

**2016-2017**  
**TIU UNDERGRADUATE**  
**STUDENT HANDBOOK**

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## **Trinity International University Core Values**

*Trinity International University educates men and women to engage in God's redemptive work in the world by cultivating academic excellence, Christian faithfulness, and lifelong learning.*

### **Christ-Centered**

We are here to model and to engender Christ centeredness in all that we do. The lordship of Christ should affect and be evident in every aspect of education, relationship, and endeavor at Trinity.

### **Community-Focused**

We seek to be a learning community that operates by the ethics and values of the Kingdom of God. The makeup of the community should be a reflection of the breadth and diversity of the family of God. The way we treat people should be consistent with the morals, justice, compassion, humility, and love of our Lord. Interaction with students should both reflect an attitude of service to them as individuals and take advantage of opportunities for mentoring and modeling and personal development.

### **Church-Connected**

We value service to the Church because we believe that the Church is God's central vehicle to accomplish his work in the world. Our vision for serving the Church is a global vision, just as God's vision for his Church is global. A particular value affecting Trinity's work is to identify and meet the educational needs of the EFCA.

### **Culturally-Engaged**

We seek to bring faith, life, and learning to bear on the issues facing our world. Our perspective is one of engagement with culture from a Christ-centered and biblically rooted foundation. We are committed to high standards of research, scholarship, thinking, and living as a means of preparing students to engage the world and to respond honestly and earnestly to those in a pluralistic society.

## **Student Life**

Welcome to Trinity! We are so excited that you are here, and we simply look forward to seeing how God will shape you, form you, and develop you during your time here at Trinity.

We are an institution that stands on rigorous academic, unapologetically Christian commitment, and authentic community. To that end, Student Life provides opportunity for students to integrate their faith with their living and learning. Through chapel services, forums, and various activities and events, Student Life seeks to support the learning that is taking place in the classrooms by providing opportunities for students to apply what they learn to their practice. By living out what they are learning, students have the opportunity to see how our faith, built on the full revelation of Scripture, permeates and influences every aspect of our lives. Truly, no facets of our lives remain outside the reign of Jesus Christ.

At the heart of each member of the Student Life staff, you will find a deep desire to serve our students and facilitate their intellectual, spiritual, emotional, social, and physical development. To encourage holistic growth in each and every one of our students, Student Life is intentional about providing a positive, co-curricular environment with numerous on and off-campus opportunities. Our aim is to foster a learning atmosphere that allows students to integrate their faith with their lives, while affirming each individual's unique identity in the body of Christ and in the learning community of Trinity, all within the context of supporting the intellectual seriousness and academic rigors of graduate education.

Whether assisting Trinity students with a housing need, promoting healthy living and spiritual formation, or forming supportive relationships, Student Life staff seek to be available to all students and to cultivate growth regardless of the venue. In all things, our staff attempts to encourage and model a wholehearted pursuit of the Lord through real relationships that demonstrate openness and transparency, and through renewal of our minds, bringing all things into greater Christ likeness in our lives.

The Division for Student Life is located on the lower level of the Waybright Center and houses the office of the Vice President for Student Life and University Ministries/Dean of Students, Associate Vice President for Spiritual Life and University Ministries, and the Associate Deans of Students and Student Leadership. The following offices are also located in the Waybright Center: Intercultural Development, International Students and Scholar, Residence Life, Spiritual Life and University Ministries, Student Activities, and Student Government. The Leadership

Development office is located in the lower level of the Peterson Wing. The Counseling Center and Health Services office are located in Owens 800.

### **The Trinity Community**

We are a distinctly Christian institution that sees educating and developing the “whole person” as essential in fulfilling our mission to educate men and women for faithful participation in God's redemptive work in the world by cultivating academic excellence, Christian faithfulness, and lifelong learning. We believe that students' experiences outside of the classroom are instrumental in turning classroom learning into everyday living. Considering students will spend more time outside of the classroom studying, involved in co-curricular activities or just hanging out with friends, we believe that the environment on campus is crucial to holistic development. In order to maximize the potential for growth, we seek to create and maintain an environment on campus that will encourage, challenge, and hold each member accountable. Once enrolled at Trinity, you become a part of the “Trinity Community.”

We believe that it is truly a blessing to be members of a Christian community. Psalm 133:1 reads, “Behold, how good and how pleasant it is for brothers and sisters to dwell together in unity!” By putting our faith and trust in Jesus alone for the forgiveness of our sins, we have been united into one body, the body of Christ. By living life together, we are able to learn from one another, encourage one another, and rejoice with one another as we share our unique backgrounds and stories. We want to help each other, as Paul said in Ephesians 4:1-3, to “live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace.”

In order to foster and maintain a healthy Christian community, we must depend on each other to preserve the unity of the Spirit. Being a member of the Trinity Community offers unique privileges, but it also requires unique responsibilities. In signing an application for admission, students assume the responsibility to abide by and maintain our Community Life Expectations. Paul writes that if a person is caught in a sin, that person ought to be restored gently. “But watch yourselves, or you also may be tempted” (Gal. 6:1). When members of our community are in violation of our Community Life Expectations, we must be willing to confront, not out of condemnation, but out of love and a genuine desire to see restoration and growth.

#### **Community Accountability and Reporting:**

Violations of our Community Life Expectations tear at the fabric of our community and our Christian character and compromise the kind of environment we are striving to nurture. Whenever possible violations of Community Life Expectations

should be reported directly to a Resident Assistant (RA), Graduate Resident Advisor (GRA), Area Coordinator (AC), the Director of Residence Life (DRL), and/or the Associate Dean of Students to ensure safety, proper follow-up care, investigation, and/or notification of law enforcement agencies. That said, other Student Life staff, as well as Security and Faculty are also appropriate university officials to receive such reports.

**Please note:** Reporting Violations of Community Life Expectations to other students (with the exception of RAs) does not constitute proper reporting protocol and therefore does not ensure safety, proper follow-up care, investigation, and/or notification of law enforcement agencies. Again whenever possible reports of Community Life violations should be made to staff or faculty as outlined above.

**Mandatory Reporting\***

All Trinity community members including all students, staff and faculty are required to immediately contact the police if they are the observer or hearer of the following incidents:

- Assault (including child abuse), battery, sexual assault (including but not limited to rape, sodomy and child sexual abuse), murder, or attempted murder.

Immediately after contacting the police Campus Security must also be notified so that they can be aware that the police have been called, assist them accordingly, and can contact all other necessary university officials.

In addition, all Trinity community members including all students, staff and faculty are also required to immediately report the following incidents to either Campus Security, the Associate Dean of Students, and/or the Director of Residence Life:

Illegal activity, including but not limited to theft, illegal drug possession or use, underage drinking, sexual or physical assault.

Any situation judged to be dangerous or threatening for a student or the community, including but not limited to a suicide threat, bomb threat, or possession of a weapon.

**Confidentiality\***

Trinity International University staff and faculty are prohibited from guaranteeing confidentiality to any students regarding reports of Community Life Violations, including all illegal activity. While confidentiality is not guaranteed Trinity's staff and faculty are expected to make every effort to handle all reports of Community

Life Violations, etc. with sensitivity and discretion while maintaining compliance with all federal and state student privacy laws.

**The following are additional guidelines for community accountability, except when violations warrant mandatory reporting:**

**Student Responsibilities**

If a student is present when a policy violation is taking place or has firsthand knowledge of a violation, he or she is expected to confront the student(s) to express concern and thereafter to leave the situation immediately so as not to give the impression of condoning the activity. Students are required to report community life violations to the appropriate RA or Residence Life Staff member, who will decide if any follow-up is necessary. When appropriate, students are encouraged to recommend that the offending student(s) enter the Student Growth initiative by talking to an appropriate Residence Life staff member.

With this model, we are asking individual community members to take responsibility and ownership of the community environment. By asking members to confront their fellow students, each member has a responsibility to do what is right not only for the community but also for the well-being of the offending student. (See Matthew 18:15-17.)

**Resident Assistant (RA) Responsibilities**

If an RA is present when a policy violation is taking place or has firsthand knowledge of a violation, he or she must confront the student(s). Our hope is that the student(s) will cooperate and agree to abide by the Community Life Expectations, making restitution where necessary. Regardless, the RA must submit an interstaff memo to the appropriate Residence Life Professional Staff member who will follow-up as necessary. If students are belligerent, deny the accusation, or refuse to comply, then the RA may immediately contact a second RA or the GRA on duty for assistance.

**Conditional Immunity Policy\***

Trinity is deeply committed to the health, safety, and well-being of its students. Students are strongly encouraged to call 911 or seek other medical attention when there is an immediate threat to the health of themselves or others. The University wants to eliminate barriers for students who may be hesitant to seek medical or emergency help or report the incident to university officials because they fear being held accountable for policy violations (e.g., drinking alcoholic beverages). To encourage timely and immediate reporting, Trinity pursues a policy of offering students who are accessing help for themselves or others, conditional immunity



from being charged with student handbook violations related to the particular incident. While there may be no community accountability sanctions for these individuals, the University may provide elements of help, support, and education.

Please note that conditional immunity can be offered only in the event that the incident does not violate federal, state, or local laws.

**\*See Statement on Confidentiality (p.7)**

**Staff and Faculty Responsibilities**

If a staff or faculty member is present when a policy violation is taking place or has firsthand knowledge of a violation, he or she is strongly encouraged to confront the student(s) to express concern and begin the process of restitution. Faculty and staff are strongly encouraged to communicate violations of Community Life Expectations directly to an appropriate member of the Student Life Office (e.g. Graduate Resident Advisor (GRA), Area Coordinator (AC), the Director of Residence Life (DRL), or the Associate Dean of Students to maintain consistency and records, ensure safety, proper follow-up care, investigation, and/or notification of law enforcement agencies. Such reports may also be directed to the Office of Campus Safety and Security if appropriate.

**Please Note:** All students, staff, and faculty should always encourage students to confess their violation or knowledge of a violation to an appropriate member of the Student Life staff as outlined above. Students who confess a violation of Community Life Expectations of their own volition are eligible to enter into the Student Growth Initiative (see Student Growth Initiative p.29).

### **Community Life expectations**

The foundation of our community is the Great Commandment found in Mark 12:30-31: "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. . . . Love your neighbor as yourself. There is no commandment greater than these" (NIV). In a perfect community, we would all live by the Spirit, and "the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control," (Gal. 5:22, NIV), and we wouldn't need any further guidelines. However, no perfect community exists. Therefore, in order to foster a healthy, vibrant community environment, which encourages loving the Lord and loving others, Trinity College has established the following policies for all students (both full and part time, residents and commuters alike).

Practices that are specifically forbidden in Scripture are prohibited, such as dishonesty, theft, premarital sex, abortion, adultery, homosexual behavior, use of pornography, profanity, gossip, racism, or infringement upon the rights of others.

Some of the following Community Life Expectations are specified in Scripture as sinful behaviors, while others reflect a prayerful, contemporary application of biblical principles to our specific context. Though some are inherently sinful (whether enrolled at TIU or not), other listed behaviors are not. These acts become sinful because, when performed while enrolled, they entail the breaking of a promise made to the other members of the community. In adhering to these expectations, we strive together to nurture a growth environment where individual freedoms are balanced with the needs of others, where both the liberties of the “strong” and the consciences of the “weaker brother/sister” are respected.

Students violating any of the following policies or any other university policies will be subject to disciplinary action as outlined in this handbook. Students are expected to abide by other procedural rules and regulations as announced. These policies apply to students during the academic semesters, on or off campus, including all breaks, as well as before and during May Term. During the summer and winter semester breaks, students are not responsible to Trinity for abiding by these expectations unless he or she represents the university in an official capacity, resides on campus (including a campus apartment), or is visiting on campus. Trinity also reserves the right to refuse continuation to a student who compromises the safety or integrity of our community by his or her actions during these breaks. These policies also apply to any prospective students, and involvement in any violations may jeopardize their admittance to the university.

### **Specific Expectations:**

#### **Academic Dishonesty**

In a Christian academic community, academic dishonesty, including cheating, plagiarism, misappropriation of library materials, and fabrication of submitted work is regarded as a serious violation. Academic dishonesty is defined as the intentional misrepresentation of all or part of one's work to deceive for personal gain or assisting another to do the same. For more information, go to the Official Policies section of the Trinity College Catalog.

Any student who breaks the standard of academic integrity by cheating or plagiarism will be dealt with severely by the faculty and may result in a failure of the course. Repeated acts of Academic Dishonesty will be reported to the Associate Dean of Students. This may result in a failure of the course, academic probation, expulsion from the institution, or a revocation of a degree already granted by Trinity.

## ***Alcohol, Tobacco, and Illegal Drugs***

### **Drug-Free Campus**

Trinity International University is a drug-free campus. Possession, purchase, distribution or consumption of any illegal drug (including medical marijuana) is not permitted. Students suspected of the above will be asked to undergo drug testing available at Advocate Condell Medical Center or on campus. Any student refusing to submit to these tests will be held in violation of our expectations. Any student who is involved in the purchase, possession, consumption or distribution of illegal drugs is subject to immediate dismissal from the College. Trinity reserves the right to report instances of illicit drug use and possession or use to the proper authorities.

### **Alcohol-Free and Tobacco-Free Campus**

Trinity International University is also an alcohol-free and tobacco-free campus. Trinity College students, regardless of age, are not permitted, under any circumstances, to purchase, possess, consume, or distribute alcoholic beverages or tobacco products (including e-cigarettes and vaping products) of any kind on or off campus. Nonalcoholic beer and other drinks containing a percentage of alcohol are also prohibited. Individuals may be subject to having their breath smelled and/or tested by a Breathalyzer exam given by a staff member.

Any student who is involved in the purchase of alcohol for a minor or who provides an off-campus location for a party where alcohol is available, is subject to immediate dismissal from the College.

**\*Students in violation of the Drug-Free and Alcohol-Free Campus policies will be subject to a \$100 fine.**

### **[The Dangers of Drug and Alcohol Abuse\[u1\]](#)**

The illicit use of controlled substances and the abuse of alcohol and legal drugs, within the university community, can result in serious injury to the user and other community members. The abuse of drugs and alcohol has been proven to impair the coordination, reaction time, emotional stability, and judgment of the user. Serious injury or fatality of the user, other community member, or campus guests could result from the actions (or lack thereof) by an individual under the influence of drugs or alcoholic beverages.

Known health risks, resulting from the use of illicit drugs and/or alcohol, include damage to respiratory and immune systems, malnutrition, seizures, loss of brain function, liver and kidney damage, and a variety of other possible consequences.

### Prevention Education

Students and employees receive regular drug and alcohol prevention education. Counseling services for drug and substance abuse are available through Trinity's Counseling Center located in Owens Hall. Along with individual counseling for drug or substance abuse, the Counseling Center will schedule forums as needed to address issues pertinent to the Trinity student body at large. Information regarding off-campus substance abuse, counseling service, and rehabilitation programs can be obtained at the Counseling Center, in Human Resources, or at the Health Services Office.

Trinity reserves the right to report instances of illicit drug use and alcohol possession or use to the proper authorities. Additionally, Trinity reserves the right to request any student or employee undergo drug or alcohol testing at the student's/employee's expense at local clinical facility. Violation of this policy may be cause for disciplinary action, including but not limited to termination of employment or dismissal from the University.

### ***Cohabitation***

In order to protect students from the appearance of and potential for inappropriate behavior, cohabitation is prohibited. Cohabitation is defined as living/residing with a non-related person of the opposite sex outside of marriage for any amount of time without approved accountability, which is defined as the student's parents, grandparents, aunts or uncles, as well as TIU staff/faculty, or a pastor. Living/residing is defined as sleeping with members of the opposite sex in private quarters (e.g., house, apartment, hotel room, parked car, sleeping quarters, or tent). If students have questions regarding this policy, they should contact their AC. However, if students find themselves in an emergency situation, they should contact Campus Safety and Security Services at 847-317-6400 to be immediately connected to the AC or GRA on duty.

### ***Computer Misconduct***

Please see the university's Acceptable Use Policy.

### ***Dancing***

Social dancing is permitted on campus only when it is part of a college event and has been approved by the Dean of Students.

### ***Disobedience or Disrespect***

Deliberate refusal to comply with a clearly stated, reasonable directive issued by any school personnel, including RAs, other Residence Life staff, Campus Safety and Security staff, Dining Services, and athletic trainers, acting in the performance of

their duties, is prohibited. Disrespect by word or manner of conduct to any school employee or any officials and players at all athletic events is also prohibited.

### ***Disorderly Conduct***

Any of the following are considered disorderly conduct and are not acceptable: lewd, indecent, offensive, annoying, obscene, or inappropriate conduct or expression thereof on school-owned property or at school-sponsored events; the disruption of any student function or activity; conduct on or off campus that is in conflict with the welfare and integrity of the school and that identifies the student as an unfit associate for other students; any unauthorized demonstrations.

### ***Dress Code***

Trinity has no dress code, per se, other than the principle of modesty, which is outlined in Scripture. (Items to consider regarding appropriate dress: Are any undergarments showing? Is an inappropriate amount of skin visible? Is the clothing too tight?) If a student dresses in a manner that is considered immodest by a staff member (e.g., RA, GRA, AC) or faculty member, he or she may be asked to change clothes as soon as possible. In addition, articles of clothing that promote or represent substances (i.e., drugs, alcohol) or lifestyles contrary to Trinity's Core Values are not allowed.

### ***Falsification of Records***

Falsification of college records, including but not limited to admissions, registration, health, disciplinary, exemption forms, chapel attendance records, and residence hall forms is prohibited.

### ***Firearms, Weapons, and Explosives***

Possession of firearms, weapons, or explosives on campus is not permitted. Students who are found in possession of any type of these can be subject to immediate dismissal from the college. This includes, but is not limited to, BB guns, paintball guns, air-soft pellet guns, bow and arrows, ammunition, sling shots, knives with blades of more than four inches, toy guns, and any other weapon of any kind or imitation thereof that could be used to cause fear or injury to another person. (see search and seizure p.16).

### ***Fireworks***

Possession of firecrackers, fireworks, and other explosives on any college-owned or leased property or at any college-sponsored event is prohibited.

### ***Gambling***

Any form of gambling, including but not limited to lotteries, betting, and any casino-related activity where money is at stake is not permitted.

## ***Harassment***

Trinity will not tolerate harassment of any kind. Those found to have been engaging in harassment will be subject to discipline that could include dismissal from the university. Harassment for the purposes of this policy is defined as, but not limited to, behavior that has the purpose or effect of unreasonably and substantially interfering with an individual's academic progress, learning ability, and work performance. As well as behavior that has the purpose or effect of creating an intimidating, hostile, or offensive academic or working environment. Examples of this include, but are not limited to, a persistent unwelcomed pattern of behavior directed at another individual that distresses, frightens, or is in some manner inappropriate or threatening such as verbal, physical, written (including e-mails and text messages) or mental abuse, hate speech, stalking, abuse because of one's race, religion, nationality, disability, or gender (see sexual harassment).

While not all incidents of harassment violate the law, TIU reserves the right to contact law enforcement agencies immediately whenever it is deemed necessary.

Any incidents of harassment should be immediately reported to the Student Life office (847.317.7070) or Campus Safety and Security Services (847.317.6400) to ensure safety, proper follow-up care, investigation, and/or notification of law enforcement agencies.

## ***Hazing***

No form of hazing will be tolerated. Hazing is defined as the infliction of physical violence on any individual; any activities calculated to be embarrassing, harassing, or imposing physical, emotional, or mental strain on any individual; or any activity that would, in any way, jeopardize the physical, moral, or scholastic well-being of any individual. This also includes harassment by requiring unnecessary work and harassment through banter, ridicule, or criticism.

## ***Human Sexuality***

In keeping with our mission and our commitment to biblical fidelity, and in light of the University Statement on Human Sexuality, the following policies related to student and residential life further guide and shape our community.

### On Sexual Behavior

All students, regardless of age, residency, or status are required to abstain from cohabitation, premarital or extramarital sexual behavior, or same-sex sexual behavior (including same-sex dating behavior)

### On Gender Identity

It is our goal to engage with love and respect those who embrace views of sexual identity discordant with our own, and in which those who experience gender

identity struggles can be formed and flourish. At the same time, this is not a directionless support. Rather, we view growth in Christ to be directed toward alignment or reconciliation with the individual's biological birth sex as God's creational intent for those individuals. In this way, we will seek to be a welcoming but not affirming community.

1. We do not affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. If persons who have experienced such treatments have chosen a new direction embracing the Christian conviction shared by this community and seek to restore their identification with their birth sex, we would seek to fully accept such persons in this community.

2. Persistent or exaggerated examples of cross-dressing that are grounded in the fundamental rejection of biological birth sex or other expressions or actions that are deliberately discordant with birth sex will not be permitted.

3. As a community that values holiness and conformity to Christ in all areas of our lives, and that seeks to foster the holistic development of students, we will make housing decisions and other related decisions of student residential life in light of the sex at birth of all individuals who are members of this community. We will not, for example, make housing decisions in accord with the psychological identity choices of the student, but rather in light of their sex at birth.

4. Actions or intentions of those seeking fundamental changes of any kind from one's sex at birth are viewed as a rejection of the Biblical and theological understandings to which this institution is committed. These actions or intentions are cause for a university response, including but not limited to the termination of a student's enrollment at Trinity.

#### On Advocacy

All students and student groups are expected to pursue goals and activities consistent with Trinity's mission. Student groups who advocate for goals and activities contrary to the university statement on human sexuality will not be permitted.

#### ***Illegal Activity—Committing a City, State, or Federal Crime***

Scripture explicitly teaches respect for governmental authority. Students are therefore expected to uphold the laws of the local community, the state, and the nation except on those occasions where obedience to civil authority would require

behavior directly in conflict with other scriptural principles. The college will cooperate with all law enforcement agencies as requested.

### ***Internet Posting***

Trinity may investigate any information brought to the attention of University officials when individuals have allegedly been involved in violating federal, state, or local law(s) or Trinity's Community Life Expectations or that harass, harm, or discriminate against other individuals. This may include information found on personal websites such as, Facebook, Twitter, MySpace, or other Internet-based postings. Students may be asked to remove information from the posting, and violations may result in further disciplinary action.

### ***Misrepresentation or Forgery***

Providing false identification or information to Trinity International University officials with intent to deceive will not be tolerated. This includes forgery, unauthorized alteration, or unauthorized use of any TIU document or instrument of identification, including computer passwords and log-ins.

### ***Search and Seizure***

Trinity reserves the right to enter all college facilities, including residence hall rooms, as required for building supervision, maintenance, or other college-related business. A search may be made of a resident's personal belongings or vehicle when believed to be necessary to investigate an alleged violation or hazard, as determined by the Director of Residence Life, Associate Dean of Students, or Dean of Students.

A search will be conducted by two or more members of the Residence Life Professional Staff, usually the Graduate Resident Advisors. In addition, if contraband (e.g., alcohol, controlled substances, drug paraphernalia, items found to be in conflict with Trinity's Community Life Expectations) is found in a room in which other students are present, the university reserves the right to search the other students' rooms also. A notice stating the reason for the search (room or vehicle) and its findings will be provided for the resident. Items believed to be evidence regarding violations or endangering personal health or safety may be confiscated. If a locked security box or safe is found, a student may be asked to open the security box or safe. Failure to do so may be seen as an admission of guilt.

In addition, any personal items that are prohibited or in violation of Community Life Expectations such as but not limited to (excessively vulgar music, sexually explicit posters, magazine, or movies, airsoft guns, paintball guns, large knives, pornography, etc.) can be immediately confiscated by Student Life staff, including RAs, when found. Items that are confiscated will be discarded. At the AC's



discretion certain items that are in violation of Trinity policy but not specifically prohibited in scripture such as water guns, paintball guns, knives, etc. may be returned to the student to be returned home.

### **Sexual Assault**

**Sexual Assault:** any actual, attempted or threatened physical sexual act with another person without that person's consent. It includes, but is not limited to, sexual acts perpetrated by force (expressed or implied), or duress, deception or coercion upon the victim. It includes acts referred to as "date rape" or "acquaintance rape," and specifically includes sexual acts involving a victim who is incapable of giving consent due to age, disability or impairment by alcohol or drugs. Sexual assault generally will constitute a crime punishable under Illinois statutes. In reported instances of sexual assault, law enforcement will be contacted by the Responsible Officer or the head of Campus Safety and Security. Sexual assault includes, but is not limited to:

- Rape: As required by VAWA the University employs the FBI definition for rape: *Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim*
- Acts on a person who is not conscious or able to give consent
- Indecent exposure
- Direct or indirect threats linked to sexual propositions or activity
- Coerced sexual activity
- Sexual battery, the unwanted touching of an intimate part of another person, such as a sex organ, buttocks, or breasts
- Use of intoxicants, including alcohol, intended to incapacitate the victim or impair the victim's ability to give consent

**Sexual Violence:** includes domestic violence, dating violence and stalking.

*Domestic Violence:* is defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

*Dating Violence:* is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship

- The frequency of interaction between the persons involved in the relationship

*Stalking*: is defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Individuals who have been sexually assaulted or are in immediate danger should do the following:

1. Get to a safe place. After experiencing a traumatizing event such as sexual assault, it can be important to find a place where you feel comfortable and safe from harm. This could be your home, friend's room, local hospital, or police station, among others.
2. Remember: sexual assault is never the survivor's fault. Use these resources to assist you in taking action.
3. Call for assistance. **Call 9-1-1** or Campus Safety and Security **(847-317-6401)**. If you would like assistance in filing a report with local police, please contact a Responsible Officer below. The University encourages individuals to call the police because your safety, health, and well-being are of the utmost importance. Calling the police does not relinquish your right to confidentiality or to not press charges.
4. Seek medical attention to check for injuries and to collect evidence. In Illinois, a rape kit can be obtained at a local hospital and an exam given by a *SANE* nurse. A local hospital is Northwestern Lake Forest Hospital.
5. For the purposes of evidence collection, we suggest that you avoid drinking, eating, showering, brushing your teeth, combing your hair, changing your clothes. If you have done any of these things, evidence may still be collected and it remains important for you to seek medical attention. If you have changed your clothes, take the clothes you were wearing at the time of the assault to the hospital in a paper bag. If you have not changed your clothes, it may be a good idea to bring a change of clothes to the hospital.
6. Contact the Responsible Officer as listed below as soon as possible via phone, email, or in person:

**Responsible Officers:**

- **Employees:**

Linda Brundidge, Human Resources Team Leader: 847-317-7023;

- **Students:**

• Heather Logue, Associate Dean of Students, TC: 847-317-8192

• Jana Holiday, Associate Dean of Students, TEDS/TGS: 847-317-4063

- Felix Theonugraha, Dean of Students, 847-317-7115

7. If you are unsure about filing a police report, consider contacting these confidential resources.

#### Confidential Resources On Campus:

- Counseling Center: [counsctr@tiu.edu](mailto:counsctr@tiu.edu); 847-317-4067.(during business hours)
- Director of Discipleship and Pastoral Care - Scott Samuelson, 847-317-4194 (during business hours)
- Health Services: 847-317-6698

#### Confidential Resources Off Campus:

- Zacharias Sexual Abuse Center: 847-872-7799
- A Safe Place for Help/ Lake County Crisis Center Hotline: 847-249-4450

#### Confidential Advocates:

- Amanda Onapito 847-317-7034
- Anne Tohme 847-317-7125

### **Sexual Harassment**

Trinity will not tolerate sexual harassment of any kind. Those found to have been engaging in sexual harassment will be subject to discipline that could include dismissal from the university.

#### Definition

Sexual harassment for the purposes of this policy is defined as, but not limited to, unwelcomed sexual advances or comments, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's academic progress or employment; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; (3) such conduct has the purpose or effect of unreasonably and substantially interfering with an individual's academic progress, learning ability, work performance; or (4) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive academic or working environment. Sexual harassment does not mean occasional compliments of a socially acceptable nature. However, sexual harassment does include, but is not limited to, actions such as: (1) sexually oriented jokes or comments (2) possession, display, use, or distribution of photographs, drawings, objects, graffiti, emails, text messages, or video of a sexual nature, (3) subtle pressure for sexual activity, (4) physical contact of a sexual nature such as patting, pinching, overly affectionate hugging, or kissing

of any kind (5) explicit demands for sexual favors, whether or not accompanied by implied or overt promises of preferential treatment or threats concerning an individual's academic or employment status, (6) offensive sexual flirtations, advances or propositions, and (7) any other offensive, hostile, intimidating, or abusive conduct of a sexual nature.

### ***Sexual Assault and Harassment Reporting***

Any incidents of sexual harassment should be immediately reported to the Student Life office (847.317.7070) if you are a student or Human Resources (847.317.7085). Any person violating these policies may be subject to appropriate community accountability, up to and including termination if they are an employee, or suspension or dismissal if they are an undergraduate or graduate student. Any incidents of Sexual Assault should be reported in accordance with the University's Mandatory Reporting policy (See Mandatory Reporting, p.7) and the Reporting Guidelines outlined below.

### ***Reporting Guidelines***

To foster the safety and security of the entire community, if a member of the Trinity community has a concern or has become aware of an instance of possible sexual assault involving a student, faculty or staff member, the appropriate Responsible Officer above must be immediately contacted. The individual(s) identified above will be responsible for acting as the Responsible Officer(s).

Through investigating and resolving reports of sexual assault the University is committed to respecting the rights of all parties involved. To this end, the University is prepared to provide help, support, and assistance to the alleged complainant and the alleged respondent. Until a determination of a violation has been reached, the word alleged is used to describe both the complainant and the respondent. University personnel exercise sensitivity and discernment while striving to protect the privacy of the students involved.

An important element for an alleged complainant to consider is the difference between using confidential resources or filing a report with a University official. Individuals wishing only to receive confidential help and support can use any of the confidential options listed below. Beyond receiving support and assistance, reporting to a University official means the alleged complainant is choosing to have the incident investigated and the alleged respondent confronted. Confidentiality will still be maintained as much as possible when the University investigates an alleged incident. (For more information, please see Statement on Confidentiality)

On Campus:

- Counseling Center: 847-317-4067

Off Campus:

- Zacharias Sexual Abuse Center: 847-872-7799
- A Safe Place for Help/ Lake County Crisis Center Hotline: 847-249-4450

It is strongly recommended that any individual involved in the resolution of a sexual assault complaint seek personal support through relationships with a few trusted family members or friends. Responsible officers will also assist alleged complainant contact law enforcement personnel if needed.

All those involved in the process (complainant, respondent, Responsible Officers, grievance officers and others) are required to keep all information confidential, except as may be required by applicable law or court order.

### ***Statement on Confidentiality***

Trinity will make every effort to facilitate a safe and nondiscriminatory educational environment for all students. We recognize that assurance of confidentiality when making a report of sexual assault will strongly encourage reporting of other alleged incidents. Therefore, when investigating an alleged incident of sexual assault, the University will seek to honor any requests by an alleged complainant to keep his or her name confidential.

At the same time, in order to facilitate a safe and nondiscriminatory educational environment, the University may find it necessary to pursue disciplinary action in a manner that requires disclosure of the alleged complainant's identity to an alleged respondent. In such an event, the University will inform the alleged complainant prior to making this disclosure and take whatever interim measures are necessary to protect and ensure the safety of the alleged complainant and other students.

### ***Retaliation***

The university strictly prohibits retaliation against any person reporting, assisting, or participating in any manner in any community accountability investigation or proceeding. Retaliation is any action by any person that is perceived as intimidating, hostile, harassing, retribution, or violent that occurred in connection to the making and follow up of the report. This includes retaliation of any kind, whether it's by an employee, student, visitor, or other third party. Any person violating this policy may be subject to appropriate community accountability, up to and including termination if they are an employee, and suspension or dismissal if they are an undergraduate or graduate student.

### ***Sexual Misconduct***

Sexual misconduct is prohibited and includes but is not limited to sexual activity outside of marriage, adultery, indecent exposure, voyeurism, or same sex behaviors, including same sex dating behaviors. Overly affectionate or prolonged public displays of affection can be indicative of a lack of boundaries in a relationship, and may be a matter of discernment and discussion.

### ***Slander, Gossip, and Ridicule***

Slander, gossip, and ridicule are prohibited and include but are not limited to impugning another's character through false or true information that will discourage people from placing confidence in a person. This includes spreading rumors or presenting a person in an unfavorable light by stating suspicion as fact.

### ***Theft and Possession of Stolen Property***

Any unauthorized taking or keeping of items of college property, items rented, leased, or placed on the campus, property leased by the college, items belonging to students, faculty, staff, or guests of the college, using another student's or employee's PIN, computer log-in or computer password, or possession of suspected stolen property is prohibited. Report any thefts immediately to your RA and Campus Safety & Security Services. *Students should secure their possessions by always locking their room door as they leave.* The University works closely with the Bannockburn Police regarding theft on campus. Thefts over \$250 in value and any involving credit cards are automatically reported to BPD, while all others are reported at the request of the victim. Further tips on preventing theft can be found at the Campus Safety & Security Services web site.

### ***Trespassing***

Unauthorized presence on or use of any TIU property is prohibited (i.e., vacant rooms, suites, or apartments, or going on rooftops), as are unauthorized visitations in residence halls or intentionally trespassing in areas from which individuals have been banned by previous order (i.e., residence halls, dining hall, sports complex).

### ***Vandalism***

Destroying, defacing, or damaging of college property, owned or leased, and property belonging to students, faculty, staff, or guests of the college will not be tolerated, including but not limited to misusing computer equipment or programs, vending machines, furniture, or personal property.

## **Restorative Discipline**

Discipline is rooted in God's holiness and God's love. It is not punitive in nature but restorative. It is a way to build relationships and reconcile and restore individuals to the Lord and the community. Our approach to discipline focuses on people and relationships, not rules and regulations. Although we strive to maintain a healthy environment, we are more concerned about the motives, attitude, and persons involved than with the policy violation itself.

When a policy violation occurs, various parties can be affected, including the individual, members of the community, or the community itself. In this light, we approach discipline holistically. We seek to help community members take responsibility for their actions and make right what they have wronged, which sometimes includes restitution and/or consequences. In every situation we seek to take all things into consideration. Attitudes, repentance, and honesty play a large part in the decision-making process. We strive to embrace individuals throughout the discipline process and seek to avoid feelings of alienation in the community. We want Trinity to be an environment in which members feel loved unconditionally. We seek the Lord for wisdom in all decisions and act in a manner that we believe has the highest potential for restoration and growth for all those involved.

### **Restorative Discipline Process:**

When a violation of the Community Life Expectations is reported to an RA, staff or faculty member, the discipline process begins.

### **Information Gathering**

This beginning stage of the discipline process is a time of gathering all information available so that we can make a fully informed decision. This can include incident reports and interstaff memos from Resident Assistants (RAs), Graduate Resident Advisors (GRAs) or Area Coordinators (ACs), a phone or personal conversation with the alleged offender and witnesses or victims, if applicable. It is possible this may happen several times as information is gathered and new information or questions arise in order to ensure that all of the necessary information is gathered to the best of our ability.

### **Decision Making**

After we have gathered all the information possible, we prayerfully begin the decision-making process. All decisions are made with the intent to ensure the safety of our students and our community as a whole, make right what was wronged, bring about restoration to the community and its members, and help in encouraging and promoting the growth of the student(s) involved. The following is a list, although not exhaustive, of possible accountability measures and/or consequences, and often a combination of more than one is issued:

- An apology to the parties involved
- Accountability relationships
- Counseling
- A Monetary Fine
- A Reflection Paper

In certain instances, when the violations of community guidelines are considered to be severe or persistent, the following consequences may also be given:

- Loss of privileges for a set period of time (e.g., Open House)
- A verbal warning
- A formal written warning
- Loss of student leadership position
- Loss of institutional scholarship
- Convening of the Student Hearing Committee
- Disciplinary Probation for a set period of time
- Suspension from the University
- Dismissal from the University

### **Disciplinary Probation**

The probationary period is to be a time of reflection, evaluation, and ideally much growth. Students demonstrating a high level of growth during this time may be released from their probationary period early.

### **Student Hearing Committee**

If, in the judgment of the Associate Dean of Students, the seriousness of a student's violations jeopardizes the health or safety of the community or its members, the Committee will be convened. This committee consists of the Associate Dean of Students (or designate), Dean of Trinity College (or designate), Director of Residence Life, two faculty members, the SGA President (or designate), and a full-time staff or faculty member of the student's choice. Legal representation or any other form of advocacy representation from outside the college community is not permitted. Normally the student will be notified at least twenty-four hours before the hearing is scheduled to convene. As a result of the hearing, the committee makes a decision from the above listed possible actions up to and including probation, suspension, or dismissal.

### **Suspension**

If a student is suspended from the university, he or she has twenty-four hours to be withdrawn from classes and checked out of his or her residence hall or campus apartment. If a student poses a severe risk to the community the university reserves the right to escort him or her off campus immediately. Suspensions follow



the Trinity College Refund Policy found in the college catalog. Suspended students may or may not be allowed on campus without prior permission from the Associate Dean of Students.

A student who has been suspended from the University will be considered for readmission upon completion of required restorative disciplinary measures.

### **Dismissal**

If a student is dismissed from the university, he or she has twenty-four hours to be withdrawn from classes and checked out of his or her residence hall or campus apartment. If a student poses a severe risk to the community the university reserves the right to escort him or her off campus immediately. Dismissals follow the Trinity College Refund Policy found in the college catalog. Dismissed students are not allowed on campus without prior permission from the Associate Dean of Students.

If, in the judgment of the Dean of Students, the seriousness of a student's violations jeopardizes the *immediate* health or safety of the community or its members, a Dean's dismissal may be issued.

A student who has been dismissed from the University will not have an opportunity to return.

### **Appeals Procedure**

Any disciplinary action may be appealed in writing within five business days of receiving official notification. The following is a guideline to assist in determining the proper procedure for appeal. If the decision was made by the

- Resident Assistant—appeal to the Area Coordinator
- Area Coordinator—appeal to the Associate Dean of Students
- Associate Dean of Students—appeal to the Student Hearing Committee
- Student Hearing Committee—appeal to the VP for Student Life/Dean of Students

### **Disciplinary Records**

Notes taken during disciplinary meetings are confidential and for internal purposes only. These notes are not released to students. Official records regarding disciplinary action are kept by the Student Life Office. These records are not part of the student's official transcript.

### **Parental Disclosure**

Students are encouraged at all levels of discipline to share the information with their families. Parents of dependent children (as defined by the Internal Revenue Service) have the right of access to the records of their dependents. Parents of dependent students will be notified if a student is placed on probation for an

alcohol or drug violation or if the student is dismissed from the university. Students will be given the opportunity to notify their parents *before* the institution contacts them.

Trinity International University assumes that all single students are income tax independent of the parents unless notified otherwise by submission of the parents' income tax return and, therefore, may not communicate academic or behavioral information to parents without written student permission or a subpoena.

In the case of alcohol or drug violations, the university reserves the right (in accordance with FERPA) to notify parents regardless of dependency status. For more information, see section on FERPA.

### **Formal Student Complaint Policy and Procedure**

Trinity International University, in accordance with the Federal Compliance Policy, keeps a record of formal student complaints. Students who have a complaint should follow the procedures in their respective student handbook. In the event that the complaint is not resolved the student may choose to submit a formal complaint to one of the following individuals: Vice President for Academic Administration/ Dean of Trinity College and Graduate School, VP for Student Life/ Dean of Students, or Associate Dean of Students. The complaint must be *dated, written, and signed*.

Upon receiving the formal complaint, the person to whom the complaint is addressed will initiate the *Student Complaint Tracking Form* that records the nature of the complaint, the steps taken by the institution to resolve the complaint, the institution's final decision regarding the complaint, and other external action initiated by the student to resolve the complaint.

Information regarding student complaints is accessible to members of the North Central Association evaluation team. A student's privacy will be protected by removing the names of individuals involved unless the student has given permission for release of his or her name.

### **Involuntary Withdrawal Policy:**

#### **Purpose**

The Student Involuntary Withdrawal Policy exists to maintain a campus environment conducive to learning and accomplishing the university's educational mission, while protecting the rights and safety of all members of the University community.

#### **Scope**

Students who exhibit harmful, potentially harmful, or disruptive behavior toward themselves or others due to apparent medical or psychological distress, and who

do not request a voluntary withdrawal, may be subject to involuntary withdrawal from the University if their behavior renders them unable to effectively function in the Trinity community. Such behavior includes, but is not limited to, that which:

- Poses a significant threat of danger/harm to the emotional and/or physical welfare of the student in question, and/or other members of the Trinity community; and/or
- Interferes with the lawful activities or basic rights of other students, employees or visitors; and/or
- Causes, or threatens to cause significant property damage; and/or
- Demonstrates an inability to satisfy personal needs (e.g., nourishment, shelter) such that there is a reasonable possibility that serious physical harm or death might occur; and/or
- Violates expectations for student behavior as presented in the Student Guide/Handbook and lacks the capacity to comprehend and participate in the University's disciplinary process; and/or
- Violates expectations for student behavior and without understanding the nature of wrongfulness of the conduct at the time of the offense; and/or
- Engages in inappropriate behavior that the University deems disruptive or destructive to the learning process and/or community life.

#### **An Involuntary Withdrawal**

- Should not be used to dismiss socially or emotionally 'eccentric' students who do not otherwise meet the standards for withdrawal specified in this section.
- Should only be initiated after reasonable attempts to secure voluntary cooperation for a psychological evaluation or withdrawal have been exhausted or if the student refuses to agree to or does not adhere to reasonable conditions established for his/her continued presence on campus and/or in housing (under the jurisdiction of Student Life).

#### **Policy**

The decision for Involuntary Withdrawal is a response of urgency to a student's emergency situation and involves two steps: **1) Temporary Involuntary Withdrawal and 2) Involuntary Withdrawal.**

**1.)** A Temporary Involuntary Withdrawal decision may be made by a Student Life Dean (Associate or Dean of Students for the student's respective school of enrollment). The Temporary Involuntary Withdrawal decision must be confirmed within 48 hours by the Academic Dean's Office (an Associate Dean or Dean) and in consultation with a licensed mental health professional. At this point the student

will be considered: 1) 'Involuntarily Withdrawn' or 2) will be allowed to return to regular campus activity.

2.) An Involuntary Withdrawal decision will be reviewed and confirmed by the Student Care Team within 3 weeks of the initial Temporary Involuntary Withdrawal decision. The Student Care Team will determine outcomes based upon TIU policies, clinician recommendations, and the student's updated situation. Outcomes may include:

- dismissal with no re-enrollment possible
- dismissal with conditions of re-enrollment outlined
- change of status to voluntary Leave-of-Absence to obtain assistance with conditions for re-enrollment
- other

In addition, a student may be classified as Involuntarily Withdrawn and/or disciplined under the policy if s/he:

- Fails to attend any required meeting under this policy; and/or
- Fails to timely schedule and/or appear at a psychological assessment as requested; and/or
- Fails to adhere to any conditions placed on him/her in order for him/her to remain enrolled and/or remain in housing.

### **Appeal Process**

The student may appeal the Student Care Team's decision; re-enrollment is not guaranteed. The appeal of an Involuntary Withdrawal decision is first made in writing within 3 business days to the Vice President for Student Life/Dean of Students and secondarily to the Vice President for Academic Administration/Academic Dean.

### **Involuntary Withdrawal Due to Academic Failure for Absences**

The University also reserves the right to involuntarily withdraw a student from the University and/or campus housing who has discontinued class attendance and/or who has excessive absences in at least half of his or her enrolled classes. The term, "excessive absences", is defined as having missed enough class meetings to be subject to the grade of "FA" (Failure for Absences). Students who are administratively withdrawn from the University will forfeit their security deposit, if they live on campus.

The decision to involuntarily withdraw a student from the University and/or campus housing shall be made by the Dean of Students (or his designee). A student subject to involuntary withdrawal shall be given notice of the withdrawal

either by personal delivery, by certified mail, or by verbal notice with written confirmation provided within 24 hours.

### **Student Growth Initiative**

At the heart of the Student Growth Initiative is our desire to see each member of the community growing in their knowledge of, love for, and obedience to our Lord Jesus. As a result, we will partner with anyone who desires to change patterns of behavior in their life that are contrary to scripture or are in violation of our Community Life expectations. If a student voluntarily comes forward to an RA, a staff person, or a faculty member and confesses sin and/or a violation of our Community Life Expectations (i.e., cheating, smoking, use of pornography, sexual misconduct, drug or alcohol use, etc.), we will partner with him or her in our Student Growth Initiative. This partnership will include the following:

- A commitment from the student to turn from that behavior and to grow in his or her relationship with the Lord and the community.
- An accountability/mentoring relationship with a staff or faculty member, an RA (if appropriate), or a counselor by referral.
- A periodic evaluation by a Student Life staff member (If it is determined that the partnership is ineffective and the behavior is continuing, then the normal restorative discipline process will begin).

If these criteria are established and maintained, then the student will not receive disciplinary action. (However, students in leadership positions may be asked by their mentor to step down for a time.) This program is designed to provide an opportunity for students to *voluntarily* come forward and deal with significant issues in their lives. It is not designed to help a student avoid consequences for behavior after being caught. If a violation of the community standards has been reported, entering into the Student Growth Initiative may no longer be available, in which case the normal restorative discipline process will be carried out.

## **STUDENT LIFE DEPARTMENTS**

### **Campus Safety & Security Services**

Security is provided for the Bannockburn Campus 24 hours a day 7 days a week. While our Security personnel are not sworn officers, our campus is regularly patrolled by the Bannockburn Police Department.

Trinity International University publishes an Annual Safety, Security and Fire Report. The report is available for review on the Universities web site at <http://www.tiu.edu/about/campus-safety/crimestatistics.dot>. The University also keeps a Daily Crime Log; this can be viewed at <http://www.tiu.edu/about/campus-safety/crime-log.dot>. Both the report and the log can be viewed in person during normal business hour at our Facility Services office.

All vehicles operated on campus must check in with security or have a current parking permit. Temporary passes and permits may be obtained at the Gate House located by the Route 22 entrance. If an officer is not present, please use the yellow courtesy phone to alert us to your arrival.

Your safety and security is our highest priority, please direct any questions or concerns to Safety and Security Services at 847-317-6400.

#### Emergency School Closing

Trinity International University uses our TIU Alert notification system to inform students of the Deerfield and South Chicago campuses and extension students of any emergency or weather related events on campus. In order for the notification system to function to its best capacity, please update your contact information either through MyTIU (login to MyTIU and click on the TIU Alert icon in the upper right hand corner) or go to the following link (<http://tiu.edu/notifyme>).

In case of storm or other emergency when the school would be closed, students may also listen to one of the following local radio stations for an announcement: WMBI (FM 90.1), WGN (AM 720), WBBM (AM 780), or WMAQ (AM 670) and B-96 (FM 96.3). The school number to call is 847-317-6700, or look on Trinity's website for more information.

#### **Counseling Center**

***The Counseling Center provides services that promote healing, growth, and life formation while preparing helping professionals through quality Christian training.***

The Center is staffed by professionally trained practitioners and provides affordable, fully confidential services for students, their spouses, staff, and the community. Group therapy settings provide for mutual and cooperative discussions. Assessment services are available for personal, premarital, educational, and career direction. The Center is an approved site for the

administration of the Miller Analogies Test (MAT) and M.Div Counseling Assessment. The staff is dedicated to serving each person who comes to us.

## **Health Services**

***The Health Services Department provides compassionate, professional health care and promotes disease prevention and healthy lifestyle choices.***

Health Services provides treatment of minor illnesses and injuries, referrals to off-campus health care facilities, and health and wellness education. State required immunizations are also available for a minimal fee. A physician is on campus to see students for a limited number of hours each week. All students are required to carry their medical insurance card (or a copy) on their person at all times in case of an emergency.

Students with ongoing medical issues must be self-sufficient and are strongly encouraged to establish a relationship with a doctor in the community. Referrals are available upon request. All students under a doctor's care must be in full compliance with medical advice to remain on campus. A doctor's written approval for return to campus may be required after surgery, hospitalization, or a prolonged illness.

Health Services is located in the Owens 800 building in conjunction with the Counseling Center and is open weekdays when classes are in session. Hours are posted on the door, on the MyTIU website, and recorded on the office answering system. Contact a member of the Residence Life staff when Health Services is closed.

### Class Absences

Health Services does not issue excuses for missed classes. Upon permission of the student, assistance will be given through Student Life to notify appropriate faculty and staff of extended absence due to illness or injury.

### Communicable Disease Policy

A copy of Trinity's Communicable Disease Policy is available to students in the Student Life Office.

### Confidentiality

All services and conversations with the nurse are kept confidential except when a student refuses to follow his health care provider's advice and becomes a serious health threat to him- or herself or to others. In this case, the Dean of Students/Associate Dean of Students will be contacted, and appropriate action will be taken.

### Elective Surgery

Students must notify Health Services if they are seeking to have elective surgery during the academic year. This is to ensure that the individual will be able to care for his or her post-surgery needs. Students are reminded that they must comply with all university attendance and academic requirements when choosing to schedule medical procedures.

### Immunizations

Illinois State Law requires that all full-time students show proof of immunity to measles, mumps, German measles, and tetanus/diphtheria. This requirement helps to make our community a safer place for everyone. Completed immunization records should be submitted prior to registration. Verification of having had a TB skin test within three months of entrance to Trinity is also required.

### Meal Trays

Authorization to receive meal trays because of illness or injury is obtained through Health Services or from a student's RA.

### Outpatient Care

Trinity does not allow, or accept responsibility for, certain outpatient care such as allergy injections or intravenous fluids in campus residences. This does not apply to diabetic maintenance.

## **Intercultural Development Office**

***The Intercultural Development Office exists to serve students of different ethnic and cultural backgrounds, by providing resources that promote academic success, cultural appreciation, and spiritual development, while facilitating community-wide dialogue and growth regarding matters of ethnic diversity from a biblical perspective.***

In its efforts toward Trinity's commitment to prepare fully equipped graduates who understand biblical diversity as a mark of God's creation, the Intercultural Development Office seeks to celebrate and demonstrate biblical diversity on campus. By encouraging the inward, spiritual transformation of each student as an individual and recognizing the importance of an outward expression of unity among the student body, the office aims for a holistic development of the student through our commitment to creating space to promote cultural uniqueness and intercultural solidarity, and spiritual development. These goals are accomplished by relating to students as unique individuals with specific, and important gifts; and by and coordinating programs and events to celebrate various ethnic backgrounds and cultures on campus.



The office provides spiritual development for students, through the Trinity International University Gospel Choir and ethnic affinity groups. The choir has ministered through music in Europe, Japan, various places within the United States and the Chicago metropolitan area. The Gospel Choir introduces students to various types of gospel music that reflects many ethnic backgrounds. The affinity groups provide spaces for students to learn about and appreciate their own, and other people's cultures. Affinity groups are student led groups that reflect a certain ethnic group. Groups are based on cultural interests and experiences, which help to celebrate the cultures of certain groups that are represented by the student population on campus. The office provides an additional space to facilitate dialogue and growth regarding matters of ethnic diversity for Athletes of minority cultures, through our Athletic Representative. In a country where race, culture, and skin color of have left a negative legacy for Americans, the Intercultural Development Office prepares students to live, relate, work, and minister in an increasingly diverse world.

### **Kids on Kampus**

Kids on Kampus is a ministry of the Trinity community that seeks to disciple the children of Trinity students and encourage their families. Currently there are over 80 children from all over the world that live on our campus. Our vision is to help them with the adjustment to living in a new place, help them enjoy their time here, and to help prepare their whole family for ministry. Service opportunities are available with the large group meetings, childcare, and various trips and special events. In addition to gaining experience with children, youth and family ministry, Service Learning and IFE Credit are also available. For more information, please contact Mike Phillips at 847-317-4068.

### **Residence Life**

***Residence Life facilitates a Christ-centered living and learning community that fosters the growth of the whole person. .***

We believe that people are created for relationship and that community is paramount for growth in Christ. As iron sharpens iron, we sharpen one another, and while everyone is at a different place spiritually, we all come together as a community to spur one another on toward personal growth and kingdom work. It is our desire that life in the residence halls would be vibrant and active, a place where fellowship and community are encouraged and where there is safety for processing tough times as well as celebrating seasons of joy.

Living in a residence hall during your college experience is a unique opportunity! At Trinity, we believe that your residence hall is your home - a place for you to feel known and to participate in doing life with other people as we journey closer to Christ together. We seek to cultivate and facilitate an environment that meets the educational goals of our students, helps students develop life skills, and creates a safe space for forming lifelong friendships.

The Residence Life staff is comprised of the Director of Residence Life(DRL), two Area Coordinators and one or two Graduate Resident Advisors (GRA) in each residence hall who oversee the Resident Assistants (RAs) responsible for fostering community among their residents.

Residence Life Staff 2016-2017

		<b>Phone #</b>	<b>Room #</b>
<b>Director of Residence Life- Terese Cox</b>		<b>x7114</b>	<b>Waybright LL28 Madsen 521</b>
<b>Admin ARD-Alicia Ware</b>		x4062	Waybright LL33
<b>Upperclass Program GRA- Emily Erland</b>			Madsen 501B
<b>Carlson Hall</b>			
AC	Britt Hopkins	x7123	Waybright LL15 Madsen 522
GRA	George Xiong		Carlson Apartment
RAs	Sawyer Henderson		(2E) 208A
	Caleb Kelley		(2W) 203 A
<b>Johnson Hall</b>			
AC	Brett Mitchell	x7072	LL15 Madsen 524

	Johnson Hall Office		Johnson 119
GRAs	Kathryn Brightly		Johnson 237
	Sam Fredin		Johnson Apartment
	Isaiah Jeong (Program GRA)		Inner suite 206
RAs	Daniel Leffingwell		(1A) 108
RAs	Crandell Hemphill		(2A) 208
	William Hartenberger		(2B) 223
	John Tyler		(3A) 308
	Cory Statler		(3B) 323
	Alexandra Santos		(2C) 232
	Jenna Metcalfe		(2D) 247
	Kelly Warren		(3C) 332
<b>Madsen Hall</b>			
AC	Britt Hopkins	x7123	Waybright LL15 Madsen 522
	Madsen Office		Carlson Office
GRA	George Xiong		Carlson Apartment
RAs	Samantha Vernezze		Lower 600s (601B)
	Megan Wales		Upper 600s (605B)
	Lucas Stiemsma		Lower 400s (404B)
	Gabriel Douglas		Upper 400s (408B)
<b>Trinity Hall</b>			

AC	Britt Hopkins	x7123	Waybright LL15 Madsen 522
GRAs	Stephen Cartwright	x8200	Trinity Hall 210
	Alexis Chuppe	x8200	Madsen 501C
RAs	Hannah Harken		123B
	Abigail Hill		223B
	Kourtney Gergeni		323B
	Mark Syverson		142E
	Ryan Schierling		242 E

### Student Activities

***Student Activities promotes an engaged lifestyle through community and relational development, cultural engagement, personal fitness and annual events designed to foster a sense of tradition and belonging for the Trinity student body. The Student Activities office is home to the College Union Team.***

College Union (CU) plans campus wide events for the Trinity community. Some of CU's upcoming events for the 2016-2017 school year include dances, trips to Chicago as well as annual traditions such as Mr. TIU and the Junior Senior Banquet. Up-to-date information about weekly events can be found at MyTIU on Trinity's master calendar or on the College Union Facebook page.

College Union works with a group of volunteers known as CU Crew which helps assist with events. For more information about upcoming events or getting involved, contact Heather Cordero in Student Life at 847-317-7071 or [hcordero@tiu.edu](mailto:hcordero@tiu.edu).

### University Ministries

***The Office of University Ministries is committed to helping students grow in their relationship with God by facilitating leadership opportunities,***

***discipleship activities and ministry opportunities on campus, in the local community, and around the world.***

We draw this commission and these concentric spheres of influence from Acts 1:8: “You will receive power when the Holy Spirit comes upon you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth” (NIV).

The Office of University Ministries has established three major ministry objectives: First, we seek to develop students as leaders in God’s kingdom as they discover more of who God is and more of who He created them to be. Students apply this in practical ways through involvement in the Kingdom Leadership program. Second, we seek to help students to have a growing relationship with God. We do this through discipleship programs, speakers, conferences, and special events that we host throughout the year. Third, we seek to facilitate opportunities for students to engage in ministry activities on campus, in the community, and around the world. The Office of University Ministries is committed to helping students apply lessons from life and the classroom in a supportive, supervised, “real world” environment. We seek to accomplish these objectives through many different opportunities for spiritual growth and service at Trinity International University and beyond.

**Chapel**

***The chapel office calls the community to hear from and respond to the Living God through biblically-faithful corporate worship.***

At Trinity we are committed to “Forming students to transform the world through Christ.” Corporate worship, the hearing of God’s Word, prayer, and community life are seen as essential means to that transforming purpose. Thus, Chapel at Trinity is not considered an optional religious exercise; it is an integral and important part of our educational mission. Because of this commitment, participation in Chapel is a requirement for graduation. Such an expectation distinguishes Trinity as a university that is not only Christian in name but in practice.

While it is acknowledged that spiritual formation is not accomplished merely by a requirement, we do affirm the importance (and historical precedence) of committing ourselves to the kinds of spiritual disciplines found in Chapel. We encourage all Trinity students to embrace this requirement positively as a spiritual discipline through which God can stretch them, transform them, and better equip them for service and witness in the world.

### ***What is the Chapel requirement?***

- Students are required to fulfill **28 chapel credits per semester**.
- Chapel Reduction Requests - A reduction of the total required credits may be granted to students in special circumstances. Special circumstances may include such things as marriage, children, or distance of residence from campus. *Please note that on- and off-campus employment is not a reason for reduction.* An application for reduction in chapel requirement can be obtained from the Chapel Office and should be submitted according to the application guidelines at the beginning of each semester in which a reduction is requested. *The deadline for submitting this application is September 30 in the fall and January 31 in the spring.*

### ***How do I fulfill the Chapel requirement?***

#### *Chapels and Chapel Electives*

- Students can receive Chapel credit by attending regular weekly Chapels meeting in A.T. Olson Chapel. These Chapels meet on Wednesday and Friday from 11:00 a.m. to 11:50 a.m. All students should bring their student ID card with them to Chapel in order to receive Chapel credit. No Chapel credit will be given to students who arrive after 11:05 a.m. or who leave before the conclusion of the Chapel. Additionally, students can receive chapel credit by faithfully attending the regular meetings of their Life Together Group on Mondays from 11:00 a.m. to 11:50 a.m. These LTG's usually meet in the residence halls and other locations as announced.

A student may opt to fulfill no more than 7 meetings from the following list:

- a. Small Bible Study groups of the various athletic teams
- b. Men Under God
- c. Women's Ministry Council
- d. Trinity Centers and Faculty sponsored meetings, approved by the Office of Spiritual Life.

### ***How can I keep track of my attendance?***

Students are responsible for monitoring their own progress toward the 28-Chapel-credits requirement, as well as being aware of the remaining opportunities for Chapel credit. Should you have any questions regarding your attendance record, please visit the Chapel Office Coordinator.

Methods for tracking Chapel attendance:

- Log into MyTIU Dashboard, which can be done in the MyTIU website (<http://My.tiu.edu/>).
- Students who are at risk of missing their Chapel requirement for the semester will receive e-mail updates at various points in the semester, reminding them of the importance of attending Chapel.
- Students may also contact the Chapel Office at any time to discuss their Chapel attendance via email at [chapel@tiu.edu](mailto:chapel@tiu.edu).

***Consequences for Failure to Fulfill Chapel Requirements***

- Students who fail to meet the chapel attendance requirement for the semester by 4 chapels or less will be required to make up the missed chapels the next semester. If they make it up, they will not face any further disciplinary measures.
- Students who fail to meet the chapel attendance requirement for the semester by 5 chapels or more will be required to attend 32 chapels the next semester, and will be placed on chapel warning.
- Students who fail to meet the chapel attendance requirement while on chapel warning will be required to attend 32 chapels the next semester, and will be placed on chapel probation. Students on chapel probation will also be required to meet with the Associate VP of Spiritual Life and University Ministries or designate.
- Students who fail to meet the chapel attendance requirement while on chapel probation will be referred to the Scholastic Standing Committee for review and possible one semester dismissal.
- If a student is placed on chapel warning or chapel probation, then meets the chapel requirement, the student is in good standing for chapel attendance. If the same student were to fail to meet the chapel attendance requirement for a future semester by 5 chapels or more, the student will be required to attend 32 chapels the next semester, and will be placed on chapel warning.

Students can participate in our various global educational activities offered during winter, spring, or summer breaks and through on-campus events during the school year. The various teams work alongside our partners in national and international settings with the aim of integrating faith and learning in a cross-cultural context. We partner with organizations based in Africa, Asia, Europe, Central America, as well as urban centers in the United States. Students who participate in these trips may receive Service Learning credit. Additionally, participation on some trips teams can be combined with a course to fulfill academic requirements.

#### **Discipleship Teams & Local Community Partnerships**

##### Discipleship

The Office of Spiritual Life & University Ministries seeks to nurture spiritual growth in the lives of students through active participation in discipleship activities. We facilitate small groups called Life Together Groups that are led by faculty, staff members, coaches, and both graduate students and upperclassmen. These Life Together Groups meet for ten Mondays per semester from 11:00a to 12:00p on each residential floor. Life Together Mondays are sponsored by the Office of Spiritual Life & University Ministries if you would like further information.

##### Men Under God

MUG is a team of student leaders who facilitate activities and events that support and encourage men on the Trinity College campus. Most Tuesday evenings, MUG meets in the Carlson Classroom for teaching, worship, fellowship, and prayer. Also, look for MUG's special events.

##### Women's Ministry Council

The WMC is a team of student leaders who facilitate activities and events that support and encourage women on the Trinity College campus. WMC presents regular special events, including worship nights, lectures, small group Bible studies, and discussions about gender and the image of God.

##### Local Community Partnership Teams

To develop student leadership and servanthood, the Office of Spiritual Life & University Ministries supports several student-led, student-initiated partnership teams that challenge students to get involved alongside the local community. Every year student ministry teams serve in areas like the following:

- Tutoring Inner City Youth in North Chicago
- Working with recent immigrants and refugees in Chicago



- Ministry in area High Schools
- Evangelistic outreach teams
- Ministry with Special Needs young adults
- Nursing Home ministry

Ministries continue or change from year to year, depending on student leadership and participation. A student cabinet of ministry leaders, along with the Office of Spiritual Life & University Ministries staff, gives oversight to these ministry teams. Students who participate with Community Partnership Teams may receive Service Learning Credit.

### **Student Organizations**

Student Organizations provide opportunities for students to integrate the knowledge and skills they are acquiring in the classroom and apply them in practical ways that benefit the Trinity student body, the university, and the surrounding community.

#### Student Government Association

The purpose of the SGA is to maintain and enhance the quality of student life at Trinity International University. In order to fulfill that purpose, SGA seeks to fulfill the following objectives:

- To glorify God and further the gospel of Jesus Christ
- To represent the interest of the student body to the proper authorities
- To serve the student body through programs and policies developed in accordance with the principles of the university administration
- To foster and encourage student involvement through an assortment of events and activities
- To aid and support constructive efforts and communication between individuals, classes, and organizations in regard to the student body
- To maintain effective channels of communication between the university administration and the student body
- To train its members in the skills of effective leadership and administration in order to equip them to serve with excellence

#### The Trillium

The *Trillium* is a literary compilation of poetry, short stories, and photography collected within the Trinity community.

### TIU Gospel Choir

This group ministers through gospel music both in the Chicago metropolitan area and through international tours.

### Trinity Digest

Trinity's weekly school newspaper is a student publication encouraging wide participation. Letters to the Editor must be submitted by 10:00 on Tuesday mornings to the Digest office in the lower level of the Waybright Center. To submit ideas or articles, contact the editorial staff at [trinitydigest@tiu.edu](mailto:trinitydigest@tiu.edu).

### Trinity Ambassadors

Trinity Ambassadors is a service organization of students who assist the Admissions Office in meeting the needs of prospective students and their parents, especially those who visit the campus. They conduct campus tours and assist with campus events arranged specifically for prospective students and their families.

## **Residence Life Information**

### **How are the residence halls run?**

Our Director of Residence Life is assisted by Area Coordinators who in turn oversee a team of Resident Assistants (RA) and one or more Graduate Resident Advisors (GRAs). The Area Coordinator's role is that of educator, facilitator, helper, adviser, and friend. He or she gives a great deal of time to working with the GRAs and RAs with whom you will most frequently have contact. Resident Assistants (RAs) are students on the residence life staff. Each residence hall is divided into units with student Resident Assistants as leaders. RAs are carefully selected and trained to serve as peer leaders in the halls. We hope that you will get to know the Residence Hall staff and that you will actively participate in the residence hall communities here at TIU.

### **Housing Policy**

Trinity College believes that residence hall living fosters social and emotional development, so it is required that full-time students live on campus unless they meet one of the following criteria:

- Living with their parents
- Seniors within 30 hours of graduation
- Students having permanent live-in job situations
- Students 21 years of age or older by September 1<sup>st</sup> of Fall Semester or January 12<sup>th</sup> of Spring Semester

- Married students

***Only students between the ages of 17-24 are permitted to live in the residence halls. Students who turn 25 while living in the residence halls may remain on campus for the remainder of the current academic school year only. Students 25 and older who wish to apply for an exception must contact the Director of Residence Life.***

The college does not permit co-ed cohabitation off campus in which coeds live in the same dwelling unit at any time. All residential students must be full-time students, maintaining a schedule of at least 12 credit hours per semester. Any student who does not qualify to live off campus may submit a written request to the Director of Residence Life to be considered for off-campus approval.

#### **Students with Special Needs**

Trinity seeks to provide a safe and hospitable living environment for all students. To that end, Trinity will cooperate with students who have special needs, such as medical conditions that may require an accommodation, in accordance with applicable laws. In general, students are expected to be able to navigate the campus and their living environment within the residence halls without reliance on assistance from other students, faculty, or staff. If medical equipment is required, students must provide their own equipment and be able to operate it.

While Trinity will endeavor to provide reasonable accommodations that are supported by medical documentation, in the context of a group living environment it is not always possible to meet each and every request that a student may make. Therefore, depending upon the circumstances, if an accommodation is not possible, the student may need to live off campus.

### **Missing Person Policy**

As mandated by the Higher Education Opportunity Act, Trinity College is required to establish a missing student notification policy for students who reside in on-campus housing. All students who reside in on-campus housing have:

- The option to identify an individual that the school can contact no later than 24 hours after the time the student is determined missing according to the school's official notification procedures;
- A way to register confidential contact information in the event the student is determined to be missing for more than 24 hours;

Only authorized school personnel and law enforcement officials will have access to this information.

Moreover, in the event a person is determined to be missing, the university must:

- For a student under 18 years of age, notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing according to the institution's official procedures;
- Initiate the emergency contact procedures that the student designates if campus security or law enforcement personnel have been notified and have determined that the student has been missing for more than 24 hours and has not returned to campus.

### *Procedure for Informing Students*

#### **Residence Halls**

At the beginning of each Fall semester, during mandatory floor meetings, students will be informed of the Missing Person Policy. When students fill out their housing application each year, they will have an opportunity to identify emergency contacts during the application process.

Throughout the year, including at the start of the Spring semester, RA staff will inform new residents of the policy.

The emergency contact information will be kept for the duration of the academic year. Prior to the start of each academic year, residential students will have the opportunity to identify emergency contacts during the housing application process.

#### **Apartments**

When a student moves into on-campus apartments, the Housing office will notify the student of the Missing Person Policy and have the student fill out an Confidential Contact Info Sheet.

The Confidential Contact Info Sheet will be kept for the duration of the academic year and will be shredded when the student moves out of on-campus apartments.

### *Procedures for Determining if a Student is Missing*

#### **Residence Hall**

**When a student is suspected to be missing**, it must be reported to a member of the Residence Life Staff. Staff will record the reporting person's name, relationship to the missing student, and contact information where the reporting person can be reached on the Missing Person Report. Residence Life Staff will inform the Resident Assistant of the missing student's floor and the Area Coordinator (AC)/ Graduate Resident Advisor (GRA). In the event that AC/GRA cannot be reached, Residence Life Staff will inform the Associate Dean of Students. AC/GRA will inform Director of Campus Safety and Security about the missing person report.

The AC/ GRA will refer to the Missing Student Checklist and contact the reporting student for further information. If the AC/ GRA determines at any point that there is credible threat to the well-being of the student reported as missing, the AC/ GRA should call Director of Campus Safety and Security and the Director of Residence Life and request law enforcement assistance.

In the meantime, AC/GRA should proceed to contact known friends and relationships of the student reported missing, beginning with roommates/suitemates. All direct and indirect method of reaching the missing student should be exhausted, and the missing student should be urged to make contact immediately. The purpose at this point is to determine if the student is truly missing or has simply failed to make the desired contact with the reporting person.

**If the student is located or is determined not to be missing**, the student should be advised to contact the reporting person. The AC/ GRA may also contact the reporting person and relay that the student is not missing and has been asked to contact the reporting person.

**If pursuing known contacts has not yielded confirmation of the student's whereabouts**, the AC/GRA should contact the Director of Residence Life reporting all obtained information and follow verbal notification with a written incident report. The Associate Dean of Students may then authorize the following measures to determine activity of student reported missing:

- Mailbox activity
- Class attendance
- In-plain-sight examination of room for signs of recent use or planned departure.

**If the results of these activity measures suggest that the student is indeed missing and unaccounted for**, the Associate Dean of Students will immediately

notify the Director of Campus Safety and Security who will then request law enforcement investigation. All information obtained about the missing student through Residence Life investigation should be shared with Campus Safety and Security and law enforcement representatives. The Associate Dean of Students is responsible for notification of the missing student's identified contact if the student has been missing for more than 24 hours. If the student is under 18 years of age, and not an emancipated individual, the Associate Dean of Students shall immediately contact the custodial parent or guardian.

### **Apartments**

**When a student is suspected to be missing**, it must be reported to a member of the Housing Office. Housing Office staff will record the reporting person's name, relationship to the missing student, and contact information where the reporting person can be reached on the Missing Person Report. Housing Office staff will then inform the Director of Housing. Director of Housing will inform Director of Campus Safety and Security about the missing person report. In the event that Housing Office is closed, the reporting person should notify Campus Safety and Security.

The Director of Housing will refer to the Missing Student Checklist and contact the reporting student for further information. If the Housing Office staff determines at any point that there is credible threat to the well-being of the student reported as missing, the Housing Office staff should call Director of Campus Safety and Security and request law enforcement assistance.

In the meantime, Director of Housing should proceed to contact known friends and relationships of the student reported missing, beginning with apartment neighbors. All direct and indirect method of reaching the missing student should be exhausted, and the missing student should be urged to make contact immediately. The purpose at this point is to determine if the student is truly missing or has simply failed to make the desired contact with the reporting person.

**If the student is located or is determined not to be missing**, the student should be advised to contact the reporting person. The Director of Housing may also contact the reporting person and relay that the student is not missing and has been asked to contact the reporting person.

**If pursuing known contacts has not yielded confirmation of the student's whereabouts**, the Director of Housing should contact the Associate Dean of Students, reporting all obtained information and follow verbal notification with a written incident report. The Associate Dean of Students may then authorize the following measures to determine activity of student reported missing:

- Mailbox activity
- Class attendance
- In-plain-sight examination of room to see signs of recent use or planned departure.

If the results of these activity measures suggest that the student is indeed missing and unaccounted for, the Associate Dean of Students will immediately notify the Director of Campus Safety and Security who will then request law enforcement investigation. All information obtained about the missing student through Residence Life investigation should be shared with Security and law enforcement representatives. The Associate Dean of Students is responsible for notification of the missing student's identified contact if the student has been missing for more than 24 hours. If the student is under 18 years of age, and not an emancipated individual, the Associate Dean of Students shall immediately contact the custodial parent or guardian.

#### *Procedures for Notification of Missing Student*

##### **Residence Hall**

**If the Associate Dean of Students determines that a student for whom a missing report person has been filed has been missing for more than 24 hours**, then within the next 24 hours, they must:

- Notify Director of Campus Security
- Notify the individual identified by the student to be contacted in this circumstance,
- If the student is under 18 years old, notify a parent or guardian; and,
- Notify Dean of Students/VP for Student Life.

Director of Security will:

- Notify Law Enforcement and request assistance.

**In the event that a missing person report is filed directly with Campus Safety and Security staff member**, staff member will notify the Associate Dean of Students.

##### **Apartment**

**If Associate Dean of Students determines that a student for whom a missing report person has been filed has been missing for more than 24 hours**, then within the next 24 hours, they must:

- Notify Director of Campus Security

- Notify the individual identified by the student to be contacted in this circumstance,
- If the student is under 18 years old, notify a parent or guardian; and,
- Notify Dean of Students/VP for Student Life.

Director of Security will:

- Notify Law Enforcement and request assistance.

**In the event that a missing person report is filed directly with Campus Safety and Security staff member**, staff member will notify the Associate Dean of Students and Director of Campus Safety and Security.

### **Line of Authority**

Responsible Administrator and Office: Residence Life and Campus Safety and Security.

Contact Persons in those offices: Director of Residence Life, Associate Dean of Students, Director of Campus Safety and Security.

## **Residence Life Procedures**

### **Appliances**

Residents may use haircare and styling appliances, electric coffee makers, hot-air popcorn poppers, hot pots, refrigerators of less than five-cubic-foot capacity, and personal computers. One microwave oven and one toaster is allowed per suite. Due to fire code, halogen lamps are not allowed in residence halls. For fire safety reasons, ironing is not permitted in any residence room but may be done in suite lounges.

### **Check-in/Check-out from Residence Halls**

The halls will close for Christmas break from 10:00 a.m. on Friday, December 16, 2016, until 8:00 a.m. on Tuesday, January 10, 2017. They will close for the summer at 7:00 p.m. on Friday, May 12, 2017, for anyone not involved in commencement. Graduates, their siblings, or those working at graduation must be checked out of the residence halls by Saturday, May 13, 2017 at 3:00 p.m. All residential students are required to check in prior to occupancy and to check out prior to withdrawal or summer vacation. Fines will be assessed for improper check-in and check-out.



### Children on Campus

Babysitting and nanny positions are a good source of income for students. However, the college does not permit elementary school-level children or below in our classes. Children must be thirteen years or older and of the same gender as the host to stay overnight in the host's residence hall.

### Damage/Loss

Each room has a bed, desk, desk chair, and dresser for each resident. Assigned furniture must be kept in the student's room during the school year. The suite furniture must be kept in the suite. Residents are responsible for damage or loss of college property. Wall surfaces should be protected. Only masking tape, white or yellow poster putty, and 3M command strips are allowed for wall hangings. Please start by following the manufacturer's guidelines for each of these products. When you check in, please report any damages that you find to your RA so that you will not be charged when you check out. Damages will be assessed by Facility Services to determine the amount of a fine.

### Fire

Open flames are not permitted in the residence halls except for birthday cake candles with the RA's permission and candle-lightings (engagement ceremonies) with the GRA's permission. At all other times, open flames are not allowed and include candles, grills, incense, lighters, and matches. Fire alarm drills will be held periodically, and disciplinary action may be imposed on anyone not evacuating the building during an alarm or anyone misusing a fire extinguisher. The current fire department fee of \$300 may also be charged to the person responsible for tampering with, discharging, or removing fire alarms, fire extinguishers, exit signs, or other safety equipment and activating false alarms. This includes abuse or misuse of microwave ovens (e.g., burnt popcorn setting off alarms) and will result in the loss of this privilege.

### Food in Residence Halls

Residents keeping food snacks in their rooms should keep these in airtight containers. Dishes and utensils may not be kept in bathrooms and may be disposed of if left in these areas.

### Furniture Placement in Residence Halls

Furniture should be arranged so that no obstacles hinder room entry or exit. In Carlson, wardrobes must have their backs against a wall so as not to obstruct the view into a room or exit out of a room. At the end of the year, furniture must be arranged according to floor plans posted in each suite. Furniture placed in common areas other than TIU furniture must be in good, safe condition.

### Grills

Charcoal or gas grills may not be used by college students on decks, patios, or in courtyards. Grills may be used if they are at least twenty-five feet from any buildings. Under no circumstances should hot charcoal be dumped into any trash receptacle.

### Guests of Students

Students may host an overnight guest without charge with the consent of roommates in the residence halls. Each guest may stay on campus for a maximum of five nights per semester. Parents are allowed to stay in the residence halls for special occasions with approval from the AC. The host student must check guests in with the RA upon arrival to fill out an overnight guest form in case of an emergency. The college reserves the right to limit the number of guests and visits. Hosts are responsible for notifying guests of college Community Life Expectations and regulations and are also responsible for violations and damages caused by their guests.

### Insurance/Liability

The university will not be liable for any death or injury arising from or out of any occurrence in, at, or relating to the room, the building or any property of the university, nor will the university be responsible for any loss of or damage to any property of the student or others from any cause whatsoever, unless such death, injury, loss or damage results solely, without contribution of any other party, from the negligence of the university.\* The university will not be liable for any such death, injury, loss or damage caused by other students or persons in the room and building, or in, on, or around the property of the university. The university does not insure students or students' property. Should disruption or nonperformance of services occur because of circumstances beyond the university's control, the university will not be held responsible. It is recommended that students check with their own insurance policy regarding the coverage of illness, injury, property, etc. *It is the responsibility of the student to secure appropriate insurance to cover personal belongings.*

\*The university does accept liability for any permanent losses to students' property caused by groundwater seepage that occurs in ground-level or below-ground-level residential space in residence halls. This does not include damage done to items stored in general storage areas anywhere on campus. Should such seepage damage occur, the individuals affected will be asked to submit a list of items damaged along with an estimated value of each item to Residence Life. A receipt or other documentation must be provided for any item with a value of \$200

or more. The individuals will be asked to turn in any items to the school for which a claim is being made before reimbursement is issued.

### Keys

Students are expected to lock their room doors at night and when they are out. Key replacement is \$30 for room keys and \$50 for stairwell keys. Any key unreturned at check-out is \$50. Keys may not be duplicated, and unauthorized use of a key will result in disciplinary action from the University.

### Laundry/Vending

Coin operated laundry machines are available in all of the campus residence halls and apartments with the exception of Gunderson Apartments. Rolls of quarters can be obtained in Trinity Central as well as in Mail Services located in the Waybright Center. If you are experiencing problems with the machines, contact the Facility Services office at 847-317-7135.

### Lofts in Residence Hall Rooms

Lofts in student residence hall rooms are permitted in Johnson, Trinity, and Carlson Residence Halls. All equipment needed to loft beds in Johnson and Trinity Halls may be obtained from a Resident Assistant. Construction of other lofts is not acceptable in Johnson Hall or Trinity Hall. The furniture in Carlson Residence Hall is not designed specifically for lofting, but lofts may be constructed. For safety reasons, lofts must be constructed according to regulations outlined in the Loft Safety Policy, and construction may begin only after the Area Coordinator has given prior written approval. A copy of this policy may be obtained from the Area Coordinator. Failure to follow this policy will require removal of the loft. The building of lofts for furniture in Madsen Hall is not permitted.

### Lounges

The Johnson Hall main lounge and Trinity Hall lounge (Rushford Commons) are available for group meetings and student use. Students may schedule the use of these lounges with the Area Coordinator responsible for the lounge desired.

### Maintenance Concerns

All routine maintenance concerns should be directed to the appropriate RA, who will submit the work orders accordingly. In the case of an emergency (i.e., flooding, residence hall-wide power outages, no heat), during normal business hours, students should contact Facility Services directly at 847-317-7135 and then notify the appropriate RA. For emergencies after hours, contact Security at 847-317-6400. While Facility Services reserves the right of free access to inspect, repair, or alter TIU facilities, all routine work orders will be scheduled after 10am in

residential spaces. Proper notification will be given, if an emergency requires entrance into a residential space prior to 10am.

#### Medical (ongoing) concerns while living in Residence Halls

All ongoing medical conditions, particularly those requiring regular medications, must be reported to an AC or GRA in the Residence Hall upon check-in. Confidentiality will be maintained whenever possible but this information is necessary in order to provide appropriate care should the need arise.

#### Music and Magazines

Music and Magazines (such as Maxim, SI's swimsuit issue, etc.) that contains profanity, sexually explicit material, or promotes a lifestyle that does not reflect Trinity's Core Values are not to be played or read anywhere on campus. Music and magazines that are deemed to be in violation with Community Life Expectations can be confiscated (see search and seizure p.16). Repeated issues with these guidelines (inappropriate language, articles, connotations, volume, and so on) can result in progressive disciplinary responses.

Musical instruments that interfere with consideration of others, such as drums, horns, and amplified guitars are not permitted in the residence halls.

#### Notices

Residents are responsible for being aware of all official university notices printed in *The Digest*, which is the college newspaper, posted on the MyTIU site, and those that are sent via TIU e-mail.

#### Open House

Open House coed visitation in the residence halls is allowed only during open house. Open house hours are as follows:

- Fridays: 5:00 p.m. to 11:00 p.m.
- Saturdays: 3:00 p.m. to 11:00 p.m.
- Sundays: 3:00 p.m. to 11:00 p.m.
- Wednesdays: 7:00 p.m. to 10:30 p.m.

Student conduct is expected to be above reproach. If an RA deems conduct inappropriate, then full cooperation is expected.

There are no open house hours during Fall Break, Thanksgiving Break, Spring Break, or Easter Break. During fall and spring check-in/out times residence halls are open only for moving purposes. Open times will be posted in each hall prior to these events. Women are not permitted in the Carlson Hall courtyard except during open house hours.

### Painting Residence Hall Rooms

Students are not permitted to paint their rooms or put up borders or wallpaper.

### Pets

The only pets permitted in the residence halls are fish in tanks no larger than 55 gallons.

### Posters/Decorations

Posters and decorations should reflect the Core Values of the Trinity community. They are not to be hung using nails or tacks, but poster putty and masking tape are permissible. Residence halls need to reflect our community's desire to honor Jesus Christ. We do not see this being demonstrated in material that promotes, for example, alcohol or sexually provocative images. This type of material cannot be displayed. Inappropriate posters or decorations will be required to be removed and/or may be confiscated (see search and seizure p.15).

### Quiet Hours

An expectation of community living is that consideration and respect for others will be shown at all times. Specific quiet hours are 11:00 p.m. to 10:00 a.m. Monday through Thursday, and 11:30 p.m. to 10:00 a.m. Friday through Sunday. During these times, noise must not be heard outside an individual room or suite, to allow others to study or sleep.

### Raids

The purpose of "raids" is to increase community building and instill a tradition at TIU. By the coordination of the RA, floors/suites have the opportunity to SURPRISE their brother/sister floor/suite through a variety of raid types (i.e., quiet, loud). A quiet raid is defined as a floor/suite *quietly* entering its brother/sister floor and without making disturbing noise leave gifts or messages at the door of each room and perhaps in the lounge of the floor/suite. A loud raid is where a floor/suite enters its brother/sister floor making noise of some kind (i.e., singing). They wake the floor/suite bringing gifts or food. Following the raid, the students may hang out on that floor/suite up until 2:00 a.m. or go to the lounge of that hall until it closes. Raids can become a tradition in which brother/sister floor/suites become better acquainted with each other and create fun memories of residential life at Trinity College. If you are interested in participating in a raid, contact your RA, who will begin the process.

### Senior Privilege Housing

Senior Privilege housing is a program that rewards outstanding seniors and second semester juniors. This housing is in the Madsen Hall 500. Privileges include

extended open house hours (Monday - Friday 6:00 p.m. to 11:30 p.m.), minimal supervision, and no meal plan requirements. Residents are responsible for upkeep of the suite, including the kitchen and bathrooms. To qualify, students must commit for an entire academic year and meet the following criteria:

- No current probation of any kind (academic or disciplinary)
- Cumulative GPA of 2.5 or higher
- Class standing of a 2<sup>nd</sup> semester junior or senior
- Display of leadership and service while at Trinity

#### Single Room Availability

All rooms in the residence halls are double or triple occupancy rooms, by design, with the exception of the B rooms in the 500 Madsen Hall, and some suites in Trinity Hall. These rooms will be awarded on the basis of seniority. Exceptions will be considered for those with disabilities, when single occupancy is a necessity.

#### Storage

Limited storage is available in the lower levels of Johnson, and Madsen for student use. The college is not responsible for lost or damaged items. Items left unclaimed after one year will be discarded.

#### Storm/Tornado

In the event of a tornado or violent storm, seek the appropriate shelter area for the building you are in. Specific shelter areas are posted in each building. A comprehensive list for all buildings can be found in the Campus Safety & Security Services section of MyTIU. As a rule, safe locations are interior areas, away from windows and on the lowest floor possible. (Note some buildings such as Carlson Hall which would require going outside to reach the lowest level are an exception to this rule. In Carlson Hall, remain on the same floor but seek shelter inside the bathroom with the door shut.)

#### Suite Care

All residents, including Senior Privileged students, are responsible for cleaning and caring for their rooms, suite areas, floor lounges, and kitchens (where applicable). Students will share weekly suite cleaning duty. Any personal items left in the bathrooms on cleaning day will be thrown away. In residence halls where bathrooms are not cleaned by janitorial staff, residents are responsible for the care and upkeep of the bathroom facilities.

### Summer Housing

Summer housing for students is very limited due to the university's conference center program. Details regarding summer housing and employment requirements can be obtained at the Campus Housing Office in Student Life.

### Sunbathing Areas

Due to concerns expressed by neighboring businesses, sunbathing is not permitted on the west side of Johnson Hall and on the north side of Johnson, Trinity, and Carlson.

### Trash Disposal and Recycling

In Johnson Hall, trash should be taken directly to the dumpster on the south side of the building .. Trinity, Carlson and Madsen Hall trash should be placed into the dumpsters near Trinity Hall, Carlson Hall, and Waybright Student Center.. Students are responsible for their own trash removal. Students are encouraged to use campus recycling containers whenever possible.

## **Information Technology**

Lew Center Building  
847-317-8175  
ithelpdesk@tiu.edu

### Summary of the Acceptable Use Policy

The following summarizes major points contained in the Acceptable Use Policy. Please refer to the Terms and Conditions for University Technology and Telecommunications Systems—Acceptable Use Policy, for details. The entire policy can be viewed online. This policy supersedes all other policies with respect to Acceptable Use of University networks, phone systems, computer systems, and technology.

The University network and systems are to be used primarily for activities related to the educational mission of the University. Personal use of the network is limited to transacting e-mail and accessing Intranet or Internet web pages, providing such use complies with these terms and conditions and does not, at the university's discretion, utilize excessive capacity of resources, or in the case of employees, interfere with the employee's work. For any other personal use, written approval is required from the Office of Student Life.

Computer login account holders are responsible for any activity originating from their accounts. Your computer and account may be used for authorized network access to university systems and resources that are used for curricular, academic, and administrative activities for e-mail and access to web pages.

Official notifications made by university offices are increasingly made using e-mail, rather than by paper memos sent through the University mail services. E-mail used for such notifications will be delivered to the recipient's University e-mail account. *Employees and students are expected to read their University e-mail and are strongly encouraged to use their University e-mail accounts for all communication within the University to ensure reliable and secure delivery.*

University personnel can and will access files when necessary for maintaining the University network and computer systems. Every effort will be made to respect privacy of user files, and the contents of user files will be examined only when it is required by law or by the policies of the University.

You may not use University computers, networks, system resources, and phones

- For commercial or business purposes
- In a manner that requires TIU network security to be compromised
- For accessing or distributing defamatory, abusive, obscene, sexually oriented/pornographic, threatening, racially offensive, or illegal material
- For any activity that interferes or inhibits the use of the network or University systems by others
- For connecting non authorized private networks
- University networks may not be modified or extended in any manner that violates a federal, state, or local law or a University policy.
- Additionally, you may not use University computers, networks, and system resources for unauthorized browsing or exploring, or making other unauthorized attempts to view data, files, or directories belonging to TIU or to other users
- To transmit, use, or serve unauthorized software
- To violate copyrights of documents or media
- For misuse of message boards or any web-based community
- For computer tampering or unauthorized alteration of data, identification, or credentials
- For introducing deviant software (viruses, worms, etc.) into the University network and systems

The University reserves the right to cooperate fully with local, state, and federal officials in investigations relating to information accessed or distributed using



University computing systems, the University network, the University phone system, or the University Internet connection.

### Username and Password Credentials

*Obtain your username and password credentials by one of the following:*

- An e-mail will be sent to the personal email accounts on file with account information and a code to activate your account
- If you do not receive the email, you may send an email to [ithelpdesk@tiu.edu](mailto:ithelpdesk@tiu.edu) or call 847-317-8175. When you contact us, please provide:
  1. Your student ID number
  2. Your full legal name
  3. The last 4 digits of your social security number
  4. Your birth date
  5. Your personal email address

**Note:** Your email address is [username@tiu.edu](mailto:username@tiu.edu). All students are urged to access their Google Apps accounts for any TIU correspondence as it is the official mode of communication on campus. All students are responsible for information e-mailed to their accounts

MyTIU (<http://my.tiu.edu>) is a centralized portal which provides easy access to these sites and much more:

- Google Apps email, calendar, and documents (<http://mail.tiu.edu>)
- Moodle course management (<http://moodle.tiu.edu>)
- Library's online databases (<http://rolfing.tiu.edu>)
- Registration and student records (<http://my.tiu.edu>)
- Computer lab hours (<http://computerlab.tiu.edu>)

### Printing/Copying

Printer locations can be easily identified from the Technology section of <http://my.tiu.edu>.

### Computer Labs

- ***Computer lab locations:***

- Karen L. Hammer - Lew Center 201- North Loft
- Carl F.H. Henry - Roling 113 847-317-8096
- Mac Lab - Lew Center 148
- **Computer lab Hours (See link under “MyTIU” above):**
- Note: All the computer labs offer scanning, video editing stations, color laser printers.

#### Computer and hardware discounts

To take advantage of academic pricing when purchasing computers, hardware components, or software, call CDW-G at 866-723-3279.

#### Residential Networking

All TIU residence hall rooms and apartments are connected to the Trinity network/Internet.

#### Request a website to be blocked or unblocked

Send an email to [block@tiu.edu](mailto:block@tiu.edu) or [unblock@tiu.edu](mailto:unblock@tiu.edu). Please provide us the complete web page address (URL) for review.

#### Student Computer and Network Support

If you need assistance installing hardware, troubleshooting an issue, or removing spyware, please contact the IT Help Desk in the Lew Center 103.

If you are experiencing any issue with a network connection, (i.e., broken jack, no Internet access, etc.) in your residence hall room or apartment, please contact the IT Help Desk for assistance at x8175 or 847-317-8175 or e-mail [ithelpdesk@tiu.edu](mailto:ithelpdesk@tiu.edu).

### **University Student Success Center (USSC)**

The University Student Success Center (USSC) provides a holistic approach to support TIU students outside of the classroom. The USSC provides academic, personal, and professional support to our students through a variety of services including mentoring, career development, disability services, peer tutoring, test proctoring, and CLEP and DSST testing. USSC services are free to all TIU students unless stated otherwise. The USSC offices are located in the Lew Center and are open from 8:30 am – 4:30 pm Monday-Friday. Tutoring services are generally offered Monday – Thursday evenings and appointments can be made via the

Student Success page on MyTIU, by email, phone, or in person during office hours. For all other services, please email ([ussc@tiu.edu](mailto:ussc@tiu.edu)), call (847-317-8193) or drop by the USSC.

## **Career Development**

***The Career Development Office offers services that address self-exploration, career identification, and employment acquisition and transition.***

By offering both traditional and non-traditional students and alumni the support and resources necessary to move forward in their professional, ministerial and/or academic life-calling, we provide an approach that integrates professional career development with one-on-one personal growth. Because God has specially endowed each individual with unique abilities and passions, we model and promote a relationship with Him first and foremost, believing that through seeking and knowing Him, students and alumni find their direction and wisdom to identify and pursue His plans for them.

We encourage students to begin utilizing our office the minute they step on campus, and to continue well beyond their college graduation. By following our Four Year Career Preparation Guide, students move through a series of career-related check-points that keep them on track as they successfully navigate their college life.

**Freshmen Year- Exploration:** Discover how God has uniquely wired you.

**Sophomore Year - Identification:** Identify your career options and solidify your college major.

**Junior Year - Acquisition:** Develop real-life experience and professional finesse through strategic summer jobs or quality internships.

**Senior Year - Transition:** Move confidently into your career by taking advantage of transition workshops, job fairs, recruitment opportunities, and career coaching.

Trinity Career Services also participates with other Illinois colleges to provide on-campus interview opportunities and job fairs. In addition, this office receives several hundred full- and part-time job listings per year, including full-time positions, internships, and part-time employment. All on-campus jobs, including work-study, are maintained by Human Resources.

*For more information, contact Career Development at [847.317.7120](tel:847.317.7120) or [careers@tiu.edu](mailto:careers@tiu.edu), and feel free to visit our website on MyTIU.*

## **Waybright Center**

The Waybright Center serves as a gathering place and a source of entertainment and relaxation for the entire Trinity Community. It is open to all students, administrators, faculty, and staff, as well as their guests.

There are many different options for entertainment such as a big screen TV and smaller TV equipped with dish antennae; a fireplace for warming up on cold days; a quiet study area; Internet access and Wi-Fi; and game equipment for pool, etc.

### **Hours of Operation:**

Waybright Center Monday-Sunday 6am – 2am

*\*Hours may be altered if appropriate supervision is not available.*

The Waybright Center also has many areas that are ideal for reading, studying, or working on group projects. The Waybright Center is a great place to hang out with friends, meet with groups for class, check your mail, or just take a minute or two to relax during the day. Commuter students also have a lounge area for their convenience, equipped with a fridge, microwave and additional seating.

The lower level of the Waybright Center houses the Student Life Offices for the entire university, as well as many conference rooms, the Lost and Found, College Union, Student Leadership, school newspaper (*Digest*), Student Government, and student work areas.

Campus events and activities are often held in the Waybright Center. These activities provide a great opportunity for fellowship and serve to enhance the Trinity community. Several large widescreen monitors enable students to stay informed of what is happening on campus. Contact the Student Life Office for more information on the Waybright Center (847-317-7070).

## **TIU FITNESS CENTER & INTRAMURALS**

### **Hours of Operation:**

Monday-Friday 7am-9pm, Saturday 12-6pm and Sunday 3-9pm.  
(located in the Aldeen Building)

*\*Hours may be altered if appropriate supervision is not available.*

**Intramurals:**

Intramural leagues are offered each semester to all students. Leagues include outdoor soccer and sand volleyball in the fall and leagues such as indoor basketball and soccer are typically offered in the spring. For more information about Intramurals, e-mail [fitness@tiu.edu](mailto:fitness@tiu.edu).

## HAWKINS DINING HALL

Trinity Dining Services works to provide you with a wide variety of nutritious and great-tasting food options. Students living in Residence Halls are required to participate in one of the dining hall residential meal plans each semester. Meal plan changes may only be made during the first two weeks of each semester at Student Accounting.

Our Food Service provider is able to accommodate students who have special dietary needs. For Students who have medically related dietary concerns and feel they need to be exempt from the meal plan may submit a request for review.

To submit your situation for review, the following procedure must be followed:

1. Request a Meal Plan Exemption form from the Dining Services Director, Matt Aspinall at [measpinall@tiu.edu](mailto:measpinall@tiu.edu).
2. Have the form complete by your Physician and submit the information back to the Dining Services Office room 114 in the Waybright Center, or e-mail all the documentation to the Dining Services Director, Matt Aspinall at [measpinall@tiu.edu](mailto:measpinall@tiu.edu).

Dining Services will review your request, submit it to our Dietitian. Dining Services will set up a meeting to review the findings and make appropriate recommendations.

3. A written response will come from the TIU Director of Housing and Food Services after the Associate Dean of Students, and the Food Service General Manager have reviewed your situation.

Students are responsible to abide by the Hawkins Dining Hall Policies. Any student abusing his or her dining hall privileges will be referred to Student Life Office.

See the Dining Services link on MyTIU for additional information on how to use your plan while on campus.

***Hours of Operation:******General Hours:******Monday-Friday 7:00am-7:00pm***

***Breakfast Hours:***

***Monday-Friday / Saturday Sunday***

*7:30am-9:30am / 8:00am-9:00am*

***Lunch Hours:***

***Monday-Friday / Saturday Sunday***

*11:00am-2:00pm / 11:00am-1:30pm*

***Dinner Hours:***

***Monday-Friday / Saturday Sunday***

*5:00pm-7:00pm / 5:00pm-6:00pm \*Please keep in mind that hours listed are for the academic year and that a Trinity ID and/or visitor's pass is required for entrance into Hawkins Hall.*

## **General Procedures**

***Athletic Field Usage***

The Athletic fields on Trinity's campus are primarily intended to be used by the TIU Athletic Department. Students or student groups wishing to use the fields must receive permission from the Athletic Department prior to any usage. Further, even when permission has previously been granted, the fields are not to be used when not in playable condition due to weather. At no time are vehicles to be driven on the grass near the athletic fields with the exception of authorized vehicles on official university business. Absolutely no vehicle is to drive directly on any of the actual playing fields. Any questions concerning usage of the athletic fields should be directed to the Athletic Department.

***Bicycles***

Anyone who has a bicycle on campus must register it with Facility Services and display a free Trinity ID tag within seven (7) days of bringing the bicycle on campus. ID tags may be applied for by logging into MyTIU under Campus Services. The passes can then be picked up at the Facility Services building during normal business hours. Bicycles are to be stored only in bicycle racks located outside buildings (Carlson-northwest corner, Johnson-North and south entrance, Owens-800 building south side), designated storage units or inside residence hall rooms or apartments. Bicycles are not to be stored in common suite areas, hallways, stairwells or left lying out on the grass. Any bicycle not registered or left in an

inappropriate place is subject to removal. Bicycles may be reclaimed at Facility Services by paying a \$5 fee and completing the registration if not already done. Any bicycle not claimed within 30 days or impounded a third time within the same academic year becomes property of Trinity International University and is subject to disposal as deemed appropriate.

### **Distribution or Posting of Publications**

All advertising, posters, notices, and announcements must be stamped, approved, and dated by the Student Life Office. No posters should be placed on doors, glass, or walls. All General advertising (for sale, jobs, rent, car pools, lost & found, etc.) should be typed on a piece of **standard paper and must contain contact information (email or phone number)**.

All flyers have a *limit of two weeks or up until the time of the event* (the flyer is stamped with the date of when the person had it approved and is good for two weeks after that date or until the time of the event) for posting, and they will be removed thereafter. However, they may be resubmitted at a later date.

Flyers may be placed in the following areas only:

- Chapel bulletin boards
- Aldeen bulletin board Roling Library bulletin board
- Upper Waybright bulletin board (each board is designated for the specific types of advertisements so please note that when posting items).

**\*NOTE:** Please note that in order to advertise in the McLennan Academic Building you need to secure approval from Faculty Services as the Student Life stamp does not cover that building.

Please use only tacks or tape for posting, except for Waybright “sticky” boards. Any flyers in foreign languages must include a complete translation of all of the contents of the flyer in English. All posters or notices will be removed if the above guidelines are not followed. Student Life encourages students to create artistic and eye-catching ads.

### ***Golf on Campus***

Due to the potential danger for personal injury and property damage, golf may not be played on campus except for when it is a part of a University instructional course.

### ***Google Apps E-mail***

The university and all its offices now use Google Apps as the primary tool for communicating to students. Each student is fully responsible to read and act on e-mail communications from all offices on campus. A student may choose to use the forwarding function to have all TIU Google e-mail go to an alternate e-mail address, but the student is still responsible for appropriate responses to information, policies, deadlines, and so on mailed via the school system. For instructions on how to set up such a forward, contact Information Technology at 847.317.8175.

### ***ID Card Usage***

ID cards are provided to all students at the start of the school year. Students should carry their ID card for the current school year at all times. Students should not allow others to use their ID for any reason. Students are required to produce their ID when requested by any Trinity International University staff or faculty, including all Campus Safety and Security Officers.

As our ID cards are similar in nature to a debit card, it is important to treat them carefully:

- \* Keep your card in a wallet or purse to avoid bending.
- \* Do not expose ID cards to extremes in temperature.
- \* Keep your ID card away from your cell phone or other devices that might de-magnetize the stripe.
- \* Keep track of your card at all times.

To request a new ID card, visit Trinity Central during office hours. The charge for replacement of lost or damaged cards is \$10.00.

### ***Movies***

Movies shown on campus in a public setting must have the prior approval of the Dean of Students (or his designee). No "R" rated movies may be shown in public areas including Trinity Hall Lounge or Johnson Hall Lounge.



### ***Passwords***

Prior to arriving on campus, new students are given login credentials to access their Google Apps e-mail; to register for classes and access all their academic records. These credentials should be respected and kept confidential. Students cannot register, change their registration, or see their grades without it. Should a student lose or forget their login credentials, he or she can contact the IT department by calling 847-317-8175 or emailing [ithelpdesk@tiu.edu](mailto:ithelpdesk@tiu.edu). They will be given instructions at that time on how to gain access to their account.

### ***Prank Guidelines***

- \* Pranks must not result in personal harassment, excessive inconvenience, invasions of privacy (i.e., entering a room without prior permission of the resident of that room), or destruction, damage, or removal of property.
- \* Pranks must be safe. Any prank that jeopardizes the safety of individuals will not be tolerated. The responsibility for cleaning up, financial remuneration for damages, applicable fines, and additional costs incurred by the college lies with those who were involved with the pranks.
- \* Pranks must not violate college policies. If you have some concerns about the appropriateness of a prank, **please** check first with your GRA or AC.

### ***Skateboards/Rollerblades***

Skateboards, scooters, and rollerblades present safety concerns when used improperly or in inappropriate areas. Consequently, no skateboards, scooters, or rollerblades are to be used or worn in any buildings. Use of any of these items in a manner that damages property or endangers or inconveniences vehicles or pedestrians is prohibited.

### ***Solicitations***

Persons or offices wishing to solicit support for specific programs or for particular student accounts in the name of Trinity International University or from lists made up primarily of constituencies thereof should contact the office of Student Life prior to making any solicitations. Door-to-door solicitations are not permitted on campus.

### ***Water Fights***

Water fights or snowball throwing in buildings is not permitted. Water fights or snowball throwing should occur only with students who have willingly chosen to participate. Throwing water or water balloons on unsuspecting students or staff is prohibited. Use of water balloon launchers or slings is prohibited due to the serious potential for personal injury and property damage. Individuals involved in

a water balloon fight are expected to take responsibility for cleaning up the litter created by the activity. Specific guidelines are available from Residence Life staff.

### ***Camping/Squatting***

Camping/Squatting is prohibited on university owned, controlled or leased property. Camping is defined as any of the following: the establishment of temporary or permanent living quarters in structures other than residence halls, apartments, or other university managed housing; sleeping outdoors with or without bedding, tent, hammock, or similar protection or equipment; sleeping in or under any parked vehicle; or establishing or maintaining outdoors, or in or under any structure not intended for human occupancy, at any time during the day or night, a temporary or permanent place for cooking or sleeping by setting up any bedding, sleeping bag, blanket, mattress, tent, hammock or other sleeping equipment, or by setting up any cooking equipment.

## **TRINITY MOTOR VEHICLE REGULATIONS**

Regulations have been formulated to ensure safe vehicle operation and adequate parking availability to all faculty, students, staff and visitors. By operating a vehicle on University property you fall subject to all State and TIU motor vehicle regulations. Regulations are enforced year round.

### **I. REGISTRATION, PERMITS, and FEES:**

#### **A. Registration**

**New students** with vehicles on campus are to obtain TIU Vehicle Permits during **New Student Orientation (NSO)**.

**All students may register or pick-up their permits at Trinity Central.**

*Information required for vehicle registration is: name, TIU ID number, vehicle make, model, year, color, and license plate data, including state of issuance.*

**Failure to obtain a permit for your vehicle** will result in fines of \$25 or greater; if your vehicle information has to be obtained from the Bannockburn Police Department, you will be fined an additional \$100.

#### **B. Permits**

*At all times, motor vehicles parked on TIU property must properly display a valid TIU vehicle permit.*

Permit types: A (Apartment), C (Commuter), D (Residence Hall), G (Graduate), M (Madsen), T (Faculty & Staff), N (REACH) and V (Visitor) determines authorized parking locations.

Permits are required for students and visitors who park a vehicle on campus. The permit is to be affixed to the outside of the vehicle's rear window, on the driver's side in the lower corner.

Hang tags are required for staff and faculty and must hang from the rear view mirror while the vehicle is parked on campus.

Temporary permits may be obtained free of charge from the Security Gatehouse for short-term (less than 1 month) on-campus parking for visitors, those with registered vehicles temporarily using another vehicle, or those renting or borrowing a vehicle. Temporary permits are to be displayed on the driver's side dashboard or hung from the rearview mirror.

### **C. Fees** (charged to a student's account)

*Apartment Residents:* \$120 per year for first vehicle, and \$20 per year for each additional vehicle, with a limit of two vehicles total. The second vehicle must be parked in the "all permit" parking area located south of Owens Hall.

*Commuters:* \$120 per year for first vehicle, and \$20 per year for each additional vehicle, provided that only one vehicle will be on campus at a time.

*Residence Hall Residents:* \$120 per year for one vehicle. Freshmen may be required to park their vehicles in the "all permit" parking area located south of Owens Hall depending on number of permits issued per year.

*REACH:* \$60 per year for one vehicle, and \$20 per year each additional vehicle, provided that only one vehicle will be on campus at a time.

*Faculty and Staff:* no fee for the first issued hang tag.

NOTE: Faculty/Staff "T" hang tags are for full-time and non-student part-time workers only. Vehicles operated by TIU students or family members of Faculty and Staff members must obtain permits relative to their housing situations.

Replacement permit sticker or hang tag - provided free of charge if the original permit or tag (whole or in pieces) is turned in; otherwise a \$25 permit replacement fee may be charged.

## **II. PARKING**

**A. Parking is restricted by the permit letter (see map).**

**B. Prohibited Parking (at all times):** Gravel service road (north of ATO Chapel and continuing south toward the North Apartment building); curbs painted yellow; fire lanes; paved areas with yellow diagonal lines or yellow lines forming an enclosed shape; non-paved areas (grass, dirt, mud, flooded areas etc.), crosswalks, and sidewalks.

**C. Time-Limited Parking:** Posted Signs – according to indicated time limit.

**D. Visitor/Guest Parking** is reserved for vehicles belonging to visitors/guest of TIU and is unauthorized for vehicles registered to current students, faculty or staff

members.

**E. Apartment Parking spaces** are for vehicles with A permits that are registered to the lessee(s) of a particular apartment, not guests.

**F. Vehicle Storage** permits are provided from the Security Gatehouse and required for vehicles to be left behind on-campus for periods longer than four consecutive weekdays. After completion of a Vehicle Storage Agreement, which requires leaving the vehicle's keys with a person in the local area who can operate the vehicle, the vehicle is to be parked in the All Permits Lot south of Owens Hall.

**G. Winter Parking** - From December 1<sup>st</sup> to April 1<sup>st</sup>, between 2 a.m. and 6 a.m., parking is not permitted along University Drive, Commuter or Faculty/Staff lots.

**H. Other:**

- Along University Drive, parking is in the direction of the flow of traffic only.
- Vehicles are entitled to only one parking space at a time.
- **Commuter vehicles** may not be parked on campus between 2 am and 6 am without written authorization from Security.
- **Mechanical work** on vehicles may only be performed in the All Permits Lot; fluids may not be drained onto the ground.
- Registered vehicles must have liability insurance.
- Students may park in Faculty and Staff (T) lots after 5 pm until 2 am on weekdays, all day on weekends, and Holidays, this excludes the Madsen lot where only T & M permits allowed. Holidays are defined as school recognized holidays (this does not include summer, fall, winter, or spring breaks).

**III. DRIVING**

The campus-wide **speed limit is 15 mph.**

**Stop completely at all stop signs** on campus.

**Vehicles are not allowed to pass a stopped school bus from any direction (including driving through an intersection) when its warning lights have been activated and and/or when its stop sign is extended.** Violations are subject to fines from Security Services and also state penalties issued by the Bannockburn Police.

**IV. CITATIONS, VIOLATIONS, and ENFORCEMENT**

**A. Citations**

- Violation(s) of the TIU Motor Vehicle Regulations are enforced and may result in a citation; citations may be issued directly, left on the vehicle's windshield, or delivered via campus mail.
- The person to whom a vehicle is registered is liable for the issued citation(s).
- Citations (including WARNING citations) are recorded indefinitely on a

database used by TIU Security.

- **Student fines are charged to a student's account. Faculty/Staff fines are to be paid at Facility Services**

### **B. Violations from TIU Security**

- Standing: 

\$25 Improper Parking	☒ Moving:
\$25 Prohibited Parking	\$25 Prohibited Driving
\$25 Unauthorized Parking	\$25 Stop Sign Violation
\$25 No Valid Permit Displayed	\$75 Reckless Driving
	\$100 School Bus Stop Sign Violation

- Other:

- \$75 Failure to Comply with Security
- \$100 Falsifying a Permit (sticker or temporary permit)
- \$100 Security required to obtain vehicle registration information from Bannockburn Police Department

### **C. Progressive Parking Enforcement by TIU Security**

Multiple violations are recorded by academic year and include only those violations where a fine is imposed.

Fines will be applied at the following rates per academic year:

- 1 – 3 citations.....fines are as published
- 4 – 6 citations.....fines are doubled
- 7 – 10 citations.....fines are tripled
- 11th citation.....loss of on-campus parking privileges

The Dean of Students or Dean's designee will be notified after a student accumulates over seven citations.

Parking privileges may be immediately revoked for reckless driving or operating a vehicle under the influence of alcohol or a controlled substance.

### **D. Violations from Bannockburn PD**

Bannockburn Police have the ability to write citations as they see fit on campus.

- \$25 Village Ordinance Citation
- \$125 State Violation
- \$250 Handicapped Parking Space Violation

***What should I do if I'm stopped by the police?***

First, pull over to the side of the road as safely and as soon as possible. Once you've stopped your vehicle, stay in it and turn off your stereo or any other device that would hinder communication. Don't be surprised if the officer stays behind your driver's window a bit when talking to you. This is a safety tactic. And don't be alarmed if a second squad car arrives. Again, this is for the officer's safety. It is wise to keep your hands where the officer can see them, and don't make any sudden moves or appear to be hiding or searching for something. If you don't understand what the officer is asking or why you were pulled over, ask for an explanation in a respectful manner. Answer the officer's questions calmly and directly. If you disagree with the ticket, you will have an opportunity to go to court to make your case. Or, if you feel that the officer acted inappropriately, call the Police Department and ask to speak with a shift supervisor. ©2007 Village of Bannockburn

## **V. TIU APPEALS**

TIU Citations may be appealed. Any appeals must be submitted within ten working days from date the citation was issued.

Appeals must be submitted via the Campus Safety & Security then the Services link at myTiu [http://www.formstack.com/forms/tiu\\_forms-security\\_appeals](http://www.formstack.com/forms/tiu_forms-security_appeals). No verbal appeals are accepted.

The Appeals Committee will review appeals, and notification of their decision will be sent via University e-mail.

Campus Safety & Security Services

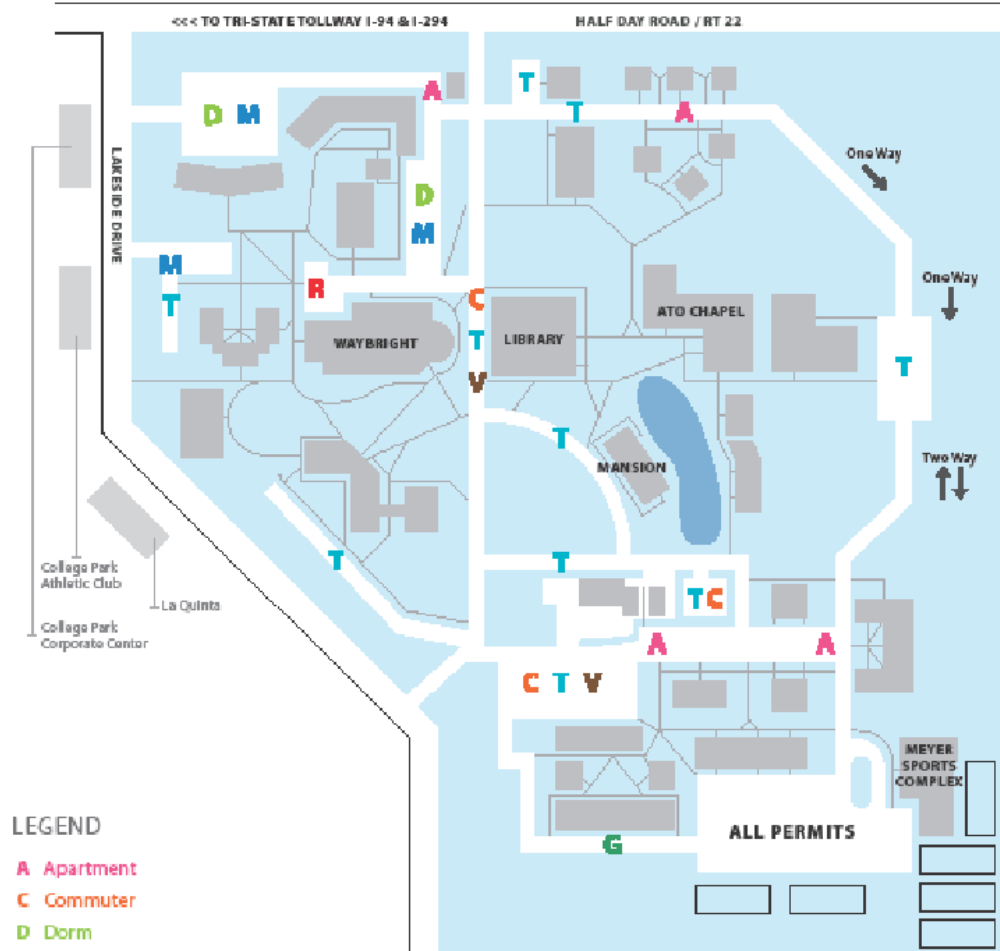
phone: 847-317-6400; fax: 847-317-8148;

e-mail: [parking@tiu.edu](mailto:parking@tiu.edu)

Please note that all official Campus Safety & Security Services communications will be sent via your University e-mail account.

# PARKING MAP

## TRINITY INTERNATIONAL UNIVERSITY / Deerfield, IL



### LEGEND

- A** Apartment
- C** Commuter
- D** Dorm
- G** Graduate
- M** Madsen
- N** REACH (Park in C, T and V lots after 5PM)
- T** Faculty/Staff (Monday-Friday, 8AM-5PM)
- V** Visitors
- R** **Restricted to University Vehicles Only**

- Open Parking in C, D, G and T lots Friday 5PM-Sunday 5PM
- Madsen lot always restricted to "M & T" permits
- Winter parking rules in effect December 1-April 1