

# Student Life



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Trinity College offers education designed to equip men and women for Christian service in a number of occupations. This sort of equipping demands growth and development in every facet of life and recognizes that true Christian maturity goes beyond academic achievement to include one's lifestyle. At Trinity, we are committed to complementing classroom instruction with biblical values and lifestyles.

Trinity College provides many opportunities for Christian fellowship and for the enrichment of Christian personality through a balanced program of social events throughout the year. The social program is correlated through the Office of the Vice President for Student Development. These events include a series of all-school socials sponsored by the Student Government Association. Devotionals and interpersonal relationships in the residence halls provide shared experiences leading toward maturity. All of these are a vital part of the student experience at Trinity College.

## Student Handbook

*"Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe."* (1 Timothy 4:12, NASB) In order to do this, clearly defined standards and guidelines are necessary. The Trinity College Student Handbook will be each student's source for information regarding the College's standards and guidelines. We acknowledge that it is impossible to create a community with behavioral standards with which each member totally agrees, but we believe that it is essential to specify certain patterns that will assist the community in realizing its objectives.

It is the desire of the College that true freedom of thought and action be enjoyed by the students, but there can be no effective freedom without organization. This is particularly true of large groups of people living

in close contact and interdependence. The guidelines set forth in the Trinity College Student Handbook are designed to regulate the activities of the student body so that the basic rights of all are protected. Scriptural standards, which are binding on the entire Christian community, have been taken into consideration in the formation of all guidelines. It is the hope of the College that each student will have a value system based on scriptural concepts which will be reinforced by a set of strong inner controls.

The College expects, therefore, that all students will read and carefully observe the policies in the Student Handbook. (A complete copy of the Trinity College Student Handbook can be found in the yearly student planner and on the Trinity College of Florida website).

### **Medical Information Forms**

The American College Health Association has recommended that all college students born after December 31, 1956, be given a second dose of the measles, mumps, and rubella vaccine (MMR). These vaccines must be obtained from a family physician prior to arrival on campus. Proof of these vaccinations must be submitted to the Office of Student Development.

### **Christian Service**

The Christian Service program involves 20 clock hours a semester (pass or fail) of weekly participation in a specific ministry or community service activity approved by the Vice President for Student Development. This service is required for full-time students at the College. Freshmen and Sophomores can minister in a variety of programs, which may or may not correspond to their chosen major. Juniors and Seniors will need to minister in an area corresponding to their chosen major. Students involved in an Internship or a Practicum are excused from Christian Service. All Christian Service sections must be recorded as "satisfactory" for the student to be permitted to walk in graduation.

### **Chapel Attendance**

Chapel is designed to be an important part of the development of one's spiritual life. The following guidelines are established to promote faithful chapel attendance:

1. Full-time students (12 hours or more), resident students and students, with a class immediately before and after chapel services are required to attend chapel. Students enrolled in chapel are allowed three absences in a semester and still receive a passing grade. Not checking in will equal one absence. Students who are ten minutes late for chapel will receive an unexcused absence for that chapel.
2. A "satisfactory" grade (in all semesters you are enrolled in chapel) is necessary for graduation. The Office of Student Development will determine make-up work for an "Unsatisfactory" grade. Students are limited to five chapel make-up forms during a semester. Students who exceed the need for five chapel make-up forms will be subject to disciplinary action from the Office of Student Development.

### **Social Activities**

Trinity College provides many opportunities for Christian fellowship and for the enrichment of Christian personality. In addition to the usual associations of residence hall life, the College sponsors special events such as banquets, informal sports events, college outings, and other activities in which the entire College

participates. These activities provide an opportunity for students to mature in their relationships with others and their Lord. Through these activities, the College seeks to develop the whole student in social, physical, mental, and emotional areas.

## Student Groups on Wednesdays (optional)

### **Col. Charles Massey**

*Participation* - Military (active, inactive, Guard and Reserves, Veterans, Dependents, and Family Members of Military/Veterans as well as those who simply wish to honor veterans, military, and their families.

*Purpose* - The purpose of the Col. Charles Massey student group is to connect military, veterans, and their dependents, personal ownership-discipline (training), service, and fellowship. *Personal Ownership* - Members will embody the warrior ethos of "leave no one behind." *Massey Honor Code*: Participation in the Massey student group is for individuals who will seek to chase excellence and allow accountability in each area of life:

*Spiritually* (Spirit) Prayer, devotion to Scripture

*Physically* (body) Exercise, healthy eating, personal appearance

*Intellectually* (mind) Continually setting one's mind on truth

### **Education in Action**

Education in Action (EIA) provides students with valuable teaching experience and resources to help prepare them to teach in their directed areas of study. Students are able to apply their skills to real educational experiences as well as have the opportunity to impact the youth they work with. EIA also organizes educational activities, student volunteering, and discussion forums designed to further student learning and growth.

### **Great Commission Missionary Fellowship**

Understanding that both prayer and awareness are essential elements for all missionary ventures, the Great Commission Missionary Fellowship (GCMF) organizes various student activities involving world missions. An annual missions conference brings church leaders, missionaries, mission organizations, and others to the campus for a special time of concentrated recognition of missions as the worldwide outflow of the church. Trinity College works with other Bible colleges and Christian institutions in sponsoring missions conferences and cooperative projects.

### **Media Student Group**

In this group, we work together with all areas of still photography, video, and audio. We create skits and movies, as well as, enjoying God's creation through still photography. We have fun while learning the ins and outs of cameras (including phone cameras), lenses, settings, etc. We work with audio and video, vlogging, set direction, and the many facets of planning for a production.

### **Psychology/Counseling Club**

This is a group where students can share ideas and information about the world of psychology and counseling. In this group you will learn about upcoming workshops, certifications, and other events pertaining to the field of psychology and counseling. We also offer support to one another, whether current students at TCF, or graduates who have gone on into the field as professionals. The field of psychology/counseling is a challenging field and immensely rewarding, let's do it together.

### **Speaking Truth Student Group**

The Speaking Truth Student Group was formed to promote the Great Commission and to build up and edify the students preparing for ministry. The student group preaches the gospel at a variety of locations including local schools, churches, and assisted living facilities.

### **Student Government Association**

The Student Government Association (SGA) and its activities are an important part of the educational and social program of the College and can provide valuable leadership experience. All students are encouraged to participate in this balanced program of activities. The SGA is an elected body that coordinates various cultural, social, and intramural athletic programs for the College student body. The SGA also serves as a way for students to communicate their needs and concerns to the College Administration.

### **TCF TV**

TCF TV is a student-led social media production featuring life on campus. Students create and post videos on the college Instagram page and produce content for YouTube.

### **Together**

Together Student Group celebrates the diversity and heritage of the students of the Trinity College of Florida Family. Together strives to nurture the diverse environment we have on campus. We aim to accomplish this goal by bringing awareness to diversity and celebrating it. Together hopes to educate and influence students to embrace the diversity around them through providing insights from different cultures.

### **Trinity's Heart Against Trafficking**

Trinity's Heart Against Trafficking brings awareness in the College and in the community about human trafficking locally, nationally, and around the world.

## **Recreational and Sports Activities**

Intramural sports are an inner school sports program designed for relaxation, socialization, and healthy physical activity. The emphasis is on participation. Students and staff are encouraged to become active through the various individual and team sports contests. Intramural sports, which include basketball, soccer, frisbee, and flag football, cater to the interests of the student body.

## **Sports Equipment**

The following equipment is available for checkout through Student Government: footballs, volleyballs, soccer balls, orange cones, and games.

## **Athletics**

The Athletic Department at Trinity College of Florida is dedicated to excellence both on and off the court. Practice, hard work, and commitment are key to developing successful teams which generate winning results. Our highly motivated coaching staff believes in mastering sports fundamentals, incorporating proven strategies, and creating positive team cultures which produce great achievements. Trinity College of Florida is a member of the National Christian College Athletic Association (NCCAA) and National Invitation Tournament (NIT). Our men's soccer, men's and women's basketball, and women's volleyball teams currently participate in the NCCAA. If you share a desire for excellence in athletics, then Trinity College of Florida invites you to become part of its athletic program.

## **YMCA Membership for Trinity Students**

All traditional students will have membership in the James P. Gills Family YMCA. The YMCA has the latest fitness equipment, a gym, two swimming pools, and the other usual YMCA programming available to members. The YMCA is adjacent to the College campus.

# **Residence Halls**

*"In everything, therefore, treat people the same way you want them to treat you, for this is the Law and the Prophets."* (Matthew 7:12, NASB) The experiences and relationships in the residence hall environment will become some of the most important of the student's educational career. These opportunities enable the student to put into practice Christian principles that are learned in the classroom setting, enabling the student to grow and minister at the same time.

As a result, all students under the age of 24 are required to live on campus, with the exception of married students and persons living with one or both parents. Priority will be given to freshmen and international students. Room assignments are made through the Student Development Office and should be made as early as possible.

# **Discipline**

## **Philosophy of Discipline**

The purpose of discipline at Trinity College is to assist in the maturing of its members and to aid the College in maintaining an atmosphere conducive to Christian growth. Discipline is designed to help students assume responsibility for themselves as mature Christians, in the Trinity College community in particular, and the Christian community in general. The biblical model of confrontation taught in Matthew 18 is the primary model that College personnel seek to follow in their work with students. The requirements that may follow are intended to be developmental and redemptive, rather than merely punitive.

Trinity College students are expected to conduct themselves in compliance with the *Trinity College Student Handbook* and in such a way as to adorn the high calling of the Lord Jesus Christ in their lives. Accordingly, students are expected to assume responsibility for their personal conduct, and also to accept reasonable Christian responsibility for the behavior of others. If the conduct of a student appears to be inconsistent with these standards, the Student Disciplinary Procedure will be employed in the investigation and disposition of the matter.

The Vice President for Student Development and Director of Student Life, the Student Development Disciplinary Committee, and/or the Student Disciplinary Review Committee, may make student disciplinary decisions. All time restrictions specified in this document refer to business hours. Twenty-four hours, therefore, means within the next business day; action taken on Friday, for example, will be completed on the following Monday.

Students discovered violating the College requirements as expressed in the Trinity College Student Handbook should expect a response, which will assure the maintenance of College standards and the call to integrity and responsibility on the part of the offender. The administration of Trinity College of Florida reserves the right, in its sole discretion, to evaluate any conduct it deems detrimental to the purpose and mission of the College.

### **Amnesty Policy**

Students who struggle with issues that go against the standards put forth in the Trinity College Student Handbook are encouraged to seek support and help. Examples include, but are not limited to, drugs, alcohol, pornography, sexual or inappropriate relationships, eating disorders, and homosexual behavior. The amnesty policy was adopted by Trinity College to encourage students to seek help without fear of possible disciplinary consequences. This policy allows students who want to receive help and support to work through these issues and accept accountability for these behaviors without going through the normal discipline process.

Students requesting help are asked to abstain from the behavior and may be asked to sign a behavioral agreement, which would be set up on an individual basis between the student and the Dean of Students upon requesting amnesty, and/or seeking professional help. Students must request amnesty before any disciplinary confrontation (by a faculty member, staff member, or RA) addressing the specific inappropriate behavior(s) that occurs (including before notification of required drug or alcohol tests). Students also must be honest, cooperative, compliant with amnesty requirements, and demonstrate a true desire to change. The student should also note that the behavior in violation will need to eventually change for the student to be able to remain at Trinity College. Students may contact the Office of Student Development to request amnesty or learn more about the policy.

When students request amnesty, they are not suspended for behaviors they have engaged in prior to their confession. However, there are instances where a student may be required to withdraw for reasons of safety, or in order to get further help before returning as a student.

## Classroom Misconduct

Ideally, a college education is both voluntary and cooperative. There is a common focus on the subject at hand and a common appreciation for the privilege of learning in an exciting and challenging atmosphere. But in our society, such cooperation and appreciation are often neglected. At a minimum, the professor is charged with the responsibility of designing, creating, and maintaining an atmosphere where students feel safe and free to hear the lecture and ask sincere questions without fear of reprisal, intimidation, or repeated interruptions from disruptive students. In most cases, a word of rebuke given in class, or a brief warning after class, is sufficient to correct the misbehavior. Nevertheless, disrespect or abuse directed toward any faculty member, school administrator, or staff person is prohibited and disciplinary action will follow.

In order to help ensure the minimum level of classroom decorum, the following process has been established to guide professors in taking further action to correct misconduct in the classroom.

1. If initial informal efforts fail, the professor will give, within a week of the most recent offense, a written request to the student to meet with him/her in the professor's office. In that appointment, the professor will explain what is objectionable about the behavior and what the possible consequences may be if it continues. The professor will keep a written record of the date, time, main topics, and necessary actions taken at the meeting.
  - a. If the behavior violates clear criteria in the syllabus for proper classroom behavior, (i.e., poor or improper participation in class discussion may have a negative effect on the final grade), any consequences included in the syllabus should be referred to and administered.
  - b. If the misbehavior does not violate any written criteria in the syllabus, or if the professor deems the offense serious enough to merit further action, he/she will give a clear warning about specific disciplinary action that will be taken if corrections are not made. Possible actions might include any one or combination of:
    - (1) Restricting where the student sits and/or whom he/she sits near.
    - (2) Insisting on a written formal apology to the teacher and/or class.
    - (3) Dismissing the student from the class for a length of time.
  
2. If the student's misbehavior continues, or if he or she refuses to comply with the professor's discipline, a formal written reprimand will be sent to the student by the professor, with copies kept in the professor's file and sent to the Offices of the Registrar and Student Development. The reprimand should include the following:
  - a. A summary of the specific misbehavior(s)
  - b. A list of specific actions taken by the professor in response to the misbehavior
  - c. The warning that unless corrections are made, a formal complaint will be made to the Academic Affairs Committee.
  - d. In extreme cases, the Academic Dean may suspend a student immediately. This action will be submitted to the Academic Affairs Committee within two days for ratification.

The committee will determine the validity of the complaint and decide the action to be taken, up to dismissal from the college.

### **The Student Body and Discipline**

Discipline is an important part of our lives, and students may face varying degrees of discipline during their time at Trinity. They may also be involved in disciplinary procedures involving other students. This is an important part of maintaining a Christian environment, and we see appropriate discipline modeled in Scripture. The following guidelines and principles are meant to assist students in leading a disciplined life and to help them properly interact with the disciplinary process.

1. Students should practice a lifestyle that clearly demonstrates godly principles.
2. As members of a Christian community, students must be willing to confront fellow students (when appropriate) on behavioral matters. With this responsibility comes the need for forgiveness and restoration. The following guidelines should be used in matters of spiritual conflict:
  - a. Confront the person in a manner consistent with Matthew 18:15-20.
  - b. Work to forgive the offending student (when necessary) and pray for their restoration.
  - c. Contain details and discussion of the matter to the parties involved, whether students or faculty/staff.
3. After a disciplined student has been restored and the situation is resolved, the details of the process and/or situation should be handled with confidentiality and the College community should be willing to assist the disciplined student in changing any inappropriate behavior or practice.
4. Each student should examine his or her intentions and actions in relation to the disciplinary process of the College. Rebellious attitudes, arrogance, and gossip are all inappropriate, but common, reactions to disciplinary procedures. Students must be on guard against these things.

It is impossible for all College standards to be included in the student handbook. Therefore, the Office of Student Development reserves the right to make decisions regarding policy that may not be mentioned in this publication in accordance with the philosophy of the College. The student has the right to appeal any action of Student Development to be heard by the President's Cabinet.

### **Bullying**

Trinity College of Florida believes that all students have a right to a safe and healthy environment. All TCF students have an obligation to promote mutual respect, tolerance, and acceptance among all students, staff, and faculty. TCF prohibits bullying. "Bullying" means any behavior that infringes upon the safety of any student and will not be tolerated. A student shall not bully or intimidate any student through words or actions. Such behavior includes, but is not limited to, direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation. Any student who engages in bullying will be subject to disciplinary action up to, and including, dismissal.



## **Hazing**

Trinity College prohibits hazing. "Hazing" means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating under the sanction of Trinity College. Hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student, and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student. Persons engaged in hazing are subject to the disciplinary process of Trinity College as delineated in the *Trinity College Student Handbook*.

## **Social Media**

If Student Development has reasonable suspicion with confirmation by more than one student and/or staff member of inappropriate behavior, statements, and/or images on Tik Tok, Snap Chat, Twitter, Facebook, Instagram, or any other social media channel, then the student will go through discipline even if the content is no longer obtainable by the Office of Student Development.

## **"Drug-Free Schools and Campuses"**

The Drug-Free Schools and Communities Act by Amendment of 1989 (Public Law 101-226), signed by President Bush on December 12, 1989, required all institutions that receive Federal funds to implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The following information complies with the "Drug-Free Schools and Communities Act by Amendment of 1989 (Public Law 101-226):

Trinity College of Florida prohibits the unlawful possession, use, or distribution of drugs on campus. Any student or employee found to be taking part in the unlawful possession, use, or distribution of drugs or alcohol can expect severe disciplinary action, up to expulsion or termination of employment, and referral for prosecution for violation of the standards of conduct.

Other disciplinary actions can include loss of privileges, suspension, and completion of a rehabilitation program. Each disciplinary case will consider the severity of the incident and the prior disciplinary history of the student or employee. Upon completion of a rehabilitation program, the employee or student's future with the College will be decided by the administration of Trinity College. Each case will be evaluated on an individual basis, taking into consideration the severity of the program, the evaluation of the rehabilitation service, and the prior disciplinary history of the individual.

Trinity College of Florida will provide, upon request, a description of the health risks associated with illicit drugs and the abuse of alcohol, plus information on drug or alcohol counseling, treatment or rehabilitation, or re-entry programs that are available to employees or students. Any student engaged in these illegal activities will not be eligible for the Federal Pell Grant program.

# Grievance Policy

A grievance is a complaint of an alleged unfair or discriminatory practice or decision by faculty, administration, or administrative staff. The central focus of a grievance is not a policy, but rather the actions of the one against whom the grievance is filed. A grievance must be supported by evidence that the unfavorable decision is in violation of institutional policy or practice, or that the person has been treated in a different way than other persons in similar circumstances have been treated. Any student wishing to file a grievance may do so by the following procedure:

1. Complete a Grievance Petition available from the Dean of Students or the Academic Dean (or you can submit the form electronically below).
2. Submit the Grievance Petition requesting reconsideration of the unfavorable decision to the faculty member or administrator in question. A written response must be given to the student no later than five class days after the receipt of the Grievance Petition.
3. If the student is not satisfied after step 2, the student may submit the Grievance Petition to their respective Vice President. The respective Vice President then has five class days to respond, in writing (by letter or email), in hopes of bringing a resolution to the situation.
4. If the student is not satisfied after step 3, and if the Grievance Petition has not yet involved the President, the student may file the original Grievance Petition with the President. The President must respond in writing no later than five class days after receipt of the Grievance Petition. The decision of the President shall be final.
5. The aggrieved student who receives no response within five class days at any level in the grievance process may appeal to the next higher level. Those hearing the grievance at the higher level shall secure the written opinion of those who failed to respond at the lower level.

## Grievance Petition

### **Distance Education Student Appeal Process**

Students who have a complaint about instruction or grading should first refer them to the instructor. If the complaint is not resolved, then the student may refer the complaint in writing to the Academic Affairs Committee, as presented in the college catalog (Academic Information). This will usually bring about an appropriate resolution. If a student has exhausted Trinity College of Florida's complaint procedures and remains unsatisfied, that student may consider contacting the Commission for Independent Education at <http://www.fldoe.org/policy/cie/file-acomplaint.shtml>.

### **Institutional Designation and Affirmation**

Distance Education students, who have completed the internal institutional grievance process and

the applicable state grievance process may appeal noninstructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the FL-SARA Complaint Process.