



TRINITY  
COLLEGE  
OF FLORIDA

# Student Handbook 2024-2025

## FROM THE OFFICE OF STUDENT DEVELOPMENT

Dear Students,

Another academic year is upon us, which will certainly be filled with the joys and challenges of pursuing a college education. Although we may anticipate many of these moments, others will certainly come unexpectedly. Either way, we will be faced with countless opportunities to show our God and Savior just how faithful we can be in all things. The *Trinity College of Florida Student Handbook* sets forth the College's policies and expectations regarding lifestyle as we all seek to honor God throughout this school year. We must all understand that these guidelines are not intended to negate your enjoyment while attending Trinity College, but are designed to organize life within this community of faith. Therefore, adherence to these guidelines reflects your commitment to demonstrate your stewardship, obedience, and gratitude toward the privilege the Lord has entrusted you with in being part of the Trinity College of Florida community. We understand that the guidelines themselves are not necessarily moral precepts. Nevertheless, one's willingness to respond appropriately to these guidelines is a spiritual issue, which must be taken seriously. My prayer for this year is that at every moment, our lives would shine forth like a beacon, sending a message that humbly reveals an undivided devotion to our resurrected Lord Jesus Christ.

*"And so, from the day we heard, we have not ceased to pray for you, asking that you may be filled with the knowledge of his will in all spiritual wisdom and understanding, so as to walk in a manner worthy of the Lord, fully pleasing to him: bearing fruit in every good work and increasing in the knowledge of God; being strengthened with all power, according to his glorious might, for all endurance and patience with joy; giving thanks to the Father, who has qualified you to share in the inheritance of the saints in light."* Colossians 1:9-12

For the Kingdom,  
Trevor Holloway, Ph.D.  
Vice President for Student Development

**God Calls.  
We Equip.  
You Advance.**

### **The College Vision**

Trinity College of Florida will be the premier provider of Biblically-focused, multifaceted, and diversified higher learning to fulfill the Great Commission in life and career.

### **The College Mission**

Trinity College of Florida provides a biblically-centered education, equipping servant leaders for life and career opportunities.

## **The College Values**

- Internally: humility, honesty, dependency, collaboration horizontally; respect, relationship, and responsibility.
- There is no substitute for the study of the life-changing Word of God, The Bible.
- There is no savior in comparison to the Living Word of God, Jesus Christ.
- There is no higher calling than serving Him in His mission field, ministerial and professional, through the empowerment of the Holy Spirit.
- There is no greater responsibility than seeking and following the superintendence of God through personal holiness and behavior.
- There is no greater fulfillment than through the fellowship and partnership of God the Father, Son, and Holy Spirit throughout all eternity.

## **Institutional Goals**

- The goals for achieving this mission are:
- Spiritual: To orient, motivate, and lead students to Christian maturity and spiritual depth.
- Academic: To engage students with opportunities to integrate biblical faith and learning.
- Intellectual: To develop in students the ability for critical analysis and to motivate in them a desire for continuing intellectual pursuits.
- Professional: To produce graduates competent in the area of their professional training.
- Social: To cultivate a culture that redefines how we learn, love, and live in a way that honors God, impacting our community for generations to come.

## **The Bible**

Trinity College believes that the Bible should be at the heart and core of all training and is the standard for evaluating all claims to knowledge. The Bible, as the inspired Word of God, is instrumental in thoroughly equipping God's servants for ministry. This philosophy is reflected in the wide range of Bible and theology courses offered. The College believes that the Bible is the only framework within which a consistent, effective, and productive worldview, lifestyle, and life of service to God and humanity can be maintained.

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NOTE: Specific information regarding academic requirements and policies, honors, financial aid, insurance, tuition, fees, and other matters are found in the current *College Catalog*. All local, federal, drug prevention and rehabilitation information, campus security, and crime statistics will be distributed annually.

## THE TRINITY COLLEGE LIFESTYLE

Trinity College of Florida offers an education designed to equip men and women for the work of ministry (Eph. 4:12). This kind of equipping demands growth and development in every facet of life. True Christian maturity transcends the mere academic achievement emphasized by many institutions of higher learning. At Trinity College, one's lifestyle is as essential as any single ingredient in the Christian's walk of life. Therefore, we are committed to complementing classroom instruction with Biblical values and lifestyles. The following standards and guidelines are designed to help you accomplish this goal.

The *Trinity College Student Handbook* will be each student's source for information regarding the College's standards and guidelines. Although we acknowledge that it is impossible to create a community with behavioral standards acceptable to every member, we nevertheless believe it is essential to specify certain patterns that will assist the community in realizing its objectives. These patterns are viewed as Biblical principles that establish essential guidelines for the *Trinity College Student Handbook*.

## **Biblical Absolutes**

An undivided commitment to God's Word is an inherent necessity for our Christian faith. For this reason, the Bible serves as the absolute standard of the *Trinity College Student Handbook*. The Bible deals with our heart, attitudes and our actions. For example, attitudes such as lust, hatred, rebelliousness, and jealousy are not pleasing to God. Actions such as stealing, drunkenness, dishonesty, occult practices, premarital sex, adultery, and homosexual behavior are forbidden. Ultimately, our actions, attitudes, and motives are driven by our heart. Although the handbook deals necessarily with behavior, we are most concerned with transformational growth in the areas of attitude and motivation. We desire that the Lordship of Christ be accurately manifested in our community through our hearts, minds, and bodies.

## **Christian Liberty**

The Apostle Paul exhorts us to "owe nothing to anyone except to love one another; for he who loves his neighbor has fulfilled the law" (Rom. 13:8). In the context of this exhortation to love one another, Paul explains in the fourteenth chapter of Romans the principle of liberty in Christ. Paul is concerned with the relationship between those who are strong in faith and those who are weak in faith. His concern is that the strong not use their liberty in such a way that will cause harm or will injure a weaker brother's or sister's relationship with God. Consequently, Paul explains that to do so is not walking according to love. Not only can such behavior bring ruin to the weaker brother, but it also provides an opportunity for that God-given liberty to be reviled. When the strong apply Paul's exhortation, they can be assured that it will be pleasing to God and respected by others..

## **Personal Devotions**

"God is faithful, through whom you were called into fellowship with His Son, Jesus Christ our Lord" (I Corinthians 1:9). The student's relationship with Jesus Christ is central to being a fruitful Christian. When this relationship is cultivated by regular times of fellowship with God through His Word and prayer, the Christian grows. Without this, life can become one of dry and joyless service. It is with this in mind that all students are encouraged to set a regular time in their daily schedule to spend alone with the Lord.

### **Example of Personal Devotion Time**

1. Pray – Ask the Lord to illuminate your heart and mind to understand and apply His Word to your life.
2. Read – Pick a passage to read (it is best to work through a book of the Bible consecutively rather than choosing random passages each day).
3. Meditate – Ask questions of the text.
  - a. Summarize the passage
  - b. What do you learn about God in this passage?
  - c. What do you learn about man?
  - d. How does the passage relate to the gospel?
  - e. What does this passage call you to do/change/repent of/change the way you think/pray for?
4. Pray – Close your time by talking honestly with the Lord
  - a. A – Adore (worship) God for who he is/His character
  - b. C – Confess your sin
  - c. T – Thank God for the forgiveness of your sin through Christ and anything else you feel led to thank him for.
  - d. S – Supplication – Take time to pray for your needs and desires, for His Kingdom to expand around the world, and for the needs of others

## **Application of Biblical Principles**

Much of what God teaches us through His Word is expressed in principles, the application of which can vary considerably with time, culture, and interpretation. As a Christian institution, it is our human responsibility to establish guidelines that support Biblical principles and to implement guidelines for a lifestyle that will honor the Lord. Therefore, the application of Biblical principles for faculty, staff, and students is determined by the administration of Trinity College. Although Scripture sets forth principles guiding virtually every area of our lives (e.g., relationships, behavior, stewardship, appearance, etc.), the application of these principles may not be precisely defined. Specific guidelines, therefore, are chosen for their appropriateness to the stated purpose. Procedures for application, acceptance, registration, attendance, and departure are intended to promote general flourishing within the Trinity College community. They are not established as a standard of spirituality.

Faithful adherence to Trinity College standards and guidelines is an opportunity to glorify God by humbling loving others in the community and through joyful submission to those God as placed in authority over you to shepherd your soul.

“Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you.” (Heb. 13:17).

## STUDENT SERVICES

### Campus Safety

Safety team members are on duty nightly to ensure the safety of those on campus. Campus safety team locks building entrances and monitors who come in after curfew. Residents requiring access to the residence hall after curfew should **contact the safety team at 727-237-4431**.

- Students are not authorized to be in the Administration or Library buildings, once the safety team has locked them up for the day. These buildings reopen at 7:30 am on weekdays, excluding holidays or special circumstances. Check with the campus library for their weekend hours.
- Non-residents are to leave campus by curfew unless special arrangements are made through the Student Development Office.
- Safety team members are authorized to search residents' rooms, with the approval of the Director of Security or Vice President for Student Development, if they suspect illegal or prohibited items may be in the room.
- The Director of Security, Director of Student Life, and Resident Assistants all work together for the safety of the college. If an unfamiliar face should be noticed or anything suspicious observed, particularly during the evening hours and weekends, it should be reported to the appropriate personnel immediately.
- Resident students are encouraged to introduce themselves to the members of the Trinity College Safety Team, as they are here for your protection. Safety team members are stationed at the safety team desk, located in the front foyer of L.L. Speer Hall.
- Any on-campus crimes or offenses require a report to the Director of Security immediately, stating the type of crime/offense, date, location, parties involved, injuries, and the results of the incident. If the incident involves any student, the Vice President for Student Development must also immediately receive the report as well.
- If any incident occurs during the shift of a safety team member, they will submit the report. At all other times, it is the responsibility of the student to notify the appropriate personnel. This report is filed and updated each year for official crime statistics on campus in the Registrar's Office.

### Dining Service

The dining room provides an opportunity for student body fellowship during mealtimes. Meals are served cafeteria-style. All meals are to be eaten in the Dining Hall. China, glass, or silverware may not be taken from the dining area or kitchen. Paper products will be provided for those students who may be ill and unable to come to the dining room for their meals. Breakfast, Lunch, and Dinner are available Monday through Thursday. Brunch and dinner are available Friday through Sunday. Non-resident students, faculty, and staff are encouraged to eat their meals at the school. In order to use someone else's account, students must be present. Exceptions to the rule can only be made by Food Services. It is also recommended that students provide feedback about their dining experience utilizing the communication buckets provided by Food Services.

### Health Services

All students enrolled in 12 credit hours or more must have and provide proof of current health insurance coverage, as well as have and provide proof of an up-to-date MMR (Measles, Mumps, Rubella) Vaccination. Injuries or acute illnesses should be reported to the Resident Assistants, Director of Student Life, or Vice President for Student Development. Should assistance be needed, the Resident Assistants, Director of Student Life or Vice President for Student Development will be glad to lend his/her aid. Each student must carry his/her insurance card at all times. The College does have limited medical equipment, such as crutches, wheelchairs, etc., that may be used on a loan basis to any student, faculty, and staff member. Counseling services are available by appointment only. Contact the Office of Student Development on these matters.

### Library

The use of the library is a privilege afforded to Trinity College students. Each student is urged to use these facilities to the fullest advantage while at Trinity College. The library hours will be posted. The library manual will list all other library regulations and policies.

## **Learning Resource Center**

The Learning Resource Center is located in the Library and is available to all Trinity students, services include:

- Tutoring
- Library Resources
- Computer Lab
- Private Study Carrels (cubicles)
- Group Study Tables
- Private room for test proctoring

## **Mail Services**

A drop-box is located in the Administration Building for all outgoing mail. Letters will be picked up each day - except Saturday, Sunday, and legal holidays. A locked mailbox in the Administration Building will be assigned to each student, and students will be responsible for their key. Traditional students will be charged \$10.00 for a lost key. Mail will be placed in the students' boxes by office personnel each day except for Saturday, Sunday, and legal holidays. The student's mailbox will also serve as a receptacle for official Trinity College memos, tests, papers, and other official Trinity College notifications. The mailbox usage is not extended to students for the promotion or advertising of any personal enterprise or church-related announcements. The Director of Student Life, before the distribution of materials, must approve any exceptions.

## **Forwarding Address**

It is the responsibility of the student to file a forwarding address with the Registrar's Office at the semester's end. This includes summer addresses as well. Publishers of all magazines, catalogs, newspapers, church bulletins, and mission newsletters to which a student subscribes should be notified of the anticipated change of address at least one month before graduation or termination of enrollment. It is the student's responsibility to notify the individual publishers concerning an address change. Trinity College will assist students with forwarding mail once they complete the Student Information Update form.

## **Laundry Rooms**

Laundry rooms are provided for resident students in both L.L. Speer Hall and Ruth Munce Hall. Clothes may not be left in the machines overnight or on top of the machines. If a student needs to use a machine and there are clothes that are finished with a cycle, they may move those clothes to a dryer or place dry clothes in the extra laundry basket. Enough time must be allotted to ensure that the washing can be finished before the laundry room closes at 2:00 a.m. The laundry room must be kept neat and clean at all times. An ironing board and iron are available for use. Please be sure to turn off and unplug the iron when finished.

## **Director of Student Life**

The Director of Student Life will provide opportunities for development beyond the academic setting. Some of these events will be ministry-related and SGA-sponsored events.

## **Lost and Found Policy**

If any student finds any item that is not their own and they do not know to whom it belongs they should turn the item into the lost and found area located in the Student Development Assistant Office. The lost and found area will be under the care of the Office of Student Development. Any item turned in will be held for seven days. After seven days if the item has not been claimed then the person who turned the item in may keep the item. If the person who turned in the item does not want it, another person may claim the item or it will be discarded.

# **SOCIAL GUIDELINES**

Amid a changing world, the Christian has an unchanging standard; the Word of God. Trinity College of Florida's standards of conduct is based upon the principles of Scripture that seek to develop personal holiness and discipline. For this reason, students enrolled at Trinity College are required to refrain from the possession or use of alcoholic beverages, tobacco, narcotics, hallucinogenic drugs, (including marijuana) hookah, or any other smoking paraphernalia; the purchase, possession, or usage of pornographic materials, pornographic music; and gambling. See Pages 30-31 of the *Trinity College Student Handbook* for Federal Regulation concerning "Drug-Free Schools and Campuses."

## **Social Areas/Student Relationships**

Social areas are provided for all students. Some acceptable social areas are the Library common spaces and the student lounges in L.L. Speer Hall.

- Students must not be alone in a home, apartment, hotel or dorm room of a single person of the opposite sex. A relative or another student must accompany them. This expectation applies to both on campus and off campus.
- Students must not walk behind the dorms into secluded areas to be alone with a single person of the opposite sex. Another person must accompany them.
- Students should exercise discretion when accompanying a member of the opposite sex in a vehicle. Students of the opposite sex must not sit alone in a parked vehicle for any reason while on the college property.
- The expectation while a student at Trinity College of Florida is that there are to be no displays of affection on or off campus. We recognize that this is a vague policy and want to bring clarity to it. TCF is generally permissive of sitting next to one another, holding hands, and a quick hug or kiss for hello or goodbye. TCF is not permissive of laying on one another, excessive touching or prolonged kissing.
- The dating of an unbeliever is not permitted, and missionary/evangelistic reasons do not constitute an exception to this rule.
- Behavior that is demeaning, harassing, or abusive of another person and behavior that is profane or vulgar is prohibited and will result in disciplinary action.

## **APPEARANCE/DRESS CODE**

Maturity, dignity, and a spirit of deference are expected in every venue of Trinity College life, marked by mutual respect and courtesy. Appearance and attire, whether seasonal or semi-formal, should be modest and Christ-honoring everywhere on campus. The Office of Student Development and Trinity College Faculty/Staff reserves the right at any time to determine whether any student's appearance is acceptable or unacceptable to Trinity College standards. Failure to comply will result in the student being asked to go to his/her room/home and change to proper apparel before returning to class. Multiple warnings may result in disciplinary action.

### **Helpful guidelines to consider:**

#### **For Men**

- Mustaches, beards, and hair must be neatly trimmed.
- Undergarments may not be visible, especially underwear because pants are falling down.

#### **For Women**

- Skirts/dresses should be no higher than two inches above the knee (this includes all slits).
- Shorts are permitted as long as they are worn mid-thigh.
- Leggings/Tights are permitted as long as the skirt/shirt is at fingertip length
- Strapless or spaghetti strap dresses may be worn upon approval from the female resident advisors (some dresses may require a wrap or sweater to be worn).
- Necklines must be no lower than four finger lengths below the collarbone.
- Shirts should be of an adequate length to cover the abdomen and back at all times.
- Clothing should not be overly fitted or tight.
- Tank tops with straps measuring fewer than three finger-widths should not be worn or ones that are revealing in nature, especially altered tank tops.

### **Educational Hours Dress Standards**

8:00 am to 4:30 pm, Monday through Friday in all formal settings including classes, chapel, the dining hall, offices, library, main lobby, and during evening classes:

- T-shirts with inappropriate statements or artwork are prohibited.
- Torn or ripped jeans must not allow the skin to show above the mid - thigh
- Shorts are permitted as long as they are worn mid-thigh.
- Hats and hoods are permitted based on the instructor's decision
- Shoes must be worn in all buildings except private living areas to minimize health risks.
- Men are not permitted to wear tank tops during educational hours.



- Strapless or off-the-shoulder shirts are not permitted.
- Students should not wear hats or hoods during chapel.

### **Office Attire**

Every Trinity College student employee has some contact with the public and therefore represents the College in his/her appearance as well as his/her actions. Accordingly, Trinity College employees are asked to dress in a professional business-like, and well-groomed manner and to maintain good personal hygiene. Employees are asked to dress professionally following the standards of his/her type of work and the environment in which he/she works. Articles of clothing should be neat, clean, in good taste, and must not constitute any type of safety hazard. Any questions or concerns about the appropriateness of certain attire should be directed to the employee's supervisor or department head.

### **Casual and Recreational Apparel**

After educational hours, in the Residence Hall, at athletic events, etc.

- Shorts and T-shirts are appropriate. Shirts are to be worn in all public places.
- T-shirts with inappropriate statements or artwork are prohibited.
- Shorts are to be modest in length and style while on campus.
- Swimwear for women should be limited to one piece of bathing suit or tankini. Two-piece bathing suits should not be worn without some type of covering during Trinity College events.
- Swimwear for men should be limited to swim trunks only. Speedos or over-tight shorts are not permitted during Trinity College events.

### **Special Occasions Guidelines for Men**

- Dress shirts and ties should be worn for formal events.
- Sandals are not acceptable footwear.

### **Special Occasions Guidelines for Women**

- Skirts/dresses should be no higher than two inches above the knee (this includes all slits).
- Strapless or spaghetti strap dresses may be worn upon approval from the female resident advisors (some dresses may require a wrap or sweater to be worn).
- The backs of dresses should not be any lower than the bottom of the shoulder blades.
- Necklines must be no lower than four finger lengths below the collarbone.
- Clothing should not be overly fitted or tight.

NOTE: Students can seek approval for formal outfits if they do not meet the above guidelines with their female resident advisor, staff or faculty advisor.

### **College Representation**

When students are representing Trinity College through tour groups, athletics, internships, etc., students will be notified of the type of attire that should be worn. Attire is to be in keeping with the Student Handbook guidelines. Any violation of the dress code will warrant a written warning and possible disciplinary action.

## **ENTERTAINMENT**

It is further required that all members of the College community will exercise Christian discretion, spiritual discernment, and restraint in the choice of entertainment; including attendance in the performing arts, movies, television, radio, music, and various forms of literature.

The Office of Student Development and Resident Advisors reserve the right at any time to determine whether any student's choice of entertainment is acceptable or unacceptable to Trinity College standards. The Bible guides our choice of entertainment. "Finally, brethren, whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything, worthy of praise, let your mind dwell on these things" (Philippians 4:8). Entertainment that explicitly glorifies themes opposed to Christian values is prohibited.

# INFORMATION TECHNOLOGY SERVICES

## **Philosophy of Technology**

Technology is an ever-advancing field. Computer and entertainment options are expanding and improving daily. Although these advancements provide students with greater opportunities to learn from remote settings and pack entertainment into smaller and more complex packages, they also present students with a wider range of ways to access spiritually detrimental things.

At Trinity College, there are currently 6 different resources that technology offers to aid in student success: Trinity College Webmail, Internet Connectivity, Canvas LMS, Oasis SIS, and Learning Resource Center.

## **EMAIL**

Trinity College of Florida provides every student with an e-mail account. Your e-mail account is the *official* way Trinity College of Florida will communicate with every student. Every student must check the provided email account often. Each student will be responsible for any information that is sent from and to this address. We will be using this account not just to communicate, but we will use it in many other ways like e-mailing grades or bills, and for collaboration purposes for your classes at Trinity College. When communicating with administration, staff, or faculty, students must use their official student email account.

Each student is allowed to keep this e-mail account while actively enrolled at Trinity College. If for whatever reason, the student withdraws from Trinity College, the account will be deactivated immediately. If the student does not attend Trinity College for two consecutive semesters, the account will be deactivated.

## **Texting**

Students are asked to provide a valid cell phone number in the Student Information System Oasis SIS in order to receive updates on student events from the Student Development Office and emergency notifications from security.

## **Oasis SIS (Student Information System)**

Trinity College of Florida also provides every student access to our student information system (SIS) called Oasis. Each student can log into Oasis to register for classes, review academic records online and access the library catalog.

## **Canvas LMS (Learning Management System)**

Our Learning Management System (LMS) is Canvas and allows access to currently enrolled classes. This is where you can participate in the online learning community. You can check grades and attendance, review assignments and collaborate with other students and professors. This tool will help you in the day to day class work and should be accessed regularly.

## **LRC | Learning Resource Center**

Trinity College of Florida provides access for students to the Internet through LRC computers in the library. There are also wireless access points for students with mobile devices. Access to either of these is possible by signing a Network Access Agreement that provides guidelines to the students. It is encouraged that students have their USB thumb drive to transport and backup their data from PC to PC. However, Google for higher education does provide a cloud service in Google Drive to each user where you can also back data up.

It is impossible to establish policies that can keep pace with modern technology. Nevertheless, there are very definite Biblical principles that God has given us to help filter the things we allow to pass through our eyes and ears (cf. Psalm 101:3; Lamentations 3:51; Eccles. 7:5; Colossians 3:16; Philippians 4:8-9). Printing + copying is available to students in the LRC.

## **Social Media**

Students are encouraged to join, subscribe, like and share Trinity College of Florida official social media channels. Any student identification and association with Trinity College of Florida social media channels must align with the Trinity College of Florida Lifestyle for conduct and content.

The TCF social media pages listed below are the official channels, any other social media pages/channels that exist outside of this list do not represent the TCF Brand:

Facebook.com/trinitycollegeofflorida  
Facebook.com/trinityhappenings (private)  
Youtube.com/c/trinitycollegeofflorida  
twitter.com/trincollegefl  
instagram.com/trinitycollegefl  
linkedin.com/school/trinitycollegefl  
facebook.com/trinitycollegeflalumni/

### **Civil and Criminal Penalties for Violation of Federal Copyright Laws**

The definition of and the penalties for copyright infringement according to the United States Federal Government are as follows: Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ’s at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

## **NOTIFICATIONS**

The College will use the following official ways of communicating information to the student. It is the responsibility of the student to respond to any information sent from the College faculty or staff:

- Student Email assigned by Trinity College and Oasis.
- Student Mailboxes
- Announcements are given in Chapel
- Trinity College of Florida’s official social media pages.
- College calendar located on the website
- Postings on TVs located throughout the Trinity College properties.
- SMS (Short message service-texting)
- Professor Messages in Canvas

## **VEHICLES AND PARKING**

All vehicles must be registered with the Office of Student Development and owners must provide proof of insurance each academic year. Trinity College charges a fee of \$35 for the use of its parking spaces to pay for the operation and maintenance of campus parking. Trinity College Parking Permit (RFID tags) must be placed on the inside of the front windshield to the right of the rear-view mirror. Any vehicle parked without a parking permit (RFID tag) will be towed at the owner’s expense. Students will not be able to purchase their parking permit for the next academic year until paying previous parking violation fees. Listed on the following pages are parking violations/fines, in effect from 2024-2025<sup>1</sup>:

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<sup>1</sup> All fines detailed in this handbook will be posted to the student’s account with the business office and must be paid through the business office.

<b><i>Violation</i></b>	<b><i>Fine per Violation</i></b>
<b>Unauthorized parking in disability parking</b>	<b>\$100</b>
<b>Blocking accesses to disability space/ramp</b>	<b>\$100</b>
<b>Unauthorized parking behind the residence hall</b>	<b>\$50</b>
<b>Parking in visitor space</b>	<b>\$30</b>
<b>Parking on grass</b>	<b>\$30</b>
<b>No current TCF RFID Tag displayed (parking permit)</b>	<b>\$35</b>
<b>Replacement TCF RFID Tag (parking permit)</b>	<b>\$35</b>
<b>Late fee (after 14 days)</b>	<b>\$15</b>

## CHURCH ATTENDANCE

Trinity College recognizes the centrality of the local church in God's redemptive plan and places a strong emphasis on the student's relationships and training in the local church. The importance of developing strong church relationships and church-centered training is reflected in school objectives, student regulations, and the Christian Service program. Students must identify themselves with a local church that generally aligns with Trinity College's doctrinal statement. Furthermore, the college believes that the local church is the primary context through which Christian service takes place.

### Local Churches

Special effort is necessary to establish meaningful relationships with local churches. Students may do this by observing the following:

- Take the initiative in getting to know the church leaders and members.
- Become deeply involved in the life and ministry of the church as soon as possible (i.e. faithful attendance to Sunday services, small groups, affinity groups, Sunday school, serving in ministries).
- Resist the tendency to only congregate with other Trinity College students while at the church.
- Regularly attend all the services of the church.
- Avoid a critical, fault-finding spirit.
- Be alert for every opportunity to help (sweeping the floor, assisting the teacher, leading the singing, etc.).
- Contribute financially to the support of the church.
- Pray regularly for the pastor(s) and leaders.
- Maintain a loving attitude toward all.

### Home Churches

Students are encouraged to maintain good communication with home churches even when serving in area churches. The quality of relationships maintained while attending college have a vital bearing on future relationships with home churches. Occasional contact with pastors and churches will do a lot to keep these important ties strong. Furthermore, home churches can be an important source of prayer support for all aspects of a student's training, especially Christian Service.

## TRINITY COLLEGE EVENT ATTENDANCE POLICY

### 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 3 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 three times in a semester will receive an unexcused absence. Students may not leave chapel early without prior

approval.

2. A "satisfactory" grade (in all semesters you are enrolled in chapel) is necessary for graduation. The Office of Student Development will determine if make-up work for an "Unsatisfactory" grade is an option on a case-by-case basis.

### **Special Events Attendance**

Each year the College provides special events designed to enhance student life as well as promote healthy relationships in the community. These functions offer unique opportunities for encouragement, edification, and evangelism. Therefore, student, staff, and faculty participation are vital to the effectiveness of these events. All full-time students are required to participate in:

- Convocation
- Spiritual Emphasis Week
- Missions Conference
- Campus Preview
- Scholarship Chapel
- Annual Banquet (Graduating Students Only)
- Other Specified Occasions

\*For the yearly scheduled dates of the above events, please refer to Pages 40-41, "Important Calendar Dates". \* To be excused from these events, a *Release from the Attendance* form must be submitted and approved by the Office of Student Development 48 hours before the absence. If a *Release from Attendance* form is not submitted for the absence of event(s) the student will receive one absence towards their chapel attendance.

## **CHRISTIAN SERVICE**

The Christian Service program involves weekly participation in a specific ministry approved by the Vice President for Student Development and will begin by the fourth Thursday of the semester. Trinity College strongly encourages students to complete their Christian service hours within the context of a local church. This service is required for all full-time students taking 12 or more hours of college courses. A minimum of 20 hours of service per semester is required. Students graduating from Trinity College must have at least a "satisfactory" mark in Christian Service for every semester at Trinity College. Failure to comply with any of the above stipulations will result in a non-passing grade.

### **Objectives for Christian Service**

1. Serve within a local church in an order to more fully experience and contribute to church life.
2. Provides opportunity, through experience and evaluation, for spiritual growth, maturity, and development skills.
3. It provides a possible direction in determining the Lord's will for future ministry.
4. Provides the student an opportunity to evaluate his/her skill, gifts, and desires for present and future service to God.
5. To become "A vessel unto honor, sanctified, useful unto the Master, prepared for every good work" (2 Timothy 2:21b).

### **General Information**

Trinity College highly recommends that Christian Service hours be completed in the context of the local church. The student's selection for service should be based on church and community needs and opportunities for ministry. All regular assignments and changes to assignments must be approved by Student Development. Students considering full-time positions on a church staff or other Christian organization should consult with the Vice President for Student Development before accepting a position.

- Notices of Christian Service opportunities will be listed on a bulletin board located outside the Student Development Office.
- During each semester, students are encouraged to share the progress of their Christian Service ministry in their small group.
- Visitors; special care needs to be exercised in taking visitors to Christian Service assignments. Please consult your ministry's supervisor before taking visitors along.
- Dress appropriately for the assignment according to Trinity College's dress code.

### **Christian Service Reports/Supervisory Evaluations**

One Declaration form will be due during the beginning of the semester; the form (Form stack) can be found on the college

website [trinitycollege.edu/resources](http://trinitycollege.edu/resources). All forms must be turned in by the last day of classes of the concurrent semester to receive credit. Students are responsible for ensuring that their Christian Service supervisor submits their completion form on time. It is the student's responsibility to follow up with their Christian Service Supervisor to ensure they have reported the hours to The Office of Student Development. The hours will need to be completed by the supervisor over their Christian Service project before the last day of classes for the concurrent semester. If a student chooses to complete their hours at more than one location the student must declare each Christian Service event. The student's grade depends on properly completing the forms and submitting them to the Vice President for Student Development by the date assigned. Failure to follow these guidelines will affect the semester's grade.

### **Grading**

Grades of "Satisfactory (S)" and "Unsatisfactory (U)" is given for Christian Service. Receiving a grade of "Unsatisfactory" results in the loss of credit for the semester. These students should contact the Office of Student Development regarding the reasons and seek recommendations for correction and improvement thus allowing the students to meet his/her graduation requirements. The student's grade depends upon the completion of the following requirements:

- submission of a completed declaration form,
- a minimum of 20 hours of participation
- confirmation from Christian Service Supervisor of 20 hours completed

### **Absences**

Students should never be absent from their Christian Service commitments. In the case of last-minute emergencies, which make absence unavoidable, students should contact their supervisor to whom they are responsible and make arrangements for their substitutes. The local church should be the primary context in which students seek to serve.

#### Suggested Areas of Service in

1. Church Related Services: Student Pastor, Assistant Pastor, Interim Pastor, Youth Pastor, Mission Director, Evangelism Director, Christian Education Director, Music/Choir Director, Sunday School Teacher, Children's Church, Church Planting and Evangelism, Church Musician, etc.
2. Para-Church: Campus Crusade for Christ, Inter-Varsity, Youth for Christ, Young Life Navigators, Child Evangelism, Fellowship, etc.
3. Community-Related Service: Nursing Home Ministry, Rehabilitation Centers, Psychiatric Hospitals, Tutoring of Underprivileged, Domestic Violence Shelters, Juvenile Home, Prison Ministry, Street evangelism, Pregnancy Centers, Rape Crisis Center, etc.

## **RESIDENT STUDENTS**

### **Residence Hall Life**

Residence hall meetings may be scheduled throughout the semester. All resident students are required to be in attendance unless they received prior approval for an excused absence. The absent student has the responsibility to follow up with their RA to learn the information communicated at the meeting. The college requires that all full-time single students under the age of 24, any first-year students, or international students live in the residence hall. Any minor requesting to live in the dorms must be a high school graduate. Students in the Quest program seeking housing will need to submit a housing application to the Director of Student Life. Those students who live with their parents/guardians are exempt from this policy. All Day students age 24 or older need to apply to reside in the residence hall through the Office of Student Development. Only the Director of Student Life may grant a further variance to these standards. All residence hall students and guests are subject to the *Trinity College Student Handbook*. Men are not allowed on the ladies' floor nor are the ladies permitted on the men's floor of the residence hall.

Students are permitted to bring the following items with no additional charge to their room fees: stereos, fans, hairdryers, curling irons, coffeemakers, toaster ovens, microwaves, crockpots, air fryers, refrigerators, computers, televisions. Because of fire code regulations, students are not permitted to have candles, space heaters, hot plates, heat-powered diffusers or wax warmers in the dorms. It is recommended that lights and appliances be turned off when leaving an unoccupied room. Students' beds are not to be moved together.

## All About Roommates

A roommate can be one with whom you share opinions, interests, and good times. However, sharing a room can sometimes result in a few challenges and may require adjustments for both you and your roommate. Whether or not you develop a lifelong friendship with your roommate, learning to accept each other's differences without infringing on one another's freedom can be a valuable part of your maturation.

### Here are a few hints to help you become a good roommate:

1. *Communicate* - Sit down and talk about habits, preferences, moods, and values at the beginning of the semester. Even if you room with your "best friend," there may be some things you will be surprised to learn about him/her. If conflicts arise, such as one roommate studying late or another playing the stereo too loud, do not let your frustration build. Talk about your concerns to come to a mutual understanding. Initial awkwardness may save future hurt feelings.
2. *Establish House Rules* - Roommates need to establish ground rules regarding the use of each other's belongings, room cleaning, phone use, bill paying, and all-night studying. Asking first and discussing before going ahead with action can result in greater trust and respect.
3. *Know when to talk and when not to* - Sharing ideas and discussing situations are integral parts of residence life. Be aware, however, that excessive interruptions in studies can sometimes result in irritation and frustration. Once again, talk with your roommate before you let frustrations build and cause you to explode. You and your roommate are individuals, with particular interests, goals, likes, and dislikes. You may not find it necessary to share every aspect of college life with him/her. If conflicts do arise, speak with your roommate first; talk a problem through before it becomes a major conflict. If this step is not successful, then you should talk with your Resident Advisor or the Director of Student Life. The college staff is here to assist you with these problems and to provide beneficial advice. Remember, though, you owe your roommate the courtesy of speaking with him/her first (Matthew 5:23-24; 18:15-17).

## Roommate rights and responsibilities

As a Trinity College residence hall member, these are the rights you can expect and you have a responsibility to maintain:

- The right to read and study free from undue interference in one's room.
- The right to sleep without undue disturbance from noise, guests, roommate, etc.
- The right to expect that a roommate will respect one's personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one's room/facilities without pressure from a roommate.
- The right to personal privacy.
- The right to host guests with the expectation that guests are to respect the rights of the host's roommate(s), other hall residents, and the visitation policy.
- The right to address grievances. The Residence Hall Staff is available for assistance in settling conflicts.
- The right to be free from fear and intimidation, physical, and/or emotional harm, and racial or sexual harassment.

"Bear with one another and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you" (Colossians 3:13.)

## Residence Hall Check-In/Out Process

The full payment of the room charges secures a space for the student. Students pay a \$150 deposit for room and keys. Upon receiving a key fob, the student will be required to sign a *Dorm Room Checklist* that stipulates the general condition of the room at the time of the lease. The deposit will be refunded (within thirty days) at the end of the student's stay. As with any deposit, if the conditions of the lease are not satisfied or if the student does not complete the check-out process, the student will forfeit the deposit.

Upon completion of the checkout process, the expectation of resident students is that the room is to be cleaned and that no personal items are left behind. Personal items left behind by students will be discarded within 48 hours of the student checking out of their dorm room. Students who leave the college and abandon their rooms, their personal belongings will be thrown out within 48 hours of their abandonment of their room. Exceptions to personal items being left in the dorm rooms will be made between Fall and Spring Semester only subject to approval by the Office of Student Development. Those exceptions will include large items such as; fridges, bookcases etc....

Resident students will not depart for the summer without turning in all keys and having final approval of their room (via inspection) by their RA. All personal items must be taken home at the end of Spring semester. An exception will be made by

the Office of Student Development for students staying on campus for summer classes only. Failure to comply will result in a minimum fine of \$50.00.

### **Recess Residence**

Resident students desiring to stay in the Residence Hall during a school recess such as; Thanksgiving, Winter, Spring and/or Summer break will be charged a specific rate. Resident students must fill out the extended housing application form which can be obtained from their Residential Advisor or from the Office of Student Development. The application must be approved by the Director of Student Life to be allowed to stay over recess. Likewise, the student must be in good financial standing with the college and pay the required amount up front to be allowed to stay over recess. An exception will be made for up-front payment only if a student has enough financial aid for the following semester to cover this cost. This must be verified through the Financial Aid Office. A deadline will be imposed by the Office of Student Development to meet the above requirements. Any student who doesn't make the deadline will automatically be disqualified for staying over recess.

Any students found in the dorms during a recess, who are not approved by the office of student development, will be subject to disciplinary action and fined \$50 per day per offense.

### **Qualifications for staying on campus during these times are:**

- Students of missionary parents without a stateside residence;
- International students;
- Students with internships or working a minimum of 30 hours per week;
- Non-Florida residents; and
- Special approval by the Office of Student Development.

### **Overnight/Weekend Departures**

Whenever a student plans to be away from campus either overnight or for the weekend, certain procedures must be followed and specific regulations will apply:

- The college reserves the right to limit weekend departures for disciplinary action of an individual student.
- Special permission is needed for midweek departures as well as departures and returns between curfew and 5:00 a.m. Communicate with the Director of Student Life, Dorm Resident Supervisor or Associate Dean of Women on these matters.
- Resident students are permitted to depart on weekends only. The student is permitted to leave following his/her last class on Thursday and must return by curfew on Sunday. When the College has a "long weekend," (i.e., Labor Day, Thanksgiving, etc.), or after a student's last final exam, the student is permitted to leave following his/her last class before that school break and must return by curfew on the day before classes are to resume.
- Resident students will be required to send an email or a text message to inform their Resident Advisor by the Wednesday before their weekend departure. The resident student will need to inform the Resident Advisor of the date/time of their departure and expected return date/time. If there is to be a change in the expected date/time of return, the resident student must inform their Resident Advisor. If a resident student fails to make the Wednesday deadline or to properly communicate with their Residential Advisor, this will result in disciplinary measures. The first offense will result in a verbal warning. The second offense will be considered a level one offense and will be subject to level one sanction.
- Florida climate can easily attract pests if food is left out or a mess is left behind. When leaving campus for a weekend or designated school break, the student must have his/her room clean and orderly before his/her leaving. Disciplinary measures may be taken for any weekend or brief school recess, such as Thanksgiving and Easter if a room is found not cleaned properly.

### **Group Departures**

When a group of students leaves the campus for school-sponsored activities such as music tours, evangelistic projects, retreats, conferences, etc., a list of students must be supplied to the Vice President for Student Development. The list will include the name, address and telephone number of destinations, type of transportation, itinerary, and the date and time of departure with the estimated time of return. This information will be available for the Director of Student Life or Vice President for Student Development.

### **Health and Safety Room Checks**

With a desire to ensure students are stewarding their rooms well and to promote health and safety in the resident halls, the Resident Advisor and/or the Dorm Resident Supervisor will check rooms regularly. Each student should be certain that



his/her floor is cleaned and vacuumed, the bed is made, the desk and dresser are ordered, clothes are in place, there are no potential fire hazards, and the bathroom is clean. Personal refrigerators and microwaves should be cleaned regularly. Disciplinary action may be taken against those students who fail health and safety room checks.

### **Residence Hall Decorations (Wall Hangings)**

Students are encouraged to make their room their own. However, they must ensure that they are not damaging walls or furniture. Sticky tack may be used for hanging posters or pictures. Please do not use tape, nails or small tacks. Nothing at all should be hung on the ceiling including ceiling tiles. Decorations should be tasteful and should reflect the standards of the college. If a student has any questions about what is permissible, he or she should ask their Resident Advisor.

### **Repairs**

Report all damages and repairs (leaky sinks or tubs, leaky roofs, broken windows, electrical problems, air conditioning problems, etc.) to the facilities team. The facilities team can be reached at ext. 320 or [maintenance@trinitycollege.edu](mailto:maintenance@trinitycollege.edu). If the student is determined responsible for the damage, he/she will be billed to cover the cost of repairs and labor. Only authorized personnel will make the necessary repairs. If repairs have not been fixed within one week of email communication contact the Office of Student Development.

### **Damage to College Property**

Evidence of damage that results in a cost to the College will require monetary restitution by the student. Fines are as follows:

- \$10.00 Holes in the walls
- \$25.00 Smoke Alarm Taken Down
- \$50.00 Smoke Alarm has been taken down and lost
- \$50.00 Computer wall plate broken
- \$Replacement Cost Microwave (common spaces)
- \$Replacement Cost of Furniture
- \$Replacement Cost of Mirror
- \$50.00 Not reporting any damaged/broken items
- \$100.00 Moving Furniture outside of the room
- \$25.00 Virus Infection of Network
- \$10.00 per key, Dorm keys replacement fee
- \$10.00 Mailbox key replacement fee
- \$50.00 Failure to turn in and/or replace of fob key
- \$Varies Cleaning Fee (For rooms left dirty after final check out.  
Determined by the amount of damage.)

### **Keys/building security policy**

The resident student's responsibility is to maintain the security of the key/ key fob that is issued to them.

- No key/ key fob is to be duplicated off-campus
- No key/ key fob is to be left in locks or hidden around doors.
- No key/ key fob should be given to another student or other person to utilize. The resident student should maintain possession of that key/ key fob at all times.

No room doors nor exit doors of dorm buildings shall be propped open except for move-in or move-out time if necessary.

Should a student lose his/her key, a replacement key may be obtained from the Office of Student Development at a cost of \$50 per key fob or \$10 per key. Payment will be rendered to the business office only for replacement keys or for fines.

Any and all violations of the keys/building security policy will be subject to disciplinary action from the Office of Student Development.

### **Housekeeping**

It is the responsibility of each resident student to keep his/her room clean. Hallways and stairwells must remain clear of furniture, boxes, and other debris at all times. There may be a time when something needs to be temporarily placed in the hall (i.e., moving days), but these items must not remain in the hallway overnight. Infractions of these regulations pose legal

problems for the school and safety liabilities for residents. Items left in the hallway over 24 hours will be thrown out.

### **Food on Campus**

Florida provides the ideal atmosphere for insects of all types. To cut down the amount of bug traffic through the rooms and in the Residence Hall, we ask that all food be placed in airtight containers, dirty dishes be washed and all uneaten food items are stored or thrown away. Dirty dishes left in the sink will be thrown out at the resident advisor's discretion. Likewise, students who leave dirty dishes in the sink can be subject to disciplinary action by Student Development.

### **Visitor Policy**

Any person who does not reside in the Residence Hall is considered a guest, including former students and commuting students of Trinity College. A resident student may feel free to invite a guest, of the same sex, to his/her room. All guests will abide by the College's social guidelines in their appearance and activity. All guests are required to leave the Residence Hall before curfew. For any visitors staying overnight please refer to the overnight guest policy below.

### **MINORS ON CAMPUS**

This policy is implemented for professional and safety reasons:

- Anyone aged 17 and under should always be accompanied by a parent/guardian while on campus unless prior arrangements have been made through the Office of Student Development. Written parental consent will be required.
- Minors are not permitted in the areas that pose a threat to the child or that must maintain health standards, i.e., the kitchen.
- Minors should not be in the Residence Hall at any time by themselves.
- The exceptions to this rule are if a minor has graduated from high school and is an official student of Trinity College of Florida and dual enrollment students.

### **Overnight Guest Policy**

Before hosting an overnight guest, students must notify the Resident Dorm Supervisor and their Resident Advisor who will be staying and when they will be on campus. The visitation policy form must be completed and approved by the office of Student Development. For students requesting a visitor to stay for the weekend, the form must be completed and filled out by the Wednesday before that weekend for the request. If the form is not filled out in advance, it will be an automatic denial. Once approved, student development will communicate to both security and the residential advisor that a visitor has been approved to stay in the dorms overnight. Minors must have the waiver of liability signed by their legal guardian. A resident student's guest may stay up to three nights per semester. The office of Student Development must approve exceptions to this rule and fees may apply.

### **Procedure for Evening of Weekend Visitor Entry on Campus**

The student will notify Security via text that they have a visitor arriving. The student will provide security with their name, the visitor's name, date, and time of arrival. The student will give their visitor the Security phone number to call when they arrive at the entrance (727)237-4431. When security has the visitor on the phone, they will check their list to make sure they are on it. If the visitor is on the list, Security will open the gate for them. If the visitor is not on the list, then there is no entry for them.

### **Disturbance Policy (Quiet)**

In a residence hall environment, it is important to be mindful of the rights of those around you. The College, therefore, will seek to provide an environment that will be conducive to study, sleep, and fellowship. From the hours of 10:30 p.m.- 6 a.m. music, movies, video games and other forms of entertainment are permitted if the volume does not disturb others. This is to give a time of rest for fellow roommates and suitemates in the dorm. Wrestling, scuffling, or other forms of rowdiness are not permitted. Students wishing to rehearse musical instruments will do so in the appropriate areas. Failure to comply will result in a written warning and three written warnings will result in an appearance before the Disciplinary Committee.

### **CURFEW**

All resident students are required to be in their residence hall by curfew times below:

Sunday-Wednesday: 12:00 midnight.

Thursday-Saturday: 1:00 a.m.

Students may be in their room no later than one hour after the curfew times above. Should an emergency arise, the calling order is the Resident Advisor, Dorm Resident Supervisor, the Associate Dean of Women and/or Director of Student Life. Failure to comply will result in disciplinary action.

There will be an extended curfew for various occasions approved by the Director of Student Life. All requests must be submitted in writing within 48 hours in advance to receive approval from the Director of Student Life. Only authorized personnel (Security Officers or Resident Advisors) may admit students into the Residence Hall after curfew. After curfew, students should not place or receive calls in the stairwell or student lounges except in emergencies.

### **Curfew violations disciplinary procedure**

1. First Offense: Verbal Warning
2. Second Offense: Written notification sent to the office of Student Development
3. Third Offense: Meeting with the Vice President for Student Development
4. Fourth Offense: Possible suspension or expulsion from housing

### **Fireworks/Weaponry**

Fireworks and weaponry are prohibited on school property. Weapons are defined as follows: 1) handguns and rifles of any kind (this includes air-guns, pellet guns, BB guns, etc.) are not allowed on campus and cannot be kept in a student's dorm room. Any guns found in a student's possession will be confiscated and the student could face criminal charges; 2) Any knives with blades longer than 2 1/2" inches are not allowed on campus. Such knives as belt buckle knives, dirk daggers, cane swords, pen knives, lipstick knives, switchblades, or butterfly knives, and those like them are not allowed on campus. Ballistic knives are not allowed on campus. Any knives found in a student's possession fitting the above description will be confiscated and the student could face criminal charges. Tasers are not allowed on campus as well.

### **Smoking**

Smoking (cigars, cigarettes, e-cigarettes, hookah, and any other smoking paraphernalia) is against school policy and fire regulations; therefore, it is prohibited.

### **Bicycles**

Bicycles may not be kept inside the Residence Hall. The designated area for bicycles is located outside the L.L. Speer Residence Hall. Students are responsible to lock up their bikes to protect their assets.

### **Firepit**

Students utilizing the fire pit must exercise good judgment. In order to use the fire pit, a member of the SGA or a Resident Advisor must be present. Do not start a fire if the wind is in excess of 20 mph nor with gasoline. Make sure that the water hose located next to Ruth Munce Hall is readily available. Do not move the benches surrounding the firepit. Before leaving the pit, make sure that the fire is completely out which includes: no flame, burning coals, or glowing wood. Do not breathe in extinguishing smoke, it is poisonous.

### **Pet Policy**

Trinity College of Florida has a no pets policy. No pets of any kind are permitted in the residential halls nor on campus.

### **Emotional Support Animal Policy**

Trinity College of Florida welcomes Emotional Support Animals (ESAs) based on the Fair Housing Act (FHA). ESAs provide a measure of support and comfort to individuals with qualifying disabilities. An ESAs is prescribed by a licensed Mental Health Professional, as a part of an ongoing psychotherapeutic treatment or therapy program for emotional and psychological disabilities and serves to alleviate symptoms of the disability. The individual requesting an ESA must provide the required specific documentation from the licensed Mental Health Professional.

There is much confusion about the role of ESAs, and they are often mistaken for Service Animals. ESAs are not considered service animals under the Americans with Disabilities Act. ESAs provide companionship, relieve loneliness, and can help to reduce symptoms of psychiatric disabilities and mental impairments, such as depression, anxiety, and certain phobias; however, unlike service animals, ESAs do not have special training to perform specific tasks that assist people with

disabilities. Animals must be registered, vaccinated and/or must comply with legal requirements set by the local, state or federal government.

Unlike a service animal that has access to public places where pets are not typically allowed, an ESA has limited access to places of public accommodation. Under the federal FHA, an ESA is viewed as a *reasonable accommodation* in a housing unit that has a *no pet* policy for its residents. Therefore, ESA's must remain in their assigned room, or in the hallways while entering or exiting the building and taking the most direct accessible route from the Handler's room to and from the outside. The only exceptions would be for nature breaks. When the handler is not present the animal should be housed and secured in the handler's room in an appropriately sized kennel or container. ESA's are not allowed in classrooms, campus buildings, common rooms or areas in the residence halls, or campus events.

If an animal disrupts the college educational process, administrative processes, or other campus function, the responsible party must remove the animal immediately. In addition, the owner or responsible party will be held liable for any damage to person or property caused by the animal's presence on the property. The responsible party must clean up all animal waste and dispose of that waste in outdoor trash receptacles. Individuals unable to do so may request specific accommodations. Animal waste is not to be disposed of in indoor trash receptacles. Removal of dead or injured animals is the responsibility of the Responsible Party; however, in the event immediate action is necessary, the facilities team may take appropriate action to remove the animal. Any and all costs associated with such removal will, when possible, be at the responsible party's expense.

All animals must not be unruly or disruptive, be in ill health or unclean. An animal may be removed from TCF property if the animal is a direct threat to the health and safety of others, or if the animal is disruptive or out of control. The responsible party shall bear the full costs associated with any injury to persons, or damage to property, caused by an assistance animal and bear full liability for any action of the assistance animal.

If you would like to request an Emotional Support Animal accommodation, you should make a request to the Office of Student Development.

## STUDENT ORGANIZATIONS

Students who are interested in the leadership of any of the following student organizations must be enrolled as a full-time student, and maintain a GPA of 2.5 unless otherwise noted in the club constitution.

### **Student Government Association**

Each year the student body elects a president, vice president, and senators who comprise of the Student Government Association (SGA) of Trinity College of Florida. Students can email [SGA@trinitycollege.edu](mailto:SGA@trinitycollege.edu). The purposes of SGA are:

1. To assist Trinity College in achieving its stated purposes as outlined in the *College Catalog*;
2. To coordinate, unify and oversee the various student organizations, striving to achieve the common goals of the student leadership;
3. To communicate the needs, concerns, and problems of the undergraduate students to the Administration; and
4. To prepare, present, and operate the annual budget for SGA.

### **Col. Charles Massey Group**

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 provides students with valuable teaching experience and resources to help prepare them to teach in their directed areas of study. Students can 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 missions. An annual Global Impact Conference brings church leaders, missionaries, mission organizations, and others to the campus for a special time of concentrated recognition of missions as the worldwide task of the church. Trinity College works with other Bible colleges and Christian institutions in sponsoring missions' conferences and cooperative projects.

## **Prayer Student Group**

This student group's focus is to create an environment that promotes and emphasizes prayer on our campus. Prayer meetings are organized throughout the week between students, faculty, staff, and alumni by the student group. The prayer group also leads major prayer events such as "See you at the Pole" and "the National Day of Prayer." *1 Thessalonians 5:16-18*. Rejoice always, pray without ceasing, give thanks in all circumstances; for this is the will of God in Christ Jesus for you.

## **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.

Students who have a passion for preaching God's Word to the next generation are encouraged to join the *Speaking Truth Student Group*. This ministry gives our students the opportunity to travel to schools and churches sharing God's Word and engaging teens who have that same passion. Students involved in STSG receive many ministry and leadership opportunities such as preaching, teaching, event planning, and personal ministry to youth.

## **T.H.A.T. Trinity College's Heart Against Trafficking**

Join the fight for freedom! T.H.A.T. raises awareness and promotes taking action to fight for victims of human trafficking. Trinity's Heart Against Trafficking brings awareness in the College and in the community about human trafficking locally, nationally, and around the world. Students can get involved in joining this important work through all of the efforts of this group.

## **TCF Media Group**

In this group, we work together in 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.

## **TCF 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.

## **Extracurricular Organizations**

Students wishing to form a new organization should contact the Office of Student Development to begin the approval process. Final approval is subject to the President's Cabinet. All extracurricular organizations such as professional study associations, prayer groups, athletic clubs, etc., must have a faculty/staff advisor. All details of the organization must be cleared in advance with the advisor and a Student Groups Policies and Procedures form must be filled out and submitted to the Director of Student Life. It is the responsibility of the organization to secure a faculty/staff advisor. The Office of Student Development must approve this advisor.

## **Student Leader and Athlete Eligibility**

Student leaders play an integral role in the campus life and in representing Trinity College of Florida. Students involved in student group leadership may be suspended from their activities or teams at any point during the semester if their performance in any class places them in danger of receiving a semester GPA of 2.5 or below. Failure of a class will result in suspension from student group leadership. All student leaders and athletes will be subject to taking a drug test during their academic year or athletic season. Refusal or failure to show up for drug testing will be considered a failed testing. A diluted test will also be treated as a failed test and students will be required to take a second drug test. If the second drug test returns diluted it will be considered a failed testing. The student leader or athlete will lose all privileges. Athletes are accountable to the standards of the USCAA for eligibility.

## **STUDENT ACTIVITIES**

Social and special events will need to be approved by the Office of Student Development. The various organizations requiring the use of facilities or equipment on campus should contact the Business Office for facility uses. Any events or products used in fund-raising for classes or other student organizations are to be approved by the Office of Student Development.

### **Recreational/Sporting 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-sport contests.

### **Music Rehearsals**

Only students taking piano lessons or those who have paid a music practice fee are permitted to use the baby grand piano. All other students must use the pianos located elsewhere on the campus.

### **Use of Facilities**

A request for the use of campus facilities (classrooms, equipment, etc.) must be submitted to the Office for Business and Finance. Please allow at least five working days to process the request.

## **DISCIPLINE**

### **Philosophy of Discipline**

The purpose of discipline at Trinity College is to assist in the maturity and discipleship of its members and to aid the College in maintaining an atmosphere conducive to Christian growth and community flourishing. 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. Trinity College seeks to follow a biblical model of discipline which is aimed at gospel transformation *Therefore, the requirements that 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 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 his staff, 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 promote 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 Vice President for Student Development upon requesting amnesty, and/or to seek 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 before their confession. However, there are instances where a student may be required to withdraw for reasons of safety or to get further help before returning as a student.

### **First Time Offenders of Drug/Alcohol Policy**

Use or Possession of Illegal Substances (illegal drugs, abuse of alcohol, and underage drinking):

1. The automatic 5-day suspension (including possible temporary loss of housing)
2. Suspended from all extra-curricular (all activities such as athletics, SGA, etc.) activities for 30 days (school days – not including weekends). If there are less than 30 days left in the semester then it would roll over to the next semester.
3. Students can achieve reinstatement through a repentant attitude, and the completion of an accountability plan and/or substance abuse program.
4. Parents notified.
5. If found selling or distributing any illegal substance it will be automatic dismissal from Trinity College of Florida.

\*Any exceptions to the above policy will come from the Office of Student Development and/or through the Disciplinary Committee.

### **Sexual Misconduct**

Sexual misconduct is identified as; any individual, or group, who is obscene, lewd, indecent, or participates in any sexual activity outside the bonds of marriage, defined as the legal union of one man and one woman, violates Christian principles and practices. Sexual misconduct by Trinity College of Florida students causes great harm to the hearts, souls, and lives of those involved. Furthermore, it is harmful to the image and reputation of the individual and the college and therefore will not be tolerated. Students should be careful at all times not to place themselves in situations or activities that may lead to actions that could be interpreted as sexual misconduct.

Immoral conduct or action such as, but not limited to, adultery, fornication, pre-marital sex, fondling, inappropriate touching, homosexual activity, or an open declaration identifying oneself as lesbian, gay, bisexual, or transgendered are deemed to violate the policy concerning sexual misconduct. The college will not allow persistent or conspicuous examples of cross-dressing or other expressions or actions that are deliberately discordant with birth gender and will consider those expressions or actions to violate the policy concerning sexual misconduct. Sexual misconduct is considered a major college policy violation and as such any violation of the sexual misconduct policy could warrant the individual's immediate loss of privilege to attend Trinity College of Florida. Whenever college officials/representatives have reason to believe individual students are engaging in any actions or conduct, whether on or off-campus, which constitute sexual misconduct, and when a question of responsibility is involved, those guidelines listed under Disciplinary Procedures shall be exercised.

## **Pornography**

Pornography is anything you see, read, or hear that's designed to cause sexual arousal. It includes many types of media — magazines, books, movies, music, the Internet, and more. Pornography promises thrills and sexual satisfaction, but it fails to deliver on these promises. It can't give *anyone* deep and lasting fulfillment. King Solomon once said, "Can a man scoop fire into his lap without his clothes being burned?" (Proverbs 6:27). Along those lines, can you repeatedly bring sexually arousing images into your head without consequences? You may not be physically burned by sexual images, but psychologists argue that those images can be burned into your *mind*. Emotional arousal causes the release of a hormone called epinephrine in your brain that chemically burns the pictures into your permanent memory. This effect is heightened by the combination of pictures and masturbation.

Porn affects real relationships, too. You may think that it's okay to experiment now, while you're single, but getting married won't stop a fascination with porn if you've already been feeding it.

### **Five Stages of Addiction**

*Early Addiction.* Most individuals who get addicted to porn start early. They see images when they are very young, and it gets a foot in the door.

*Addiction.* Later comes addiction. You keep coming back to porn. It becomes a regular part of your life. You're hooked. You can't quit.

*Escalation.* After a while, escalation begins. You start to look for more and more graphic porn. You start using porn that would have disgusted you when you started. Now it excites you.

*Desensitization.* Eventually, you start to become numb. Even the most graphic, degrading porn doesn't excite you anymore. You become desperate to feel the same thrill again but can't find it. Acting out sexually. At this point, many individuals make a dangerous jump and start acting out sexually. They move from the paper and plastic images of porn to the real world.

*How can you prevent future occurrences?*

The probability of future occurrences can be diminished by taking a four-pronged approach.

*Spiritual.* At its core, sexual integrity comes down to a spiritual commitment. The Christian message of how Christ loves His bride, the Church, is our model. The prohibitions and consequences of sexual sin are secondary to the intimacy that one experiences in obedience to God. You, who are struggling with pornography, need to see how your lives can be different because of His love. God's true love will empower you to avoid the trap of pornography. Anyone who is struggling with pornography should get in touch with the Vice President for Student Development or Associate Dean of Women immediately. There is help available for those looking for it at the Student Development Office. Help with counseling and software, like Covenant Eyes, is available for those coming and asking at the Office of Student Development.

*Behavioral.* Behavioral approaches attempt to prevent a scenario from developing in the first place. The house and grounds, for example, should be purged of all pornography. Media should be carefully screened for "triggers" that serve as gateways to acting-out. If the problem occurred with the Internet, a filter can be one of your strategies, although it can never replace parental supervision and involvement. Other common-sense approaches include moving the computer to another room where others can easily view the screen, limiting the time on the computer so that no one is alone on the Internet, and developing a mission statement that directs your use of the computer and the Internet.

*Cognitive.* Pornography is propaganda and generates destructive myths about sexuality. Once exposed, it will be critically important that comprehensive counseling begins with someone who is trained in this area. You will need to learn what and how to think about sexuality. More than mere behaviors, the student will need help in understanding the core values of sexuality, the multifaceted risks of sex outside of marriage, and their ongoing compassion for what it must be like to grow up in this culture.

*Emotive.* Sex is inherently emotional. Premarital sex has even been linked with codependency, where at least one person becomes compelled or addicted to being in a relationship with another. Culture would lead you to believe that emotions are not involved in sex – don't you believe it. Sexual relations of any type bond the bodies, minds, and spirits of two individuals. At the conscious level, this attachment is largely emotional. You need to understand that emotional attachment is often



involuntary, especially when the relationship has been compromised sexually.

### **Men and/or Women on the floors of the opposite sex:**

1. First Offense: A meeting with the Vice President for Student Development and a possible temporary loss of housing
2. Second Offense: A hearing before the Disciplinary Committee

### **Student Disciplinary Procedure**

When a disciplinary issue arises:

1. The Vice President for Student Development reviews the charges.
2. The Vice President for Student Development or Director of Student Life discusses the charges with the student accused of supposed misconduct. If the student admits to the charges of misconduct the Vice President for Student Development or the Student Disciplinary Committee will determine the punishment for the misconduct. If the student pleads innocent to the charges of misconduct, then through further investigation the Vice President for Student Development will determine whether charges should be pursued in a disciplinary hearing or dismissed.
3. If a Discipline Committee hearing is needed, the Office of Student Development will determine the time and place for the Hearing. The student accused of misconduct shall be informed in writing by the Vice President for Student Development of the time and place of the hearing, of the charges being brought, and of the rights of a student accused of misconduct. The Student will be informed twenty-four (24) hours in advance of any hearing.
4. The Hearing Proper

### **Decisions of the Vice President for Student Development and Student Development Staff**

1. The Vice President for Student Development and/or staff shall handle general incidents of student misconduct.
2. More serious incidents of student misconduct, including those which may lead to suspension and/or dismissal, shall be referred to the Student Disciplinary Committee for disposition. A student may waive a hearing in favor of a direct decision by the Vice President for Student Development, subject to approval.
3. The Vice President for Student Development shall have the power to suspend a student pending the final disposition of the case.
4. Notification of parents: Students involved in disciplinary action are encouraged to share the information with their parents. Official notification of parents is at the discretion of the Student Development staff. If a student receives disciplinary action, parents are usually notified unless unusual circumstances exist. This policy assumes the dependent status of students less than 22 years of age unless the College is notified otherwise.

### **THE DISCIPLINARY COMMITTEE**

1. Functions and Membership of the Committee
  - a. Concerning the Student Disciplinary Procedure, the function of the Student Disciplinary Committee shall be to conduct hearings to review incidents of misconduct and to render disciplinary decisions related to misconduct.
  - b. Membership on the Student Disciplinary Committee shall consist of the following persons:
    - 3 faculty/staff members, one of whom shall serve as Chair of the Committee,
    - 3 students having at least a 3.0-grade point average,
    - The Vice President for Student Development (voting only on policy matters, not on disciplinary hearings), and
  - c. A Student Development staff member shall be present to take minutes.
    - The President shall appoint the faculty and administrative staff members upon the recommendation of the Vice President for Student Development.
  - d. A quorum shall be composed of a minimum of the Chair, one faculty/administrative staff member, two students, and the Vice President for Student Development. The decision of the Student Disciplinary Committee is reached by a simple majority vote of those members present. (The Vice President for Student Development will not vote in disciplinary matters, but will be present for policy decisions.)
2. Preparation for the Hearing
  - a. A Student Development staff member shall determine the time and place for the hearing and shall inform the members of the Committee.
  - b. At least 24 hours in advance, the student accused of misconduct shall be informed in writing by the Vice President

for Student Development of the time and place of the hearing, of the charges being brought, and of the student's due process rights.

- c. The Office of the Vice President for Student Development shall assume responsibility for preliminary investigation of the alleged misconduct. The matter shall be discussed thoroughly with the student and a thorough effort made to collect all relevant information in the compilation of the facts of the case.
- d. The student shall have the right to an advisor of his/her choosing from within the college community during the investigation.

### 3. Hearing Procedures

- a. The primary purpose of the hearing is to ascertain the facts of the matter and to render a reasonable and just disciplinary decision, considering the welfare of the student and the College. The hearing shall be confined to the written charges.
- b. The Vice President for Student Development and/or his staff shall present the charges of alleged student misconduct contained in the written document provided to the student.
- c. The student, the Vice President for Student Development, and the Disciplinary Committee shall have the right to call witnesses and to question witnesses brought by another party. The Chair of the Committee may limit the number of witnesses to be called.
- d. The student shall have the right to have an advisor present of his/her choosing from within the College community during the hearing (see pg. 29).
- e. For incidents of alleged misconduct involving more than one student, the Disciplinary Committee reserves the right to consider the cases jointly or separately, subject to the request of the student for a private hearing.

### 4. The Decision of the Disciplinary Committee

- a. Only Committee members have the right to be present during Committee deliberations and decision-making. The Vice President for Student Development will not be present at this time.
- b. The decision of the Committee will be reported to the student orally, immediately following the making of a decision. A written copy shall be provided by the Chair of the Disciplinary Committee to the Vice President of Student Development within 24 hours of the rendering of the decision by the Committee. Written notification shall include information regarding the student's right to appeal.
- c. All Disciplinary Reports will be stored in the student's academic file.

### 5. Appeals

- a. The student or the Vice President for Student Development can appeal the disciplinary decision to the Student Disciplinary Appeal Committee, provided that the appeal has been filed in writing in the Vice President for Student Development's Office within 24 hours of receiving written notification of the decision of the Student Disciplinary Committee.
- b. The appeals hearing shall be scheduled by the Office of Student Development and shall include the Review Committee members, the Chair of the Student Disciplinary Committee, the Vice President for Student Development, and the student and his/her advisor if any.
- c. The Disciplinary Committee should be notified by the Office of Student Development of the Appeals Committee's decision.

## **The Student Disciplinary Appeal Committee**

### 1. Functions and Membership of the Committee

- a. The purpose of the Student Disciplinary Appeal Committee shall be to serve as a review committee to the decisions of the Student Disciplinary Committee and/or the Vice President for Student Development. As such, the Student Disciplinary Appeal Committee shall hold hearings and render decisions regarding appeals made by either the student or the Vice President for Student Development.
- b. Membership on the Student Disciplinary Appeal Committee shall consist of the following persons:
  - 3 faculty/staff members, one of whom shall serve as Chair of the Committee,
  - 2 students with at least a 3.0-grade point average, and
  - A Student Development staff member shall be present to take minutes.
- c. Four members shall comprise a quorum of the Student Disciplinary Appeal Committee. The decision of the Student

Disciplinary Appeal Committee is reached by a simple majority vote of members present.

## 2. Hearing Procedures and Decisions of the Committee

- a. The student, the Vice President for Student Development, and the Appeal Committee shall have the right to call witnesses and to question witnesses brought by another party. The Chair of the Committee may limit the number of witnesses to be called.
- b. The decision of the Appeal Committee shall be reported to the student orally immediately and in writing by the Chair of the Disciplinary Appeal Committee within 24 hours.
- c. The decision of the Student Disciplinary Appeal Committee shall be final.

## **Disciplinary Sanctions**

The following taxonomy of discipline represents the various categories of disciplinary sanctions, any combination of which may be imposed. Implementation of a student disciplinary decision shall be delayed until the final disposition of the case, except in extraordinary circumstances (see Decisions of the Vice President page 26).

1. Reprimand is a formal reproof and implies that the student's behavior is inappropriate and is not to be overlooked. The conditions of the reprimand shall be designated in writing.
2. The restriction is the limiting or removal of certain privileges in the usual activities of the College. The duration and condition of restriction shall be specified in writing.
3. Restitution means that the student is required to make reimbursement for damage to or misappropriation of property and/or funds. It may take the form of appropriate service to repair or otherwise compensate for damages. The particulars of restitution shall be specified in writing.
4. Disciplinary Probation provides an opportunity for the Vice President for Student Development and his staff to work with the student and for the student to make the changes that are necessary for continued participation in the Trinity College community. When on Disciplinary Probation, the student is not eligible to participate in co-curricular activities in which he/she would represent the College.
5. Disciplinary Suspension is a temporary severing of the student's participation with the College varying from a portion of a semester to one full semester. The suspension shall be followed by a period of Disciplinary Probation. Students are subject to the academic consequences of missing work as a result of such disciplinary action, and faculty are not obligated to permit make-up of missed assignments and examinations in such cases. The duration and conditions of suspension shall be specified in writing.
6. Dismissal means that a student is terminated from the College and restricted from the College premises for an indefinite period of time. The duration and conditions of this period of time shall be specified in writing. Such action shall be noted on the student's record.

## **Rights of Students Accused of Misconduct**

An individual accused of misconduct shall have the following rights:

1. To have all charges of misconduct specified in writing.
2. To have the benefit of counsel of an advisor of the student's choosing from within the Trinity College community (a full-time faculty member, staff member, or student) at all times, including during the preliminary investigation. While an advisor does not represent the student, he/she may counsel, advise, or request permission to speak on behalf of the accused student to protect the student's interest, make certain the proper disciplinary procedures are followed and provide redemptive counsel.
3. To call witnesses on his/her behalf and to question other witnesses called by other parties.
4. To request an individual hearing where more than one student is involved.
5. To receive all decisions orally immediately following the making of these decisions, and in writing within 24 hours following the rendering of a decision.
6. To appeal a student disciplinary decision if the appeal is made in writing to the proper office within 24 hours of written notification of the decision.
7. To waive a Student Disciplinary Committee hearing in favor of a direct decision by the Vice President for Student Development, subject to the approval of the Vice President for Student Development.

## **Right to Deny Re-enrollment**

- Any action which would prevent a student from being accepted by Trinity College may also prevent re-enrollment even if the actions occurred during fall/winter/spring break and/or vacations.
- Enrollment and attendance at Trinity College of Florida is a privilege, not a right; therefore, the college reserves the

right to deny re-enrollment to any student whose actions and/or attitudes are deemed incompatible with the college's philosophy, purpose, or mission.

## **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, SnapChat, 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.

## **LEVEL I OFFENSES**

The following described acts of misconduct shall be referred to as "Level I Offenses." The potential sanctions for Level I Offenses may include anyone, a combination of two or more or all of these sanctions: written warning, temporary loss of privileges, written reprimand, monetary restitution, and/or work/service restitution. Trinity College holds the right of dismissal on any offenses as deemed necessary by the Disciplinary Committee and/or the Vice President of Student Development. For any level of offense, the president or a vice president may impose a sanction of temporary suspension against a student in circumstances in which there is a reasonable concern for safety, or when the student poses a threat to himself/herself or another student or employee.

LI-1: Use, possession, sale attempted sale, barter, exchange, gift or distribution of pornographic material or pornographic music

LI-2: Attempted or actual theft and/or damage to property of the College or property of a member of the College community or other personal property, the total value of which does not exceed \$100

LI-3: Conduct that is disorderly or/and the use of indecent or abusive language

LI-4: Gambling

LI-5: Unauthorized or fraudulent use of the College's name, seal, emblem, or logo

LI-6: Unauthorized use of College property

LI-7: Unauthorized entry and/or occupancy of College facilities, including unauthorized possession, duplication, or use of keys to any College facility

LI-8: Conspiracy or solicitation to commit an unlawful act or violate any College rule

LI-9: Failure to comply with directions of College officials

LI-10: The use of a candle, space heater, and/or hot plates in the resident hall

LI-11: At least three or more incidents of violation of traffic/parking rules while on College property

LI-12: At least three or more incidents of violation of residential rules and/or room inspection failures within an academic year

LI-13: At least three or more incidents of violation of dress code within an academic year

## **LEVEL II OFFENSES**

The following describes acts of misconduct shall be referred to as "Level II Offenses." The potential sanctions for Level II may include anyone, a combination of two or more, or all of these sanctions: written warning, temporary loss of privileges, written reprimand, monetary restitution, work/service restitution, probation and/or permanent loss of privileges. For any level of offense, the president or a vice president may impose a sanction of temporary suspension against a student in circumstances in which there is a reasonable concern for safety, or when the student poses a threat to himself/herself or another student or employee.

LII-1: Physical abuse, verbal abuse, bullying, threats, intimidation, harassment, stalking, coercion, and/or conduct that threatens or endangers the health and safety of any person,

LII-2: Attempts or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, the total value of which equals or exceeds \$100

LII-3: Acts of dishonesty, including, but not limited to the following:

a) Furnishing false information to a College staff or faculty member

b) Tampering with the election of any College-recognized student organization

c) Forgery, alteration, or misuse of any College document, record, or instrument of identification

LII-4: Hazing

LII-5: Acts of violations of the Computer Policies

LII-6: A second violation of any Level I Offense by the same student.

## 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 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 Student Handbook.

## LEVEL III OFFENSES

The following describes acts of misconduct shall be referred to as “Level III Offenses.” The potential sanctions for Level III Offenses may include anyone, a combination of two or more, or all of these sanctions: temporary loss of privileges, written reprimand, monetary restitution, work/service restitution, probation and permanent loss of privileges, suspension (including specific conditions of readmission) and expulsion (no readmission permitted). For any level of offense, the president or a vice president may impose a sanction of temporary suspension against a student in circumstances in which there is a reasonable concern for safety, or when the student poses a threat to himself/herself or another student or employee

LIII-1: Use, possession, sale, attempted sale, barter, exchange, gift or distribution of alcohol

LIII-2: Use, possession, sale, attempted sale, barter, exchange, gift or distribution of tobacco, narcotics or hallucinogenic drugs, vaping

LIII-3: Student in the dorm room of the opposite sex

LIII-4: Illegal or unauthorized use or possession of firearms, fireworks, explosives or other weapons or dangerous materials

LIII-5: Any action that causes, is intended to or attempts to cause a fire, explosion, or any intentional false reporting of a fire, or any tampering with the safety equipment or other safety devices.

LIII-6: Battery or physical abuse of any person resulting in bodily injury

LIII-7: A second violation of any Level II Offense by the same student

LIII-8: A third violation of any Level I Offense by the same 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.

To help ensure minimum disturbance to 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 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.
  - If the behavior violates clear criteria in the syllabus for proper classroom behavior, (i.e., poor or improper participation in class discussion may harm the final grade), any consequences included in the syllabus should be referred to and administered.
2. Dismissing the student from the class for a length of time commensurate with the offense.
3. 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. 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. The committee will determine the validity of the complaint and decide the action to be taken up to dismissal from the college.
- d. If the student's misbehavior continues, a letter of complaint will be sent by the professor to the Academic Affairs Committee outlining the misbehavior and the professor's various attempts to correct the situation. Copies of the complaint will also be sent to the Office of Student Development, the Vice President of Academic Affairs, and the student's advisor. The Academic Affairs committee will then meet within ten days to consider and act upon the petition. If the petition is granted, the student will be dismissed from the College pending hearing or appeal.
- e. In extreme cases, the Vice President of Academic Affairs may suspend a student immediately. The appeal of this action must be written out and sent to the Vice President for Academic Affairs within 48 hours after which the Academic Affairs Committee will meet with the student to hear the appeal and render a final decision.

### **"DRUG-FREE SCHOOLS AND CAMPUSES"**

The Drug-Free Schools and Communities Act 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 Amendment.

Trinity College of Florida prohibits the unlawful possession, use, or distribution of drugs on campus or in Trinity College of Florida-owned apartments. 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.

### **ACADEMIC INTEGRITY**

The expectation at Trinity College of Florida is that the principles of truth and honesty will be rigorously followed in all academic endeavors. In support of this aim, Trinity College of Florida requires all students to exhibit academic work.

A culture of academic integrity is built upon respect for others' work, commitment to doing one's own work, and intolerance for academic dishonesty in all its forms. This assumes that all work will be done by the person who purports to do the work without unauthorized aids. In addition, when making use of language and some ideas, not his or her own, whether quoting them directly or paraphrasing them into his or her own words, the student must attribute the source of the material in some standard form, such as naming the source in the text or offering a citation. Individual instructors are responsible to notify the Academic Dean and the Registrar within seven (7) days of the discovery of an offense. No information pertaining to the offense shall be disclosed to external entities such as relatives, colleges, employers, or agencies, except upon subpoena or by written permission of the student.

### **Definitions for Breaking Academic Integrity**

Violations of academic integrity include, but are not limited to:

- *Cheating* - which is the use or attempted use of unauthorized material, information, electronic device, implement, or study aid in, for example, any test, quiz, academic exercise, or assignment without the instructor's permission.
- *Plagiarizing* - which is the unacknowledged adoption or reproduction of the ideas, words,

data or statements of others; for example, fellow students, printed materials, or any digital materials.

- *Fabricating or falsifying* - which is the unauthorized falsification or invention of any data, information, or citation in an academic exercise, including the use of Artificial Intelligence (AI) generated assignments.
- *Impersonating* - which is assuming another individual's identity or allowing another individual to do so, for the purpose of fulfilling an academic requirement.
- *Facilitating* - which is helping or attempting to help another commit an act of academic dishonesty; for example, making an assignment available or using a mobile device to coach another.

If students have any questions or doubts about what cheating or plagiarism involves, or about how to acknowledge source materials, they should feel free to consult their professor, the Learning Resource Center, or the Vice President for Academic Affairs. The full policy on Academic Integrity is one of the announcements in every course syllabus in CANVAS LMS.

Penalties for an initial case of plagiarism are at the discretion of the course instructor and may include failure of the course. Penalties for repeated plagiarism in the same course or for plagiarism in multiple courses are at the discretion of the Vice President for Academic Affairs and may include expulsion from the college. Students may appeal a finding of plagiarism by filing a written appeal with the office of the Vice President for Academic Affairs no more than one week after the original decision. The Vice President for Academic Affairs will schedule a hearing in which evidence of the alleged plagiarism will be presented by the faculty member. The student, who may have another person present with them during the interview, will have an opportunity to reply. The Academic Affairs Committee by majority vote may decide on one of the following: a) Affirm the appeal and remove the penalty, b) Affirm that academic dishonesty did occur but reduce the penalty, c) Reject the appeal and affirm the imposed penalty, d) Reject the appeal and impose a more severe penalty.

### **GRADE APPEAL POLICY**

Grades are determined solely based on the academic performance of each student according to pre-established criteria determined by the course instructor and consistent with College policies. Grade determination is the prerogative of the instructor and students should be aware that the evaluation and grading of academic performance are subject to the professional judgment of each instructor. Considerable personal discretion is required in these judgments – a justifiable margin of difference can exist between the evaluations made by two or more professionals of the same academic performance. Students are entitled to compare their work in the course with the criteria applied in deciding the final grade for the course. Accordingly, the course instructor is required either to return major papers and examinations to students or to make such available for students until the end of the following term. Spring Semester materials are to be available until the end of the Fall Semester. A student may object to a grade for one or more of the following reasons:

- 1.) The methods or criteria for evaluating academic performance, made explicit by the instructor at the beginning of the course, usually in a course syllabus or as subsequently modified by the instructor, were not applied in determining the grade,
- 2.) The grade was determined or influenced by criteria other than those explained by the instructor or by criteria not relevant to academic performance, or
- 3.) The grade was incorrectly computed. (For the appeal of the charge of cheating see the college catalog) A student may appeal his or her final grade in a course only in the semester immediately following the one in which the grade was received. Appeals will not be considered after that time.

The student who appeals a grade bears the full burden of proof that there are sufficient grounds for changing a grade. Only the final grade of a course and its means of determination may be appealed; grades on individual assignments may not be appealed. A student who is considering a grade appeal must first discuss the grade with the instructor. The instructor is expected to explain the reason for the grade to the student. The instructor may recommend to the Registrar a change in the grade that is questioned. This should be done only in unusual circumstances. A written explanation (from the instructor) for the grade change should accompany the Change of Grade Form, which must be submitted by the instructor to the Registrar. If that attempt fails, the student may continue his or her appeal by submitting a written request for a hearing to the Vice President of Academic Affairs. Since the burden of proof rests upon the student, the student must include a clear and coherent statement (typed) with the reason for the appeal, together with any supporting documents the student may wish to include. Students may request that copies of supporting documents in possession of the faculty member be forwarded to the Vice President of Academic Affairs. All appeals will be thoroughly and fairly reviewed. Upon receipt of the appeal, the Academic Dean will forward all materials to the instructor of the course for a written response within two weeks. A copy of the response will be forwarded to the student. The Vice President for Academic Affairs may request oral

clarification from either the instructor or the student in preparation for an official appeal before the Academic Affairs Committee. The Academic Affairs Committee consisting of the Vice President for Academic Affairs, Registrar, and at least two faculty members will hear all unresolved grade appeals. The Vice President for Academic Affairs, as Chair of the Academic Affairs Committee, receives the request for a hearing, sets the calendar, notifies all committee members and involved parties of the dates and times of the hearings, and informs the student by written notice of the decision of the Committee. The members of the Committee are expected to disqualify themselves should a conflict of interest arise. The Committee will then meet and may request oral clarification from either the instructor or the student at a meeting.

The Committee shall evaluate the appeal and vote to approve or deny. Decisions of the Committee by a majority vote. Such action must be taken within four weeks of the date of filing of the appeal.

The Committee is to reach one of the three following decisions:

1. Appeal affirmed and settled by consent: i.e., the Committee devises conciliation mutually acceptable to the student and the instructor who gave the grade. Should the acceptable conciliation involve a change of grade, the instructor will submit a change of grade form.
2. Appeal affirmed and the Committee may submit a change of grade card. In determining the student's final grade, the Committee will take into account all evidence of the student's academic performance in the course under appeal as well as the implications for the student's grade of the instructor's actions in the case in question.
3. Appeal denied; original grade stands.
4. The decision reached by the Committee is to be communicated by the Academic Dean in writing directly to the instructor and the student. The explanation for the decision will also be communicated.
5. NOTE: Decisions by the Committee are final and binding on all parties.

### **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, which is available online at: [trinitycollege.edu/resources](http://trinitycollege.edu/resources)
2. Submit the Grievance Petition requesting a 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 (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.

Students should contact the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888) 224-6684 if the grievance was not satisfied.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

Per requirements established by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380) also commonly known as the "Buckley Amendment," Trinity College of Florida hereby provides notice of intention to comply fully with the Act and also provides notice to students of their rights under the Act. In general, the purpose of the Act is to give presently or formerly enrolled students access to their educational records maintained at the College and to protect such student's right to privacy by limiting the transfer of their records without their consent.

"Educational records" are defined as those records, files, documents, and other materials directly related to a student that are maintained by the College in the normal course of business. The Registrar's Office has a full copy of the Act, should a student desire to review it in full.



The Act clarifies that an institution is not required to grant access by students to certain materials, including:

1. Private notes and other materials created by the individual College personnel, provided they are not revealed to another individual;
2. Medical, psychiatric, or similar records which are used solely in connection with treatment purpose and only available to recognized professionals in connection with such treatment (provided, however, that a physician or other appropriate professional of the student's choice may review such records);
3. Security records, which are kept separate from education records, are maintained for security purposes only and are available only to law enforcement officials. (In each case, student access to such records is at the sole discretion of the individual who maintains these materials.)

It should also be noted that the Act specifically indicates that the legislation does not alter the confidentiality of communications otherwise protected by law. To ensure that the College does not compromise the rights of individuals enjoyed before the enactment of the legislation, students and alumni will not be permitted access to materials of an evaluative nature that were received or placed in files before November 19, 1974. Additionally, as provided by the act, students shall not have the right to see confidential letters and statements of recommendation placed in educational records before January 1, 1975, provided that they are used only for the purposes for which they were amended. The Act further stipulates that students do not have the right to see the financial records of their parents. As provided by the legislation, students may voluntarily waive their rights to access confidential

recommendations on or after January 1, 1975, in three areas: admissions, job placements, and receipt of awards. Under no circumstances, however, can a student be *required* to waive his/her right. The legislation also makes it clear that the parent or legal guardian of a dependent student, as defined for Federal Income

Tax purposes, has a right to information about his/her child without the College having to seek the student's consent. Thus, upon the written request of a parent or legal guardian of a dependent student, the College will honor this right to the extent it is required by law. As provided by the Act, the College retains the right to publish at its discretion the following categories of information concerning each student presently or previously attending the College: the student's name, address, telephone list, major field of study, dates of attendance, degrees, and the most recent previous educational agency or institution attended by the student. Students have a right to inform the College within a reasonable time that any or all of this so-called "directory information" should not be released without their prior consent. Requests by the student to suppress from public distribution the above-mentioned information are to be made annually.

## **TITLE IX POLICY**

It is the policy of Trinity College of Florida to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the College's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Trinity College of Florida has designated a Title IX Coordinator to coordinate the college's compliance with and response to inquiries concerning Title IX. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting: the U.S. Department of Education's website or calling 1-800-421-3481.

### **What is Title IX?**

Although Title IX is commonly associated with sex-based discrimination in athletics, the law is much broader. Title IX of the Education Amendments of 1972 is a federal law that provides:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.*

Title IX prohibits sex discrimination in all college and university programs and activities, including, but not limited to, admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline class assignment, grading, recreation, athletics, housing, and employment.

Sexual harassment and sexual violence are forms of sex discrimination prohibited by Title IX. Title IX also prohibits retaliation against people for making or participating in complaints of sex discrimination. For more information about Title IX, visit the U.S. Department of Education's website.

If you or any Trinity College of Florida student feel you have been discriminated against, harassed, stalked, or assaulted, or that your ability to pursue your education at TCF has been hampered because of behavior related to your gender, please contact the Title IX Coordinator for assistance. Please refer to the Title IX policy (on our website) to learn about the College's process regarding privacy and confidentiality, conduct that is prohibited understanding consent: force, coercion, incapacitation, and alcohol prohibited relationships by persons in authority, resources for complainants and respondents, reporting of incidents, interim measures and requests not to proceed, complaints against students, complaints against faculty, staff, and other non-students. To file a complaint or to ask questions about Title IX please contact: Title IX Coordinator: Leslie W. Rewald, email: lrewald@trinitycollege.edu, call: (727) 470-8533.

### **CAMPUS EMERGENCY AND SECURITY**

**In case of emergency, dial 911** state location as Trinity College of Florida, the **address 2430 Welbilt Blvd. Trinity, FL**, identify your location on campus, which building and floor the emergency is happening:

- L.L. Speer Residence Hall
- W.T. Watson Admin Bld.
- Raymond H. Center Library
- Munce Hall

#### **Emergency Contacts:**

Ambulance 911, Sheriff 911, Fire Department 911

Security Team, Evening and Overnight – (727) 237-4431 (Text or call)

Security Team, Week Days (727) 569-1394 (call only)

Vice President of Student Development, Director of Resident Life, Week Days (727) 376-6911, ext. 316

Medical Center of Trinity (727) 834.4000

Morton Plant Mease North Bay Hospital (727) 842-8468

Pasco County Sheriff Department (non-emergency) (727) 847-8102

#### **GENERAL DISCLAIMER**

All College standards cannot be included in this handbook. Therefore, the Office of Student Development reserves the right to make decisions regarding the policy that may not be mentioned in this publication following the philosophy and mission of the College. The student has the right to appeal any action of the office of Student Development to be heard by the President's Cabinet.

## **Academic Calendar**

### **Fall 2024 (August 19th - December 9th)**

August 7	Fall Faculty and Staff Orientation
August 15	Residence Hall Opens (For Returning Students Only)
August 16	New Student Registration and Residence Hall Move in
August 16	Fall Semester Tuition and Fees Payment Plan Due Date
August 16	Fall Semester Tuition and Fees Full Payment Due Date
August 16-18	New and Returning Student Orientation
August 19	Fall Classes and Fall A Begins (Classes Start)
August 22	Inauguration - Convocation 2:00 PM (Living Word Church)
August 23	Drop/Add Ends (For 8 Week Fall A Classes); Tuition & Fee Refund
August 26	Drop/Add Ends (For Fall 16 Week Classes); Tuition & Fee Refund
September 2	Labor Day (College Closed)
September 9-12	Spiritual Emphasis Week (Modified Class Schedule)
September 12	Last Day to Withdraw (From Fall A, 8 Week Course); No Refunds
September 12	Level Up Leadership Conference
October 9-10	Fall Break (Day Classes Only)
October 11	Fall A Ends
October 14	Fall B Begins
October 18	Drop/Add Ends (Fall B Courses); Tuition & Fee Refund
October 18	Level Up Leadership Conference
October 25	Last Day to Withdraw (From 16 Week Fall Courses); No Refunds
October 30	Spring Open Registration (Workshop)
October 31	Graduation Application Deadline
November 7	Last Day to Withdraw from Fall B Classes; No Refunds
November 14	Spring Open Registration (Closes at Noon)
November 25-28	Thanksgiving Break (No Classes)
December 5	Fall (Day Classes) End
December 9	Fall B Ends
December 9-10	Final Exams
December 25	Christmas (College Closed)

Note: Any Monday the college is closed, such as for holidays, Quest and Access classes will automatically move to the Tuesday of the same week and meeting time.

## **Academic Calendar**

### **Spring 2025 (January 6th - May 5th)**

January 6 - 10	Winter Intensive
January 9	Returning Student's Move-in Date
January 10	New Student Orientation
January 10	Spring Semester Tuition and Fees Payment Plan Due Date
January 10	Spring Semester Tuition and Fees Full Payment Due Date
January 13	Spring Classes and Spring A Begins (Classes Start)
January 17	Drop/Add Ends (For 8 Week Spring A Classes); Tuition & Fee Refund
January 20	Martin Luther King Day (College Closed)
January 20	Drop/Add Ends (For 16 Week Spring Courses); Tuition & Fee Refund
January 31	Level Up Leadership Conference
February 3-6	Global Impact Conference (Modified Class Schedule)
February 6	Assessment Day
February 6	Last Day to Withdraw from Spring A Classes; No Refunds
March 7	Spring A Ends
March 7	Level Up Leadership
March 10-14	Spring Break (Day, Access and Quest Classes)
March 17	Spring B Begins
March 20	Scholarship Chapel
March 21	Drop/Add Ends (Spring B Classes); Tuition & Fee Refund
March 21	Last Day to Withdraw from 16 Week Spring Class; No Refunds
April 3	Last Day to Withdraw from Spring B Classes; No Refunds
April 9	Summer and Fall Open Registration (Workshop)
April 17	Summer and Fall Open Registration Closes at Noon
April 18	Good Friday (College Closed)
May 1	Day Classes End
May 5	Spring B Ends
May 5-6	Final Exams
May 9	Graduation Practice
May 10	Commencement
May 12	Summer Session Begins
July 4	Summer Session Ends

Note: Any Monday the college is closed, such as for holidays, Quest and Access classes will automatically move to the Tuesday of the same week and meeting time.