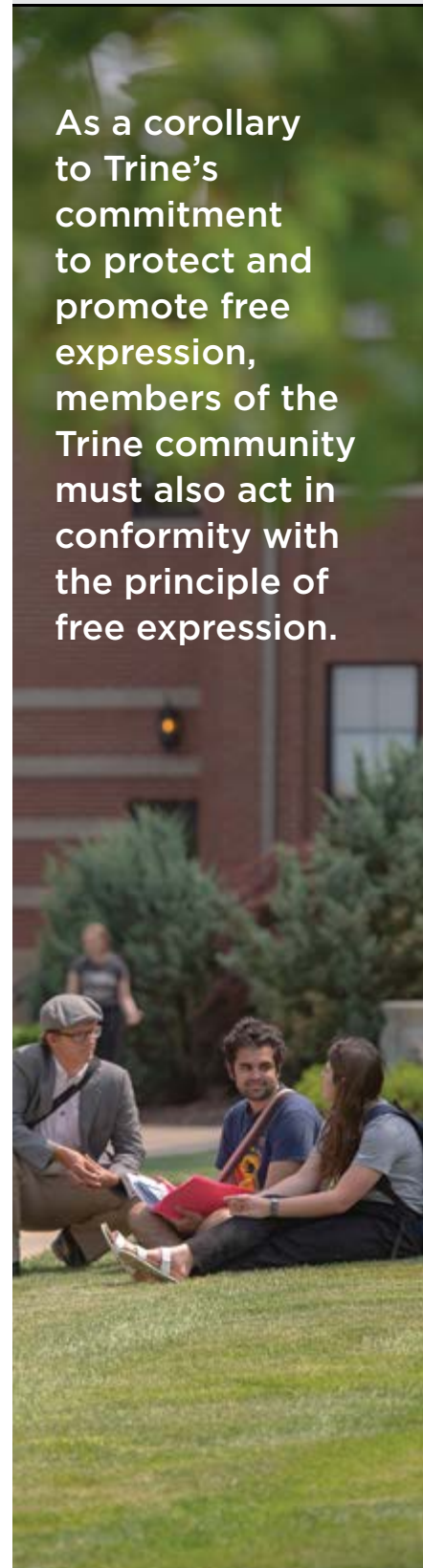
The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. Trine may restrict expression that violates the law that falsely defames a specific individual that constitutes a genuine threat or harassment, that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

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

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



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



2.5 Whistle Blower

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

Any university student with reasonable suspicion of illegal or improper activity should notify the Dean of Students in the Office of Student Affairs 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.

2.6 Good Samaritan

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

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



Examples where the Good Samaritan Policy may influence sanctions are:

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

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

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

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

2.6 Good Samaritan continued

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

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

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

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

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

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



Section III- Student Code of Conduct



3.1 Principles of Community

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

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

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



3.2 Community Standards

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

- **Aiding or abetting.** Any act that promotes, encourages, or assists in the violation of any community or residential standard.
- **Alcohol. Alcohol is prohibited on University property.** Exceptions to this policy are students of legal age at a University-sponsored function where the serving of alcohol has been approved by the Dean of Students, the President, and/or their representatives. Alcohol may also be consumed in designated tailgating areas, in moderation, by individuals over 21 years of age specified athletic events—see the Thunder Athletics page [here](#) for more details. Students of legal drinking age that have consumed alcohol off campus may not be considered in violation of the alcohol policy. 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 Affairs professional staff.

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

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

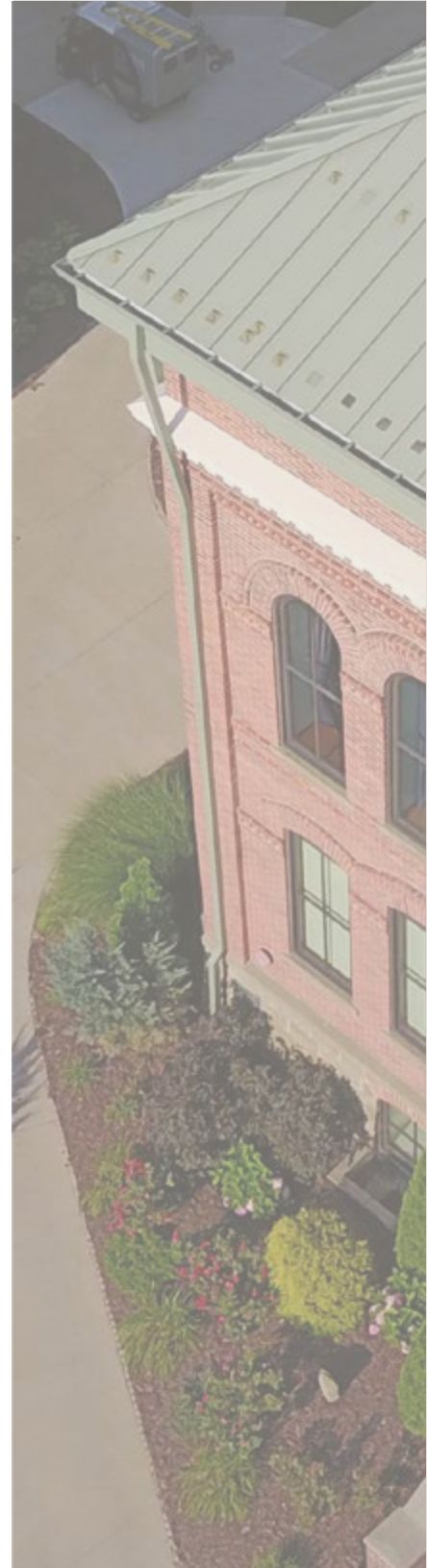
- **Civil disturbance & unauthorized assembly.** Any unauthorized demonstration on university property that interferes with the educational function of the institution or in which violence, property damage, or other unlawful behavior occurs is subject to disciplinary sanctions. Any conduct which involves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





- **Dangerous weapon possession.** The possession of any type of dangerous weapons or item that gives the appearance of a dangerous weapon, firearms and/or ammunition, tasers, laser pointers, dangerous chemicals, explosives or any other controlled weapon or incendiary device, substance or material is prohibited. Dangerous weapons include, but are not limited to, compressed air guns, paintball guns, bows and arrows, staffs, fireworks, pellet guns, BB guns, splat guns, gel blasters, knives with blades longer than 4 inches or any item that resembles a dangerous weapon. Students who are in the same room, car, house, and/or immediate area in which a dangerous weapon is located may be considered to be in possession of that weapon, whether or not the student owns the item. All confiscated items will be permanently lost to the student and disposed of immediately by a member of Campus Safety and/or a member of the Office of Student Affairs. Students will NOT get weapons of any kind, which are properly confiscated, returned.
- **Destruction of property.** Intentionally or recklessly damaging, destroying, and/or defacing university property or the property of any person or organization is prohibited.
- **Disruptive/Inappropriate behavior.** Behaviors that are considered to be threatening, such as aggressive communications (verbal or written and including electronic communications such as e-mails, social media posts, and the like), unwanted attention and/or disrupting any classroom or event/activity shall be a violation of this standard. Such disruption/inappropriate behavior may be in the form of a single incident or persistent disruption over a more extended period.
- **Drone/Unmanned Aircraft (UA) Use on Campus.** It is not permissible for individual students, staff or outside entities to operate drones/unmanned aircraft in or over any Trine University property, including both interiors and 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 Affairs.
- **Drug possession, use, dealing or intent to deal.** Students are prohibited from using, manufacturing, possessing, selling and/or distributing illegal drugs on and off campus. Any student who intends to or does violate this policy is subject to disciplinary sanctions, up to and including dismissal, and may be referred to law enforcement for prosecution by law. Students likewise are prohibited from using, possessing, selling and/or distributing prescription drugs or placebos, unless the prescription drug is prescribed by a licensed health care provider to the student and is used only by that student. In the event illegal drugs, drug paraphernalia, or non-prescribed drugs are discovered in an area or in residential facilities, each student present in and/or assigned to the room, suite, villa, or residential unit having knowledge of and access to the drugs and/or paraphernalia may be considered to be in possession. Any drugs confiscated per this policy will be permanently lost to the student and will be disposed of by a member of Campus Safety and/or a member of the Office of Student Services professional staff.
- **Failure to comply with emergency or drill notifications.** Students should familiarize themselves with the exits nearest to their rooms to ensure safe evacuation in a fire emergency. Should the fire alarm sound, students are required to leave the building in a safe and prudent manner. During tornado drills/emergencies, students are required to seek shelter in the lowest level of the building away from windows. Students may return only upon the authorization of emergency personnel. Failure to comply with emergency or drill notifications will result in disciplinary sanctions.





- **Failure to cooperate or comply with officials in the performance of their duties.** Failure to comply with the direction of University officials, Campus Safety, Residence Life staff, police, or any other officials acting in the performance of their duties, or failure to identify oneself to these persons when requested to do so, may subject the student to disciplinary sanctions. Carrying a student ID at all times, while on campus, is required. Communicating purposely incomplete and/or inaccurate information to University Officials can result in disciplinary sanctions up to and including dismissal.
- **False report of threat or emergency.** Causing, making, or circulating a false report or warning of fire, explosion, crime, or other catastrophe is prohibited. Disciplinary sanctions as well as criminal charges may be imposed for false alarms (i.e. pulling a fire alarm).
- **Fire equipment, signs, and fire doors.** Unauthorized use or alteration of firefighting equipment, safety devices, or other emergency safety equipment, such as fire extinguishers, hoses, alarms, exit signs, smoke detectors, and emergency signage or other safety equipment, is prohibited. Fire doors must remain closed at all times to control the spread of smoke and fire. In compliance with fire regulations, hall lights and exit lights must remain on at all times.
- **Harm, threat, or endangerment:** Conduct that causes or threatens physical harm to any person is prohibited, as is any reckless or unauthorized conduct that threatens, endangers or reasonably could threaten or endanger the health or safety of any person. Conduct covered under this rule also includes but is not limited to fighting, physical assault, intimidation, coercion, or impairment of any person's freedom of movement as well as verbal or written threats of any action described above.
- **Hazing.** In accordance with State of Indiana law, all forms of hazing, including pledge day, and/or pre-initiation activities are strictly prohibited. Hazing is defined by the Stop Campus Hazing Act of 2024 as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that (1) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization (e.g., a club, athletic team, fraternity, or sorority); and (2) causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education (IHE) or the organization, of physical or psychological injury. To read the full Trine University Hazing Prevention and Response Policy, please visit <https://www.trine.edu/stop-hazing/>
This policy is strictly enforced.
- **Identification misuse.** Transferring, lending, borrowing, or altering University identification, which includes allowing someone to use your ID card for meals in any dining facility, and/or for other identification purposes, is prohibited.
- **Littering.** Littering is defined as inappropriate disposal of items, garbage or trash, including throwing room trash in the halls, restrooms, or trash receptacles of residential buildings. Littering also includes improper disposal of cigarettes and tobacco products.
- **Non-Sexual Assault.** Assault is any act that causes bodily harm. All complaints or concerns regarding sexual assault should be addressed to the Title IX Coordinator.
- **Recording device misuse.** Our learning environments, including classrooms and public lecture halls, should be free from disruptions from personal communication and media devices. In such settings, cell phones and all other such devices must be turned off. The use of audio or video recording devices is strictly prohibited in restrooms, locker rooms, residential hall rooms, and other such private areas.



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

OFF-CAMPUS INCIDENTS INVOLVING TRINE UNIVERSITY STUDENTS AND ORGANIZATIONS.

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

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

3.3 Student Mistreatment Policy Complaint Process

Student Formal Complaint Procedure “Notice of Complaint”

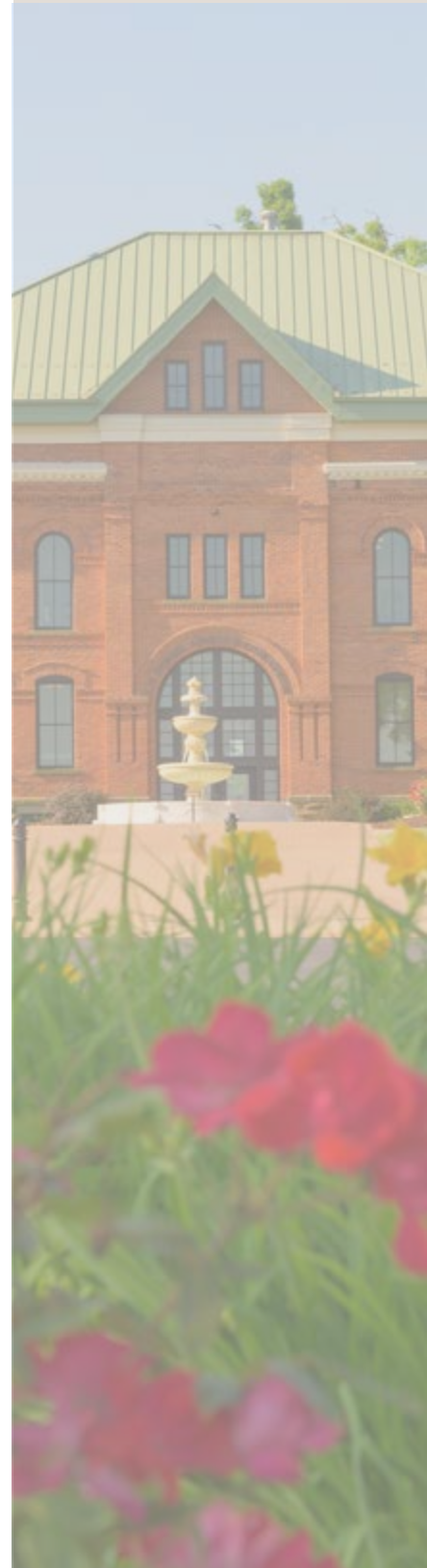
“Concerns” are issues that may be solved by informal means; “complaints” are formal issues that cannot be solved informally. Students are encouraged to voice concerns they have and should attempt, in the first instance, to resolve a concern by using a direct and informal approach. Concerns may be addressed with the support, involvement or intervention of university faculty and /or staff members. It is advisable to voice concerns as soon as possible and to seek informal resolution, if possible.

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

The Complaint Process

There are four steps to the complaint process:

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



3.4 Motor Vehicle

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

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



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

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

continued

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

3.5 Information Technology

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

Policy Purpose

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



Policy Administration

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

Persons Subject to Policy

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

Information Technology Policy Statement

Technology Equipment

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

Computer and Network Access

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

Internet Usage

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

Email

All students are assigned a Trine University email address ending in @my.trine.edu which is to be used only by the student the email has been assigned to.

Students are expected to keep their passwords private. Students should never allow another user to utilize their email account for sending or receiving emails and if access is granted, the student is responsible for all activities

of the guest user. Email communication using this address should not be considered private and is monitored and reviewed by Trine University staff.

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

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

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

Two Factor Authentication

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

Student Wireless Router

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

Responsible Use

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

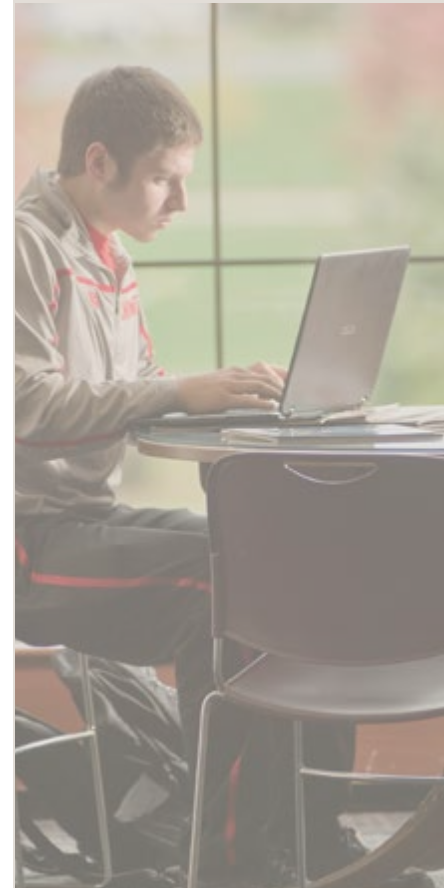
Wireless and Mobile Computing

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

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

Tablet or netbook computers are devices designed and marketed as platforms 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 device's original owner, to connect to its network.

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

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

Device Support

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

Personal Devices: Students

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

Incident Reporting

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

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

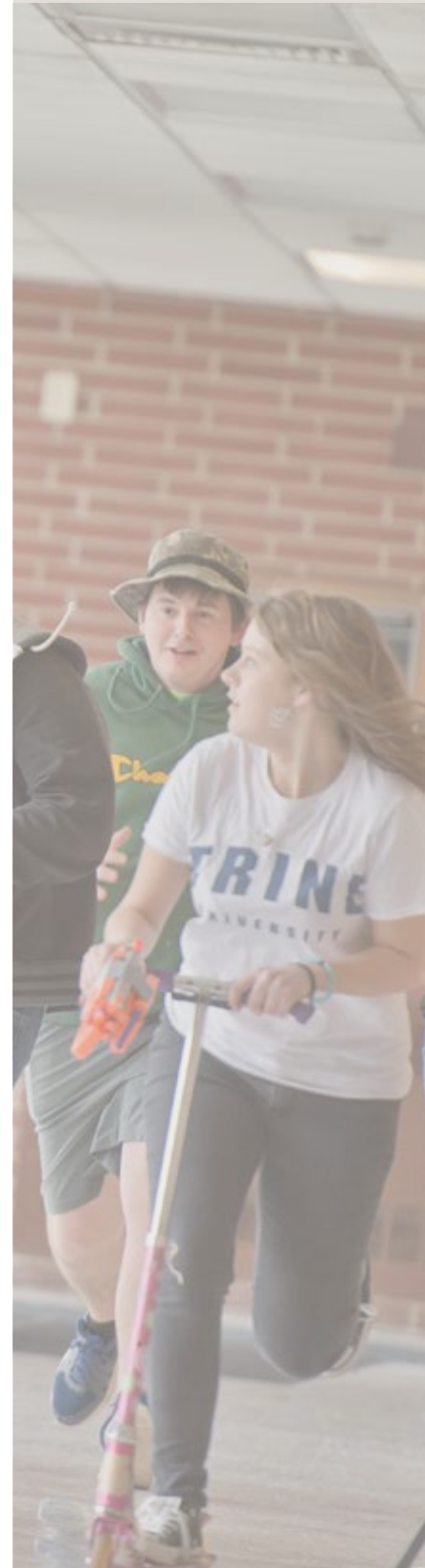
3.6 Student Fund Raising

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

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

3.7 University ID Cards

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



Section IV – University Sanctions, Hearings and Appeals





4.1 Sanctions

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

4.2 Discipline Structure

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

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

4.3 Administrative Dismissal Policy

Disciplinary Dismissal

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

Excessive Absence Dismissal

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



4.4 Involuntary Leave of Absence Policy



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

The University may place a student on an involuntary leave of absence or require conditions for continued attendance when, based on an individualized assessment, the student's behavior or conduct presents concerns that may warrant intervention to protect the student, other individuals, University property, or the educational environment, including but not limited to situations in which the student:

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

Temporary Removal

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

Leave Process

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

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

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

The Dean of Students will review the available information and make a decision that may include the following:

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

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

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

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

Process for Return from Leave

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

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

Appeal

A dismissed student may appeal the decision of the Dean of Students. A student who wishes to appeal must submit a written letter of appeal to the Vice President for Student Affairs (or someone designated by the President) and the Vice President for Academic Affairs within five (5) days of receipt of the Dean of Students' decision. The letter of appeal must state why the student believes that the Dean of Student's decision was unwarranted under the circumstances. After reviewing the appeal letter the Vice President for Student Affairs and the Vice President for Academic Affairs may meet with the student, as they determine appropriate. In addition, the Vice President for Student Affairs and the Vice President for Academic Affairs may review relevant documents and confer with University officials before reaching a decision on the appeal. The Vice President for Student Affairs and the Vice President for Academic Affairs will render a decision upholding, rejecting, or modifying the decision of the Dean of Students.

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

Administration of the Process

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

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

Return of Title IV Aid (R2T4)

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

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

Return of Veterans TA Benefit

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

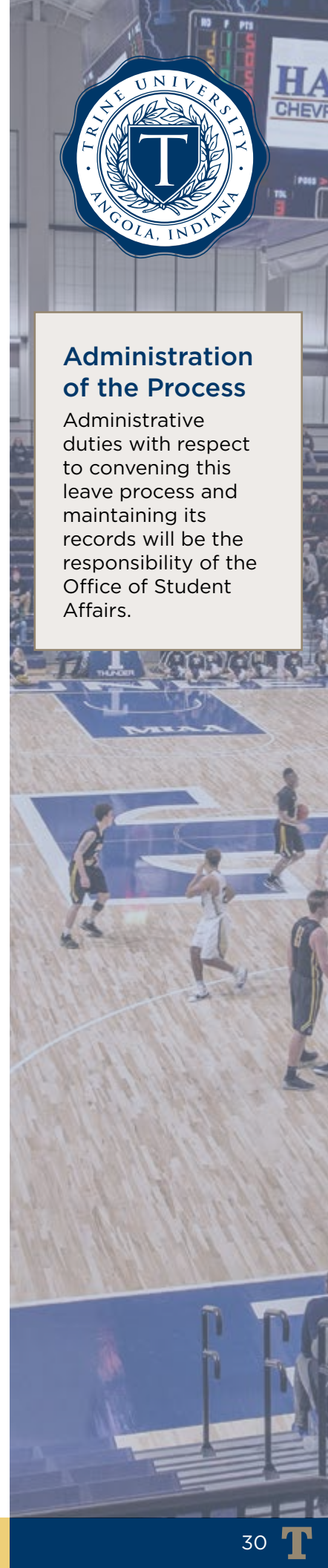
Confidentiality

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



Administration of the Process

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



4.5 Disciplinary Process

The disciplinary system at Trine University consists of Campus Safety, Residential Life staff, the Dean of Students (DOS), and the Vice President for Student Affairs (VPSA).

- Campus Safety will collect any evidence related to the alleged violation/offense, including statements from all parties, and submit written reports (Incident Reports) to the Dean of Students for review.
- The DOS will review the incident report and determine if formal or informal judicial action is warranted. The DOS 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. In some cases, the DOS may refer the matter to Residential Life staff for resolution.
- If the student denies responsibility, the student will have an additional opportunity to state his/her side of the case to the Judicial Review Committee, and to provide any additional information that might be helpful in resolving the case.
- The Judicial Review Committee will decide if the student is responsible or not responsible based on the evidence and the information provided by the student. The JRC may also obtain information from additional parties, if they deem necessary. If the student is found to be responsible for the violation, the case will be referred back to the Dean of Students for sanctions.
- The student may file an appeal to the Vice President for Student Affairs (VPSA), or his/her designee. The VPSA will address appeals of decisions made by the Judicial Review Committee. These appeals must be submitted, by the student, via email, within three (3) business days of the conclusion of the case review hearing, or the issuance of the sanction by the Dean of Students. Appeals will only be accepted for the following reasons:
 - Insufficient evidence to support decision
 - Harshness of sanction
 - Procedural irregularity
 - New evidence after the initial finding was made
- The reason for a student's appeal must be included in the written appeal. It is up to the VPSA 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 VPSA determines that there is an acceptable reason(s) for an appeal, based on those indicated above, the VPSA will refer the case back to the JRC for further evaluation of the case determination and/or the DOS for possible adjustment of sanctions.



4.6 Disciplinary Sanctions

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

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

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

DISCIPLINARY WARNING

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

DISCIPLINARY INTERVENTION: 1 – 99 judicial points

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

COMMUNITY SERVICE

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

FINAL NOTICE: 100 judicial points

Final Notice is an official sanction notifying the student or organization that any additional inappropriate behavior may result in a referral to the Vice President for Student Affairs with a recommendation of possible dismissal from Trine University. When on Final Notice, a student or organization may be required to meet with the Dean of Students to discuss the seriousness of the situation and establish a written plan for successful completion of the student's educational journey.

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 were dismissed for disciplinary reasons and wish to return at a later date must submit a Dismissed Student Readmission application along with a statement of explanation 3-4 paragraphs in length explaining why they were not meeting academic/university standards at the time of dismissal. It should also outline a plan for future success, if readmission is granted. The readmit committee will determine the outcome of the readmit request and the student will be notified.



4.7 Parental Notifications

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

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



4.8 Parking Penalties/Appeals

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



Section V – Campus Safety



5.1 Campus Safety

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

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

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

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



Safety Tips

Always lock doors to vehicles and dorm rooms.

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

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

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

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

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

Never prop open any entrance doors.

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

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

Never lend your keys or ID card to anyone.

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

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

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

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

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

Always lock your windows when you leave your room.

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

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

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

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

Use well-traveled routes.

Walk purposefully, briskly, and keep moving.

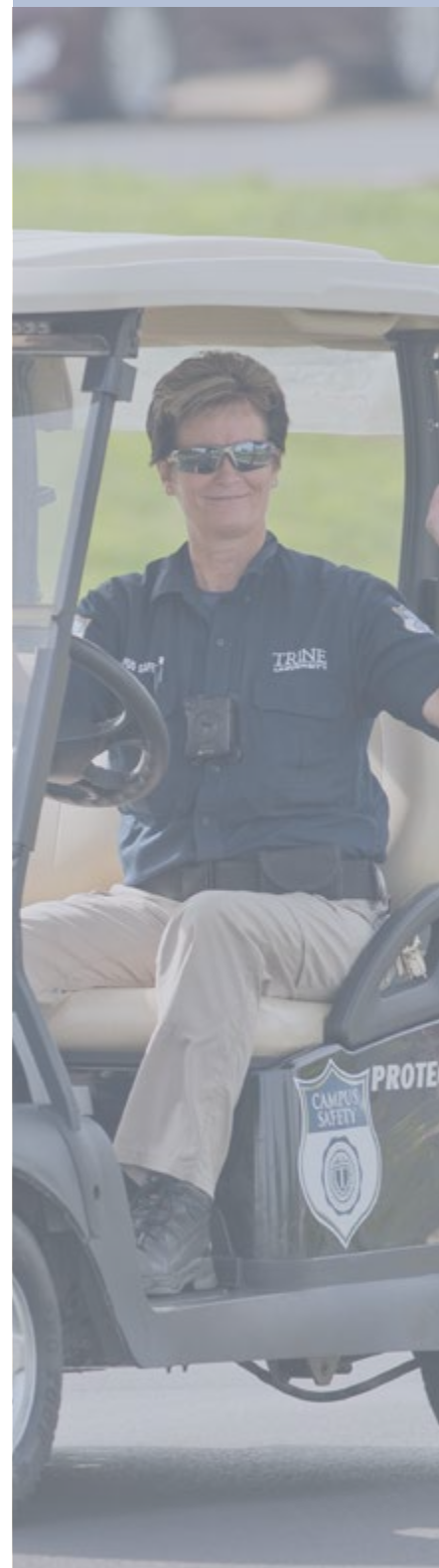
Walk in the center of the sidewalk—away from buildings, doorways, hedges and parked cars.

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

Avoid traveling the same route every day.

Have the key to your home ready as you approach.

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



5.2 Emergency Management

Active Shooter

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

View video
RUN HIDE FIGHT

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

Bomb Threats

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

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

Dangerous or Threatening Individuals

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



Fires



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



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



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

Hazardous Materials Management

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

Severe Thunderstorm

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

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

Tornadoes

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

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

Emergency Notification System

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

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

ALL students are encouraged to sign up for REGROUP ALERTS.



Clery Act Annual Security and Fire Safety Report

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

Emergency Report System

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

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

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



5.4 Inclement Weather and Emergency Closing

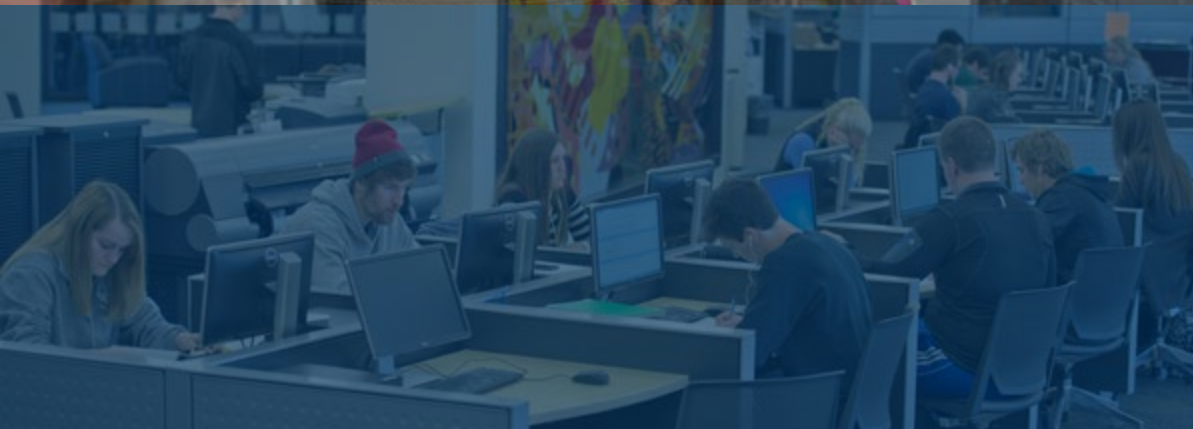
The University may make the decision to close during extreme weather emergencies and/or loss of power. If this occurs, the University will attempt to notify its employees through reasonable means, including REGROUP ALERT system and/or email. The main means of emailing weather alerts will come from **weather@trine.edu**. Students are expected to comply with the restrictions imposed by law enforcement.



5.5 Smoking and Tobacco Use

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

Section VI – Trine University Student Resources



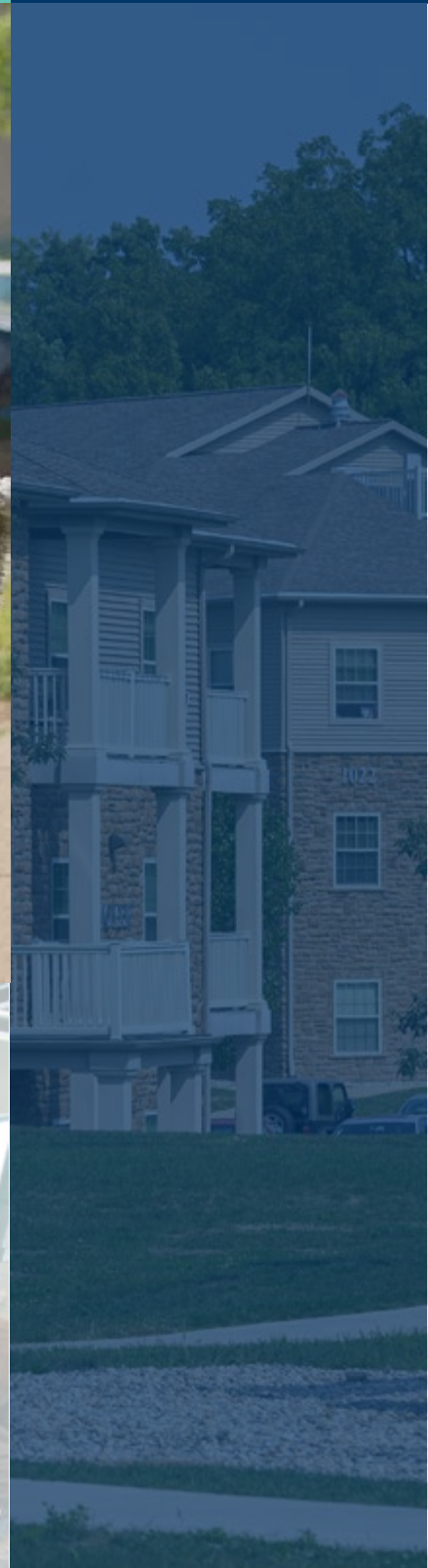
6.1 Student Resource Guide

This online guide provides a single destination for Trine University's vast student resources. Whether you have a question about financial aid, need academic support, want information about health and wellness, have questions about the library services, seeking information about housing, or want to join a club, you'll find it by [clicking here to access the Student Resource Guide](#).





Addendum – Residence Hall and Housing Policies



A.1 Housing Requirements

Living at Trine is more than just convenience; it's an essential part of your university experience. On-campus housing connects you to a vibrant, diverse community that fosters academic success, personal growth, and meaningful connections.

Trine University is a residential campus. This means that students are required to live on campus during their time as a student. Students who meet any of the following criteria may apply to be approved to live off campus and be exempted from the residency requirement. Please note that meeting one of the listed criteria does not guarantee that approval to move off campus will be granted.

The possible exemption criteria are:

- Students who are married (with proof of marriage license)
- Students who are responsible for a dependent child (with proof of birth certificate).
- International students must show dependent I-20 or dependent DS-2019 documentation
- Students who will be living at home with a parent or legal guardian within 50 miles of Angola (Proof of residency may be required)
- Students who will be 22 years of age on or before August 1 of the upcoming school year (Students previously enrolled in the 2024-2025 school year or earlier will need to be 21 years of age on or before the August 1 deadline)
- Students with a cumulative GPA of a 2.0 or higher who 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 are required to be enrolled full-time (12 credit hours per semester) to reside in university housing. Those below 12 credit hours who want to remain in campus housing must have approval from the Housing Department. Students must have written approval from the Housing Department prior to moving off campus. Failure to receive approval or providing false information may lead to expulsion from Trine University.

Residential Students

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

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

Residency Limitations

Only full-time Trine University main campus 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 may be submitted to, and must be approved by, the Dean of Students.



Personal Property Insurance

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



Residential Facilities

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

All residential students are required to have either the 10 or 19 meals per week plan. Dining facilities for all residential students include:

- Whitney Commons in the University Center
- The Depot
- Storm's-A-Brewin' coffee shop in the SDI Center
- Grab-And-Go in the SDI Center
- The Bean Counter coffee shop in Ford Hall
- Storm's-A-Rollin' In food cart in various locations

A commuter meal plan is available for students not living on campus to use these dining options. Pay-as-you-go meals are also available.

The campus Mail Center and student mailboxes are also located in the University Center and serve all residential facilities. Shipping and receiving using USPS, UPS, FedEx and other shipping companies are available using the mail center.

A.2 Residence Life Mission

The Trine University Department of Housing and Residential Life fosters a supportive and engaging residential experience that promotes student success, personal growth, and community. Our staff builds meaningful relationships, enforces community standards, and provides resources to enhance student life in alignment with the university's mission.

A.3 Residence Life Standards

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

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. Students who choose not to meet the listed expectations may be required to participate in restorative practices and will be subject to progressive disciplinary action.



MEAL PLANS

**10 Meals Per week +
\$75 Flex Dollars**

**19 Meals Per Week +
\$75 Flex Dollars**

**50 Meals Per
Semester***

Decline Meal Plan*

***Only available for
Commuters and students
living within Honors
Housing – Townhouse Style.**



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

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

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

All who reside on campus are responsible for knowing and adhering to the following standards and guidelines:

- **Appliances.** In an effort to eliminate circuit overload and potential fire hazards, only UL-approved electrical appliances are allowed in residential facilities with an approved kitchen area. Appliances with an exposed heating element or open coil are prohibited. These appliances include toasters, toaster ovens, grills, air fryers, instant pots/pressure cookers, space heaters, air conditioners, oil lamps, and portable generators.
- **Bicycles.** Bicycles are permitted and may be appropriately stored in bicycle racks or in a student's room/patio/deck. Bicycles found in public areas such as lounges, stairwells, entrances, exits, patios/decks, or other undesignated areas will be confiscated and returned to the student at the student's expense. Riding bicycles inside university buildings is prohibited.
- **Bulletin boards and posting strip.** Bulletin boards and posting strips are designated for posting of informational and programming material by residence life staff only.
- **Candles, Open Flame, and Incense.** Burning candle(s), evidence of a burnt candle(s), open flames, and incense are strictly prohibited in any university building. Candles and incense will be confiscated and the owner will be subject to disciplinary sanctions. Candle warmers and wax melt air fresheners are not permitted. Oil diffusers are permitted.
- **Common area wall decorations.** Students are not permitted to decorate common areas of the building.
- **Door Decorations.** Students can decorate the exterior portion of their room/suite doors with posters, banners, flyers, and brochures. Materials posted must be in good taste and respectful. Students are reminded that they are responsible for any damage caused by putting up such material. Painters tape is the only material allowed to hang anything on door or walls. Door decorations placed on the exterior of room or suite by Residence Life Staff must be kept on the door to easily identify individuals of the room/suite.
- **Furnishings.** Students may not remove university furniture from the room, apartment, or villa. Students will be charged if furniture is missing after they move out. Students are responsible for inspecting the condition of the



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

Guest policy

A guest is defined as any person who is not officially assigned or contracted to reside in the specific housing space they are visiting. This includes individuals who are not contracted residents of university housing. All guests must be escorted at all times by the Trine student serving as the host. Current non-residential students who are found to be living in university housing without prior approval will be assessed full room and board charges, which will not be prorated.

Overnight guests are permitted to stay within the residence halls for no more than two (2) consecutive nights within a 7 day period. All overnight guest arrangements must be in accordance to the roommate agreement established in each residential room. Guests during the daytime are permitted. Trine students are required to inform Campus Safety of their guests.

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

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

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.

- **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, shared living space, and bathroom clean. Personal trash must be taken to a dumpster on a regular basis.
- **Lock policy.** All university housing facilities are locked 24 hours a day to ensure the safety of students. Students are responsible for carrying their keys and student IDs with them at all times to ensure access to university housing facilities. Room doors are highly encouraged to be locked in the resident's absence. Disciplinary sanctions will result if students are found responsible for propping open outside doors, including patio doors. For safety reasons, doors are not to be propped open.
- **Noise and quiet hours.** University housing is a community that strives for an atmosphere conducive to study and rest. With this goal in mind, **quiet hours** are in effect Sunday through Thursday from 10 p.m. to 7 a.m. and Friday and Saturday from 12 a.m. to 7 a.m. **During this time, noise from a student's room should not be audible outside the room, including in neighboring rooms or the hallway.** The noise level in a common living area must also be kept at a minimum during quiet hours; therefore pool, ping pong, and other gaming equipment cannot be used in building common areas during quiet hours.

Quiet hours are in effect 24 hours a day during finals week from Saturday through Thursday. Relaxed courtesy hours during finals week are 11 a.m. - 1 p.m. and 5 p.m. - 7 p.m. to allow students to clean, vacuum, and/or move furniture or belongings.

At all other times, respect for fellow community members is essential. Electronic devices and speakers must be used at a volume that does not disturb others. Students are expected to be considerate of their neighbors and share responsibility for maintaining an environment that supports sleep, study, and overall community well-being.

Students who are negatively impacted by noise from another room are encouraged to first attempt to respectfully address the concern directly with those involved. If the issue is not resolved, they should seek assistance from their RA. Continued disruption of the living environment may result in an escalated response from the Housing and Residential Life Office and Campus Safety. Our goal is for all community members to be mindful of and respect those around them.

- **Painting.** Students are not permitted to paint rooms or common living areas. Painting of posters and similar projects that could damage floors or walls should not be done in university housing rooms, hallways, any carpeted areas, sidewalks, or paved streets or parking lots.
- **Pets.** For environmental and safety reasons the only pets permitted in university housing or villas are small fish with a fish tank no larger than 10 gallons. ESA and Service animals are permitted after an application process and with proper documentation. **Non-approved animals will be subject to a \$500 fine for pet owner, and \$100 fine for roommates knowing of the violation.** If an animal or evidence of an animal is found in a residential facility, all flooring in the occupied space will be professionally cleaned at the student's expense. For Service and Emotional Support Animal Policy and procedures, click here: <https://trine.jotform.com/form/220764356062959> or contact the Office of Accessibility Services at 260-665-4590.

QUIET HOURS

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

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

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



- **Physical activities.** Physical or recreational activities that pose a risk to others or to property are strictly prohibited inside all residential buildings and housing units. Students may not ride or use bicycles, scooters, rollerblades, skateboards, or similar equipment anywhere inside university housing facilities.

Additionally, activities such as, but not limited to, throwing objects, roughhousing, or other disruptive behavior are not permitted in common areas, hallways, or other high-traffic areas in or around any university facility. These expectations are in place to ensure the safety of all residents and to protect university property.

- **Public area furnishings.** Furniture provided for university housing public areas (e.g. lobby, lounge areas) is for the use of all residents in the building. Relocation of furniture to a student room and/or suite is prohibited and considered theft.
- **Roofs and ledges.** Students are not permitted on the roofs and ledges of any university facility. These areas are not constructed to withstand frequent traffic, and this could result in damage to the roofing or structure.
- **Room occupancy limits.** At no time should the total number of individuals in a living space exceed more than twice the number of students assigned to that space. For example, a four-person apartment may not have more than eight individuals present at one time. This expectation is in place to promote safety, prevent overcrowding, and ensure respect for neighbors and the surrounding residential community.
- **Room personalization.** Students may not display obscene and/or offensive materials, including pornographic images, in their rooms or residential spaces. Prohibited materials may not be posted or displayed on walls, doors, windows, personal computers, or any other visible area.

University-provided furnishings and decorations may not be altered, including the removal of plants, lamps, or pictures from their frames. The exterior areas of villas and apartments (including patios and balconies) may not be decorated with items such as lights, flags, or similar materials. Personal belongings may not be stored in exterior areas, on patios or balconies, or in residence hall hallways. Real trees or live greenery are not permitted in any residential facility.

- **Signs.** The possession and/or display of public or university signs such as road signs and public service signs such as exit or highway signs are prohibited. These items are subject to confiscation and disciplinary sanctions.
- **Thermostat.** Thermostats may be adjusted within a specific predetermined range. Any adjustment outside this predetermined range will result in disciplinary sanctions. If you find your room to be at an uncomfortable temperature, please contact Campus Operations. Turning off thermostats in Villas/houses is prohibited.
- **Trash.** It is the responsibility of each student to keep the room clean and to take the trash to a dumpster on a regular basis. The housekeeping staff is not responsible for removing personal trash. Personal trash from the resident's room should not be placed in the trash receptacles in the public restroom, hallways, and common spaces, on decks/patios, or in outside locations. Trash receptacles are available as a courtesy and convenience. The misuse or abuse of those trash receptacles may result in their removal.
- **Windows, screens, ceiling tiles, and balconies.** Any windows, screens, and ceiling tiles must remain securely attached and used only as intended. Windows and all exterior doors are required to remain closed to ensure safety and to maximize the efficiency of heating and cooling systems. Additionally, throwing any object out of a window or from a balcony is strictly prohibited.

Inspections



BE A GOOD NEIGHBOR.

Respect the people and community around you.

TAKE IT OUT.

Please take personal trash to the dumpster regularly.



A.4 Housing Policies

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



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
- To 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
- 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 Housing and 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 submit a maintenance work order utilizing the SchoolDude application found in your student portal (see directions on page 69).
- 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 Department of Housing and Residential Life and will be subject to additional inspections to ensure compliance with this policy.

Key policy and loss

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

Maintenance and housekeeping services

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

All maintenance work orders need to be submitted online.

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

To enter the work order:

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



Emergency requests and repairs

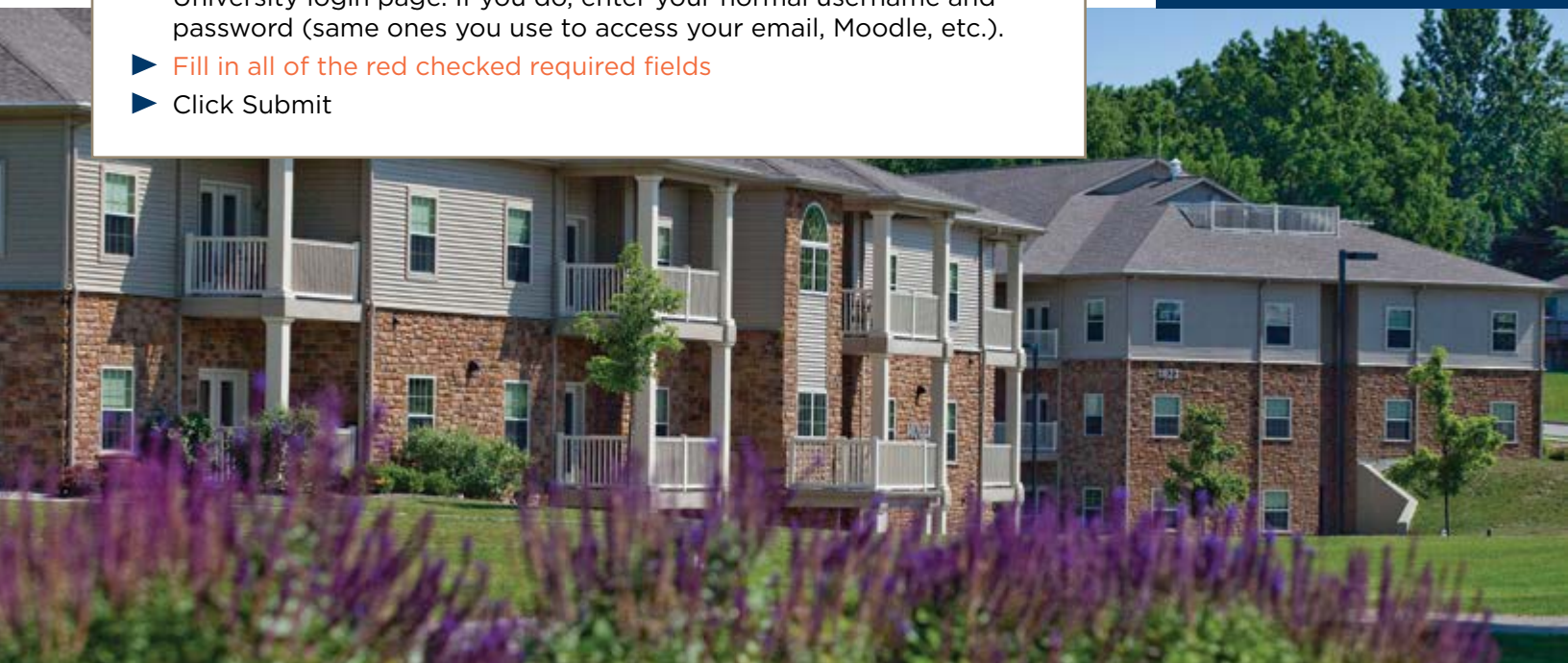
(building problems such as water leaks, sewer, power outage, etc.) should be reported to Campus Operations by phone immediately.

DAYTIME

7:30 a.m. – 3:30 p.m.
260.665.4155

AFTER HOURS

Call Campus Safety
260.316.1877



A.5 Residence Search Procedures

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

If the need arises for Campus Safety, Campus Operations, or Department of Housing and Residential Life staff to enter a living area within one of the campus residential units, notification will be sent via email 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.

