

ACADEMIC INFORMATION

PLANNING

ACADEMIC ADVISING

Each student is assigned a faculty advisor who assists the student in planning a program to meet graduation requirements and career goals. It is, however, the student's responsibility for meeting the academic program requirements presented in the catalog.

PREPARATORY COURSES

Every Trine University academic program has a mathematics component. Faculty advisors recommend a beginning mathematics course based upon student's SAT and/or ACT exam results and high school GPA. If adequate information regarding a student's math skills is not available, a student may be required to take a mathematics placement exam. A student may be assigned to non-credit, preparatory courses in mathematics or English.

CHANGING A MAJOR

To change a major, students must get the approval of both their current department chair and the chair of the new department. Change-of-major forms are available in the Office of the Registrar. Admission requirements for each major are available in the departmental office.

A student who changes a major is subject to the program requirements in effect at the time of the major change.

When a student changes his or her major, all transcripts, including the Trine University transcript, are evaluated by the new chair. If the change of major is from one school to another, from a four-year to a two-year program, or from a two-year to a four-year program, courses with less than a "C" grade may be dropped from the student's cumulative totals, if the courses are not required in the new major and if the student is not currently enrolled in those courses. Dropped courses may not be repeated in the new major.

In cases where a student is readmitted to a school in which he or she was previously enrolled, all grades earned during enrollment in that school must be included in the cumulative grade point average.

Students wishing to change from non-degree status to a degree program should process the change through the Office of Admission.

FULL-TIME STUDENT

A full-time student at the main campus is one who is carrying a minimum of 12 academic credit hours. If a student wishes to register for more than 18 credit hours, he or she must have written permission as follows: 19–20 credits requires permission from the department chair; 21–23 credits also requires permission from the school dean; and 24 or more credits also requires permission from the vice president for academic affairs.

CLASSIFICATION OF STUDENTS

For purposes of registration and determination of eligibility for certain student activities, the registrar uses the following guidelines:

CLASS	CREDITS
Freshman	0-28
Sophomore*	29-59
Junior	60-89
Senior	90+

*Students enrolled in associate degree programs remain sophomores when they have 60 or more credits.

NON-DEGREE STUDENT

An applicant may be admitted to Trine University as a non-degree student in certain programs. The non-degree student is limited to a maximum of 30 semester credit hours attempted. To continue taking courses after 30 credit hours are earned, the non-degree student must apply for and be accepted to degree status. A change from non-degree to degree status is processed by the Office of Admission.

GENERAL EDUCATION PHILOSOPHY

The purpose of the general education curriculum components is to provide the Trine University graduate with skills necessary to think critically and to communicate clearly with persons in all professions. The General Education requirements are designed to ensure breadth of knowledge and to promote intellectual inquiry and critical thinking.

GENERAL EDUCATION OUTCOMES

After completion of the general education curriculum, the student will be able to:

- present written thoughts in an effective manner using correct grammar, punctuation, and organization of ideas,
- communicate thoughts orally in an effective manner,
- demonstrate critical thinking skills utilizing information and thought processes by various perspectives listed in the philosophy, and
- demonstrate use of quantitative problem solving and reasoning skills.

The General Education Requirements consist of courses in two categories: skills and perspectives

Skills courses include written and oral communication courses as identified by individual degree programs.

Perspective courses are required for all degrees, with specific information identified in the General Education Requirement section of the catalog. Perspective courses are divided into the following areas:

Scientific – to learn to use analytical tools and applications in the study of that which is material.

Mathematical – to learn to connect mathematical ideas and applications in the study of that which is material.

American – to gain knowledge useful in understanding the interrelationships between America and other cultures.

Global – to become sensitized to differences and similarities among people in various parts of the world.

Arts, Culture, Philosophy, and Society – to develop an appreciation for how humans express themselves creatively in the fine arts, such as music, painting, architecture, film, literature, poetry, and theater as well as in culture, philosophy, and society.

Humanistic – to learn to appreciate the achievements which humanity has accomplished.

Social Sciences – to gain insight into the effects of human behavior on the individual, society, and the world through history as well as in current times.

Computer literacy – to master the computer and other pertinent technology.

GENERAL EDUCATION REQUIREMENTS FOR ALL BACHELOR DEGREES*

Area	# of semester hours
Written Communication (must include ENG 103 or ENG 104 and either ENG 113 or ENG 133)	6
Oral Communication (SP 203 or COM 163)	3
Social Sciences & Humanities (see checklist on the summary sheet)	12
Computer Literacy	3
Mathematics & Science (must include at least 1 course in mathematics and 1 course in science)	10
Other (additional hours to be taken from the above categories**)	8
TOTAL	42

*A course must be taken from each perspective area. A course may satisfy more than one perspective.

** EXS 102 Lifetime Wellness may be used to satisfy two of the eight additional hours. HNR 121 Introduction to Honors Seminar may be used to satisfy one of the eight additional hours.

***Cultural Events requirement: students must attend eight university-approved cultural events over the course of four years, with no limitations on the number of events per semester. Attendance at off campus cultural events may be possible if first approved by the university.

A cultural events requirement relates to the university's mission in that cultural events are co-curricular experiences that cultivate the holistic development of students.

Examples of cultural events include the following:

- Multicultural events
- International events
- Musical performances, recitals, and concerts
- Dance performances
- Theater productions
- Art exhibits
- Readings in prose or poetry
- Language & Humanities Department sponsored events
- Lectures, seminars, and symposia on a range of culturally related themes
- University approved exhibits at cultural institutions

BACHELOR DEGREES

	HUMANITIES		SOCIAL SCIENCES		
Global	CHN 113 CHN 123 COM 233 ENG 204 ENG 253 ENG 263 ENG 323 ENG 363 ENG 423 ENG 433 FRN 113 FRN 123	GER 104 GER 114 GER 203 GER 213 HIS 253 SPN 103 SPN 113 SPN 123 SPN 203 SPN 213	ECO 213 ECO 223 ECO/GEO 343 ECO 363 ECO 383 GEO 323 GEO 303 GEO/GOV 353 GOV 313 GOV /HIS 323 GOV/HIS 363	HIS 203 HIS 213	<input type="radio"/>
American	COM 123 COM 233 ENG 214 ENG 263 ENG 403		ECO 213 ECO 223 ECO/SOC 243 ECO 323 ECO/HIS 393 GEO 313 GOV 113 GOV 333	GOV/HIS 343 GOV/PSY 373 GOV/HIS 403 HIS 103 HIS 113 HIS 423 HIS 433	<input type="radio"/>
Arts, Culture, Philosophy, & Society	ARC 292 ART 252 CHN 113 CHN 123 COM 203 COM 233 COM 363 ENG 153 ENG 204 ENG 212 ENG 214 ENG 253 ENG 263 ENG 273 ENG 333 ENG 403 ENG 423 ENG 433 ENG 443 FLM 202 FRN 113 FRN 123	GER 104 GER 114 GER 203 GER 213 HNR X1X MUS 123 MUS 223 MUS 272 PHL 203 PHL 251 PHL 313 PHL 323 PHL 333 PHL 343 SP 102 SPN 103 SPN 113 SPN 123 SPN 203 SPN 213	GEO 303 HNR X2X HIS 251 SOC 333 PSY 113 PSY 313 PSY 323 PSY 333 PSY/SOC 343 PSY 353 PSY 383 PSY 403 PSY 413 SOC 103 SOC 313 SOC 323 WS 103		<input type="radio"/>
					<input type="radio"/>

GENERAL EDUCATION REQUIREMENTS FOR ALL ASSOCIATE DEGREES*

Area	# of semester hours
Written Communication (must include ENG 103 or ENG 104 and either ENG 113 or ENG 133)	6
Social Sciences & Humanities (see checklist on the summary sheet)	6
Computer Literacy	3
Mathematics & Science (must include at least 1 course in mathematics and 1 course in science)	7
TOTAL	22

*The above choices must include at least one course from the following perspective areas: Social Sciences, Humanistic, Computer Literacy, Mathematical, and Scientific.

General Education Requirements Checklist for Associate degrees

Minimum Credits Required: 22

ENG 103 or ENG 104	___	___
ENG 113 or ENG 133	___	___
Computer Literacy	___	___
Mathematics	___	___
Science	___	___

Course Credits

5 or 6 additional semester hours (depending on whether an extra hour of English was taken) must be chosen from those listed on the next page and must include at least one course from each of the two columns in the table.	___	___
	___	___
	___	___
TOTAL	___	___

ASSOCIATE DEGREES

	HUMANITIES		SOCIAL SCIENCES		
Global	CHN 113 CHN 123 COM 233 ENG 204 ENG 253 ENG 263 ENG 323 ENG 363 ENG 423 ENG 433 FRN 113 FRN 123	GER 104 GER 114 GER 203 GER 213 HIS 253 SPN 103 SPN 113 SPN 123 SPN 203 SPN 213	ECO 213 ECO 223 ECO/GEO 343 ECO 363 ECO 383 GEO 323 GEO 303 GEO/GOV 353 GOV 313 GOV /HIS 323 GOV/HIS 363	HIS 203 HIS 213	<input type="radio"/>
American	COM 123 COM 233 ENG 214 ENG 263 ENG 403		ECO 213 ECO 223 ECO/SOC 243 ECO 323 ECO/HIS 393 GEO 313 GOV 113 GOV 333	GOV/HIS 343 GOV/PSY 373 GOV/HIS 403 HIS 103 HIS 113 HIS 423 HIS 433	<input type="radio"/>
Arts, Culture, Philosophy, & Society	ARC 292 ART 252 CHN 113 CHN 123 COM 203 COM 233 COM 363 ENG 153 ENG 204 ENG 212 ENG 214 ENG 253 ENG 263 ENG 273 ENG 333 ENG 403 ENG 423 ENG 433 ENG 443 FLM 202 FRN 113 FRN 123	GER 104 GER 114 GER 203 GER 213 HNR X1X MUS 123 MUS 223 MUS 272 PHL 203 PHL 251 PHL 313 PHL 323 PHL 333 PHL 343 SP 102 SPN 103 SPN 113 SPN 123 SPN 203 SPN 213	GEO 303 HNR X2X HIS 251 SOC 333 PSY 113 PSY 313 PSY 323 PSY 333 PSY/SOC 343 PSY 353 PSY 383 PSY 403 PSY 413 SOC 103 SOC 313 SOC 323 WS 103		<input type="radio"/>
					<input type="radio"/>

GRADUATION REQUIREMENTS

1. Specific degree requirements: Students must complete the degree requirements specific to their programs. Once in a program, if the requirements change, students have the option of graduating under the new requirements. Students who re-enter the University after an absence of more than one academic year are subject to the degree requirements in effect at the time of re-entry.
2. General Education Requirements: All Trine University students receiving a baccalaureate or associate degree must meet the General Education requirements. Details regarding the General Education philosophy and requirements are presented immediately before this section in the catalog.
3. A cumulative grade point average of not less than 2.0 must be achieved for all Trine University courses.
4. All required courses or approved substitutions must be completed as described in the respective degree programs.
5. Candidates for graduation must file with the registrar intent to graduate no later than one semester before the final semester of attendance in which degree requirements shall be completed.
6. Cultural Events requirement: students must attend eight university-approved cultural events over the course of four years, with no limitations on the number of events per semester. Attendance at off campus cultural events may be possible if first approved by the university. (*Implementation date Fall 2011*)

COMMENCEMENT PARTICIPATION FOR UNDERGRADUATE STUDENTS

All spring semester and summer semester prospective graduates are eligible to participate in the annual spring commencement ceremony. Fall semester graduates are eligible to participate in the spring commencement ceremony prior to completing their degrees only if, by the end of the spring semester, they have 18 or fewer credit hours to complete to earn their degrees. If a fall graduate has more than 18 credit hours to complete, the student is invited to attend the commencement ceremony the following spring.

COURSE SUBSTITUTIONS

An alternate course may be substituted for one required in a student's major if the student cannot schedule the required course without undue hardship. The substitution must be requested by the student's department chair. Proper notation must be made in the student's record and approval granted prior to the substitution. The substitution cannot be made simply on the request of the student to take a different course from the one required.

ACADEMIC RESIDENCY REQUIREMENT

To be eligible for a baccalaureate degree, a student must earn a minimum of 30 credits at Trine University. To be eligible for an associate degree, a student must earn a minimum of 16 credits at Trine University. The last 30 credits of a four-year degree program or the last

16 credits of a two-year degree program must be taken at Trine University unless a waiver is granted by the academic dean upon the recommendation of the department chair.

THE SECOND DEGREE

A candidate for a second Trine University baccalaureate degree is required to complete a minimum of 30 credit hours in residence above the total credit requirements for the first baccalaureate degree. In addition, the candidate must complete all other requirements for the second degree. A candidate for a second Trine University associate degree is required to complete a minimum of 16 credit hours in residence above the total credit requirements for the first associate degree as well as meet all course requirements. A candidate for a Trine University baccalaureate degree who has already earned an associate degree from Trine University must complete a minimum of 46 Trine University credit hours.

Two baccalaureate degrees may be received at the same time provided all requirements for both degrees have been met, and the student has earned a minimum of 30 credit hours more than the degree with the lower minimum hour requirement. Two associate degrees may be received at the same time provided all requirements for both degrees have been met, and the student has earned a minimum of 16 credit hours more than the degree with the lower minimum hour requirement.

ACADEMIC MINOR OR SECOND MAJOR

A candidate for a minor must file a minor declaration form with the registrar. Second majors must also be declared and are possible with certain degree programs. Students should check with their academic department, if interested. Students are subject to the program (major/minor) requirements in effect at the time the major or minor is declared.

SCHOLASTIC AWARDS AT GRADUATION

GOLD KEYS: Gold Keys are awarded to bachelor degree students enrolled at the main campus that have earned GPAs of 3.750 or better while carrying at least 15 credit hours in each of four consecutive semesters. In the event that a student qualifies for the equivalent of a second Gold Key, the name of that person is placed upon a scholastic plaque. The exception to this policy is when a main campus student meets all requirements of the second gold key with the exception of the requirement of registering for 15 credits in the final term. The student's name will be placed on the scholastic plaque provided the student has registered for a minimum of 12 credit hours, which are the final credits required for graduation.

SILVER KEYS: Silver Keys are awarded to associate degree main campus students who earn 3.750 grade point averages or better while carrying at least 15 credit hours in each of two consecutive semesters.

GRADUATION WITH HONORS: An undergraduate candidate for graduation will have his or her diploma inscribed as graduating cum laude if he or she achieves a cumulative grade point average of 3.500 to 3.749, magna cum laude if he or she achieves a cumulative grade point average of 3.750 to 3.949, or summa cum laude for a cumulative GPA of 3.950 or higher. The grade point average will be computed on the basis of all courses taken while at Trine University. To qualify for the award, a candidate for a bachelor's degree must earn a

minimum of 40 semester hours at Trine University, and a candidate for an associate degree must earn a minimum of 20 semester hours.

HONORS DAY: For the purpose of Latin honors recognition at Honors Day, the grade point average requirement will be based upon the student's cumulative GPA before spring grades are posted. For such recognition, a minimum of 40 Trine University credits must be completed by the end of the spring term for a bachelor's degree or a minimum of 20 Trine University credits for an associate degree. Latin honors will be listed on the diploma and transcript based upon the student's cumulative GPA after the final term's grades are posted and the student has met all degree requirements.

GRADING SYSTEM

The grading system is as follows:

A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Above Average	2.5
C	Average	2.0
D+	Below Average	1.5
D	Poor (lowest passing grade)	1.0
F	Failure	0.0
FI	Failure (original grade of I)	0.0
S	Satisfactory	not figured into GPA
U	Unsatisfactory	not figured into GPA
I	Incomplete	not figured into GPA
IP	In progress (grade deferred)	not figured into GPA
W	Withdrawal before completion of 80% of the semester	
WP	Withdrawal after completion of 80% of the semester with passing work at the time of withdrawal	

(issued only under special circumstances)

GRADE OF INCOMPLETE Incomplete (I) is a temporary grade used by the instructor in cases where a student is unable to complete course requirements because of circumstances beyond the student's control such as illness, family emergency or other similar circumstances. It is assigned only if the student has satisfactorily completed the major portion of the course requirements and has convinced the instructor of his or her ability to complete the remaining work without registering for the course again. An instructor who assigns a grade of "I" submits to the department chair a formal statement of requirements that must be satisfied for removal of the incomplete grade. A copy of the statement of

requirements, including deadlines for their completion, shall be made available to the student.

It is the student's responsibility to contact the instructor to make arrangements for completing the remaining work. The required work should be completed and a grade reported by the end of the student's next semester in residence, but in no case later than one calendar year following the receipt of the "I" grade. An "I" grade not removed within one year from the end of the semester in which the "I" grade was issued will be converted to an "FI" grade by the registrar. An "I" grade may not be removed by registering again for the course.

If the instructor giving the "I" grade is no longer a member of the faculty, the student should contact the department chair who will act on behalf of the former instructor. In the case of a graduating senior, if an "I" or "IP" grade is not removed until after the start of the next semester, the graduation date will reflect the new semester.

GRADE OF "IN PROGRESS" The "IP" (In Progress) grade is to be given only in courses so designated by the respective schools. The "IP" grade is designed for courses which require more than one semester for completion. An "IP" grade not removed within one year from the end of the semester in which the "IP" grade was issued will be converted to an "FI" by the registrar. An "IP" grade may not be removed by registering again for the course.

COURSE REPEAT

Course repeat means that a student may retake a course at Trine University for a better grade. When a student has repeated a course, the honor points for the higher grade are substituted.

The student's record will not show additional hours attempted for the repeated course. Additional earned hours are given if a student passes a class where an "F" or "U" grade was originally received. Courses which are repeated remain on the student's permanent record (transcript).

FAILING GRADES

Credit for a course failed at Trine University may not be obtained by examination.

WITHDRAWAL FROM CLASS

A student may withdraw from class through 80 percent of the semester, provided the student obtains the proper form from the registrar and obtains academic advisor approval. International students must also have the approval of the registrar if they will be dropping below 12 credit hours.

All students dropping below full-time status must have the approval of the director of financial aid. The completed form shall be submitted to the registrar before 80 percent of the semester is completed.

No classes shall be dropped after the completion of 80 percent of the semester except for circumstances beyond the control of the student, such as illness, family emergency, or other similar circumstances. Permission to withdraw after the completion of 80 percent of the semester must be obtained from the chair of the student's department, dean, and VPAA. If permission is granted, a grade of "WP" will be issued if the student was passing at the time of withdrawal.

A grade of "F" will be issued if the student was failing and will count toward the student's cumulative and semester grade point averages. Any deviation from the policy will be considered an unofficial withdrawal, and a grade of "F" will be issued.

COURSE AUDIT

To audit is to take a course for no credit. A course may be audited only if space is available in the course. The approval of the student's academic advisor is required. A change to credit status is permissible if completed during the normal add period. Auditors shall receive a grade of "AU." At the discretion of the instructor, an auditor may participate in class discussion and take examinations.

SCHOLASTIC AWARDS AT THE END OF EACH SEMESTER

THE PRESIDENT'S LIST: A main campus student whose semester grade point average is 3.750 or better, while carrying at least 15 credit hours, will be placed on the President's List.

THE DEAN'S LIST: A main campus student whose semester grade point average is between 3.500 and 3.749, while carrying at least 15 hours, will be placed on the Dean's List.

CLASS ATTENDANCE AND EXCUSED ABSENCES

Students are expected to attend all class and laboratory sessions. Absences may be permitted for reasonable causes such as illness, disabling injury, death or serious illness in the immediate family, or in the case of a court order. Participation in University-sponsored activities shall also constitute a reasonable cause for absence from class. Written documentation of the reason for absence may be required and, in the case of University-sponsored events, such documentation will be provided by the University sponsor.

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

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

ACADEMIC PROBATION

The academic performance of every student is monitored by the registrar and the academic departments to determine satisfactory progress. Students with GPAs below 2.0 will receive a letter warning them that they have fallen below the standard required for graduation.

Degree students who have attempted 59 or fewer semester hours at Trine University will be placed on academic probation when their cumulative honor points are more than six below the 2.0 graduation standard.

Degree students who have attempted 60 or more semester hours of course work must maintain a cumulative grade point average of 2.0 or be placed on academic probation. Transfer hours are added to Trine University hours attempted for purposes of determining the 60 hours attempted. (See chart on page 58 for further explanation of required GPA.)

A student on academic probation will have one semester to reach minimum standards or be dismissed. After a period of not less than one semester (not including summer school), a dismissed student may apply for readmission to the program from which he or she was dismissed. A dismissed student may be readmitted without a waiting period in any degree program to which the student can gain acceptance by the readmit committee.

Financial aid is not automatically reinstated when a dismissed student is readmitted.

Students on academic probation will have the following restrictions placed on their attendance:

- They will be required to attend a meeting explaining a student success plan.
- They may not register for more than 15 credit hours. If they wish to take more, they must petition the Readmission/Probation Committee for permission.
- They may not participate in the “rush” system for any fraternity or sorority.
- They are not eligible to participate in any athletic competition. They may practice with the team only if their coach approves. They will not be permitted to travel with the team without approval of the athletic director.

For information concerning eligibility for the University’s extra-curricular activities, consult the Student Handbook.

The chart on the next page lists the grade point average (GPA) required to be removed from probation. The required GPA is based on the number of GPA hours attempted at Trine University.

GPA Hours Attempted	GPA	GPA Hours Attempted	GPA
1	0.000	31	1.806
2	0.000	32	1.813
3	0.000	33	1.818
4	0.500	34	1.824
5	0.800	35	1.829
6	1.000	36	1.833
7	1.143	37	1.838
8	1.250	38	1.842
9	1.333	39	1.846
10	1.400	40	1.850
11	1.455	41	1.854
12	1.500	42	1.857
13	1.538	43	1.860
14	1.571	44	1.864
15	1.600	45	1.867
16	1.625	46	1.870
17	1.647	47	1.872
18	1.667	48	1.875
19	1.684	49	1.878
20	1.700	50	1.880
21	1.714	51	1.882
22	1.727	52	1.885
23	1.739	53	1.887
24	1.750	54	1.889
25	1.760	55	1.891
26	1.769	56	1.893
27	1.778	57	1.895
28	1.786	58	1.897
29	1.793	59	1.898
30	1.800	60	2.000

When a student has attempted a total of 60 credit hours, INCLUDING transfer credits, a 2.0 GPA is required to be in academic good standing.

WITHDRAWAL FROM THE UNIVERSITY

VOLUNTARY

A student wishing to withdraw from the University during a term may obtain a withdrawal form from the registrar. A student living in a residence hall should consult the housing officer in Student Life about the room and board refund policy.

A student who plans to return to Trine University within one calendar year may apply for a Planned Academic Leave (PAL). Details and application forms are available in the Office of the Registrar.

UNAUTHORIZED

A student leaving the University during a term without officially withdrawing will receive "F" grades in all courses and will not receive refunds of any kind, including fees and deposits.

The withdrawal procedure will not take place automatically for a student who leaves campus because of illness or family emergency. If official notification of withdrawal cannot be made in person, the student should contact the registrar in writing.

DISCIPLINARY

Students dismissed for disciplinary reasons during a term may be given "F" grades and monetary reimbursement will not be made for tuition, housing, or any other university fees.

THE ACADEMIC RECORD

A report of the student's grades earned in all courses taken during a semester is posted online at the end of each term. Grade reports for first year students are mailed to permanent addresses for domestic students and to local addresses for international students.

In cases of unsatisfactory work, a student may be warned, placed on probation or dismissed from the University.

A permanent record of all the student's courses, credits and grades earned is kept in the Office of the Registrar. The student should maintain a record of courses, credits and grades each term and check from time to time to see that this record agrees with the University version. The official record may also help the student determine eligibility for any activity that requires meeting specific scholastic standards. Copies of the transcript are available to the student upon written request and advance payment, as determined per copy.

RELEASE OF INFORMATION FROM STUDENT ACADEMIC RECORDS

To ensure compliance with the federal government's Family Education Rights and Privacy Act (FERPA), the following general principles and procedures govern the release of information from student academic records.

A written request signed by the student whose name appears on the transcript and that contains information such as date of birth and/or the Trine University student

identification number, is required before a University transcript or other information from the student's academic record may be released. Trine University will not release copies of transcripts from another institution. Exceptions to the above statements are outlined in the next paragraph:

- The Office of the Registrar may release transcripts or information from academic records including reports of academic standing to administrative and faculty members of Trine University whose responsibilities require this information.
- Public directory information from student records may be released at any time unless restricted by the student. This includes the student's name, local and permanent addresses and telephone numbers, e-mail address, date and place of birth, major field of study, class year, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees, awards received, and photographs.
- Information pertaining to graduation and honors achieved may be released for publication unless otherwise restricted by the student.

Upon proper identification, a student will be shown the following:

- His or her Trine University permanent academic record, including the student's file and transcript
- His or her transcripts from another institution.

A hold may be applied to the release of a transcript or other information requested from an academic record for a student who has an overdue indebtedness to the University.

A current student may obtain a maximum of five unofficial (personal) copies of his or her Trine University transcript at no charge while attending the University. All official transcripts which bear the registrar's signature and school seal are \$3 per copy. Additional unofficial transcripts are also \$3 per copy.

