

## **ATTENDANCE POLICIES**

Unless absent for reasons of illness or participation in an event sanctioned by the University, students are expected to attend all classes and laboratory sessions regularly. Decisions regarding excused absences, including those for personal reasons, are to be made by the professor. Documentation verifying an illness or demonstrated participation in a sanctioned event may be required.

If there is a death in the immediate family, please contact the Academic Affairs Office or Student Retention Office to inform Trine University of the death of an immediate family member (parent, legal guardian, spouse, sibling and/or child). Under these circumstances a student will be excused from class attendance for up to one week. The student shall make arrangements for completion of course with his/her professors upon return.

## **RELEASE OF INFORMATION FROM STUDENT ACADEMIC RECORDS**

In accordance with Federal law, the following general principles and procedures govern the release of information from student academic records:

A written request containing information such as date of birth and/or Trine University student identification number is required before a Trine University transcript or other information from the student's academic record may be released. This written request must be signed by the student whose name appears on the transcript. Trine University will not release copies of academic records and transcript(s) from another institution.

Exceptions to the above statement are outlined below:

- The Registrar's Office 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 the student records may be released at any time unless restricted by the student. This includes the student's name, local and permanent addresses, telephone numbers, e-mail addresses, 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 and awards received, and photographs.
- Information pertaining to graduation and honors achievements may be released for publication unless otherwise restricted by the student.

Upon showing proper identification, a student shall be shown his/her Trine University permanent academic record and/or transcript(s) from another institution in case of transfer. 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 or any University-recognized organization.

A current student may obtain a maximum of five unofficial (personal) copies of his/her Trine University transcript at no charge while attending the University. All official transcripts, bearing the Registrar's signature, University seal, and additional unofficial transcripts are \$3 per copy. Official transcripts will not be given or sent to the student's family, but will be mailed to any other person, business, or institution specified in writing by the student.

## **GRADING**

The awarding of grades is the prerogative of the classroom instructor in accordance with policies posted in the Trine University Catalog. Faculty members are responsible for informing students of their grading policy and become official when they are reported to the Registrar. If a faculty member discovers incorrectly reported grades due to miscalculation or clerical error, the error should be reported to the Registrar immediately on the prescribed form. The appropriate

Department Chair must approve any adjustment of grades.

A student who disagrees with an assigned grade will take the following steps:

- Approach the professor and explain the problem.
- If the professor and student do not come to an agreement, the student should write a letter to the Department Chairperson.
- If the Department Chairperson's mediation does not resolve the issue, the student should file a written appeal to the Dean.

If these steps do not resolve the problem, or if impractical, the student may petition the Grade Review Board in writing for a hearing of the issue. Information regarding this may be obtained from the Vice President for Academic Affairs. The petition shall set forth in detail the basis for the review. This should be done by the midterm of the first regular term following the assignment of the grade. The Board may grant an extension on this time limit. If the Board agrees to hear the case, it will so inform the student by the end of that term. In grade review cases, the student is responsible for presenting evidence to support his/her position.

At the Grade Review Hearing, the student shall present his/her argument followed by the professor's response. The Board shall promptly prepare a written recommendation and forward copies to all parties involved, including the Chairperson and Vice President for Academic Affairs. The report shall include dissenting opinions on the Board, if any. Recommendations of the Board are advisory. In cases involving death, incapacity, or prolonged inaccessibility of the professor, or in similar unusual circumstances, the professor's immediate supervisor is responsible for assigning the grade. Records of each case heard by the Board shall be maintained in the office of the Vice President for Academic Affairs. If the student or professor involved wishes to appeal the decision on procedural grounds, he/she should file an appeal within two working days of the decision with the Vice President for Academic Affairs. If any procedural irregularities are discovered, he/she will notify the student and the Board within ten (10) working days after the appeal.

The Vice President for Academic Affairs shall appoint the faculty members who will serve on the Board. He shall choose one regular member and one alternate (who will be from a different department, if possible) from each school. In addition, the Student Senate shall elect two student members and their alternates. Student members must have junior or senior standing. The faculty members shall serve three-year, staggered terms, and the faculty members serving his/her third year will chair the committee. Student members shall serve one-year terms.

# FINALS SCHEDULE

## 2011 Fall Semester Final Exam Schedule

Class Time	Date	Time of Final
M 8 a.m.	12/13 (Tues)	2-4 p.m.
M 9 a.m.	12/14 (Wed)	11 a.m.-1 p.m.
M 10 a.m.	12/12 (Mon)	11 a.m.-1 p.m.
M 11 a.m.	12/13 (Tues)	8-10 a.m.
M Noon	12/14 (Wed)	8-10 a.m.
M 1 p.m.	12/12 (Mon)	2-4 p.m.
M 2 p.m.	12/15 (Thurs)	2-4 p.m.
M 3 p.m.	12/14 (Wed)	4:30-6:30 p.m.
M 4 p.m.	12/12 (Mon)	4:30-6:30 p.m.
M 5 p.m.*	12/12 (Mon)	7-9 p.m.
T 8 a.m.	12/12 (Mon)	8-10 a.m.
T 9:30 a.m.	12/13 (Tues)	11 a.m.-1 p.m.
T 11 a.m.	12/15 (Thurs)	8-10 a.m.
T 12:30 p.m.	12/15 (Thurs)	11 a.m.-1 p.m.
T 2 p.m.	12/14 (Wed)	2-4 p.m.
T 3:30 p.m.	12/13 (Tues)	4:30-6:30 p.m.
T 5 p.m.	12/13 (Tues)	7-9 p.m.

Key: Under Exam Dates, M and T refer to the days of the week the class meets

M = MTWRF, MTRF, MTWR, MWF, MW, WF, M, W, or F

T = TR, TRF, TF, T, or R

## 2012 Spring Semester Final Exam Schedule

Class Time	Date	Time of Final
M 8 a.m.	4/30 (Mon)	8-10 a.m.
M 9 a.m.	5/2 (Wed)	11 a.m.-1 p.m.
M 10 a.m.	4/30 (Mon)	11 a.m.-1 p.m.
M 11 a.m.	5/3 (Thurs)	11 a.m.-1 p.m.
M Noon	5/1 (Tues)	2-4 p.m.
M 1 p.m.	4/30 (Mon)	2-4 p.m.
M 2 p.m.	5/2 (Wed)	2-4 p.m.
M 3 p.m.	4/30 (Mon)	4:30-6:30 p.m.
M 5 p.m.*	4/30 (Mon)	7-9 p.m.
T 8 a.m.	5/1 (Tues)	8-10 a.m.
T 9:30 a.m.	5/1 (Tues)	11 a.m.-1 p.m.
T 11 a.m.	5/3 (Thurs)	8-10 a.m.
T 12:30 p.m.	5/2 (Wed)	8-10 a.m.
T 2 p.m.	5/3 (Thurs)	2-4 p.m.
T 3:30 p.m.	5/1 (Tues)	4:30-6:30 p.m.
T 5 p.m.*	5/1 (Tues)	7-9 p.m.

Key: Under Exam Dates, M and T refer to the days of the week the class meets

M = MTWRF, MTRF, MTWR, MWF, MW, WF, M, W, or F

T = TR, TRF, TF, T, or R

For example, if a class meets M W F at 8 a.m., the final exam will be held on Monday of final exam week from 2-4 p.m.

\*If a class begins at 5 p.m. or later, the exam will be scheduled from 7-9 p.m. on the appropriate night.

It is the responsibility of each student to schedule his/her classes to avoid having four

finals on one day. Sometimes this may be impossible; however, the situation is still the student's responsibility, so plan accordingly. If genuine conflicts do occur, students should resolve them at the beginning of the term.

## **GRADUATION REQUIREMENTS**

Students are subject to the degree requirements in effect at the time of their initial entry to Trine University or, in cases involving change of major, the requirements of the new major at the time of the change. Once in a program, if the requirements change, the student has the option of graduating under the new requirements. Students who reenter the University after an absence of more than one academic year are subject to the degree requirements in effect at the time of reentry.

All Trine University students receiving masters, baccalaureate or associate degrees must meet the General Education requirements. A cumulative grade point average of at least a 2.0 must be achieved for all Trine University courses. All required courses or approved substitutions must be completed as described in the respective degree programs. Candidates for graduation must file with the Registrar to graduate no later than one semester before the final semester of attendance in which degree requirements shall be completed.

## **ACADEMIC MISCONDUCT**

Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit for another's work, falsifying documents or academic records, or any other fraudulent classroom activity. Violations of academic honesty may result in a failing grade on the assignment failure in the course, or expulsion from school.

- Violators of academic honesty include, but are not limited to, the following activities:
- Copying another person's work and claiming it as your own (plagiarism);
- Using the work of a group of students when the assignment requires individual work;
- Looking at or attempting to look at an examination before it is administered;
- Using materials during an examination that are not permitted;
- Allowing another student to take your examination for you;
- Intentionally impeding the academic work of others;
- Using any electronic device to transmit portions of questions or answers on an examination to other students;
- Using any electronic device to improperly store information for an exam;
- Knowingly furnishing false information to the University;
- Assisting other students in any of the acts listed above.

Presenting the ideas or the writing of someone else as one's own (plagiarism) or knowingly furnishing false information to the University by forgery, alteration, or misuse of University documents, records, or identification. Academic dishonesty includes, but is not limited to, the following examples: permitting another student to plagiarize or cheat from one's own work, submitting an academic exercise (written work, printing, design, computer program) that has been prepared totally or in part by another, acquiring improper knowledge of the contents of an exam, using unauthorized material during an exam, submitting the same paper in two different courses without knowledge and consent of professors, computer tampering or submitting a forged grade change slip. The faculty member has the authority to grant a failing grade in cases of academic misconduct as well as referring the case to the Office of Student Life.

## OFFICE OF FINANCIAL AID

The Financial Aid Office staff recognizes that many students need financial assistance to help fund their educational goals. The mission of the Trine University Financial Aid Program is service-oriented and geared to providing access, choice, and education for interested students. To accomplish its mission, Trine University offers a variety of counseling and planning programs for students with economic need. Please be aware of the following financial aid policies:

- You must be enrolled as a degree-seeking student with a completed admissions file.
- You must be enrolled in at least six credit hours to qualify for Federal Student Loans.
- Financial aid is calculated based on the number of hours you are enrolled in at the end of the add/drop period.
- After accumulating 60 credits, you must carry at least a 2.0 cumulative GPA to be eligible for financial aid. Freshmen will have one academic year to achieve at least a 2.0 cumulative GPA to remain eligible for financial aid in subsequent terms.
- You are required to attend class. Students who completely withdraw or stop attending their courses may be required to pay back all or a portion of the financial assistance they received.
- To avoid late payment fees and delays in receiving your financial assistance, you are required to complete financial aid applications and return required documents to the financial aid office by the application deadline. To be considered for all sources of aid for which you may qualify, the Free Application for Federal Student Aid (FAFSA) should be completed no later than March 10<sup>th</sup> each year.

## TRINE UNIVERSITY INSTITUTIONAL POLICY FOR SATISFACTORY ACADEMIC PROGRESS (SAP) MAIN CAMPUS

Trine is required to establish satisfactory academic progress standards for its federal, institutional and state financial aid recipients in accordance with the US Department of Education regulations. These standards will ensure that only those recipients who demonstrate satisfactory progress towards the completion of their educational programs (degrees) can continue to receive financial aid from all sources. PLEASE NOTE: Trine also includes institutional financial aid in this policy. There are 3 areas that are evaluated after the end of each academic year; unless you are currently on financial aid probation in which case you will be evaluated at the end of the current term that you were on financial aid probation (excludes first year full time freshman who will always have one entire academic year before they are evaluated): number of credit hours passed, cumulative grade point average and maximum time frame for degree completion.

By Federal Regulations financial aid recipients are required at the end of the second academic year to have a "C" grade point average (2.0 on a 4.0) scale in order to continue to receive financial aid (For Trine University Standards that equates to a 2.0 cumulative GPA).

**Note** – All Trine University Merit Aid requires that a 2.0 minimum GPA *at all times* (excludes first year full time freshmen who will always have one full academic year before any action is taken) – failure to maintain this cumulative GPA of 2.0 will result in the loss of Trine Merit aid for the term the student is below 2.0. Even if you are on financial aid probation – you will not be eligible for your Trine Merit Aid until you get your cumulative GPA at 2.0. You will have one academic term to regain your eligibility by bringing your cumulative GPA back to 2.0.

## **Academic Year Progression by Class and Effects on Financial Aid Probation -**

0-29	First Year Freshman	Evaluated at the end of the first full academic year
30-59	Second Year Sophomore	Will be evaluated at the end of the academic year. Financial Aid Probation can happen
60-90	Third Year Junior	Will be evaluated at the end of the academic year – Financial Aid Appeal Only
91+	Fourth Year Senior	Can Not fall below 2.0 – Financial Aid Probations/Appeals are no longer accepted

## **SAP General Information**

### **Requirements**

All students must maintain a cumulative GPA of 2.0 and pass a minimum of 22 credit hours annually (if the student is enrolled full time, if not then pass 67% of all courses attempted). If you meet these requirements then you are a student in good standing.

### **Transfer Hours**

Transfer credits that are accepted by Trine are not included in the rate of completion but will be counted toward the maximum timeframe. Credits attempted and credits completed in all academic terms (fall, spring and summer) are included in the rate of completion calculation. Trine reviews SAP progress for all students (First Time Full Time Freshman have one academic year before SAP is reviewed) at the end of each academic year and notifies students of any deficiencies that may exist. **Deficiencies can result in the loss of financial aid eligibility.**

### **Incompletes**

Students who receive grades of Incomplete (I) might not meet the minimum SAP requirements. When this situation occurs, students should contact the Office of Financial Aid to find out if it would be appropriate to file a SAP appeal. Students are responsible for notifying our office when the grade of incomplete has been replaced by a letter grade. If the course work to resolve the grade of incomplete is not adequately completed in the time allowed, the grade changes to an "F" and this grade is included in the calculation of the GPA. If a student is eligible for an ACG Grant or a SMART grant – I's need to be completed prior to the end of the next academic term. Failure to complete an "I" grade will result in the loss of this aid. Federal Requirements state that an "I" needs to be completed within the term that the aid is awarded and it cannot be disbursed until that grade of "I" is resolved.

### **Withdraws from Trine courses**

Students who drop courses after the end of the 100% refund period may encounter difficulties in meeting the SAP policy standards. Students considering dropping courses after the 100% refund period should contact the Office of Financial Aid to review the impact of dropping a course on their future eligibility for financial aid to ensure that the student will continue to meet SAP. It is also a good idea to check with the Office of Financial Aid to make sure that withdrawing from a course will not affect any aid that has been awarded for the current term.

### **Repeat Coursework**

A student may repeat only those courses in which he/she received a "D" or "F" grade a maximum of 2 times. Degree credit for a course will be given only once and that information can be found within the Registrar's Office. The Trine Readmit Committee may require that a student who has been dismissed from Trine and then readmitted, repeat a course for which the student has received a passing grade in order to improve overall GPA, but again they can only repeat the course a maximum of two times and receive financial aid. Students required by the Trine Readmit

Committee to repeat coursework are typically on financial aid probation and progress is monitored by our office

### **Remedial Coursework**

For financial aid purposes, credits for remedial coursework recommended by Trine will be recognized as part of the credit hours required for financial aid eligibility, academic progress and full time status.

### **Attempted Hours**

Include the following:

- Successfully completed courses (with passing grades)
- Non-passing grades (i.e., F,FI, U,I,W)
- Repeat coursework
- Remedial coursework
- Withdraw from a semester (W) on or after the first day of class

Any of these above situations can impact the review of your financial aid eligibility.

### **Less Than Full Time SAP Guide:**

#### **Less Than Full-Time Enrollment**

**Students who enroll on a less than a full-time basis must complete minimum credits according to the following schedule:**

<b>Number of Credits Student Is Enrolled In</b>	<b>Number of Credits Student Must Satisfactorily Complete</b>
9 - 11 Credits	Must satisfactorily complete a <b>minimum of 9 credits.</b>
6 - 8 Credits	Must satisfactorily complete a <b>minimum of 6 credits.</b>
5 or Less Credits	Must satisfactorily pass <b>all</b> credits

### **Probation**

Any student who has been placed on academic probation will automatically be placed on Financial Aid SAP probation. There are situations where a student can be on Financial Aid SAP probation and NOT on Academic Probation. Any student who does not meet the standard for minimum credits completed at the end of the semester will be placed on SAP probation. The student will be notified prior to the beginning of the next semester of his/her status. Any student on SAP probation will have one semester to improve his/her deficiency. A student may continue to receive limited financial aid while on probation.

You are considered to be on financial aid probation when you fail to meet the minimum satisfactory academic progress requirements for one or more of the following reasons:

- a. You are below the 2.0 cumulative GPA requirement; and/or
- b. You did not pass the minimum of 22 credit hours per year
- c. You are close to exceeding the 150% time frame limit.

### **Ineligible for Financial Aid**

Any undergraduate student that does not have a cumulative 2.0 grade point average by the end of his/her second academic year, does not pass a minimum number of credit hours in their third and fourth year or who has exceeded the maximum time frame to complete their degree is ineligible for financial aid until such time as a 2.0 is attained. A student who is academically dismissed and not reinstated will automatically be ineligible for future financial aid until such time that he/she is reinstated to the university, appeals the SAP ineligibility, and has the appeal approved. Once a student has become "ineligible" for financial aid, he/she will not automatically become "eligible".

### **Appeal Process**

Students not meeting the minimum SAP standards as outlined above are ineligible for federal, state, and institutional financial aid (grants, loans, work study and/or scholarships). However, students may request reinstatement of their financial aid eligibility for the academic year by submitting an appeal form to the Office of Financial Aid. Appeal requests must provide an explanation of the circumstances that contributed to the student's failure to meet the minimum academic progress standards and a realistic academic plan for improvement. It is recommended that students meet with an academic counselor/advisor to develop an academic plan of action and/or review their academic history prior to submitting an appeal. You are only allowed one term of appeal. After 90 hours there are no more appeals available to the student and to regain eligibility at this point you will need to talk with the Office of Financial Aid to determine where the deficiency is and what needs to happen to make up this deficiency.

### **Required Completion Rate**

The maximum time frame for completing an academic program cannot exceed 150% of the length of the program as measured by credit hours or semesters. In order to ensure that steady progress is being made, students must make incremental progress toward the degree with passing grades. Progress is measured for all students by academic class year as defined by the college. The minimum number of credits does include transferred and advanced placement credit hours.

<b>Academic Class Year</b>	<b>Minimum # of Credits Required</b>
End of Freshman Year (1-2)	22
(2-1)	33
End of Sophomore Year (2-2)	44
(3-1)	55
End of Junior Year (3-2)	66
(4-1)	77
End of Senior Year (4-2)	88
(5-1)	99
End of Fifth Year (10 semesters)	110
End of Sixth Year (12 semesters)	132

### **Maximum Time Frame**

The Higher Education Act requires that institutions establish a maximum time frame in which students receiving Title IV funds and Institutional Aid are expected to complete the program of study and beyond which they no longer qualify for assistance. At Trine University, eligibility to receive Title IV assistance and Institutional aid ends when you have reached for 150 percent of the number of hours required for graduation in your program of study, including any transferred hours accepted for credit toward the degree. For an undergraduate student, this equates to approximately six academic years of course work, depending on the specific major. All semesters and credit hours attempted are used toward the maximum time frame allowance regardless of whether the student received financial aid during the time frame. All repeated courses, failed courses, withdrawals and transferred hours will count as credit hours attempted toward the

maximum time frame. Example: Sally's major requires 120 hours for graduation, Sally could attempt up to 180 (120x 150%). Once 180 hours are exceeded, aid would be suspended.

**Reinstatement of Financial Aid Eligibility**

A student ineligible for financial aid due to SAP policy (except the 150% rule) will need to do the following to regain eligibility: Complete at least one semester without financial aid; achieve at least the minimum cumulative grade point average (2.0 or 3.0); and, successfully complete 67% of attempted credit hours for the semester.

The Financial Aid Office is located in Forman Hall. Stop by the office, call us at 260-665-4158, or visit our website at [http://www.trine.edu/admission/undergraduate/financial\\_aid/](http://www.trine.edu/admission/undergraduate/financial_aid/)

**BUSINESS OFFICE**

The Business Office is located at the west end of Forman Hall. The office is open Monday through Friday from 8:00 AM – 4:00 PM. In this office students may pay their tuition, room and board, and misc. charges. Balances are to be paid in full by the posted date. Tuition Management Systems (TMS) is the processor of credit card and ACH payments for Trine University. Credit cards accepted online are: American Express, Discover, MasterCard, and Visa. ACH payments are at no cost to you and the funds will be taken from the bank account you designate. To pay by phone, call TMS at 1-800-722-4867; to pay online visit the Trine website or [www.afford.com/trine](http://www.afford.com/trine). Late payments will be subject to a \$25 per month late fee. An unpaid balance will cause transcripts and/or diploma to remain on hold. A hold may be placed on the student's meal plan; prevent the student from (pre)registering for a subsequent semester, and it may result in the dismissal from the University. Returned checks will be subject to a \$25 charge. The University reserves the right to recover funds by ACH for any returned checks. All transactions require the presence of a valid photo ID.

**Payment Plan**

A payment plan for students may be set up through Tuition Management Systems (TMS), 1-800-356-8329 or [www.afford.com/options](http://www.afford.com/options). This will be the only payment plan accepted by the University.

Requests for refunds of credit balances due to excess financial aid or overpayment should be submitted online through the University website.

**Withdrawal/Drop Schedule**

Refunds of tuition and room and board due to withdrawal/drop follow the schedule below. **The international fee and enrollment fee are not refundable.**

**Tuition:**

Week 1 .....	100%
Weeks 2 and 3 .....	50%
Week 4 .....	0%

**Room and Board:**

Week 1 .....	Prorated at \$50/day
Weeks 2 and 3 .....	50%
Week 4 .....	0%

A \$50 administration charge will be assessed for "exception" drops (per occurrence).

If a student decides to drop/add or withdraw after registering for classes:

- The student is responsible for completing the proper paperwork; failure to do so, the student accepts financial responsibility for all charges incurred on their account.
- It may result in a change in the total amount due for the semester.
- It may result in a loss of financial aid from a federal, state, or institutional source.
- Failure to attend classes does not constitute a drop/withdrawal.

Please note: If a student receiving financial aid withdraws during the semester, that aid is subject to a federal refund calculation.

Refunds are processed through the Business Office after a student officially withdraws and all charges/credits are posted. The official withdrawal form is required for a refund to be processed.

## ***Student Health Insurance***

All full-time students are required to demonstrate that they have adequate health insurance each academic year. The insurance premium is automatically placed on your student account each semester; however, if you determine that your current coverage is adequate and want to waive the Trine Student Accident and Sickness Insurance Plan, you will need to complete an online insurance waiver. **The deadline to submit the online insurance waiver is August 4, 2010. The deadline for new spring students is January 11, 2011.** If a form is not submitted by this deadline, you will be enrolled in the Student Accident and Sickness Insurance Plan for the remainder of the academic year and the charge will appear on your semester bills.

**Paper waivers, fax requests and phone calls will not be accepted.**

### **Athletes**

If an athlete is granted a waiver, the athlete or his/her family's health insurance company will be responsible for the first \$5,000 of any sports-related injury. Athletes who are enrolled in the Trine Student Accident and Sickness Insurance Plan will be covered for intercollegiate sports injuries at 100% up to \$5,000. Trine University provides additional excess insurance coverage for students who participate in intercollegiate athletics at no additional cost to the student.

### **International Students**

All international students will be required to carry Trine University's student health insurance unless they are government sponsored and can provide proof of insurance through their sponsor.

Follow the steps below to waive the Student Accident and Sickness Insurance Plan for the 2010-2011 policy year.

### ***Online waiver process for 2010-2011:***

1. Log onto: [www.gallagherkoster.com](http://www.gallagherkoster.com),
2. Click on "College and University Students", and select Trine University from the drop down menu.
3. Click on "Log In" at the top right hand side of the page. First time users will be required to create a unique User Account by entering a user name, password, first and last name, Student ID number, and email address. Returning students can log in with their current User Account information.

4. Once a user account has been created, select the '2010-2011 Trine College Waiver Form'. When waiving the insurance, have your current health insurance ID card ready as you will need this information in order to complete the waiver form.

The Business Office is located in Forman Hall. Stop by the office, call us at 260-665-4108, or visit our website at [http://www.trine.edu/academics/academic\\_resources/business\\_office/](http://www.trine.edu/academics/academic_resources/business_office/).

## STUDENT SENATE

The purpose of the Student Senate is to actively promote school spirit, represent the school body, promote and coordinate social activities of the campus community, coordinate and assist in the funding of the senate and student organizations, foster and actively engage membership within the campus and local communities, and support the mission of the University.

### ***Organizations Recognized by the Student Senate***

Student Senate recognizes organizations on campus that serve Trine students and which regularly attend the weekly Student Senate meetings. The following organizations are recognized in the 2011-2012 school year:

- Alpha Sigma Phi
- Alpha Sigma Tau
- American Chemical Society (ACS)
- American Institute of Aeronautics & Astronautics (AIAA)
- American Institute of Chemical Engineers (AIChE)
- American Marketing Association (AMA)
- American Society of Civil Engineers (ASCE)
- American Society of Mechanical Engineers (ASME)
- Bacchus Network
- Chess Club
- Chi Epsilon
- Christian Campus House
- Circle K
- Delta Chi
- Drama Club
- Fellowship of Christian Athletes (FCA)
- Gamma Phi Epsilon
- Habitat for Humanity
- Institute of Electrical & Electronics Engineers (IEEE)
- Inter Fraternity Council (IFC)
- ISA
- Kappa Beta Gamma
- Kappa Sigma
- Kappa Sigma Alpha
- Materials Society
- Math Club
- Multicultural Student Organization (MSO)
- Newman Catholic Fellowship
- Order of Omega
- Phi Kappa Theta
- Phi Sigma
- Pi Tau Sigma
- Ski Club
- SPEAK
- Student Education Association (SEA)
- Sigma Phi Delta
- Sigma Phi Epsilon
- Society of Automotive Engineers (SAE)
- Society of Manufacturing Engineers (SME)
- Society of Women Engineers (SWE)
- Sorority Panhellenic Council (SPC)
- Swordsmanship

- Tau Alpha Omicron; American Criminal Justice Association (ACJA)
- Tau Kappa Epsilon
- Trine Honors Association
- TUFFS
- Zeta Theta Epsilon

### ***Alpha Chi, National College Honor Society***

Invitations to membership into the Indiana Epsilon Chapter 192 of Alpha Chi National College Honor Society are issued by the faculty of Trine University. Membership is limited to the top 10 percent of undergraduate juniors and seniors. For more information, contact 260.665.4242.

### ***Alpha Psi Omega***

Reactivated in the spring of 2007, the purpose of the Zeta Psi Chapter of Alpha Psi Omega, the National Theatre Honor Society, is to stimulate interest in theatre activities at Trine University, develop dramatic talent and the art of production and performance, cultivate a taste for the best in drama, and foster the cultural values which we believe dramatics develop. For more information contact Dr. Timothy Hopp at 260.665.4852.

### ***American Chemical Society Student Affiliates***

The Trine University Student Affiliates Chapter of the American Chemical Society affords opportunities for students of the chemical sciences to become better acquainted with one another, to secure the intellectual stimulation that arises from professional association, to obtain experiences in preparing and presenting technical material before chemical audiences, to foster a professional spirit among the members, to instill a professional pride in the chemical sciences, and to foster an awareness of the responsibilities and challenges of the modern chemist.

Student affiliates of the American Chemical Society are eligible for full membership in the society which is the largest professional organization in the world. Activities of the local chapter include presentations by professional chemists such as the "The Chemistry of Wine" and "A Day in the Life of a Forensic Drug Chemist." Members also judge and present awards at local and regional science fairs, and perform chemical demonstrations on campus and at local schools.

### ***American Institute of Chemical Engineers (AIChE)***

The Trine University chapter of AIChE is a very active organization available for students pursuing a degree in chemical engineering. There are bimonthly meetings with AIChE members and the CHE department faculty where special guest speakers come and share their wisdom and experiences. Meetings also typically include refreshments and chances to meet with other CHE students other than fellow classmates. The local membership also includes a national membership which provides access to many chemical references and employment opportunities that are available free of charge. Please Contact Dr Majid Salim for more information.

### ***American Society of Civil Engineers (ASCE)***

The American Society of Civil Engineers is America's oldest national engineering society, having been a chapter since 1852. Trine University's chapter has been in existence since 1965, supporting the aims of the national organization – to "develop leadership, advance technology, advocate lifelong learning, and promote the profession." In pursuit of these goals, ASCE student members participate in a wide range of activities. Signature projects include the steel bridge, concrete canoe, and concrete baseball bat competitions. Additionally, service projects such as our 5<sup>th</sup> grade engineering outreach, allow the organization to promote civil engineering while giving back to the community. ASCE also strives for professionalism, and field trips such as the Ohio Contractor for a day event and the yearly ASCE Indiana Section meeting.

## **BACCHUS Network**

BACCHUS Network at Trine University is affiliated with the largest **peer education** organization for colleges and universities in the world! Through the promotion of campus-based peer education activities, Trine University's BACCHUS Network supports healthy collegiate lifestyles and positive decision-making. The national organization provides a wealth of resources and support to local chapters. For more information about the national organization, go to [www.bacchusnetwork.org](http://www.bacchusnetwork.org). To learn how YOU can be a part of Trine University's BACCHUS Network, contact our advisor Megan Cook at 260.665.4172.

## **Blue Crew**

The Blue Crew is a student interest group that provides support to Trine University student-athletes. The fee is \$10 to join which includes a Blue Crew T-Shirt and several other benefits and incentives. For more information, contact the athletic department at 260.665.4840.

## **Cheerleading**

The purposes of the Trine University Cheerleading Squads are to promote school spirit and motivate the attendance at Trine University athletic events. The squad practices 2-3 times a week during the football and basketball seasons, then practices the week before students return in August. Practices fit well with student class schedules. Each year the squad hosts a Little Cheer Camp, where they invited children from the community to become a Trine Cheerleader for the day and perform during halftime. Cheerleading is a great way to get involved at Trine University. We look forward to continue building the program at Trine, hope to have a competitive squad someday, and continue to be a presence in the community. For more information, please contact Kasey Jones at 260-665-4137 or by email at [joneska@trine.edu](mailto:joneska@trine.edu).

## **Circle K**

Circle K International is a branch of the Kiwanis family and is the world's largest collegiate service organization. Our mission is to provide leadership, service, and fellowship. Circle K members are dedicated to improving their schools and communities. A few of our projects include Finals Baskets, Take Back the Night march, the YMCA Halloween party, as well as various events that support local charities. Circle K provides an opportunity for students to take the initiative to lead their peers and community by serving them. Circle K generally will meet every other week, in the evening, in addition to our normal service project dates and times. If you would like more information or are interested in joining, please contact Whitney Haggard [wjhaggard@my.trine.edu](mailto:wjhaggard@my.trine.edu)

## **Cooking Club**

The Cooking Club is one of Trine's newest and fastest growing clubs. Started in the fall of 2008, it now is proud of its full club status and growing number of members. We meet every other Wednesday from 8-9 in Whitney Commons, before Wacky Wednesday. Topics and schedules can be found in the Café. Every meeting is exciting and different. In partnership with the chefs at Bon Appetit, there are demonstrations, food tastings and hands-on tutorials. From novices to seasoned kitchen veterans, the Cooking Club covers all aspects of meal preparation, with a focus on made-from-scratch and authentic foods. Membership is open to all Trine students and staff, so be sure to check us out!

## **Drama Club**

The Trine University Drama Club is a great way to get involved on campus, whether you want to be in the spotlight, behind the scenes, in charge of tech, or help with costumes, props, and makeup. No experience is necessary, just a desire to have fun and be a part of a great production. The Drama Club is run by students under the direction of a faculty advisor and is open to everyone including students,

faculty, administration, and community members. The club stages two plays per academic year – a fall and a spring play. For more information please e-mail Dr. Timothy Hopp at [hopppt@trine.edu](mailto:hopppt@trine.edu).

### ***Habitat for Humanity***

Habitat for Humanity International, Inc., a Georgia nonprofit corporation, is an ecumenical Christian housing organization that seeks to eliminate poverty housing from the world and to make decent shelter a matter of conscience and action. Habitat invites people from all walks of life to work together in partnership to help build houses with families in need. The Trine Campus Chapter has been established to assist Habitat by working with any local affiliate or with Habitat's international headquarters in order to demonstrate the love and teachings of Jesus Christ: A.) By working in cooperation with God's people in need to create a better human habitat in which to live and work; B.) By working in cooperation with other agencies and groups which have a kindred purpose; C.) Through loving acts and the spoken and written word; D.) By enabling and expanding the number of persons from all walks of life to participate in this ministry. Advisor: Dr. John Wagner. For more information, go to [infotsuhabitat@yahoo.com](mailto:infotsuhabitat@yahoo.com).

### ***I.E.E.E.***

The Trine Student Branch of the Institute of Electrical and Electronics Engineers is the professional society for Electrical and Computer Engineers, though it is open for all students. The purpose of IEEE is to "promote the engineering process of creating, developing, integrating, sharing, and applying knowledge about electro and information technologies and sciences for the benefit of humanity and the profession." The IEEE sponsors a variety of scholastic and social events each year, including guest speakers from the community, engineering projects, and the annual Electrical and Computer Engineering year-end picnic. Meetings are held twice a month.

### ***International Students Association (ISA)***

The International Student Association is an organization on campus that is open to all students, both international and American. ISA offers opportunities for social interaction and cultural education. It is a great way to make friends from around the world and have the chance to teach others and learn about various cultures. Our goal is to increase cultural awareness between international students and American students while promoting togetherness, unity, and friendship. For more information please call 260.665.4646 or e-mail [williamsm@trine.edu](mailto:williamsm@trine.edu).

### ***Multicultural Student Organization (MSO)***

The mission of the Multicultural Student Organization is to support and advance the University's commitment to cultural diversity. All students are invited to participate. MSO offers a variety of cultural, social, career, and academic programs. MSO brings together diverse populations to provide fun and cross-cultural exchanges. Contact advisor, Deborah McHenry at [mchenryd@trine.edu](mailto:mchenryd@trine.edu), 260.665.4509, or the president of MSO, Hannah Paul at [hmpaul@my.trine.edu](mailto:hmpaul@my.trine.edu) for more information.

### ***Omega Chi Epsilon***

Omega Chi Epsilon is the Chemical Engineering Honor Society at Trine University. The Society promotes high scholarship, encourages original investigation in chemical engineering and recognizes the valuable traits of character, integrity, and leadership. It encourages meaningful student-faculty dialogue within the Chemical Engineering Department. Requirements of the Omega Chi Epsilon are:

Juniors must have a GPA of 3.4.

Seniors must have a GPA of 3.2.

## **Order of Omega**

Order of Omega serves as a Greek honor society for outstanding members of any fraternities and sororities on campus. The organization was nationally founded in the fall of 1959 at the University of Miami. On February 9, 1967, the Order of Omega honor society extended its organization to the University of Southern Michigan. Over fifty years later, Order of Omega obtains over three hundred chapters over the United States. The Trine University chapter was founded in the fall of 2007. Currently Order of Omega participates or directs in various activities that better and bond all fraternities and sororities. For more information please email [trine\\_omegas@hotmail.com](mailto:trine_omegas@hotmail.com).

## **Phi Eta Sigma, National Freshman Honor Society**

For membership in Phi Eta Sigma, all freshmen who have a cumulative grade point average of at least 3.5 on a 4.0 scale at the end of any full-time curricular period are automatically eligible for membership, provided they have carried a normal academic load acceptable toward a bachelor's degree. Life-time membership is conferred upon induction, and maintaining the grade-point average is not required. For information call 260.665.4253.

## **Sigma Tau Delta**

Sigma Tau Delta is the International English Honor Society founded in May 1924 at Dakota Wesleyan College. Its purpose is to unite undergraduates, graduates, and scholars in academia, as well as professional writers who have recognized accomplishments in linguistic or literary realms of the English language. Through the chartering of chapters on the campuses of over 400 colleges and universities throughout the United States and Canada, Sigma Tau Delta affords exceptional students in the field of English an opportunity for furthering culture, formulating ethical principles, developing skills in creative and critical writing, and fostering a spirit of fellowship. For more information call 260.665.4204.

## **Society of Manufacturing Engineers (SME)**

The SME chapter at Trine University was founded to help students explore manufacturing technologies and processes. SME provides information, resources, and opportunities to learn about manufacturing and the exciting and satisfying career opportunities it offers. Trine University's SME members get hands-on manufacturing experience and gain skills and knowledge about manufacturing technologies by attending field trips and manufacturing trade shows. If you are interested in joining our SME chapter, please contact our advisor Dr. Yalcin Ertekin at 260.665.4264.

## **Society of Women Engineers (SWE)**

The Society of Women Engineers goals: 1.) To stimulate women to achieve full potential in careers as engineers and leaders; 2.) To expand the image of the engineering profession as a positive force in improving the quality of life; and 3.) To demonstrate the value of diversity. For more information, contact Susan Lantz 260.665.4229.

## **SPEAK**

Our Earth depends on us to change live environmentally friendly lifestyles and reduce the amount of stress we apply to our surroundings. S.P.E.A.K.'s goal is to promote environmental awareness at our university while at the same time allowing students to live out what has been put into practice. By instituting more ecological programs and promoting more earth-conscious practices we hope to help not only our campus but also the world around us. For more information about joining SPEAK e-mail Brandy DePriest at [depriestb@trine.edu](mailto:depriestb@trine.edu).

## **Student Education Association (SEA)**

The Student Education Association is a professional organization for education students. This

organization is a part of the Indiana State Teacher's Association (ISTA) and the National Education Association (NEA). The members participate in community activities such as Read Across America, YMCA Halloween party, Adopt-A-Class, and other educational events. The organization offers a great opportunity to grow professionally, academically, and socially. Professional liability insurance is available through ISTA. For more information email Kirsten Jacobson at [kejacobson@my.trine.edu](mailto:kejacobson@my.trine.edu)

### ***Tau Alpha Omicron (American Criminal Justice Association)***

Tau Alpha Omicron is the local chapter of Lambda Alpha Epsilon, the American Criminal Justice Association. The Association has a very active campus membership. All criminal justice and forensic science majors are encouraged to join and participate. The organization sponsors monthly career exploration programs that introduce members to professionals from law enforcement, corrections, and judiciary agencies at all levels. The Association also develops student teams to compete with teams from other college and university chapters at Regional and National conferences in crime scene analysis, handgun marksmanship, physical agility, and written tests. In the spring semester, the American Criminal Justice Association sponsors a symposium that highlights an exhilarating subject in criminal justice. A keynote speaker and a job fair create an exciting event that both students and professionals enjoy. The Trine University handgun team is run by the American Criminal Justice Association and holds team practices on multiple occasions each semester. For more information, contact the advisor, Craig Laker, by email at [lakerc@trine.edu](mailto:lakerc@trine.edu).

### ***The Triangle***

The Triangle is a student newspaper published six to eight times a semester; approximately bi-weekly except during breaks and holidays. Operational funds are provided by Student Senate. Staff and freelance salaries are paid by the Trine University Department of Communication. The Triangle welcomes letters to the editor, advertisements, comics, news and feature articles. The Triangle reserves the right to reject or edit submissions for reasons of taste and grammatical errors. All submitted letters and articles must be typewritten and signed by the author. Articles may be submitted to the University mailroom c/o The Triangle, or e-mailed to [triangle@trine.edu](mailto:triangle@trine.edu). Any articles to be published in the paper must be submitted before 2:00 p.m. on the Friday before publishing to ensure prompt publication. For more information contact the Triangle at 260.665.4857.

### ***Trine Honors Student Association***

Founded in 2009 as a branch of the Honors Program, the Trine Honors Student Association provides enrichment for honors students. The Trine Honors Student Association offers opportunities to build a community within the Honors Program as well as service activities. To become a member, one must be in the Honors Program and be in good standing with Trine University. For more information, please contact [trinehonors@gmail.com](mailto:trinehonors@gmail.com).

### ***Trine University Future Forensic Scientists (TUFFS)***

TUFFS, Trine University Future Forensic Scientists, is a student organization for individuals interested in many fields of forensic science. The purpose of TUFFS is to expand the general view of forensic science by providing educational activities with professionals in the field. Activities include presentations by professional forensic scientists, mock trials, and educational outreach activities.

For more information on TUFFS, including meeting times and activity information, contact Jillian Esposito, vice president, at [jsesposito@my.trine.edu](mailto:jsesposito@my.trine.edu)

In addition, many forensic science students are members of MAFS, The Midwestern Association of Forensic Scientists. For more information on MAFS, visit the website [www.mafs.org](http://www.mafs.org).

## **University Ambassadors**

Ambassadors are select group of student leaders at Trine University. Ambassadors serve as hosts and hostesses at campus events such as open houses and alumni receptions. They also represent Trine University at local community functions—as well as other various events. The Trine University Ambassadors are under the supervision of the Office of Student Life. For more information, contact Linda Wering at 260.665.4168.

## **WEAX-88.3 fm**

WEAX – *The Revolution* – is Trine University's own 1000-watt non-commercial radio station. Broadcasting from studios in the University Center, *The Revolution* brings a completely original blend of indie/alternative music, Trine news, and student-produced talent to the tri-state area 24-hours a day. *The Revolution* can also be heard worldwide at 88xradio.com. In addition, WEAX select students have the opportunity to explore, in a hands-on setting, radios role in a multi-media communication environment. For more information please call the operations manager at 260.665.4288.

## **GREEK LIFE**

Trine University hosts many fraternities and sororities. Each has much to offer in terms of involvement. The fraternities and sororities offer a wide range of service and leadership, social, educational, and philanthropic activities.

Trine University has a delayed recruitment system, in that freshmen are allowed to become new members only after the first semester has been completed. A prospective member must also be attempting at least 12 credit hours and must meet the University's academic requirements. Trine University maintains a haze-free and dry recruitment policy for all member fraternities/ sororities. Check the handbook for recruitment event dates. Formal recruitment will take place January 19<sup>th</sup>-22<sup>nd</sup> for IFC and January 26<sup>th</sup>-28<sup>th</sup> for SPC.

## **Inter-Fraternity Council (IFC)**

The Inter-Fraternity Council at Trine University is composed of eight social fraternities: Alpha Sigma Phi, Delta Chi, Kappa Sigma, Phi Kappa Theta, Sigma Phi Delta, Sigma Phi Epsilon, and Tau Kappa Epsilon.

IFC acts as the student regulatory body for all member fraternities at Trine University. As stated in its constitution, IFC's purpose:

“...is to provide for the general welfare; to promote scholastic, recruitment, social, and cooperation of its member fraternities...and to interpret the fraternity system at Trine University to the administration and faculty and to the community in order that the fraternities function in an atmosphere of healthy approval from the school authorities and general public.”

The Inter-Fraternity Council meets on a weekly basis to discuss relevant issues on campus and conduct any business. The meetings are attended by the IFC Executive Board, the Greek advisor, the President of each fraternity, and a representative from each fraternity.

IFC works in conjunction with the Office of Student Services to host various activities for Trine University student participation. IFC also performs a variety of community service projects in the Angola area. IFC adheres to the Trine University social responsibility policy.

## **Fraternities**

### **Alpha Sigma Phi**

Alpha Sigma Phi was founded on December 6, 1845, at Yale University. Since that day, Alpha Sigma Phi has maintained a proud tradition of creating and perpetuating brotherhood. By experiencing brotherhood, the members of Alpha Sigma Phi grow stronger intellectually,

emotionally, socially, physically, and spiritually, thereby becoming empowered to enrich society and improve the quality of life. Alpha Sigma Phi fraternity is recognized as a fraternity of quality and stature. Alpha Sigma Phi fosters an environment of leadership inspiring brothers to become campus leaders. The Beta Omicron chapter of Alpha Sigma Phi at Trine University has two houses that are over 100 years old. With extensive alumni support, these houses have seen major renovations throughout the past year. The brothers of the Beta Omicron chapter represent a diverse cross section of society and have committed themselves to the ideals of silence, charity, honor, purity, and patriotism. For more information call 260.665.2589.

### ***Delta Chi***

“The Delta Chi Fraternity has dedicated itself toward the goal of ‘Personal Growth Through Brotherhood.’ Your true friendships evolve by sharing common experiences and challenges with others, by being roommates, studying together, being teammates, or by just having a good time. Delta Chi will expose you to a diverse group of lifestyles and backgrounds, providing an opportunity for you to learn and to work successfully with others.” This is the basis of the Delta Chi fraternity, as read in *The Delta Chi Cornerstone*. These words serve as a reference manual to success as a brother in the fraternity and to personal betterment as a member of society. The Trine University chapter of the Delta Chi Fraternity has been successful in this goal since 1969. On campus you will meet Delta Chi’s everywhere; in the classroom, on your team, living in your residential building. They are leaders on campus through active membership in many organizations. As one of the highest cumulative GPAs fraternities at Trine University, Delta Chi’s are leaders in the classroom and leaders in the community, donating over 300 hours of community service each semester. Delta Chi annually hosts a 5K run that raised \$3,000 last year. It is this success that has brought nine President’s Cups and two Trine President’s Cups, the highest award for a chapter, to the Trine University chapter in the last ten years. The brothers of the Delta Chi fraternity extend their welcome to all men who are interested in “The Brotherhood of a Lifetime.” For more information email the President of Delta Chi, Michael Kalberg [mskalberg@my.trine.edu](mailto:mskalberg@my.trine.edu)

### ***Kappa Sigma***

Kappa Sigma Fraternity was founded in the U.S.A. on December 10, 1869, at the University of Virginia. Kappa Sigma is one of the largest fraternities with over 250,000 initiates. Kappa Sigma is the most preferred fraternity in the world. More men choose Kappa Sigma than any other fraternity. Kappa Sigma is a brotherhood based on rich history, academic zeal, and long-lasting friendships. We pride ourselves on building strong brothers: strong in character, strong in wisdom, and strong in life. The bonds we form and the experiences we share enrich our lives. As a long-ago Kappa Sigma once said, “Not a day, or an hour, or a college term only, but for life.” Kappa Sigma is for life. Kappa Sigma forbids hazing. For more information on this fraternity, you can email the President, Femi Adediji at [fsadediji@my.trine.edu](mailto:fsadediji@my.trine.edu)

### ***Phi Kappa Theta***

Every day the brothers at the Indiana Alpha Gamma chapter of Phi Kappa Theta work hard not only to improve our lives, but also the lives of our fellow students and the lives of those in the Angola community. We also take time out to work on improving our relationships with each other. Each semester we go on an overnight retreat to work on house goals and to develop new strategies to accomplish these goals. Other popular activities are taking trips to other Phi Kappa Theta chapters and to have “brother-only” dinners at the house. We truly believe in the power of brotherhood and want to improve the image of Phi Kappa Theta and the image of fraternities as a whole. For more information on this fraternity, you can email the advisor, Sean Carroll, at [carrolls@trine.edu](mailto:carrolls@trine.edu).

### ***Sigma Phi Delta***

Since 1947, Sigma Phi Delta has been the premier engineering fraternity at Trine University. As an engineering fraternity, we offer young men the keys to academic success, as well as a large alumni base for networking after the college years. We are actively involved in the community, such as

holiday celebrations at the YMCA, helping with the regional science fair, assisting the University at its many alumni events, and promoting a large number of professional practices in all engineering fields. We also provide homemade pretzels to Trine University students every Wednesday night. The object of Sigma Phi Delta fraternity is to promote the advancement of the engineering profession; to foster the advancement of engineering education; to instill a greater spirit of cooperation among engineering students and organizations; to inculcate in its members the highest ideals of virtuous manhood, good citizenship, obedience to law, and brotherhood; and to encourage excellence in scholarship. For more information call 260.665.8351.

### ***Sigma Phi Epsilon***

For over 90 years, Sigma Phi Epsilon members have been striving not only to better themselves, but to make Sigma Phi Epsilon the best fraternity in the nation. Since its beginning, Sigma Phi Epsilon has strived to help students be their best as scholars, leaders, gentlemen, and athletes to provide them with the best opportunities for scholarship and development, socially, and personally. Sigma Phi Epsilon strives to develop each member into becoming balanced men. They place high priority in providing a positive educational environment conducive to reaching academic goals. For more information contact Advisor John Milliken at 260-665-4206 or by email at [millikenj@trine.edu](mailto:millikenj@trine.edu).

### ***Tau Kappa Epsilon (TKE)***

Founded in 1899, Tau Kappa Epsilon is the world's largest social fraternity with over 250,000 initiated members since founding and more than 274 active chapters and colonies located throughout the United States and Canada. Men such as Ronald Regan, NFL founder George Halas, entrepreneurs Charles Walgreen & Conrad Hilton, entertainers Elvis Presley and Merv Griffin, major corporate CEOs Howard Schultz (Starbucks) & Bob Nardelli (Home Depot) and countless others have proudly worn the badge of TKE in history and built the largest Alumni base of employers that return to their home chapters for life. The Beta-Epsilon Chapter at Trine University was founded in 1947. Since that time more than 700 men have been affiliated with this local chapter. TKE at Trine University prides itself on a consolidated, 10 day, hazing free new member program. Additionally TKE at Trine University hosts several philanthropic events each year and has donated thousands of dollars to local and national charities. For more information on Tau Kappa Epsilon fraternity please contact TKE President Matt Byers at [msbyers@my.trine.edu](mailto:msbyers@my.trine.edu)

### ***Sorority Panhellenic Council (SPC)***

The Sorority Panhellenic Council consists of four local social sororities: Gamma Phi Epsilon, Kappa Sigma Alpha, Phi Sigma, and Zeta Theta Epsilon.

SPC is the established governing body of the on-campus Trine University social sororities. As stated in its constitution, SPC's purpose and creed is:

"...to promote relations between each social sorority; to be the united governing body of all social sororities recognized by Trine University . . . The members of social sororities stand for good scholarship, for guarding of good health, for maintenance of time standards, and for serving, to the best of their ability, their college community."

The Sorority Panhellenic Council conducts weekly meetings to converse on current campus issues and any additional business. The meetings are attended by the SPC Executive Board, the Greek advisor, and the President and representatives from each sorority.

SPC has a delayed recruiting system, in that freshman cannot become a member until their first semester has been completed. A prospective member must also be attempting at least 12 credit hours and must meet all University academic requirements. SPC maintains a dry recruitment policy for all its member sororities.

SPC cooperates with the Office of Student Services to sponsor a variety of activities for Trine University students, such as Greek formal. SPC also participates in various community service projects throughout the community.

## **Sororities**

### ***Alpha Sigma Tau***

Alpha Sigma Tau is the only National Sorority at Trine University. Nationally AST was founded on November 4, 1899, at Michigan State Normal College (now Eastern Michigan University), Ypsilanti, Michigan. The Epsilon Kappa colony does a number of projects for the two national philanthropies which are: Pine Mountain Settlement School and Habitat for Humanity. Nationally and locally Alpha Sigma Tau is a zero tolerance hazing organization and was founder of the National anti-hazing hotline (1-888-NOT-HAZE). Alpha Sigma Tau strives to promote the ethical, cultural, and social development of all its members. An Alpha Sigma Tau member is known as a woman who is active, self-reliant, and trustworthy. Alpha Sigma Tau is one of the national women's organizations in the National Panhellenic Conference. With help from the national organization and local alumnae, Alpha Sigma Tau is a group of women leaders on the Trine University campus and will be for years to come!

If you are interested in becoming a member of Alpha Sigma Tau please contact the chapter President, Mary Myers at [memyers@my.trine.edu](mailto:memyers@my.trine.edu)

### ***Gamma Phi Epsilon***

The sisters of Gamma Phi Epsilon promote spirit and relationships within the sorority through many sister functions. Formerly known as the Friends of the Heart and The Golden Hearts, the sorority was founded on February 14, 1995. This past year we celebrated our 15 year anniversary as Gamma Phi Epsilon! The sisterhood is built on friendship, trust, and commitment. Not only do the sisters grow closer to one another, but they also help out around the college community. We have been actively involved with the YMCA Halloween, numerous Project Help sessions, the Take Back the Night march, and Relay for Life. We are also very involved in social activities around Trine University's campus. The sisterhood participates in intramural volleyball, Greek Formal, Greek Week, Spike Fest, and Sexual Assault Awareness Month. They invite any interested women to come to see what their sisterhood is all about! For more information about the sorority or Greek life, contact the chapter President Amy Van Bonn at [akvanbonn@my.trine.edu](mailto:akvanbonn@my.trine.edu)

### ***Kappa Sigma Alpha***

Kappa Sigma Alpha is the oldest of the local sororities at Trine University. This year we will be celebrating our 20<sup>th</sup> Anniversary as Kappa Sigma Alpha. The sisters represent various sports organizations including softball, basketball, and tennis. We are also very active in intramurals. The sisters of KSA take pride in our academic achievement, having the top GPA of all Greek organizations. The Kappa Sigma Alpha Sorority builds its excellence on leadership, friendship, and our unique bond between sisters. Each sister is respected for her individuality and the unique talents that she contributes to the sisterhood. The sisters participate in various off-campus activities such as YMCA activities, Special Olympics, and Relay for Life. We also participate in the social activities on campus such as Greek Formal and Greek Week. The sisters of Kappa Sigma Alpha invite you to learn more about us as we learn more about you. We hope to show that through sorority life you will find new strengths and qualities that are enriched by the help of sisterhood. If you have any questions, please contact Gwen Kelly, President, at [glkelly@my.trine.edu](mailto:glkelly@my.trine.edu).

### ***Phi Sigma***

Phi Sigma is a local sorority that was founded at Trine University on March 17, 1996. With its twin ideals of scholarship and sisterhood, Phi Sigma is home to girls who value academia, friendship, and themselves. As a sorority, we involve ourselves in campus activities such as attending and occasionally hosting Wacky Wednesdays and marching every year in the Take Back the Night Rally. Phi Sigma also participates in Relay for Life every year, forming a team to walk to Trine's Relay event

and to raise money for the cause. Aside from campus activities, we encourage our sisters to be highly involved in community services such as volunteering at the Steuben County Humane Society. Phi Sigma boasts a traditionally high GPA and proudly represents a diverse group of girls from all majors and backgrounds. . For more information, you may contact Phi Sigma at [RUSHphisigma@gmail.com](mailto:RUSHphisigma@gmail.com).

### **Zeta Theta Epsilon (ZOE)**

In 1999, Zeta Theta Epsilon stemmed from the TKE Little Sister Organization to form a sister organization. ZΘE's became recognized by the Sorority Pan-Hellenic Council (SPC) in February 2000. As a sorority we strive to achieve love, charity, and esteem throughout our organization, community and in our personal lives. Many sisters are involved in sports including cheerleading, golf, track and field, softball, and intramurals. Academics serve an important role as well as extracurricular activities. We take great pride in serving our campus as well as our community in a variety of charity events. Our most well known event is Big Man on Campus. This week long event focuses on raising money for the Susan G. Komen for the cure foundation. Other events we as a sisterhood participate in include: Relay for Life, Greek Formal, and Greek Week. Our sorority is a life-long friendship without judgment, while building up the worth of our sisters. Joining Zeta Theta Epsilon will prove to have everlasting friendships, helping hands, understanding, eternal memories, and countless good times. For any questions please contact [zetathetaepsilon@hotmail.com](mailto:zetathetaepsilon@hotmail.com).

## **CAMPUS MINISTRY**

### **Christian Campus House (CCH)**

CCH is a Christian fellowship whose goal is to help students make a relationship with Jesus Christ part of their university experience. Our Tuesday Night Worship is held at 7 p.m. in the Witmer Clubhouse and includes worship, prayer, and a study of how the Bible applies to life. All students, faculty, and staff are invited and welcome! Student-led small group Bible studies meet weekly in many of the residential facilities and in the two campus houses to explore practical answers to the challenges students face. Contact 2010 in the fall and Ascend 2011 in the winter with Michigan campuses are great opportunities to get away for spiritual growth and encouragement, and spring break is the occasion for our annual mission trip. For a full rundown of events and times, check campus bulletin boards, call the office at 260.665.6771, or visit us on the Web at [www.cchtrine.org](http://www.cchtrine.org). Travis Wilhelm, Campus Minister, and Heather Stennett, Women's Intern, invite you to stop by the house for a visit.

### **Newman Catholic Group**

The Newman Group is a Catholic student organization. We take our name from Cardinal John Henry Newman, who believed in the total life of university students, including spirituality. He did much to support Catholic student groups in 19<sup>th</sup>-century England. The group provides opportunities for spiritual, personal, and social growth; small faith sharing/Bible study groups; leadership training; community building; retreats; service to the community; and beyond. All Catholic and non-Catholic students are welcome to join the group. For more information, contact Fr. Fred Pasche at St. Anthony's Church at 260.665.2259 or the office of campus/ Young Adult Ministry, Diocese of Fort Wayne South Bend at 260.483.3661 or Don and Cathy Pomeroy at 260.316.6777.

## **TRINE ATHLETICS**

Trine University is now a full member of the NCAA Division III and a member of the Michigan Intercollegiate Athletic Association. The University sponsors 21 sports for men and women. Trine University students are admitted free to all regular-season home contests with student I.D.

### **FALL**

Cross country (M) + (W)  
Field Hockey (W)

### **WINTER**

Basketball (M) + (W)  
Indoor track (M) + (W)

### **SPRING**

Baseball (M)  
Softball (W)

Football (M)  
Golf (M) + (W)  
Soccer (M) + (W)  
Volleyball (W)

Wrestling (M)

Tennis (M) + (W)  
Outdoor Track (M) + (W)  
Lacrosse (M) + (W)

*Schedules for each season are available through the Sports Information Office (260.665.4446.)*

## **INTRAMURAL SPORTS**

Intramural sports are an integral part of campus activities for team and individual sport competition. Intramural sports are open to all students, faculty, and staff members. Intramural sports offer an opportunity for you to get involved on campus, show school spirit, maintain a healthy life style, and compete with others. The following list includes typical activities:

- Flag Football
- Ultimate Frisbee
- Basketball
- Volleyball
- Dodgeball
- Ping Pong
- Racquetball
- Wiffleball
- Golf Scramble

## **STUDY ABROAD**

Travel opportunities offered through Trine University open students' eyes, hearts, and minds to the world beyond campus. Exploring diverse cultures, living away from home, and viewing the world from a fresh perspective helps Trine University students integrate their academic studies and international experiences into a larger perspective of the world.

Through Trine University's direct affiliation with International Studies Abroad (ISA), students can participate in affordable summer, semester, and year-long programs in Argentina, Belgium, Brazil, Chile, Costa Rica, Czech Republic, Dominican Republic, England, France, Italy, Mexico, Morocco, Peru, or Spain. Details, costs, and other information can be accessed at [www.studiesabroad.com](http://www.studiesabroad.com).

In addition, Trine University has a direct affiliation with GlobalLinks which offers programs in Asia, Australia, and Europe. There are opportunities for summer, semester, and year-long programs. Additional information can be found at [www.asialearn.org](http://www.asialearn.org) for China, Hong Kong, Malaysia, Singapore, South Korea, or Thailand, at [www.australearn.org](http://www.australearn.org) for Australia, New Zealand, or Fiji, and at [www.eurolearn.org](http://www.eurolearn.org) for England, Ireland, Italy, The Netherlands, Scotland, or Wales.

For further information regarding study abroad opportunities, please contact the Registrar Office at 260.665.4239.

## **HEALTH CENTER**

The Health Center is located in Alwood Hall. A physician's assistant is on staff and there is \$10 copay.

## SMOKE-FREE CAMPUS

Trine University has joined over 35 Indiana colleges and universities in becoming a tobacco-free campus as of Jan. 1. The change is part of a university-wide wellness initiative for students and employees.

The policy encompasses the campus in its entirety, except for Zollner Golf Course. Tobacco cessation assistance is made available through a variety of programs to students and staff throughout the year to encourage healthy living and behaviors. The Trine Health Center, in partnership with Parkview Health, provides additional smoking cessation resources.

## PRINCIPLES OF COMMUNITY

Trine University has a clear responsibility in the area of student conduct to promote its mission. The University has an obligation to support personal freedom, maturity, and responsibility of students. Student organizations chartered by the University share these common bonds. In an effort to promote independence and educational thought, student organizations are, for the most part, self-governing.

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

The University also reserves the right to review any action taken by civil authorities regarding students and/or student organizations. Generally, the University will not impose further sanctions after law enforcement agencies have disposed of the case; however, the University reserves the right to mandate counseling and/or disciplinary sanctions.

Trine University is a multicultural community. It is composed of people from diverse racial, ethnic, economic, national, religious, political, physical, and sexual backgrounds. We believe our activities, classes, and casual interactions are enriched by our differences and acceptance of one another. We strive to learn from each other in an atmosphere of positive engagement and mutual respect.

As a diverse community, the University has explicit expectations regarding the behavior of each member. Bigotry will not be tolerated. No member of the University community has the right to degrade another human being simply for being different. We will not tolerate verbal or written abuse, threats, harassment, intimidation, or violence against a person or their property for any reason. Each of these unacceptable behaviors has consequences as determined by the University.

As productive members of a democratic society, we must guard against racism, sexism, ageism, xenophobia, homophobia, and other forms of oppression. All who work, live, study, and teach in the Trine University community should be committed to these principles. Upon being accepted to Trine University, students agree to abide by the following Community and Residential Standards.

## COMMUNITY STANDARDS

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

- 1. Academic misconduct.** The University prohibits all forms of academic misconduct. Academic misconduct refers to dishonesty in examinations (cheating), presenting the ideas or the writing of someone else as one's own (plagiarism), or knowingly furnishing false information to the

University by forgery, alteration, or misuse of university documents, records, or identification. Academic dishonesty includes, but is not limited to, the following examples: permitting another student to plagiarize or cheat from one's own work, submitting an academic exercise (written work, printing, design, computer program, etc.) that has been prepared totally or in part by another, acquiring improper knowledge of the contents of an exam, using unauthorized material during an exam, submitting the same paper in two different courses without knowledge and consent of professors, computer tampering or submitting a forged grade change slip. The faculty member has the authority to grant a failing grade in cases of academic misconduct as well as referring the case to the Office of Student Life.

2. **Aiding or abetting.** Any act that promotes, encourages, or assists in the violation of any offense is prohibited.
3. **Alcohol possession or consumption.** Alcohol is prohibited on university property. Any student found to be in possession of alcohol on campus and/or who exhibits alcohol-induced behavior on campus is subject to disciplinary sanctions (see Alcohol and Drug Policy). Alcohol found on campus will be confiscated by a member of Campus Safety and/or a member of the Office of Student Life professional staff. If alcohol is discovered in residential facilities for which ownership cannot be established, each of the students present in the room, suite, or villa having knowledge of or access to the alcohol and remains present will be considered in possession. Possession is defined as being in the same area, room, car, house, immediate area, etc. Confiscated alcohol will be permanently lost to the student and will be disposed of by a member of Campus Safety and/or a member of the Office of Student Life professional staff.
4. **Assault.** An assault is carried out by a threat of bodily harm coupled with an apparent, present ability to cause the harm.
5. **Civil disturbance.** Any conduct which involves disturbing the peace of the University and/or the City of Angola is prohibited. Further sanctions may be assessed if there is a failure to comply with an order of dispersal and/or other conduct that can be reasonably construed to involve disturbing the peace and good order of the University and/or the City of Angola.
6. **Communication network misuse or abuse.** Misuse or abuse of any computer, computer system service, program data, network, cable television network, or communication network is prohibited. Misuse or abuse of communication network may result in university computer privileges and rights being revoked or other disciplinary actions. Please see the information technology security policy section in this Student Handbook for more information.
7. **Contraband items.** Contraband items are any item used to violate community or residential standards. Contraband items are prohibited by university, local, state, and federal regulations. If contraband items are discovered in residential facilities for which ownership cannot be established, each of the students present in the room, suite, or villa having knowledge of or access to such contraband will be considered in possession of such item(s) for disciplinary and/or legal sanctions. Contraband items will be permanently lost to the student and will be disposed of by a member of Campus Safety and/or a member of the Office of Student Life professional staff.
8. **Dangerous weapons possession.** The possession of dangerous weapons is prohibited. Dangerous weapons include firearms, dangerous chemicals, explosives, or incendiary devices. Incendiary devices include, but not limited to, compressed air guns, paintball guns, of any size, bows and arrows, staffs, water balloon launchers, fireworks, pellet guns, BB guns, knives with blades longer than 2.5 inches, or homemade devices. Possession includes, but is not limited to, a student being in the same area, room, car, house, and/or immediate area in which a dangerous weapon is located, whether or not the student owns the item. All confiscated items will be permanently lost to the student and disposed of by a member of Campus Safety and/or a member of the Office of Student Life.
9. **Destruction of property.** Intentionally or recklessly damaging, destroying, and/or defacing university property or the property of any person or organization is prohibited.
10. **Digital media device misuse.** Our learning environments, including classrooms and public lecture halls, should be free from disruptions from personal communication and media devices. In such settings, cell phones and all other such devices must be turned off. Camera cell phones must be turned off in locker rooms and other such private places.

11. **Discrimination.** Intentional discrimination against a person on the basis of race, disability, age, sex, color, creed, religion, political persuasion, sexual preference, or nationality is prohibited.
12. **Disruption/Disruptive behavior.** Disruptive behavior includes behavior that causes emotional, psychological, or physical distress to students, faculty, or staff above that normally experienced in daily life. Disrupting any classroom activity once the class has begun or failure to respond to the professor's directions shall be a violation of this standard. Such disruption may be in the form of a single incident or persistent disruption over a more extended period.
13. **Drug possession, use, dealing or intent to deal.** Any student found to be in possession of any mind altering substance or paraphernalia and/or who exhibits mind altering-related behavior, and/or are dealing or intending to deal is subject to disciplinary sanction. Possession is defined as being in the same area, room, car, house, immediate area, etc. The distribution, sale, offer of sale, or possession of any illegal drug or narcotic is prohibited. Additionally, the unauthorized distribution of legal drugs or placebos sold as drugs is prohibited. If paraphernalia are discovered in residential facilities for which ownership cannot be established, each of the students present in the room, suite, or villa having knowledge of or access to the drugs will be considered in possession. Drugs will be permanently lost to the student and will be disposed of by a member of Campus Safety and/or a member of the Office of Student Life professional staff.
14. **Emergency evacuation.** Students should familiarize themselves with the exits nearest to their rooms to ensure safe evacuation in a fire emergency. Should the fire alarm sound, students are required to leave the building in a safe and prudent manner. During tornado drills, students are required to seek shelter in the lowest level of the building away from windows. Students may return only upon the authorization of emergency personnel. Failure to comply by not vacating the building during a fire drill or fire emergency will result in disciplinary sanctions. Failure to participate in emergency drills will result in disciplinary sanctions.
15. **Failure to complete sanctions.** Failure to complete sanctions within the specified allotted time will result in additional sanctions up to and including dismissal.
16. **Failure to comply or identify.** Failure to comply with direction of university officials, Campus Safety, Residence Life staff, police, or any other officials or officers acting in the performance of their duties, or failure to identify one's self to these persons when requested to do so is subject to disciplinary sanctions. Carrying a student ID at all times is required.
17. **Failure to satisfy financial obligations to the University.** Sanctions include, but are not limited to, the following: putting a hold on the student's meal plan and/or withholding transcripts, diplomas, and/or registration. The Business Office has primary responsibility for enforcing this standard, without regard to the disciplinary procedures outlined in this handbook.
18. **False report of threat or emergency.** Causing, making, or circulating a false report or warning of fire, explosion, crime, or other catastrophe is prohibited.
19. **Falsifying documents.** Furnishing false information to the University by forgery, alteration, and/or misuse of university documents or records, and falsifying identification to a university official is prohibited.
20. **Fire equipment, signs, and fire doors.** Unauthorized use or alteration of firefighting equipment, safety devices, or other emergency safety equipment, such as fire extinguishers, hoses, alarms, exit signs, smoke detectors, and emergency signage or other safety equipment, is prohibited. Fire doors must remain closed at all times to control the spread of smoke and fire. In compliance with fire regulations, hall lights and exit lights must remain on at all times.
21. **Harassment.** Harassment is when an individual intends to pursue, bother, annoy, or alarm another person and is prohibited.
22. **Identification misuse.** Transferring, lending, borrowing, or altering university identification, which includes allowing someone to use your ID card for meals in any dining facility, is prohibited.

23. **Internet posting.** Any information that may violate federal, state, local, or university laws and policies or detrimental comments or screensavers meant to demean, harass and/or discriminate against other individuals is prohibited. This may include information found on electronic media.
24. **Littering.** Littering is defined as inappropriate disposal of garbage or trash, including throwing room trash in the halls, restrooms or trash receptacles of residential buildings.
25. **Medical releases.** In cases of serious medical conditions, whether physical or psychological, students must provide notification of release from the doctor and a letter of approval from parents/legal guardian to the Dean of Students prior to resuming classes and/or returning to on-campus housing.
26. **Mental or bodily harm.** Mental or bodily harm is defined as intentionally or recklessly using actions or communications to harm another person.
27. **Obstruction.** Impeding or interfering with university functions or activities, including failure to properly respond to requests from faculty or other university officials is prohibited. Students must be respectful and able to cooperate with university officials including Campus Safety, Office of Student Life, and Residence Life staff members.
28. **Self-injurious behavior.** Students who are deemed to be a danger to themselves or others is defined to include, but is not limited to, danger of suicide, self-mutilation, or assault. Safety measures will include monitoring, supervising, treating, protecting, or restraining the student to ensure his/her safety and the safety of those around him/her.
29. **Selling or advertising on university property.** Advertisements, posters, flyers, notices, etc. must be approved by the Office of Student Life prior to being posted on university property. University clubs and organizations must receive approval from the Office of Student Life before selling items or services on campus.
30. **Sexual assault.** Any action that includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, and threat of sexual assault is prohibited.
  - The victim of a sex offense should go to the nearest hospital as soon as possible. The victim should not shower, bathe, or clean up in any manner before reporting to the medical facility. Medical personnel will attend to any injuries that may have occurred and immediately begin to record information and make observations about injuries, bruises, etc., as well as collect semen samples, etc., needed in establishing evidence of the assault. It is extremely important that this evidence be gathered and recorded as soon as possible after the sex offense to assist in the eventual prosecution of the perpetrator of the assault. Counseling services for a victim of a sexual assault can be arranged by calling the University Counselor at **260.665.4172**. Any instances of sexual assault or abuse should be reported to Campus Safety by calling 260.316.1877.
31. **Sexual harassment.** Sexual harassment is defined as inappropriate personal attention from one person to another. Sexual harassment behavior may include, but is not limited to, verbal abuse, subtle pressure for sexual activity, sexist remarks about a person's clothing, body or sexual activities, unnecessary or inappropriate touching, patting, pinching, leering, or ogling of a person's body, brushing against a person's body, demanding sexual favors accompanied by an implied or overt threat, and/or psychological coercion.
32. **Sexual imposition.** Sexual imposition is prohibited and is defined as indecent exposure, participation in the act of rape or any sexual imposition upon another person.
33. **Smoking and tobacco products.** Use of tobacco products in areas other than approved areas on campus is prohibited. Smoking and/or the use of any tobacco products is prohibited in all university facilities. Smoking is prohibited within 30 feet of all building entrances. Smoking is prohibited on residential apartment and villa decks and patios.
34. **Spirit rock.** Sunday through Thursday any organization, group, or athletic team is allowed to paint on the Trine Spirit Rock, as long as what's painted is appropriate for the public. Friday and Saturday nights the Spirit Rock is only to be painted by the Office of Student Life so that the Trine 'T' can be displayed for each weekend of the school year.
35. **Stalking.** Stalking is the intentional course of conduct involving repeated or continued

harassment of another person that would cause a reasonable person to feel frightened, intimidated, threatened, or terrorized. Stalking can also occur when a person makes an explicit or implicit threat with the intent to place the victim in reasonable fear of serious bodily injury.

36. **Stolen property possession.** Possession of property known to be stolen that may be identified as property of the University or any other person or organization is prohibited.
37. **Train Tracks.** Students are required to yield to all vehicles on the railroad tracks. Trying to outrun a train is strictly prohibited.
38. **Unauthorized entry or misuse of university property or services.** Unauthorized entry into or onto any building, structure, facility, or university grounds, and/or the unauthorized use or misuse of university grounds, equipment, or services such as, but not limited to, washers, dryers, and vending machines is prohibited.
39. **Unauthorized use of university keys.** Unauthorized use, distribution, duplication, or possession of key(s) for university facilities is prohibited.

## SEARCHES OF STUDENTS

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

## HAZING

In accordance with State of Indiana law, all forms of hazing, pledge day, and/or pre-initiation activities that are defined as hazing shall be banned. Hazing is defined as any action or situation with or without consent that recklessly, intentionally, or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or that willfully destroys or removes public or private property.

Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing apparel that is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games and activities; late night sessions that interfere with scholastic activities or normal sleep patterns; and any other activities that are not consistent with the law, ritual or the regulations and policies of the member organization or the educational institution. All member groups will affirm their policies on hazing and inform the membership of this position.

This policy is strictly enforced. To report incidents of hazing, call the National Haze Free Hotline at 1.888.NOT.HAZE (1.888.668.4293).

## OFF-CAMPUS INCIDENTS INVOLVING TRINE UNIVERSITY STUDENTS AND ORGANIZATIONS

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

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

## WHISTLE BLOWER POLICY

Trine University is committed to providing all members of the University community, including students, faculty, staff, alumni, vendors, and guests, with a safe and productive environment. If any member of the University community has reason to believe or reasonably suspect that the University or any of its agents is acting contrary to any applicable federal, state, or local laws or regulations, or contrary to any established community standard, that person may report such action or activity without fear of reprisal or retaliation. Trine University has an anonymous tip line. Incidents can be reported by calling 260.665.4700 or going to [www.trine.edu/silentwitness](http://www.trine.edu/silentwitness).

Any university student with reasonable suspicion of illegal or improper activity should notify the Dean of Students to register a complaint.

Should retaliation actually occur, such act shall be considered a serious violation of University standards and will be dealt with accordingly. Encouraging others to retaliate is also a violation of this policy. Those who file fraudulent or bad faith complaints pursuant to this policy will be subject to disciplinary and/or legal action.

## GOOD SAMARITAN POLICY

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

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

1. A student is reluctant to report that she has been sexually assaulted because she had been smoking marijuana or was drinking on university property prior to the assault.
2. A student is reluctant to call an ambulance when a friend becomes unconscious following excessive consumption of alcohol because the reporting student is under the age of 21 and was also consuming alcohol.
3. A member of a student organization is reluctant to report a possible suicide attempt by a prospective member because prospective members have been required to perform activities that might be considered hazing.

In all three examples, a student's physical and/or psychological well-being is in serious jeopardy. Whenever a student assists another individual in acquiring the assistance of local or state police, Campus Safety, Residence Life Staff, or other medical professionals, neither the intoxicated individual nor the individual who assists will be subject to formal university disciplinary actions for (1) being intoxicated or (2) having provided that person alcohol. This provision does not excuse or protect those individuals or organizations that deliberately or repeatedly violate the University's alcohol policy. Although formal discipline will not be given, documentation of the incident, assessment of the individual and educational components may be required as a result. In order for this policy to apply, the intoxicated student(s) must agree to timely completion of recommended educational activities, assessment, and/or treatment depending on the level of concern for the student's health and safety. Serious or repeated incidents will result in a higher degree of university interest and concern. Failure to complete recommended follow-up will result in disciplinary sanctions. Likewise, organizations involved in an incident must agree to take recommended steps to address concerns.

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

## RESIDENCE LIFE

Residence Life is located in the Office of Student Services in the University Center and consists of a Director, student Resident Assistant's (RA's) on each floor and student Resident Director's (RD's) that oversee each building. The primary goal of Residence Life is to ensure all students have a great residential experience by building community in each residential facility, providing a safe and secure environment and serving as a campus resource. The director of Residence Life, Tammy Bowen, can be contacted by phone at 260-665-4450, or through email at [bowent@trine.edu](mailto:bowent@trine.edu).

## RESIDENTIAL LIFE STANDARDS & GUIDELINES

The primary challenge of living in university housing is to learn to live with other students in a diverse setting. To have a successful residential experience, respect, and a commitment to certain standards and responsibilities are essential. These standards are based on respect for the rights of others. Every resident has the right to an environment conducive to academic pursuit and personal growth, the right to some measure of privacy, and the right to belong to the community. Along with these rights are responsibilities to oneself, to one's roommate, to the residents of the building, and to the other members of the University. Roommates are encouraged to communicate with each other to establish parameters regarding issues such as cleaning, sharing of belongings, guests, and any other possible areas of concern. Any student's attempts to block, discourage, or add undue pressure to a roommate specifically assigned to a given space may result in university disciplinary sanctions. Students are responsible for personal behavior in the residential facilities and are fully accountable for their actions. All who reside on campus are responsible for knowing and adhering to the following standards and guidelines:

- 1. Appliances.** In an effort to eliminate circuit overload and potential fire hazards, only UL-approved electrical appliances are allowed. Appliances with an exposed heating element or open coil are prohibited. Appliances not permitted in the residential facilities include gas grills, space heaters, air conditioners, toasters, toaster ovens, oil lamps, indoor grills (George Foreman style), and portable generators. Refrigerator size is limited to 3.2 cu. ft. or smaller. A surge protector (power strip) should be used with any sensitive electronic equipment. Ceiling lights in rooms are not to be used for attaching any other fixture or electrical wiring.
- 2. Bicycles.** Bicycles are permitted and may be appropriately stored in bicycle racks or in a student's room. Bicycles found in public areas, such as lounges, stairwells, entrances, exits, patios/decks, or other undesignated areas will be confiscated and returned to the student at the student's expense. Riding bicycles inside university buildings is prohibited.
- 3. Breaks and vacations.** Students may not enter university housing during Thanksgiving, winter, or spring breaks without approval by the Director of Residence Life. Personal property may be left in the assigned room; however, the University accepts no responsibility for loss or damage. Garbage must be taken to the dumpster and refrigerators must be emptied, cleaned, and unplugged or a fine will result. Residential facilities will be closed for Thanksgiving break from Tuesday, November 23 at 7 p.m. until Sunday, November 28 at noon. Residential facilities will be closed for winter break from Friday, December 17, 2010, at noon until Sunday, January 9, 2011, at noon. University housing will be closed for Spring break from Friday, March 4, 2011, at 7 p.m. until Sunday, March 13, 2011, at noon. In extenuating circumstances, students may request

permission from the Director of Residence Life to remain in university housing during Thanksgiving, winter, and spring breaks. A charge of \$25/night will be assessed and temporary rooms may be assigned. Students who must remain on campus for university-sponsored reasons will not be charged the \$25 fee, but may have temporary room assignments. University housing will remain open during fall break and meals will be available. All students requesting housing during a scheduled vacation/break must complete a Vacation Housing Request Form and return it to the Office of Student Life the Friday before the scheduled break. Any student failing to submit this form according to the deadlines will incur a late charge of \$25 and may be denied permission to stay.

Prior to leaving for winter break, students are responsible for cleaning and securing his or her room by following the instructions listed below:

- Clean room and shared areas (in apartments and villas)
- Unplug everything (clock, refrigerator, microwave, computer, stereo, etc.)
- Defrost the refrigerator and empty out food – leave door open (except honors apartments and villas)
- Take valuables home
- Close and lock windows
- Draw the blinds
- Shut off lights
- Take trash out to the dumpster
- Lock door when leaving

**FAILURE TO FOLLOW THE ABOVE LIST MAY RESULT IN DISCIPLINARY SANCTIONS.**

- 4. Candles, Open Flame and Incense.** Burning candles, open flames and incense are strictly prohibited in any university building. Candles and incense will be confiscated and the owner will be subject to disciplinary sanctions. Candle warmers are permitted, but evidence of candle burning will result in confiscation and disciplinary sanctions.
- 5. Checkout.** All students must check out of their rooms with a member of the Residence Life Staff. If withdrawing from Trine University, students must check out 24 hours after the Director of Residence Life has signed his/her withdrawal form. If checking out during finals week, students must check out no later than 24 hours after his/her last final or by noon on Friday, May 6, 2011, whichever comes first. Failure to follow proper checkout procedures may result in fines up to and including the forfeiture of the Housing Deposit.
- 6. Cooking.** For environmental, health, and safety reasons, cooking is prohibited in students' rooms in accordance with health codes.
- 7. Cooperative education program or planned academic leave.** Residential Room and Board Contract may be temporarily suspended at the student's option for any semester in which the student is participating in the Cooperative Education Program or on planned academic leave. At the end of such a period, the Residential Room and Board Contract is automatically reinstated so long as the student returns to university housing. If the student chooses not to return to university housing, he/she must notify the Director of Residence Life by May 1 if returning in the fall, or November 1 if returning in the spring or the Housing Deposit will be forfeited.
- 8. Damages and billing.** When damage occurs to residential facilities the responsible individual(s) will be billed. Disciplinary sanctions may also take place. When damage occurs which cannot be attributed to the responsible individual(s), all students in the building may be held responsible for the cost of repair. If a student should become aware of the individual(s) responsible for any damage, he/she should contact the Campus Safety. For all damages, whether individually or collectively billed, an administrative charge may be added to cover processing costs.
- 9. Doors.** To ensure the safety of all residents, doors to all residential facilities are to remain closed and locked 24 hours a day, 7 days a week, including patio and balcony doors.
- 10. Emergency evacuation.** Students should familiarize themselves with the exits nearest to their rooms to ensure quick evacuation in a fire emergency. Should the fire alarm sound, students are required to leave the building in a swift and prudent manner. During tornado

drills, students are required to seek shelter in the lowest level of the building away from windows. Students may return only upon the authorization of the Residence Life Staff. Fire drills are scheduled periodically in university living facilities in compliance with state regulations. Failure to vacate the building during a fire or tornado drill or fire emergency will result in disciplinary sanctions. Failure to participate in emergency drills will result in disciplinary sanctions.

11. **Furnishings.** Each room contains dressers, desks, chairs, beds, and mattresses. Students may not remove university furniture from the room, apartment, or villa. Students will be charged if furniture is missing after they move out. Students are responsible for inspecting the condition of the room and furnishings when moving in/out and are held accountable for any damage to university furnishings or equipment. Properly assembled and with weight maximum, Trine University bunk beds are a safe means to create additional space. Bunk beds are not designed for use as a sofa or for lounging with several residents on them. When checking out with a member of the Residence Life Staff, all furnishings are to be returned to their original location.
12. **Grilling policy.** Student grills are prohibited on campus.
13. **Guest policy.** Guests are defined as individuals who are not contracted residents in university housing. Guests are expected to comply with all Trine University standards, or they will forfeit their right to guest privileges. Roommates are strongly encouraged to talk about guidelines regarding guests. It is important to note that a room is a private space that should be shared equally by both roommates. *As a responsible roommate, it is not appropriate to engage in any activity that would deny your roommate access to the room or make them feel uncomfortable while in the room.* Children under the age of 6 may not spend the night in university housing.
14. **Health and safety.** Students should store perishable food items in closed containers to limit the likelihood of insect infestation. It is each student's responsibility to keep the room clean and to take trash to a dumpster on a regular basis.
15. **Hospitalization.** Students who are hospitalized during the academic year must submit documented medical clearance to the Dean of Students before returning to university housing.
16. **Housing Deposit Refund.** When a student leaves campus housing and has checked out of his/her room with a member of the Residence Life Staff, the Housing Deposit will be refunded within 60 days as long as there are no room/shared area or furniture damages, room/shared areas are clean, and there is not a balance on the student's account.
17. **Housing requirements.** **Trine University students enrolled prior to fall 2009:** All students are obligated to live on campus until he/she has completed 48 hours and has lived on campus for four semesters. Students who are married, responsible for a dependent child, living at home with a parent or legal guardian (within 40 miles of Angola), or are 21 years of age on or before the first day of fall classes may be waived from the housing requirements.  
**Trine University students, entering in the fall of 2009:** All students are required to live on campus. Students who are married, responsible for a dependent child, living at home with a parent or legal guardian (within 40 miles of Angola), or 21 years of age on or before the first day of fall classes may be waived from this requirement. Students with a cumulative GPA of a 2.0 or higher and have completed 48 credit hours and lived on campus for four semesters may be approved to move into a University recognized Sorority / Fraternity House or Christian Campus House.

**All students:** All students are required to be enrolled full-time (12 credit hours per semester) to reside in university housing. A signed Residential Room and Board Contract, Housing Information Form, and Housing Deposit are required before rooms are assigned. The Residential Room and Board Contract is binding for the entire academic year. If students do not intend to return to campus housing, he or she must notify the Director of Residence Life in writing prior to May 1 for the fall semester and November 1 for the spring semester to receive the Housing Deposit refund. Students must have the written approval from the Dean of Student Life prior to moving off campus. If the Residential Room and Board Contract is broken or if permission from the Dean of Students has not been given to be released from the

contract, the Housing Deposit is forfeited and a contract release fee will be assessed. Additionally, any student leaving campus housing without a contract release may be subject to billing for the entire contract period. Falsification of housing arrangements may lead to expulsion from the University. The on-campus portion of the Trine University Merit Scholarship will be withdrawn once the student is no longer an on-campus residential student; the academic merit portion will remain. The student is still eligible for all types of financial aid, and it is recommended that the student continues to complete the FAFSA.

**18. Inspections. Room inspections may be conducted by the Residence Life Staff to ensure a safe and sanitary environment.**

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

**20. Lock policy.** All university housing facilities are locked 24 hours a day to ensure the safety of students. Students are responsible for carrying their keys with them at all times to ensure access to university housing facilities. Disciplinary sanctions will result if students are found responsible for propping open outside doors, including patio doors.

**21. Lofts.** Trine University has established a limited number of traditional residence hall rooms with lofts. No student-constructed lofts are permitted. Students can request a loft room on the Housing Information Form. Loft rooms are available on a first-come, first-served basis. If a student moves to another room, the loft remains in the room.

**22. Maintenance and housekeeping services.** The University makes every effort to keep all of its facilities clean and in good condition. Housekeeping staff maintains all university housing common areas to ensure cleanliness. Residents of apartments and villas will be responsible for maintaining cleanliness in their shared living areas. Maintenance staff repairs broken items and performs preventive maintenance for all university housing issues. Students are asked to report any repair to Campus Operations by e-mail at the following address:

[campusops@trine.edu](mailto:campusops@trine.edu).

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

Daytime: 7:30 a.m. – 3:30 p.m.: Ext. 4155

After hours: Call Campus Safety at 260.316.1877

**23. Meal plan.** Changes in meal plans must be made within the first week of classes for any given semester.

**24. Noise and quiet hours.** University housing is a community that strives for an atmosphere conducive to study and rest. With this goal in mind, quiet hours are in effect Sunday through Thursday from 9 p.m. to 9 a.m. and Friday and Saturday from 12 a.m. to 9 a.m. During this time, noise may not be heard outside of a student's room. The noise level in a common living area must be kept at a minimum. At all other times, respect for other community members' rights are of the utmost importance. Stereo speakers and stereos must not be directed out of the windows or doors or used outside the living area. Electronic devices must be played at a level that does not disturb others. Quiet hours are in effect 24 hours a day during finals week from Saturday through Thursday. Students are encouraged to be considerate of neighbors, to share responsibility in upholding quiet hours and others' rights to sleep and study.

**25. Painting.** Students are not permitted to paint rooms or common living areas. Painting of posters and similar projects that could damage floors or walls should not be done in university housing rooms, hallways, or any carpeted area.

**26. Pets.** For environmental and safety reasons the only pets permitted in university housing or villas are small fish with a fish tank no larger than 10 gallons. No animals are permitted in

university living spaces at any time. If an animal, or evidence of an animal, is found, in a residential facility, all flooring in the occupied space will be professionally cleaned at the student's expense.

- 27. Physical activities.** Physical or sport activities, including but not limited to throwing objects or rambunctious behavior, bicycles, roller blades, scooters, and skateboards, that may injure others or cause structural damage are not allowed in common areas, walkways and in high traffic areas in and surrounding any university building in order to enhance the safety of others and the quiet atmosphere desired to promote academic success.
- 28. Property Insurance.** Students are strongly encouraged to carry their own personal property insurance. Trine University is not responsible for the theft, destruction, or loss of property belonging to or in the custody of the student, from any causes whatsoever, whether such losses occur anywhere in university housing or on other university premises. It is suggested that computers, speakers, and other valuable equipment not be placed on the floor. Students should be sure that homeowner's insurance covers personal belongings.
- 29. Public area furnishings.** Furniture provided for university housing public areas (e.g. lobby, lounge areas) is for the use of all residents in the building. Relocation of furniture is prohibited and considered theft.
- 30. Residency limitations.** Only Trine University students may live in university housing. Trine University students that are not attending classes will be dismissed from university housing. A petition to remain in university housing has to be approved by the Dean of Students.
- 31. Roofs and ledges.** Students are not permitted on the roofs and ledges of any university facility. These areas are not constructed to withstand frequent traffic, and damage to the roofing or structure could result. This prohibits using such areas for sunbathing, point of entry, sports, exploration, etc.
- 32. Room personalization.**
  - a. Students are not allowed to display obscene and/or offensive materials such as pornographic images in rooms including on walls, doors, or personal computers.
  - b. Villa and apartment residents may decorate their bedrooms only. All other living areas must not have added wall decorations. Decorations provided must not be altered by the removal of plants, lamps or pictures from frames. The exterior area (including patios and balconies) of villas and apartments are also not to be decorated (i.e. lights, flags, etc...). Personal possessions may not be stored on the exterior areas of the villas or apartments, including patios and balconies.
  - d. Real trees or greenery are not permitted in any residential facility.
- 34. Satellite dishes/TV and/or radio antennas.** Satellite dishes, TV or radio antennas may not be placed on roofs, ledges, or anywhere on the outside of any university housing facility.
- 35. Signs.** The possession and/or display of public or university signs such as road signs and public service signs such as exit or highway signs are prohibited. These items are subject to confiscation and disciplinary sanctions.
- 36. Single rooms.** Single room availability will be determined after August 15. Most traditional residence hall rooms and apartment bedrooms are double occupancy. Students may contact the Director of Residence Life beginning August 1, to be put on a single room waiting list. If space permits and single rooms are available, single rooms will be assigned on a first-come, first-served basis. Single rooms are only available in the traditional residence hall buildings, not the apartments. All students granted single rooms will be charged an additional housing fee per semester. The University reserves the right to assign rooms as needed.
- 37. Special room accommodations.** Students requesting special room accommodations due to medical conditions should contact the Director of Residence Life. A statement from an attending physician may be required.
- 38. Trash.** It is the responsibility of each student to keep the room clean and to take the trash to a dumpster on a regular basis. The housekeeping staff is not responsible for removing personal trash. Personal trash from the resident's room should not be placed in the trash receptacles in the restroom, in the hallways, on decks/patios, common spaces or outside locations. Trash receptacles are available as a courtesy and convenience, and misuse or abuse of those trash receptacles may result in their removal.

39. **University housing room changes.** Students wishing to change rooms must have the approval of the Director of Residence Life. The Director of Residence Life will notify the student if and when the move may take place. A \$50 fine will be assessed for any unauthorized moves.
40. **Visitation.** Visitation hours are Sunday through Thursday from 9 a.m. to midnight, and Friday and Saturday from 9 a.m. to 2 a.m. Only invited guests are permitted in university housing. Significant others and guests of the opposite sex or are not permitted to stay overnight.
41. **Windows, screens, ceiling tiles, and balconies.** Windows, screens, and ceiling tiles are to remain securely attached as designed. Throwing any object out of a window or off of a balcony is strictly prohibited.
42. **Withdrawal from the university.** When withdrawing from the University, whether at the middle or at the completion of the semester, students must contact the Director of Residence Life to discuss checkout procedures. Once the Director of Residence Life has signed the withdrawal form a student has 24 hours to remove all belongings from university housing or the Housing Deposit will be forfeited.

## DISCIPLINARY STRUCTURE

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

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

### PROCESS:

The disciplinary system at Trine University consists of a Judicial Review Committee, Dean of Students, and the University Disciplinary Review Board. Disciplinary issues may be handled by one or more of the above groups depending on the severity of the offense. The Judicial Review Committee shall determine which group will hear the case. The University Disciplinary Review Board will hear cases involving potential suspension or dismissal. In addition, for serious offenses, acts, or crimes against other people or the University are grounds for immediate dismissal by the Dean of Students.

The Judicial System at Trine University is operating under a standardized point system. Points are assigned depending on the severity of the violation. Points are accumulated for the duration of time at Trine University.

### WARNING

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

## **INTERVENTION – 1 – 74 judicial points**

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

## **PROBATION – 75 judicial points**

The student or organization will meet with the Dean of Students and a disciplinary action plan will be developed. Probation is an official sanction notifying the student or organization that any additional inappropriate behavior may result in a referral to the University Disciplinary Review Board with a recommendation of dismissal from Trine University.

## **FINAL NOTICE – REVIEW BOARD REFERRAL – 80 judicial points**

Final Notice is an official sanction notifying the student that his or her inappropriate behavior has resulted in a referral to the University Review Board and a recommendation of dismissal from Trine University.

## **DISMISSAL**

**Disciplinary Dismissal** is an official determination canceling the student's registration at the University. In the instance of dismissal, all academic grades will revert to "F's" and monetary reimbursements may not be made for tuition, room and board, or any other university fees. Students who wish to return to the University at a later date must submit a written request to return to the University Registrar and Dean of Students. Notification will be sent to appropriate university offices when a student is dismissed. The student's parents or guardians will also be notified.

## **DISCIPLINARY SANCTIONS**

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

## **JUDICIAL REVIEW MEETING**

During the judicial review meeting, the Judicial Review Committee will meet with the student to review the charge(s). During this review, the case will be presented to the student and a decision regarding actions and sanctions will be determined. If the student chooses to accept this decision, the appropriate sanction will be in force. During a disciplinary review meeting, students will:

- a. Have the opportunity to state his/her side of the case and provide any additional information that might be helpful in resolving the case.
- b. Receive written notification of the results of the judicial review meeting at the conclusion of the meeting.

## **APPEAL PROCESS**

The Dean of Students will address appeals of decisions made by the Judicial Review Committee. These appeals must be submitted in writing within three working days of the notification. Appeals will be accepted for the following reasons:

1. Insufficient evidence to support decision
2. Harshness of sanction
3. Procedural irregularity
4. New evidence

If the Dean of Students determines there are no grounds for an appeal, the appeal is dismissed, and the sanctions stand. If the Dean of Students determines that there are acceptable grounds for an appeal, the sanctions may be modified or dismissed.

## UNIVERSITY DISCIPLINARY REVIEW BOARD PROCESS

When a violation of university community or residential standards requires the convening of a University Disciplinary Review Board, the following procedure will be initiated by the Office of Student Life:

1. The University Disciplinary Review Board will be established consisting of the following five members: one administrator (who will serve as the chair of the board), one faculty member, one representative from the Athletic Department, a student resident director, and the President of Student Senate. Meeting minutes will be recorded.
2. The student accused of the violation will meet with the Dean of Students and charges and recommendations as a result of the violation(s) will be issued and explained.
3. A date and time of the hearing will be set.
4. The student is allowed to have two people present during the hearing.
5. The Dean of Students or Judicial Review Committee representative will introduce information about the disciplinary history of the accused and other relevant information. The Dean of Students or Judicial Review Committee will recommend a plan of action. The student will have the opportunity to provide his or her account of event(s). The Board will determine if the recommended sanctions will be imposed.
6. The accused student will receive written notice within 24 hours of the hearing.

The decision of the University Disciplinary Review Board is final with no avenue of appeal.

## ALCOHOL POLICY OVERVIEW

Trine University disapproves of the use of any unlawful alcohol and the abuse other intoxicating substances by its students. The unlawful manufacture, distribution, dispensing, possession, or use of any alcohol is prohibited on any Trine University campus.

Students are prohibited from the use, possession (including intoxication), distribution, manufacture, or being in the knowledgeable presence of alcohol on Trine University campuses/sites. Exceptions to this policy are students of legal age at a university-sponsored function where the serving of alcohol has been approved by the Dean of Students, the Senior Vice President of Student and University Operations, the President, and/or their representatives.

## STUDENT DISCIPLINE FOR VIOLATION OF THE ALCOHOL POLICY

**FIRST ALCOHOL OFFENSE.** Students who violate the campus alcohol policy will be assessed the following sanctions and consequences:

1. The student will undergo group alcohol education class as determined by the University counselor.
2. The student will complete an online alcohol education course as assigned by the Judicial Review Committee.
3. The student will pay a \$50 fee to cover the costs of alcohol education.
4. The student will perform 25 hours of university service hours, completed under the direction of the Judicial Review Committee.
5. The student will receive 25 judicial points.
6. The student will be placed on disciplinary intervention. If the student is currently serving disciplinary sanctions, he/she will be assigned additional sanctions accordingly.
7. All sanctions must be completed within five weeks from the date of the violation or judicial hearing. Failure to comply with the University sanctions and consequences will result in further disciplinary sanction, including a hearing before the Dean of Students and/or University Disciplinary Review Board with the recommendation of being dismissed from the University.

**SECOND ALCOHOL OFFENSE.** Students who violate the campus alcohol policy a second time will be assessed the following sanctions and consequences:

1. The student will undergo substance counseling through a community alcohol treatment center.
2. The student will pay a \$200 fine.
3. The student will perform 35 hours of community service, completed under the direction of the Judicial Review Committee.
4. The student will receive 35 judicial points.
5. The student will be placed on final notice. If the student is currently on final notice his/her case will be heard by the Dean of Students and/or University Disciplinary Review Board with the possibility of disciplinary suspension or dismissal.
6. All sanctions must be completed within 7 weeks from the date of the violation or judicial hearing. Failure to comply with the University sanctions and consequences will result in further disciplinary sanction, including a hearing before the Dean of Students and/or University Disciplinary Review Board with the recommendation of being dismissed from the University.

### MULTIPLE ALCOHOL VIOLATIONS

Multiple alcohol offenses will result in a hearing before the University Disciplinary Review Board with a recommendation of dismissal from the University.

### DRUG POLICY OVERVIEW

Trine University disapproves of the use of any unlawful or illegal drug and the abuse of legal drugs or other intoxicating substances by its students. The unlawful manufacture, distribution, dispensing, possession, or use of any legal or illegal drug is prohibited on any Trine University campus.

Manufacture, distribution, dispensing, possession or use of any synthetic cannabinoid such as K2 or similar substance is prohibited on any Trine University campus.

The University supports the local, state, and federal laws with regard to drug abuse. The use, manufacture, possession and/or sale or distribution of illegal, mind altering substance, or unauthorized prescription drugs is prohibited on all Trine University campus.

### STUDENT DISCIPLINE FOR VIOLATION OF THE DRUG POLICY

**FIRST DRUG VIOLATION.** Students who violate the campus drug policy will be assessed the following sanctions and consequences:

1. The student will pay a \$200 fine.
2. The student will be required to undergo a substance abuse evaluation at a community substance abuse treatment provider. A referral can be made by the University Counselor. This counseling is at the expense of the student.
3. The student will perform 50-80 hours of university service hours, completed under the direction of the Judicial Review Committee, with no exceptions.
4. The student will receive 50-80 judicial points.
5. Depending on the seriousness of the offense, appropriate law enforcement officers may be notified.
6. The student will be placed on final notice. If the student is currently on final notice his or her case will be heard by the Dean of Students and/or University Disciplinary Review Board with the recommendation of disciplinary dismissal from Trine University.
7. All sanctions must be complete within twelve weeks from the date of the violation or judicial hearing. Failure to comply with the University sanctions and consequences will result in further disciplinary sanction, including a hearing before the Dean of Students and/or University Disciplinary Review Board with the recommendation of disciplinary dismissal from

## MULTIPLE DRUG VIOLATIONS

Two or more drug violations will result in a hearing before the University Disciplinary Review Board with the recommendation of disciplinary dismissal from Trine University.

## PARENTAL NOTIFICATION

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

# **RESIDENCE LIFE STAFF PHONE NUMBERS**

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### **Alwood Hall**

Resident Director .....	260.665.4343	
Room 107 .....	RA .....	260.665.4504
Room 209 .....	RA .....	260.665.4328
Room 308 .....	RA .....	260.665.4338

### **Bukoff Apartment**

Resident Director .....	260.665.4936	
Room 102 .....	RA .....	260.665.4661
Room 111 .....	RA .....	260.665.4665
Room 209 .....	RA .....	260.665.4674
Room 217 .....	RA .....	260.665.4678

### **Cameron Hall**

Resident Director .....	260.665.4387	
Room 107 .....	RA .....	260.665.4409
Room 207 .....	RA .....	260.665.4349
Room 308 .....	RA .....	260.665.4360

### **Conrad Hall**

Resident Director .....	260.665.4562	
Room 101 .....	RA .....	260.665.4570
Room 205 .....	RA .....	260.665.4301
Room 308 .....	RA .....	260.665.4569

### **Fabiani Hall**

Resident Director .....	260.665.4387	
Room 107 .....	RA .....	260.665.4417
Room 205 .....	RA .....	260.665.4393
Room 308 .....	RA .....	260.665.4745

### **Moss Street Apartment**

Resident Director .....	260.665.4707	
Room 101 .....	RA .....	260.665.4785
Room 204 .....	RA .....	260.665.4538

**Moyer Apartment**

Resident Director .....	260.665.4343	
Room 104 .....	RA	260.665.4912
Room 209 .....	RA	260.665.4917
Room 217 .....	RA	260.665.4921
Room 309 .....	RA	260.665.4926
Room 317 .....	RA	260.665.4930

**Platt Hall**

Resident Director .....	260.665.4388	
Room 121 .....	RA	260.665.4601
Room 207 .....	RA	260.665.4371
Room 308 .....	RA	260.665.4382

**Seculoff Apartment**

Resident Director .....	260.665.4936	
Room 109 .....	RA	260.665.4933
Room 202 .....	RA	260.665.4937
Room 211 .....	RA	260.665.4941
Room 309 .....	RA	260.665.4950
Room 317 .....	RA	260.665.4954

**University Center Apartment**

Resident Director .....	260.665.4562	
Room 106 .....	RA	260.665.4733
Room 204 .....	RA	260.665.4738
Room 205 .....	RA	260.665.4739
Room 303 .....	RA	260.665.4763
Room 306 .....	RA	260.665.4838

**Widmann Apartment**

Resident Director .....	260.665.4388	
Room 117 .....	RA	260.665.4443
Room 218 .....	RA	260.665.4472
Room 219 .....	RA	260.665.4476
Room 317 .....	RA	260.665.4486
Room 320 .....	RA	260.665.4489

**Wilson Apartment**

Resident Director .....	260.665.4707	
Room 111 .....	RA	260.665.4705
Room 211 .....	RA	260.665.4713
Room 202 .....	RA	260.665.4708
Room 302 .....	RA	260.665.4718
Room 311 .....	RA	260.665.4722

**Villas**

Villa Director .....	260.665.4535	
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701 Park Avenue#1 .....	Villa Supervisor _____	260.665.4759
408 Oakwood #2 .....	Villa Supervisor _____	260.665.4412
418 Oakwood #5 .....	Villa Supervisor _____	260.665.4520
422 Oakwood #3 .....	Villa Supervisor _____	260.665.4790
422 Oakwood #10 .....	Villa Supervisor _____	260.665.4529

## CAMPUS SAFETY

Trine University considers safety and security of all members of the Trine University community important. Students and personnel are encouraged to actively promote campus safety and security. Each person is encouraged to avoid potentially dangerous situations and to promptly report all activity of a suspicious nature. Self-awareness and concern for others will help promote campus safety and security for all members of the Trine University community. Trine University has an excellent working relationship with state, county and local law enforcement agencies.

Campus Safety's mission is to provide a safe and secure learning, living, and working environment while protecting the University's valuable assets. Objectives for the Campus Safety department are as follows:

- Provide a safe and secure environment for all members and guests of the Trine University community
- Maintain a high level of cooperation between the Department and local law enforcement agencies
- Provide protection and security for all Trine University assets
- Investigate and implement new techniques and means which will contribute to a more efficient and effective operation of the Department
- Promote the well-being of the University through the enforcement of appropriate state statutes and university policies and standards
- Provide an active risk management program
- Assist in the coordination of campus risk awareness programming

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

1. **Residential facilities locked.** All residential facilities exterior doors will be locked 24 hours a day, seven days a week. Each residential facility is equipped with outside speaker phones to allow visitors to communicate with residents of the building. Students should report any unauthorized and unescorted persons in the residential facilities to a Resident Assistant or Resident Director immediately. It is a violation of university standards to prop open outside doors. Sanctions and/or fines may be placed on individuals or the entire residential facility population if outside doors are propped open.
2. **Personal property.** Students are responsible for his/her personal property. Trine University is not responsible for the theft, destruction, or loss of property belonging to or in the custody of a student, from any causes whatsoever, whether such losses occur anywhere in a residential building or on university premises. Students should keep vehicles locked at all times and should not leave valuables in the vehicle. Students are encouraged to insure that parents' homeowners insurance covers all personal belongings. Carry only a minimum amount of money -- \$20 at the most. Safeguard credit cards and money access card. **ROOMS SHOULD BE LOCKED AT ALL TIMES.** Propping open a door provides an opportunity for someone with criminal intent. Do not share keys with anyone. Keep a record of the serial numbers of valuables such as computers and other electronic equipment. Computer locks are available at the University Bookstore.

- Campus safety staff.** The Campus Safety staff conducts regular checks of all buildings on campus 24 hours a day. Campus Safety staff members are recognizable by their uniforms and campus security vehicles that are properly identified. They are equipped with cellular telephones and can contact the police, fire department, and emergency medical services immediately. Students are encouraged to report all suspicious persons or activities to Campus Safety immediately.

### **Lost and found**

All lost and found property is to be immediately turned into Campus Safety. The receiving Campus Safety Officer will log the name of the person turning the item in, the date found, and the location found. If the item appears to have a value of \$500 or less then the item will be given to a local charity or destroyed if it is not claimed within 15 days. If the item appears to have a value of \$501 or more, then the item will be held for 60 days and then given to a local charity or destroyed. Electronic equipment containing personal information such as flash drives or phones will be destroyed after 60 days.

## **EMERGENCY MANAGEMENT**

### ***Bomb Threats***

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

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

### ***Dangerous or Threatening Individuals***

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

### ***Fires***

Each person should be familiar with the location of emergency exits and fire alarm pull box locations. In the event of a fire or possible fire, leave the building in a safe and orderly fashion using the closest, safe exit. Personnel should make sure to turn off lab equipment and to make sure the room supervised is empty. If it is safe for you to do so close windows and doors when leaving. If fire department personnel are not present, pull the nearest fire alarm and call 911. If it is safe to do so, follow the instructions on the nearest fire extinguisher to extinguish or contain the fire until help arrives; however, DO NOT RISK YOUR SAFETY TO DO SO. Once people leave the building, they should move a safe distance away from exits, gathering at predetermined locations. Notify others in nearby buildings of possible danger.

### ***Hazardous Materials Management***

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

### ***Tornados***

A TORNADO WARNING means a tornado has been sighted and poses an immediate threat. Immediately cease all university activities (except for emergency services) and go to the lowest

level of the building. Personnel should turn off any laboratory equipment and immediately guide those in their care to the lowest level of the building, rendering assistance to people with disabilities. All people should seek the safest location, usually the center portions of buildings, close to walls and away from windows. People should remain there until notified that it is safe to leave the area.

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

### ***Severe Thunderstorm***

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

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

## ***Emergency Notification System***

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

- Trine University Home Page - [www.trine.edu](http://www.trine.edu)
- NOAA Weather Radios
- Text Messages
- E-mail
- Voice Over Fire Alarms
- Outdoor Sirens
- Handheld Megaphones
- Vehicle Public Address Speakers
- Outdoor Public Address Systems
- WEAX Radio FM 88.3
- WLKI Radio FM 100.3

***Web sites:*** The official source for continuously updated emergency information is the Trine University home page: [www.trine.edu](http://www.trine.edu). During an actual emergency, information will be prominently displayed on the front page.

***NOAA Weather Radios:*** Trine University has several National Oceanic and Atmospheric Administration (NOAA) programmable weather radios distributed throughout campus. In the event of severe weather, these radios will automatically sound with the appropriate warning message.

***Text Messages:*** By registering cell phone numbers on the TextCaster emergency messaging site, students, parents, faculty and staff will receive emergency text messages indicating a current or imminent threat. Consider selecting a unique ring tone

for these emergency messages. By signing up, visit <http://my.textcaster.com/ServePopup.aspx?id=980>

**E-mail:** Trine University can quickly alert students, faculty, and staff of emergency conditions by sending an e-mail to a student's Trine e-mail address.

**Handheld megaphones:** These electronic devices may be used by Resident Assistants, Resident Directors, Campus Safety Staff, or other university personnel to broadcast emergency instructions.

**Public address systems:** In cases where an isolated or targeted message may be required, university or other emergency response vehicles equipped with public address speakers may be utilized to broadcast emergency instructions. Public address systems located in various locations on campus may also be utilized.

**Outdoor Emergency Warning Devices:** The following outdoor emergency warning devices are intended to alert persons who are outdoors and face an immediate threat to their safety:

**Siren system:** Emergency sirens will be utilized to alert the campus of impending danger.

- One long continuous tone will sound in conjunction with the local emergency communication office to indicate a tornado has been detected in our area.
- Five – five second tones will be used to indicate an on-campus emergency situation.

**FM Radio:** Depending on the nature and severity of the emergency, campus and/or local radio stations may be used to convey emergency notification and instructions.

### **Emergency Report System**

In the event of an emergency students and staff should always call 911 immediately. If a student wishes to report a safety or security hazard or a violation of campus policy, students should contact Campus Safety at **260-316-1877**.

If a student or staff member has obtained information, after the fact, about criminal activity they may utilize the anonymous tip line that has been established for all Trine University students and staff members.

Students may leave anonymous tips on the website by logging onto [www.trine.edu/silentwitness](http://www.trine.edu/silentwitness). Once this form is completed it will send an anonymous e-mail to the Campus Safety staff informing them of the tip. Please remember, without a name on the form, Campus Safety will have no way of obtaining additional information.

Additionally, an anonymous tip line has been established for students that feel more comfortable calling in the tip. The telephone number for this tip line is **260-665-4700**. This line is not traced and all tips left will remain confidential unless the caller identifies themselves on the message.

### **MOTOR VEHICLE POLICIES**

1. Operation of motor vehicles is a privilege granted to students. All students must have a Trine University parking ID decal. Parking decals are available in the Office of Student Services. Parking is permitted in designated lots. Additional parking is available on the west side of

Hershey Hall. Students are expected to observe all motor vehicle regulations. The privilege of operating a motor vehicle may be revoked if policies regarding motor vehicles are violated. Specific parking regulations and speed limits, on and off campus, must be observed. In general, motor vehicles are not to exceed 15 miles per hour in any university controlled areas such as drives and parking lots. The following regulations are enforced for the safety of all students and vehicles.

2. Parking is prohibited in handicap accessible parking spaces without proper authorization. A student may request a temporary handicap parking pass from the Office of Student Services. In order to obtain this pass the student must bring a note signed by a licensed Physician outlining the dates that the student will need the pass. The Physicians phone number must be clearly printed on the request so that the Office of Student Services may call and confirm the request.
3. Weekend Visitors (beginning Friday at 5:30 p.m. and ending Monday at 5:00 a.m.) must obtain a visitor parking pass from Campus Safety and park in the Hershey parking lot. Visitor vehicles that do not possess a weekend pass will receive a parking ticket and may have a boot placed on their vehicle until the ticket is paid.
4. If a student is unsure as to what lot to park in, they may log onto [www.trine.edu/parkingmap](http://www.trine.edu/parkingmap) to receive further instructions as to the locations for student parking.
5. Trine University students are not permitted to park on the roadway adjacent to any university property. These spots are reserved for private residents. Trine students are to park in Trine parking lots while on campus.
6. All Trine University student parking decals must be displayed in the bottom passenger's side portion of the student's **rear** windshield on the outside of the vehicle. Parking passes are to be fully affixed to the windshield and are not to be removed until the end of the school year.
7. A \$35.00 per semester parking fee is assessed to all students. ALL VEHICLES ARE REQUIRED TO BE REGISTERED. If a student does not have access to a vehicle while on campus, he/she may request a refund through the Office of Student Services. The Business Office will be informed of the refund by the Office of Student Services.
8. Fire lanes in and around residential buildings must be kept open. Parking is prohibited in fire lanes and exits; a vehicle is subject to being towed at owner's expense.
9. Driving or parking on any university lawn is prohibited. Street-side parking beside a yellow painted curb or fire hydrants is prohibited. During snow removal or repair periods, vehicles must be removed as directed. Any vehicle that appears abandoned shall be removed at the owner's expense. Boats, trailers, snowmobiles and all terrain-vehicles may not be parked on university property. Exceptions must be cleared through the Office of Student Services.
10. All gasoline-powered vehicles such as motorbikes, motorcycles, mini-bikes, and go karts are prohibited in the residential buildings. Bicycles may be stored in designated areas only. Please contact Campus Safety to determine where you should store such vehicles.
11. Parking decals may not be transferred from one car to another for any reason. If your vehicle is being repaired you may obtain a temporary parking permit for your secondary vehicle from the Office of Student Services. If your vehicle changes during the year or you have purchased a new vehicle that you would like to park on campus instead of the vehicle that you have

already registered, you may then remove your parking decal and bring it into the Office of Student Services. The new vehicle will then be registered into the system and you will be issued a new parking decal at no additional charge.

### **PARKING PENALTIES/APEALS**

1. Vehicles with multiple tickets may be immobilized, incur additional fines, and be subject to additional disciplinary action. Fines are cumulative from August to July.
2. Parking violation fines must be paid or student will not be permitted to register for additional courses/next semester.
3. Parking violations may be appealed to the Director of Campus Safety. If a student wishes to appeal a parking violation they must obtain an appeal form from the Office of Student Services. The student must then return the appeal form along with a copy of the violation received to the Office of Student Services. The Director of Campus Safety will then review the appeal form and notify the student via e-mail as to the disposition of their appeal. An appeal must be filed within seven (7) days of receiving the parking ticket.
4. Parking fines will follow the following schedule
  - a. First Violation - \$10
  - b. Second Violation - \$25
  - c. Three or more violations - \$50 each
5. If an immobilization device is applied to a student's vehicle, the student must pay all fines owed to the business office along with an additional \$15 immobilization removal fee before the immobilization device can be removed.

### ***Campus Safety Statistics***

In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This information may be obtained by visiting [www.trine.edu/parents/of\\_prospective\\_students/campus\\_safety/](http://www.trine.edu/parents/of_prospective_students/campus_safety/).

### ***Informing the Accuser and the Accused of the Outcome of a Disciplinary Proceeding***

The Student Right-to-Know Act and Campus Security Act amended FERPA (Family Education Rights and Privacy Act) which allows the University to disclose to the victim of an alleged crime of violence the results of a disciplinary proceeding brought against a student accused of the crime, without prior consent of the accused. This disclosure is limited to the alleged victim, who this campus security report serves to inform that the information may not be disclosed to the public generally (20 U.S.C. Section 1232g(b) (6)).

### ***Timely Warning Provision***

Trine University will make timely warning reports to the campus community on certain crimes that represent a continuing threat to students and employees and that were reported to officials with significant responsibility for student and campus activities, campus safety, or local police. "FERPA does not preclude an institution's compliance with the timely warning provision of the campus security regulations. FERPA recognized that information can, in case of an emergency, be released without consent when needed to protect the health and safety of others (34 C.F.R. Sections 99131 (b) (6) & 99.36). In addition, if institutions utilize information from the records of a

campus safety unit to issue a timely warning, FERPA is not implicated as those records are not protected by FERPA (20 U.S.C. Section 1232g (a) (4) (B) (ii)).”

### *Clery Act Annual Security and Fire Safety Report*

In 1991, the U.S. Congress passed the Student Right-to-Know and Campus Security Act, which requires colleges to report the three previous years of statistics on murder, sex offenses, robbery, aggravated assault, burglary, and motor vehicle theft, and statistics on arrests for drug and alcohol violations and weapons violations. In October, 1998, President Clinton signed an amendment renaming the act the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and requiring that all crimes motivated by hate or bias be included in the statistics. Trine University recognizes the importance for an institution of higher learning to develop and maintain a safe and secure environment in which the academic and social pursuits of its members can be fully realized. The Trine University full Clery Act Annual Security and Fire Safety Report is available on the web at: [http://www.trine.edu/parents/of\\_prospective\\_students/campus\\_safety/](http://www.trine.edu/parents/of_prospective_students/campus_safety/).

## **INFORMATION TECHNOLOGY SECURITY POLICY**

Revised – July 30, 2008

### ***Introduction***

Information and its availability are essential to the operation of Trine University programs. Expanded use of telecommunications and computing facilities has actualized precise, consistent and rapid information processing and has allowed information to be more readily accessible to administration, students, faculty and staff than ever before. Trine has experienced increases in productivity, the quality and quantity of services delivered, and enhanced administrative capabilities, as a direct result of the use of information technology.

Many program operations that traditionally were manual or partially automated are today fully dependent upon the availability of automated information services to perform and support their daily functions. The interruptions, disruption, or loss of an information support service may adversely affect Trine’s ability to administer programs and provide services. The effects of such risks must be eliminated or minimized.

The scope of this Security Policy covers the following.

- Data center processing facilities and equipment
- Telecommunications networks
- Application software programs
- Electronic data
- Personal computers, PDA’s, Smartphone’s, networking equipment, and gaming systems

### ***Roles and Responsibilities Policy Administration***

This policy has been approved by the President’s Cabinet and administered by the Information Technology (IT) department. Policy violations are reported to the Chief Information Officer (CIO), the employee supervisor, or Dean of Students.

#### **Data Ownership**

The data “owner” is the department with primary responsibility for creation and maintenance of the data content.

***Data Owner Responsibilities*** The data owner is responsible for determining how the data may be used within existing policies, and authorizing who may access the data.

**Data User Responsibilities** The data user is the person who has been granted explicit authorization to access the data by the owner. The user must use the data only for purposes specified by the owner, comply with security measures specified by the owner, and not disclose information about the data nor the access controls over the data unless specifically authorized by the owner.

**Policy Purpose** The purpose of the Trine University's Computer Security Policy is to ensure the safety and integrity of information maintained on Trine computerized information systems. This policy is not intended to address the proprietary interests of intellectual property.

**Policy Applicability** The Computer Security Policy applies to all Trine faculty, staff, students and others (e.g. vendors, grant or independent contractors, etc.) accessing or attaching to computers operated by Trine. Persons violating the Computer Security Policy will be subject to appropriate University, administrative, civil and/or criminal sanctions.

It is the policy of Trine University that:

1. Access to the Trine University network will be granted to those that meet the University hardware and software configuration standards.
2. Persons using or attaching to Trine University computer resources will acknowledge compliance with the Computer Security Policy. All computer systems will provide a notice before logon stating that the computer is protected by a computer security system; that unauthorized access is not permitted; and that usage may be monitored
3. Unauthorized use, alteration, destruction, or disclosure of computer assets is a computer-related crime, punishable under Indiana statutes and federal laws, as well as through administrative and/or civil sanctions. Willful violations of the Computer Security Policy that may be violations of laws will be reported to the Appropriate Law Enforcement Office.
4. Computer software donated to Trine University or purchased using University funds is Trine University property.
5. Unauthorized/unlicensed use of software (software piracy) is illegal and such software will be removed by the appropriate administrators and reported to the CIO and Dean of Students.
6. Use of Trine University systems to attack Trine University or other computer systems, internal or external to Trine University, is a violation of this policy.
7. Attempting to circumvent security or administrative access controls for computer resources is a violation of this policy, as is assisting someone else or requesting someone else to circumvent security or administrative access controls.
8. User ID's and passwords must control access to all computer resources except for those specific resources identified as having public access.
9. Passwords must be changed periodically by the user. Computer resources will require passwords to be changed at least every 90 days and be unique up to or exceeding six previous passwords. Users are responsible for managing their passwords according to the guidelines specified in Appendix B, Password management.
  - a. Adjunct Faculty Password Handling
    - i. Main Campus – Department Chairs must contact the IT Helpdesk and request a password reset.

ii. Branch Campuses – Branch Campus Managers must contact the IT Helpdesk and request a password reset.

10. Data, which is essential to critical functions, must be protected from loss, contamination, or destruction. Information, which by law is confidential, must be protected from unauthorized access or modification. Confidential information shall be accessible only by personnel who are authorized by the owner on a basis of strict "need to know" in the performance of their duties. Data containing any confidential information shall be readily identifiable and treated as confidential in its entirety. Confidential information is not to be extracted, downloaded or printed and taken off of university property. Confidential data is defined in Appendix C.
11. When an employee terminates employment and a future contract has not been issued, their access to computer resources will be terminated immediately. If an employee wishes to retrieve personal data from their account they should contact Human Resources immediately. Similarly, students who are graduating will have their access to computer resources terminated 3 months after the semester ends.
12. All end-user workstations must have virus protection software installed and current and maintain current operating system security patches.
13. All information processing areas used to house computer resources supporting mission critical applications must be protected by physical controls appropriate for the size and complexity of the operations and the criticality or sensitivity of the systems operated at those locations. Authorized personnel shall be determined by the area supervisor and the Policy Administrator.
14. Employees who believe they have experienced computer generated harassment or discrimination should contact the Human Resources department. Students who believe they have experienced computer generated harassment or discrimination should contact the Dean of Students.
15. Individuals who have reason to believe that their personal information has been compromised or computer intrusion/tampering have occurred with respect to their accounts should contact the IT Help Desk.
16. Guest access to the Trine University Network will be evaluated on a case-by-case basis.
17. Employees may not use Trine University computer resources to set up services or accounts the purpose of which is not in accordance with the non-profit, educational mission of the University.
18. Trine University reserves the right to monitor the contents of electronic mail messages or the internet browsing habits of its students and employees. Information in electronic mail files or logs which contain a history of electronic communications may be subject to disclosure under certain circumstances; for example, during audit or legal investigations.
19. All Trine University owned computers being operated in offices and labs will "lock" after a ten minute period of inactivity and display a screensaver. The user that was logged in to the computer before it became locked or a network administrator will need to enter their password to access the computer.
20. Trine University owned portable computers (laptops, tablets, etc) will need to be physically locked down when in an office. Employees will be held responsible if their portable computer is stolen while not physically locked down.

21. Trine University will not support personally-owned wireless access points, switches, hubs or routers. It is the policy of Trine University that wired access be limited to one device per hard-wired port.
22. End users will not download or share copyrighted materials via any method. This included peer-to-peer (P2P) networking via services such as: LimeWire, Kazaa, BitTorrent, BearShare, or any service providing free access to copyrighted materials. P2P sharing of files from device to device via shared drives is allowed only for non copyrighted materials. The preferred method for sharing such files would be via Windows Live Skydrive, which is included with student email accounts.

### ***User Rights Management***

Three levels of user rights are possible under Trine University's current Microsoft operating system: Normal Users, Power Users, and Administrators. To minimize the possibility of a security breach (viruses, stolen data, identify theft, etc.), best practice is to have an employee operate as a Normal User to reduce the "attack surface" of his or her computer by eliminating unnecessary privileges that can result in network exploits and computer compromises. As a Normal User, software is installed on an employee's computer by an IT Help Desk staff member.

The Administrator level (administrative rights) allows a user to install software that modifies the operating system, and these rights are reserved for IT staff in the interest of maintaining the integrity of the network. Power User rights allow a user to install and run applications that do not affect the operating system. This level of rights was designed to accommodate software written for execution under older operating systems. In the case of a valid business reason, Power User rights may be granted to those approved by the VP for Academic Affairs and Chief Information Officer. To minimize the "attack surface" of the network, Power User rights may be approved for a limited number of users either to address a one-time need or on a permanent basis.

If software which modifies the Trine University core image (list can be obtained from the IT Help Desk) is required, it must be used on a lab or test machine in order to preserve the users' production PC environment. IT must be contacted to assist with any software that requires a network to execute or that includes a multi-user, shared database. These requests are typically projects requiring approval of the IT Academic Sub-Committee.

### ***Power User Responsibilities***

- Document business reason for additional rights
- Do not modify software in the Trine University core image (list can be obtained from the IT Help Desk)
- Install software used for business purposes only
- Report all software installed to IT with proof of licensing (It is recommend that the license be registered to Trine University.)
- Only login as Power User when necessary to install or run software. Login as normal user otherwise
- Provide self-support of PC, excluding network connectivity and hardware break/fix service
- Store data in "My Documents", on a network server, or an external storage device
- Information Technology Responsibilities
- Maintain software inventory using licenses provided by Power Users
- If, after reasonable effort, a Power Users PC problem cannot be solved by the IT Help Desk, the corrective method will be a PC re-image. In this case, IT will reinstall the core image, copy

- personal user settings, .pst files, and the contents of My Documents folder.
- To request Power User rights, complete the form in appendix D on page 11

## **Appendix A – Security Access Warning Message**

Successful prosecution of unauthorized access to Trine University computerized systems requires that users are notified prior to their entry into the systems that the data is owned by Trine University and that activities on the system are subject to monitoring. All multi-user computer systems will display the following warning message when a user attempts to access the system and prior to actually logging into a system:

This system is to be used only by authorized personnel and all others will be prosecuted. Activities on this system are automatically logged and subject to review. Trine University reserves the right to intercept, record, read or disclose all data on this system at the sole discretion of authorized personnel. Specifically system administrators may disclose any information on or about this system to law enforcement or other appropriate individuals. Users should not expect privacy from system review for any data whether business or personal even if encrypted or password-protected. Trine University abides by the Family Educational Rights Act of 1974 and takes precautions to prevent the disclosure of confidential information.

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Use of this system constitutes consent to these terms.

Each system must require an active response from the user to move past this screen at the time of sign-on (i.e. user must press the Enter/Return key to continue).

## **Appendix B – Password Management Password Selection**

Passwords are used to authenticate a user's identity and to establish accountability. A password that is easily guessed is a bad password which compromises security and accountability of actions taken by the user ID's which represents the user's identity.

What are popular passwords that could be easily guessed?

- Your name
- Your children's names
- Your spouse's name
- Birthdates
- Your parents' names

Other bad passwords are these names spelled backwards or followed by a single digit. Short passwords are also bad, because there are fewer of them; they are more easily guessed.

Especially bad are "magic words" from computer games, such as XYZZY. Other bad choices include phone numbers, characters from favorite movies or books, local landmark names, favorite drinks, or famous people.

Some rules for choosing a good password are:

- Use both uppercase and lowercase letters if the computer system considers an uppercase letter to be different from a lowercase letter when the password is entered.
- Include digits and punctuation characters as well as letters.
- Choose something easily remembered so it doesn't have to be written down.
- It should be easy to type quickly so someone cannot follow what was typed by watching the keyboard.
- Use two short words and combine them with a special character or a number, such as ROBOT4ME or EYE-CON.

Number of Characters	Possible
3	46,656
4	1,679,616
5	60,466,176
6	2,176,782,336
7	78,364,164,096
8	2,821,109,907,456
9	101,559,956,668,416
10	3,656,158,440,062,9
11	131,621,703,842,267

### ***Appendix C – Confidential Information***

According to Indiana Code 24-4.9 “personal information” means:

- Social Security number that is not encrypted or redacted, or
- Individual’s first and last name or first initial and last name and one or more of the following:
- Driver’s license number,
- State ID card number,
- Credit card number, or
- Financial account number/debit card number and security code/password, or access code.

### **ACADEMIC SUPPORT SERVICES**

Academic Support Services, located in Taylor Hall 213, promotes academic success by helping students achieve their academic goals. Support services include providing tutors in the Trine University Learning Center located in L17 Taylor Hall, helping students organize study groups, providing information about improving study skills, assisting students with disabilities, working with students on or near academic probation, and notifying and helping students with academic deficiencies or attendance problems.

#### ***Requesting a Tutor***

Students who wish to work with a tutor in the Trine University Learning Center, located in L17 Taylor Hall, must complete the tutor request form. These forms are available in the Trine University Learning Center and in Academic Support Services. This tutoring service is free to Trine University students.

#### ***Becoming a Tutor***

Students who wish to work as tutors need to have at least a 3.0 GPA, be eligible for work study, be recommended by a Trine University faculty member, and complete tutor training. The Trine University tutor training program is certified by the College Reading and Learning Association.

#### ***Requesting Academic Adjustments for Disabilities***

Students with disabilities who wish to request academic adjustments need to meet with the Director of Academic Support Services and provide recent documentation from an appropriate professional source concerning the disability. This documentation must contain a clear diagnosis, tell how the condition affects the student’s ability to function, explains what academic adjustments are needed, and show how the disability relates to these adjustments. Generally, the documentation should be less than three years old. If a student is eligible for academic adjustments, the student’s professors will be notified regarding the requested adjustments. A reasonable academic adjustment is based on documented individual needs, allows the most integrated experience possible, does not compromise the essential requirements of a course or program, does not pose a

threat to person or public safety, does not impose undue financial or administrative burden, and is not of a personal nature. The exact nature of a disability will be kept confidential. The goal of Academic Support Services is to assist all students to become efficient, self-confident, and independent learners.

For more information on student services, telephone 260-665-4853.

## **EQUAL OPPORTUNITY EMPLOYMENT**

It is the University's policy that, as required by law, equal employment opportunities be available to all persons without regard to race, sex, age, color, religion, national origin, marital status, sexual orientation, disability, citizenship status, or any other category protected under state or local law. This policy applies to employees and applicants and to all phases of employment including hiring, promotion, demotion, and treatment during employment, rates of pay or other forms of compensation, and termination of employment.

For more information on Equal Opportunity Employment, please call 260-665-4111.

## **ALUMNI AND DEVELOPMENT**

The Office of Alumni and Development is located on the second floor of the Sponsel Administration Building. This office maintains addresses and other records of alumni, friends, and benefactors of the University. The office coordinates university events on and off campus that involve these constituents. This office also works with the President, Trustees, Deans and others to raise funds for university priorities including facilities, scholarships, endowments and programs. You may contact the office at 260-665-4114.

## **BOOKSTORE**

The University Bookstore, located on the main floor of the University Center, has a complete line of college books, accessories, and supplies. The store also offers online textbook ordering. Orders can be placed on the bookstore's website. For your convenience, you can pick up your order at the store or have it shipped to your home.

Store Hours are:

Monday-Thursday 7:45am – 5:00pm

Friday 7:45am – 4:00pm

Summer Hours are:

Monday-Thursday 8:00am – 4:00pm

Friday 8:00am – 12:00pm

\*Weekend hours are during special events only.

For more information you may contact the bookstore at 260-665-4153.

## **CAREER SERVICES**

Students: Our goal is to equip you with the tools you need to get major-related work experience prior to graduation and to help you secure a full-time job upon graduation. We offer one-on-one counseling, workshops with guest speakers, and host alumni and employers who visit campus for recruiting. We provide assistance with the following:

- Resume/Cover Letter Writing
- Interviewing Techniques
- Job Search Strategies

- Employer Information sessions
- On-campus interviews
- Career & Internship Fairs
- Internships and co-ops
- Networking
- Career Planning/Graduate School

Join our Facebook group, “Trine University Career Services” to get instant updates on what’s happening. Get to know us prior to your part-time, internship, co-op, and/or full-time job search. Register with our office at [www.trinecareers.org](http://www.trinecareers.org) and stop in to introduce yourself. Career Services is located on the first floor of Shambaugh Hall. For more information, contact Linda Bateman, Director of Career Services, at 260.665.4124 or [batemanl@trine.edu](mailto:batemanl@trine.edu).

## **COUNSELING SERVICES**

Counseling Services provides assistance and support to students on an individual basis. All counseling is provided free of charge and is strictly confidential. The Trine University Counselor is a state licensed clinician who is experienced in providing services for a wide array of personal and/or mental health needs. Other areas in which students may seek services include stress management, decision-making, relationship issues, conflict resolution, family concerns, academic performance, career/major selection, separation and loss issues, alcohol or substance use, as well as other matters which may be detrimental to a successful college experience.

Counseling Services also provides outreach and consultation to campus organizations, groups, or classes. Outreach programs are available to provide prevention education regarding a variety of topics such as balancing responsibilities, developing healthy relationships, enhancing personal safety, confronting alcohol and/or drug use, and any other issues of primary concern to students. Counseling Services is located in the Office of Student Life in the University Center. The counselor is available by appointment weekdays from 8 a.m. to 5 p.m. Evening appointments are available upon request. In the event of an after-hours emergency, please contact Campus Safety at 260.316.1877.

For more information about counseling services, please call 260-665-4172.

## **CENTER FOR DIGITAL EXCELLENCE**

Also on the first floor, the Center for Digital Excellence provides access to educational technologies and software that enable users to create multimedia works.

### **Equipment:**

MAC video editing station  
 PC video editing station  
 Color printer (Laser and Inkjet)  
 Laminator  
 DVD/CD Duplicator  
 Screen and Projector  
 VCR/DVD player  
 Scanners

## **CENTER FOR TECHNOLOGY AND ONLINE RESOURCES**

Housed in the University Center, Sponsel Library provides access to books, journals, and media within its physical and virtual collections. To find items, use our web-based online catalog and links to online information sources, available 24/7 from any computer on or off-campus with an Internet connection through links on the library’s home page.

Hours (regular semester):

Monday-Thursday 7:30 a.m. to 11 p.m.

Friday 7:30 a.m. to 9 p.m.

Saturday-Sunday 1 to 9 p.m.

(Hours subject to change)

Individual assistance is available. Please feel free to call us at 260-665-4163 OR 260-665-4162.

## **DIGITAL CLASSROOM**

The Digital Classroom, located on the first floor of the Center of Technology and Online Resources, serves as a computer lab with an additional 30 PCs, a black and white printer, white board, LCD projector and screen, 4 flat screen TVs and a VCR/DVD player in a wireless environment when not reserved for other uses.

## **INFORMATION TECHNOLOGY HELP DESK**

The IT Help Desk is located in the University Center and is open Monday through Friday from 8 a.m. to 7 p.m. The IT staff assists students with connecting their PC's to the University network and Internet, access to the Learning Management System (Moodle), and any other telephone or technology related issue.

For additional information about technology at Trine University call 260-665-4275, or see <http://www.trine.edu/it/>.

## **ID CARDS**

All students, faculty, and staff are required to have an official University identification card. ID cards should be carried at all times and shown or surrendered upon request of any authorized member of the University community. Your ID card must be presented when eating in Whitney Commons. No one else is allowed to use your ID card. There may be disciplinary action for misuse of your ID card. There is a \$5 fee to replace your card if it is lost, stolen, or damaged. Contact the Office of Student Services at 260.665.4168 for a replacement.

## **INTERNATIONAL STUDENT SERVICES**

International Student Services (ISS), located in the Office of Student Life, is responsible for providing services to all international students. These services include orientation, programs, general advising, resource and referral, cultural education, and community outreach. The transition to college life in a new country can be challenging. The goal of ISS is to help students get acquainted with life in the United States. Please visit the ISS Web site at [www.trine.edu/isc](http://www.trine.edu/isc), or call 260-665-4646 for more information.

## **POSTAL SERVICES**

HOURS OF OPERATION: Monday-Friday 11 a.m.-4 p.m.

The Mail Center and student mailboxes are located in the University Center across from Fabiani Theater. Students will be issued a mailbox key on Move-In day; a fee of \$8.50 will be assessed for replacement of this key. The purchase of stamps and the sending of Certified, Priority, or Express mail are available at the Mail Center; other services include UPS, Fed-Ex, sending and receiving mail or packages overnight, second day, and ground. Correspondence to faculty, staff, or administration can be sent through interoffice mail at the Mail Center. Students should use full and correct addresses on all correspondence including their campus box number. Please be consistent with your given

name (no nicknames) even a middle initial would be helpful to eliminate confusion in receiving mail. Names and addresses on student packages or letters must be the same as on student identification cards. Students will be required to show Trine student identification any time packages or important documents requiring a signature are picked up. Packages should be picked up as soon as possible; after 10 days they will be returned to sender. If you move off campus, it is imperative you give your new address to the Mail Center personnel. Before the end of the school year, please make sure the Mail Center has your summer forwarding address. All first class mail must be forwarded and if an address is not made available, it will be sent to your parents address listed with Student Life.

For more information, or if you have any questions, you can contact the Mail Center at 260-665-4138.

## **OFFICE OF STUDENT SERVICES**

This office is comprised of a staff of professionals to ensure that students will receive the best possible assistance to help achieve their goals. The staff is here to serve the needs of students and help them in reaching a better understanding of college life. Staff offices are located in the University Center and are responsible for the areas of: Student Activities, Residence Life, Judicial Reviews, Counseling Services, and Campus Safety.

For more information, you can contact the Office of Student Services at 260-665-4168. The hours are Monday-Friday 8 a.m. – 5 p.m.

## **OFFICE OF STUDENT SUCCESS AND RETENTION STUDENT AND PARENT ADVOCATE**

The most challenging time for any college student is the first year. This office offers special services and programs to assist the first year student. However, whether a first year student or anywhere in between, these services are available to all students. Problems may arise in any number of different areas and it is important that students receive prompt and friendly service. Students come to this office with concerns ranging from academics to finances, course load to faculty questions, to commuting inquiries, and many times just to have someone listen. With an open door policy, students feel free to get in touch at anytime. Available through this office, students can receive emergency financial assistance and financial assistance for textbooks. For more information contact Deb McHenry at [mchenryd@trine.edu](mailto:mchenryd@trine.edu), or by telephone at 260-665-4509.

## **RESIDENCE LIFE**

Residence Life is located in the Office of Student Life in the University Center and consists of a Director, student Resident Assistant's (RA's) on each floor and student Resident Director's (RD's) that oversee each building. The primary goal of Residence Life is to ensure all students have a great residential experience by building community in each residential facility, providing a safe and secure environment and serving as a campus resource. The director of Residence Life, Tammy Bowen, can be contacted by phone at 260-665-4450, or through email at [bowent@trine.edu](mailto:bowent@trine.edu).

## **STUDENT RECORDS**

Student academic records are maintained by the Registrar's Office. An official transcript of academic records can be obtained from this office. The academic record is confidential and is used to serve the best interests of students. The major purposes of the Registrar's Office are to accurately maintain student academic record at Trine University; to make current and reliable information available to individuals and agencies that, by having the information, are better able to serve students; and to protect students from any detrimental circumstances resulting from misinterpretation or misuse of information.

For more information on student records, please call 260-665-4239.

## TELEPHONE SERVICE

Trine University students are required to provide their own telephones for use in residential facilities. Some student rooms have active telephone lines, and there is no monthly fee for local and toll-free phone service. Students may either use pre-paid phone cards for their long distance calls or they may obtain an authorization code from the telephone office located in Best Hall 122. This authorization code will enable the student to call long distance from their residential area or public phone. The student is responsible for any charges to this code, so they should not share it with others or program it into a speed dial on their phones. If a student loses his/her code, they should come to the office to cancel it. Students who use their authorization code will receive a bill monthly. The due date will be on the billing. Telephone bills are payable in the Business Office in Forman Hall. If excessive phone charges have not been paid prior to registration, a student will be placed on an "on hold" status and will not be eligible to register until all charges are paid or arrangements for payment have been made.

- **Costs:**

There is no charge for local calls.

Long distance rates are available from the telephone office and are subject to change three times per year.

- **Collect calls:**

DO NOT ACCEPT COLLECT CALLS unless it is an emergency! Students are subject to an additional fee for accepting frequent or non-emergency collect calls.

- **International calling:**

International calls are charged at a significantly higher rate. Phone cards are a good alternative to use.

- **Dialing off campus:**

To call locally off campus, 8 + phone number.

To call long distance, 16 + AUTHORIZATION CODE + 8 + 1 + area code + number.

To use operator services for third-party billing, credit card calls and collect calls, 8 + 0 + area code + phone number.

- **In Case of emergency:**

911 (Make sure you give your room number and building)

- **Telephone/billing problems:**

Any problems with the telephone, long distance service, or billing should be directed to Renee Van Wagner at 260.665.4282.

- **Unauthorized use of authorization codes:**

Any student found guilty of unauthorized use of authorization codes by the Judicial Review Committee and Telephone Office Manager may be subject to disciplinary sanctions.

For more information about telephone services, please call 260-665-4282.

## WHITNEY COMMONS CAFE

Food Services at Trine University are provided by Bon Appétit Management Company, an onsite restaurant company that provides café and catering services to corporations, colleges and universities, and specialty venues. Our Dream is to be the premier onsite restaurant company known for its culinary expertise and commitment to socially responsible practices. We are a culture driven to create food that is alive with flavor and nutrition, prepared from scratch using authentic ingredients. We do this in a socially responsible manner for the well being of our guests, communities and the environment. At Bon Appétit Management Company, we recognize the great power and importance of food. Dining rooms are gathering places. Breaking bread together helps to create a sense of community and comfort. We recognize the important role we fill and take

great care to honor our position at Trine University. We show this care in our operation every day by cooking from scratch, using seasonal ingredients, and buying as much of our fresh products as possible from local farmers and growers. We serve a wide variety of menu items at each meal, each day keeping things fresh, fun, and interesting – you won't find a cycle menu at Bon Appétit. For catering events, questions, menus or anything else, please contact us at 260.665.4811. Please visit our websites: [www.cafebonappetit.com/trine](http://www.cafebonappetit.com/trine) and [www.bamco.com](http://www.bamco.com).

**WORK STUDY EMPLOYMENT**

Students who have financial need as determined by the FAFSA (Free Application for Federal Student Aid) may be eligible for Federal College Work Study employment. Each year, Trine University makes part-time jobs available on campus for as many of these students as possible. The students' pay is partially subsidized by the federal government. Student workers are paid bi-weekly. Review your Financial Aid award letter to verify if you are eligible and visit [www.trinecareers.org](http://www.trinecareers.org) to find a listing of jobs available.

For more information on work study, please call 260.665.4456.

**ZOLLNER GOLF COURSE**

Trine University is fortunate to have a fine golf facility on its campus. Zollner Golf Course is a championship 18-hole golf course with a practice putting green, practice short range, driving range, golf shop, and snack shop. Students can use the golf course during the season, which usually begins on the first of April and continues through the end of October.

- **Membership**

Calendar year (Jan.-Dec.)	\$275
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- **Green fees**

Alumni-18 holes	<b>Daily</b> M-F = \$19 Weekends = \$21
Alumni-9 holes	M-F = \$10.50 Weekends = \$12.50
Student-18 holes	\$12
Student-9 holes	\$7.50
- **Daily cart rental rates**

18 holes	\$16/person
9 holes	\$9.50/person

During the spring and fall semesters the golf course is open for play during the week at 8 a.m. until dark and on the weekends from 7 a.m. until dark. Check with the golf shop for summer hours. In order to take advantage of the student rates, you MUST provide the golf shop with your student ID. If you do not have your ID card, you will be charged the regular public rates. If you are caught misusing the facilities you will be referred to Campus Safety and the Office of Student Life for disciplinary action. Please remember that the golf course is available for everyone's enjoyment, so please leave the golf course as you find it or better. Please use proper golf course etiquette, repair all ball marks, replace all divots, rake the sand bunkers, and play without undue delay. If you have any questions you can call 260-665-4269 or visit our website at [www.zollnergolf.com](http://www.zollnergolf.com).

Four-digit phone numbers are for people whose offices are located on the Angola campus. To reach these offices from an off-campus telephone in Angola, dial 665 + the four-digit number. For those with long distance service to Angola, dial (260) 665 + the four-digit number.

**ADMINISTRATIVE OFFICES**

President - Dr. Earl D. Brooks II, Ph.D.....	4102
Vice President of Academic Affairs-Dr. David Finley .....	4224
Vice President of Student and University Operations-Michael Bock .....	4878
Vice President of Finance-Jody Greer .....	4105
Vice President of Enrollment Management, Dean of Admissions-Scott Goplin .....	4365

Vice President of Alumni and Development-Ray Stuckey .....	4115
Administrative Assistant-Dareen McClelland .....	4102
Dean, School of Professional Studies-Brad Grubb .....	260.483.4949
Fort Wayne Campus Director-Jane Mitchell .....	260.483.4949
Merrillville Assistant Director-Dave Vrbanich .....	219.942.9712
South Bend-Mishawaka Campus Office Manager-Emily Bay.....	574.234.4810
Angola North Director-Dave Wagner .....	260.624.2420
Toll-Free Number .....	877.299.4878
Student Accounts-Lorrie M. Simmons .....	4108

***Not all TRINE UNIVERSITY personnel are listed below. The list below simply includes contact personnel in areas of potential interest to students.***

**ACADEMIC SUPPORT SERVICES**

Coordinator-Kathie Wentworth.....	4853
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**ADMISSION AND OFFICE OF STUDENT FINANCIAL PLANNING**

Admission Coordinator (Angola Campus)-Pat Dean .....	4132
Toll-Free Number .....	877.299.4878
Admission (Fort Wayne Campus)-.....	260.483.4949
Admission (South Bend Campus).....	574.234.4810
Admission (Merrillville Campus).....	219.942.9712
Associate Director of Admissions-Jon Walmer .....	4175
Office of Student Financial Planning Executive Director-Kim Bennett .....	4438
Office of Student Financial Planning School of Professional Studies-Alisa Mills .....	4810
Director of Retention Services-Deborah McHenry.....	4509

**ALUMNI ACTIVITIES & DONOR PROGRAMS**

Administrative Assistant-Nancy Roberts.....	4114
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**ATHLETICS**

Athletic Director-Jeff Posendek.....	4143
Assistant Athletic Director/Head Men's Basketball Coach-Brooks Miller.....	4149
Assistant Athletic Director/Head Men's Baseball Coach/ Hershey Hall Facilities Director-Greg Perschke.....	4135
Head Women's Basketball Coach-Tom Barnes.....	4144
Sports Information Director/Assistant Women's Basketball Coach-Dean Jackson .....	4446
Athletic Maintenance-Bob Pipoly .....	4451
Administrative Assistant -Ginny Hawthorne.....	4141

**BOOKSTORE**

Director-Kylee Bennett.....	4153
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**BUSINESS OFFICE**

Student Account Rep.-Katy Ann Douglas.....	4112
Student Account Rep.-Lorrie Simmons.....	4108

**CAMPUS OPERATIONS/MAINTENANCE/GROUNDS**

Office Manager-Kris Schultz .....	4155
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Hours: Mon-Fri 7:30 a.m. – 3:30 p.m.

Emergency work orders/After hours Message.....	4155
After hours locked out .....	260.316.1877
Director-Rod Olson .....	4299
Grounds Superintendent-Barry Emerick.....	4426
Grounds Department Building.....	4807
Housekeeping Manager-Mike Mexicott.....	4441

**CAMPUS SAFETY (Main Campus)**

Director of Safety-Kristin Fee	
8 a.m. to 5 p.m. ....	4825
After hours.....	260.316.1877
Campus Safety Office .....	4824

**CAREER SERVICES**

Director-Linda Bateman .....	4124
Assistant Director-Terry Johnson.....	4123

**COMPUTER CENTER – (See information systems)**

**DEPARTMENT OF BRAND AND INTEGRATED MARKETING**

Director-Jill Boggs.....	4122
Media Specialist-Julie Hoy.....	4117
Media Specialist- Kent Lawson.....	4119
Communication Specialist-Lindsay Winslow-Brown .....	4133
Production Coordinator-Janet Deahl.....	4270
Interactive Marketing Specialist-Nick Hulting.....	4209

**FOOD SERVICE**

Director.....	4573
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**HUMAN RESOURCES**

Director-Cathy Faye .....	4111
(Payroll and Benefits)	

**INFORMATION SYSTEMS**

Information System Help Desk .....	4275
Student Residential Network Technicians (ResNet).....	4557

**LIBRARY**

Reading room.....	4162
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**MAILROOM**

Manager- Kathy Grygienc.....	4138
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**MEDIA SERVICES**

Academic Technologist.....	4261
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<b>MODULUS YEARBOOK OFFICE</b> .....	4268
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**OFFICE OF STUDENT SERVICES**

Dean of Student Services-Randy White .....	4171
Director of Student Activities-Jeremy Howard .....	4173
Director of Residence Life-Tammy Bowen .....	4450

Director of Housing- Robyn Coatney .....	4646
Director of Campus Safety- Kristin Fee .....	4543
Counselor-Megan Cook .....	4172
Associate Director of Student Activities-Karissa Schmoe.....	4147
Administrative Assistant-Linda Werling.....	4168

**REGISTRAR**

Records Assistant-Dianna Whorley .....	4241
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**SWITCHBOARD (main campus)**

Auto attendant for 260.665.4100 during business hours.	
For Ext. # Dialing.....	press 1
For Admissions .....	press 2
For Office of Student Financial Planning .....	press 3
For Student Accounts .....	press 4
For Athletics .....	press 5
For Office of Student Life .....	press 6
For Alumni and Development .....	press 7
For President’s Office.....	press 8
For Assistance .....	press 0

**TELEPHONE OFFICE**

Clerk-Renee VanWagner.....	4282
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**TRIANGLE NEWSPAPER** .....

<b>WEAX 88.3</b> .....	4883
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**ZOLLNER GOLF COURSE**

Director of Golf-Jenny Lymangood .....	4269
Assistant Golf Professional-Noah Warren.....	4269
Witmer Club House .....	4269

**ACADEMIC PHONE NUMBERS**

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Vice President for Academic Affairs-Dr. David Finley.....	4224
Admin Assistant-Julie Pfafman .....	4533

*Adjunct faculty telephone numbers are listed on syllabi.*

**KETNER SCHOOL OF BUSINESS:**

Dean- Dr. VK Sharma .....	4432	Admin Assistant-Judy Miller.....	4177
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**DEPARTMENT OF BUSINESS ADMINISTRATION**

Chair-Dr. Don Kreitzer.....	4185	Faculty .....	4184
William Lipman.....	4183	Julie Howenstine.....	4186
John Stephens .....	4180		

**FRANKS SCHOOL OF EDUCATION:**

Dean-Dr. Sue VanWagner .....	4200	Kathy Pomeroy .....	4805
Admin Assistant-Mechelle Snyder .....	4121	Wesley Garner .....	4295
Dr. Sally Simpson.....	4212	Teacher-in-Residence .....	4536

## **JANNEN SCHOOL OF ARTS AND SCIENCES:**

Dean-Dr. John Shannon .....4891

## **DEPARTMENT OF SPORT MANAGEMENT AND HOSPITALITY:**

Chair-Bill Maddock.....	4845	Dan Callahan.....	4840
Dr. Susan Anspaugh.....	4842	Mike Lazusky.....	4844
Admin Assistant-Judy Miller.....	4177	Susan Anspaugh.....	4842
William SanGiacomo.....	4203		

## **DEPARTMENT OF MATH AND INFORMATICS:**

Chair-Bill Barge.....	4298	Timothy Carver.....	4234
Admin Assistant-Emily Chancellor.....	4243	Dr. Debra VanRie.....	4253
Dr. Dolores Tichenor.....	4113	Dr. Lisa Murphy.....	4197
Dan Matthews.....	4247	Dr. Haseeb Kazi.....	4248
Dr. Steve Schoenfeld.....	4245	Christina Zumbrun.....	4242

## **DEPARTMENT OF SCIENCE:**

Chair-Ann Benson.....	4256	Dr. Brooks Bigelow.....	4254
Admin Assistant-Emily Chancellor.....	4243	Dr. Cindy Neyer.....	4258
Dr. Ira Jones.....	4249	Dr. Vicki Moravec.....	4257
Dr. Chad Keefer.....	4246	Dr. William Sluis.....	4250

## **DEPARTMENT OF CRIMINAL JUSTICE, PSYCHOLOGY AND SOCIAL SCIENCES:**

Chair-Craig Laker.....	4862	Ted Lantz.....	4867
Admin Assistant-Terry Dirrim.....	4198	Dr. Michael Blaz.....	4211
Mike Biegas.....	4236	John Milliken, J.D.....	4206
John Fiandt.....	4208	Marlene Sweet.....	4199
Sean Wagner.....	4219		

## **DEPARTMENT OF COMMUNICATION**

Chair-Mike McNamara.....	4864	Dr. Donald P. Jones.....	4866
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## **MUSIC AND CHOIR**

Director of Bands – Mark Kays.....	8096	Choir – Dr. Jean Deller.....	4437
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## **DEPARTMENT OF LANGUAGE AND LITERATURE**

Dr. Dennis Petrie.....	4204	Academic Support Services- Kathie Wentworth.....	4853
Dr. Timothy Hopp.....	4852	Writing Center Director- Dr. Timothy Hopp.....	4852
Dr. Tom Tierney.....	4201		
Sarah Young.....	4849		
Brandy DePriest.....	4205		

## **ALLEN SCHOOL OF ENGINEERING AND TECHNOLOGY**

Dean – Dr. VK Sharma	4432
Admin Assistant – Deb Strong	4815

## **McKetta Department of Chemical and Bioprocess Engineering:**

Chair – Dr. John Wagner	4226
Admin Assistant – Deb Strong	4815
Dr. Allen Hersel	4252

Dr. Majid Salim 4223

**Reiners Department of Civil and Environmental Engineering:**

Chair – Dr. Tim Tyler 4821  
Admin Assistant – Helen Hall 4215  
Dr. William Barry 4218  
Dr. Will Lindquist 4191  
Dr. T.J. Murphy 4216  
Dr. Jeremy Rentz 4820

**Department of Electrical and Computer Engineering:**

Chair – Dr. Stephen Carr 4189  
Admin Assistant – Sue Baker 4190  
Dr. Sean Carroll 4858  
Dr. Nandan Garg 4192  
Dr. Andrea Mitofsky 4194  
Dr. Sameer Sharma 4196

**Wade Department of Mechanical and Aerospace Engineering:**

Chair – Dr. Brett Batson 4238  
Admin Assistant – Sue Baker 4231  
Dr. James Canino 4232  
Dr. Pavan Karra 4230  
Dr. Prashanth Karra 4187  
Dr. Susan Lantz 4229  
Dr. Jan Stannard 4228  
Prof. Darryl Webber 4235

**Department of Technology:**

Chair – Prof. Tom Trusty 4266  
Prof. Tom DeAgostino 4265  
Prof. Brian Thomas 4262

**THE SCHOOL OF PROFESSIONAL STUDIES:**

Dean-David Wood.....260.665.4600

# RESIDENCE LIFE STAFF PHONE NUMBERS

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## Alwood Hall

Resident Director .....	260.665.4343	
Room 107 .....	RA	260.665.4504
Room 209 .....	RA	260.665.4328
Room 308 .....	RA	260.665.4338

## Bukoff Apartment

Resident Director .....	260.665.4936	
Room 102 .....	RA	260.665.4661
Room 111 .....	RA	260.665.4665
Room 209 .....	RA	260.665.4674
Room 217 .....	RA	260.665.4678

## Cameron Hall

Resident Director .....	260.665.4387	
Room 107 .....	RA	260.665.4409
Room 207 .....	RA	260.665.4349
Room 308 .....	RA	260.665.4360

## Conrad Hall

Resident Director .....	260.665.4562	
Room 101 .....	RA	260.665.4570
Room 205 .....	RA	260.665.4301
Room 308 .....	RA	260.665.4569

## Fabiani Hall

Resident Director .....	260.665.4387	
Room 107 .....	RA	260.665.4417
Room 205 .....	RA	260.665.4393
Room 308 .....	RA	260.665.4745

## Moss Street Apartment

Resident Director .....	260.665.4707	
Room 101 .....	RA	260.665.4785
Room 204 .....	RA	260.665.4538

## Moyer Apartment

Resident Director .....	260.665.4343	
Room 104 .....	RA	260.665.4912
Room 209 .....	RA	260.665.4917
Room 217 .....	RA	260.665.4921
Room 309 .....	RA	260.665.4926
Room 317 .....	RA	260.665.4930

## Platt Hall

Resident Director .....	260.665.4388	
Room 121 .....	RA	260.665.4601

Room 207 .....	RA .....	260.665.4371
Room 308 .....	RA .....	260.665.4382

**Seculoff Apartment**

Resident Director .....	260.665.4936	
Room 109 .....	RA .....	260.665.4933
Room 202 .....	RA .....	260.665.4937
Room 211 .....	RA .....	260.665.4941
Room 309 .....	RA .....	260.665.4950
Room 317 .....	RA .....	260.665.4954

**University Center Apartment**

Resident Director .....	260.665.4562	
Room 106 .....	RA .....	260.665.4733
Room 204 .....	RA .....	260.665.4738
Room 205 .....	RA .....	260.665.4739
Room 303 .....	RA .....	260.665.4763
Room 306 .....	RA .....	260.665.4838

**Widmann Apartment**

Resident Director .....	260.665.4388	
Room 117 .....	RA .....	260.665.4443
Room 218 .....	RA .....	260.665.4472
Room 219 .....	RA .....	260.665.4476
Room 317 .....	RA .....	260.665.4486
Room 320 .....	RA .....	260.665.4489

**Wilson Apartment**

Resident Director .....	260.665.4707	
Room 111 .....	RA .....	260.665.4705
Room 211 .....	RA .....	260.665.4713
Room 202 .....	RA .....	260.665.4708
Room 302 .....	RA .....	260.665.4718
Room 311 .....	RA .....	260.665.4722

**Villas**

Villa Director .....	260.665.4535	
701 Park Avenue#1 .....	Villa Supervisor .....	260.665.4759
408 Oakwood #2 .....	Villa Supervisor .....	260.665.4412
418 Oakwood #5 .....	Villa Supervisor .....	260.665.4520
422 Oakwood #3 .....	Villa Supervisor .....	260.665.4790
422 Oakwood #10 .....	Villa Supervisor .....	260.665.4529

# LOCAL SERVICES

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The Angola area has many businesses that take part in providing services for community members and visitors. A partial list of services and opportunities are listed in the student handbook for your convenience.

## AUTOMOBILE RENTING

Angola Ford Mercury 830 E. Maumee St., Angola .....	260.665.9526
Dunham Dodge, Chrysler, Jeep 1006 S. Wayne St., Angola .....	260.665.2125
Enterprise Rent-A-Car 344 Hoosier Drive, Angola .....	260.668.4022
Hertz Worldwide Car Reservations .....	800.654.3131

## BANKS AND CREDIT UNIONS

Campbell & Fetter Bank, 1448 W. Wayne St., Angola .....	260.665.8782
DeKalb Financial Credit Union, 130 West Harcourt Road, Angola .....	888.238.2089
Farmers State Bank, 1800 N. Wayne St., Angola .....	260.665.7506
Fifth Third Bank, 100 Growth Parkway, Angola .....	260.668.8845
First Federal Bank, 212 E. Maumee St., Angola .....	260.665.7556
Flagstar Bank, 2016 N. Wayne St., Angola .....	260.668.7744
Key Bank, 211 E. Maumee St., Angola.....	260.665.9411
Professional Federal Credit Union, 2310 N. Wayne St., Angola .....	260.665.7092
Star Financial Bank, 2004 N. Wayne St., Angola .....	260.665.2151
Wells Fargo Bank, 2204 N. Wayne St., Angola .....	260.665.9484

## CHURCHES

Angola United Methodist Church, 220 W. Maumee St., Angola .....	260.665.3914
Assembly of God Church, 1405 N. Williams St., Angola .....	260.665.9998
Calvary Temple, 400 E. Henry St., Angola .....	260.665.9758
Church of the Nazarene, 401 N. Gerald Lett Avenue, Angola.....	260.665.2045
Fairview Missionary Church, 525 E. C.R. 200 N., Angola .....	260.665.8402
Faith Baptist Church, S.R. 127N, Angola.....	260.665.1283
Grace Baptist Church, 925 N. C.R. 200W, Angola .....	260.665.3192
Hillcrest Baptist Church, 1380 S. Wayne St., Angola .....	260.665.7246
Holy Family Episcopal Church, 909 S. Darling St., Angola .....	260.665.5067
Lake Missionary Church, 9030 U.S. 20 West, Angola .....	260.665.2254
Pleasant View Church of Christ-Christian, 200 Fox Lake Road, Angola.....	260.665.2813
Presbyterian Chapel of the Lakes, 2955 W. Orland Road, Angola.....	260.833.4976
SonLight Community Church, 269 S. C.R. 200W, Angola.....	260.665.9456
St. Anthony of Padua Catholic Church, 700 W. Maumee St., Angola .....	260.665.2259
The Vision, 100 Growth Parkway, Angola .....	260.624.2700

## DENTISTS

Angola Dental Center, Hunt, Stephen, DDS .....	260.665.5767
Barry, Greg C., DDS .....	260.495.9213
Brown, James L., DDS.....	260.665.9695
Igney, Bradley S., DDS .....	260.665.7517
Mauk, Susan, DDS.....	260.495.2255
Moore, Guy, DDS .....	260.665.5767
Orthodontic Specialty Services Inc. ....	260.665.9534

**MEDICAL SERVICES**

Cameron Memorial Community Hospital .....260.665.2141  
Urgent Care of Cameron Hospital.....260.665.8222

**MOTELS**

Budgeteer Inn.....260.665.5694  
Hampton Inn.....260.495.9770  
Holiday Inn Express .....260.833.6464  
Potawatomi Inn .....260.833.1077  
Ramada Inn.....260.665.9471  
Redwood Motel .....260.665.9451  
Super 8 Motel.....260.495.7131  
Sycamore Hill Bed & Breakfast.....260.665.2690

**OPTICAL**

Angola Dunlap Eye Clinic .....260.665.5450  
Angola Eye Care Associates .....260.665.3240  
Baals & Wiegand Family Eye Care.....260.668.3937  
Magwire, Dr. Brian, OD .....260.665.5918  
RX Optical .....260.668.8881

**PHARMACIES**

CVS Drug Store, 700 N. Wayne St., Angola.....260.665.2106  
Kroger’s Pharmacy, 1801 N. Wayne St., Angola .....260.624.3110  
Meijer Pharmacy, 2990 N. Wayne St., Angola .....260.668.1110  
Walgreens, 2012 N. Wayne St., Angola .....260.665.5560  
Wal-Mart Pharmacy, 2016 N. Wayne St., Angola.....260.665.7033

**PHYSICIANS**

Mattox, Dean L. II, MD .....260.665.2646  
Miller, Dr. Berry, MD.....260.665.8481  
Miller, Dr. Tom, MD .....260.665.8494  
Smith, Dr. William A., MD .....260.665.6114  
Watkins, Dr. David P., MD .....260.665.2164  
Watkins, Dr. Larry E., MD .....260.665.2164  
Weaver, Dr. Wyatt R. Jr., MD .....260.665.1337

**THEATRES**

Brokaw .....260.665.3912  
Coldwater Cinema.....517.279.7469  
NCG Cinema in Auburn .....260.925.2800  
Strand.....260.665.7169

**TRANSPORTATION IN THE SURROUNDING AREA**

Fort Wayne International Airport, Fort Wayne .....260.747.4146  
Michiana Regional Airport, South Bend .....574.233.2185  
Amtrak .....800.872.7245

**YMCA**

YMCA, 500 E. Harcourt - Angola .....260.668.3607

# EMERGENCY NUMBERS

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ANGOLA ..... 911

## HELP RESOURCES

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### AIDS AND SEXUALLY TRANSMITTED DISEASES (STDs)

- AIDS Ministries/AIDS Assist (South Bend) ..... 574.234.2870
- Center for Disease Control Hotline ..... 800.232.4636
- HIV Questions ..... 260.449.3021
- STD Clinic in Sturgis, MI ..... 269.659.4013 Ext. 108 or 109
- STD Clinic in Three Rivers, MI ..... 269.273.2161 Ext. 207

### FREE, CONFIDENTIAL HIV TESTING AT THE FOLLOWING LOCATIONS:

- Fort Wayne Allen County Health Department ..... 260.449.7504
- Fort Wayne AIDS Task Force ..... 260.744.1144
- Fort Wayne Women’s Bureau ..... 260.424.7977

### ALCOHOL/DRUG ABUSE

#### Al-Anon – Support for Families and Friends of Problem Drinkers

1.888.4AL.ANON - Full meeting list access: [http://www.indiana-al-anon.org/meetings\\_by\\_city.htm](http://www.indiana-al-anon.org/meetings_by_city.htm)

- First Congregational Church, 314 W. Maumee St., Angola Tuesday 7:30pm . 260.665.9362
- Auburn – Auburn Presbyterian Church, 111 West 12<sup>th</sup> St. .... 260.925.2987
- Fort Wayne ..... 260.471.6262
- South Bend ..... 574.232.4613

#### Alcoholics Anonymous

866-608-3795 – Full meeting list access: <http://www.aa.org>

- First Congregational Church, 314 W. Maumee St., Angola ..... 260.665.9362  
Website: <http://www.aaangola.org>
- Fort Wayne ..... 260.471.6262  
Website: <http://www.aaftwayne.org>

#### Narcotics Anonymous

Meetings: <http://www.naindiana.org/meetings>

- Northeastern IN helpline ..... 260-460-4626
- Cameron Hospital—416 E. Maumee St., Angola ..... 260.668.7060
- Day Spring Community Center—1200 E. 7<sup>th</sup> St., Auburn
- National Health Line ..... 800.262.2463

### EATING DISORDERS

#### Community Resource Center

Overeaters Anonymous: ..... 1.800.589.OAOA or <http://www.oa.org>

All Eating Disorders:

- Parkview Hospital, 1900 Carew St. .... 260.484.6636  
OR 260.373.8000

### GENERAL NEEDS/ASSISTANCE

- Child Abuse Hotline ..... 800.800.5556

**Community Resource Center**

- Megan Cook, MSW, LCSW- Free, confidential counseling.....260.665.4172  
(For all Trine University students—Located at Angola campus)
- Women’s Bureau (Serving Fort Wayne and Allen County) .....260.424.7977
- Women’s Care Center (South Bend).....574.234.0363
- YWCA Shelter for Women Victims of Violence .....260.447.7233
- Hotline.....800.441.4073

**MEDICAL ASSISTANCE**

**Ambulance service - Steuben County Sheriff EMS, 100 E. Gale St., Angola**

- If calling from an Angola University telephone .....911
- If calling from a non-university Angola telephone .....911
- Centreville, MI ambulance .....911
- South Bend .....911

**American Cancer Society**

Supports research into causes and cures of cancer, provides educational programs, and provides other services.....517.278.6606

- **Poison Control - Indiana**.....800.222.1222

**MENTAL HEALTH**

Suicide hotline..... 1-800-273-TALK

**Trine University Counseling Services**

- Trine University, Angola .....260.665.4172

**Cameron Hospital 416 E. Maumee, Angola**

- Assessment and Treatment ..... 260.668.7060

**Community Resource Center**

- Northeastern Center, 200 Hoosier Drive, Angola..... 260.665.9494
- Parkview Behavioral Health 1720 Beacon St., Fort Wayne ..... 260.373.8000
- Samara Center—24-hour emergency number Parkview Noble ..... 260.347.1100 ext. 6329
- Sturgis Hospital 916 Myrtle Street, Sturgis, MI ..... 269.651.7824

**PREGNANCY & FAMILY PLANNING**

**Compassion Pregnancy Center**

- Tuesday/Thursday 9am-3pm
- 909 W. Maumee St., Suite A, Angola.....260.668.7773

**Health Department**

- Monday-Friday 8am-4:30pm
- 317 South Wayne St., Angola
- WIC for Pregnancy (Women, Infant, Children Program)
- Free AIDS clinic

**Planned Parenthood**

- 347 W. Berry St., Suite 300, Fort Wayne .....260.423.1322
- Women’s Health Organization 827 Webster St., Fort Wayne .....260.471.5005

## **RAPE**

### **Counseling for sexual assault victims**

- Trine University Counseling Services.....260.665.4172
- The Caring Place.....800.933.0466
- Rape Awareness Hotline.....888.311.7273
- Allen County.....260.426.7273
- Sex Offense Hotline 403 E. Madison St., South Bend.....574.289.4357
- Sexual Assault Treatment Center – St. Joe Hospital, Fort Wayne.....260.425.3333
- Victim’s Assistance.....260.668.1000 Ext. 2430
- Women’s Bureau 303 E. Washington St., Fort Wayne.....260.424.7977
- Branch-Hillsdale-St. Joseph Community Health Center  
570 Marshal Street, Coldwater, MI.....517.279.9561

## **SPECIAL NEEDS**

### **Community Resource Center**

- Northeast Indiana Special Education Co-op.....800.589.5236

## **BUILDINGS**

### ***Aerospace Engineering Building***

The Aerospace Engineering Building contains 4-by-4-by-6-foot subsonic and 4-inch supersonic wind tunnels, aircraft structures, machine shop, and student project laboratory. It also houses the office for Campus Operations.

### ***Best Hall***

Named in honor of John G. Best, a distinguished alumnus and former member of the Board of Trustees, the John G. Best Hall of Science contains classrooms and science laboratories. The building houses the Jannen School of Arts & Sciences, which was named in honor of Trine University alumnus and trustee, Dr. Robert L. Jannen and his wife, Dolores.

Best Hall also houses the Fairfield Lecture Room; the Department of Mathematics and Informatics; the Department of Science; the science laboratories; the telephone services; the Department of Criminal Justice, Psychology and Social Sciences, Middle College, and Study Abroad.

### ***C.W. Sponsel Administration Center***

Built in 1887, the Littleton M. Sniff Administration Building is the second oldest building on campus. It was named in honor of the second president of Tri-State College, Littleton M. Sniff. He served the institution as president longer than any other president in university history—over 30 years—and has been a major influence. In 2004, a multi-year, \$2 million renovation began, which included renaming the building the C.W. Sponsel Administration Center. The addition of a carillon in the bell tower of the building was a gift from current trustee and alumnus William Gettig. The bell chimes on the quarter hour and plays, among other tunes, the University alma mater.

### ***Fawick Hall***

The Thomas L. Fawick Hall of Engineering was named in honor of Thomas L. Fawick, an inventor, industrialist, and friend of the University. Renovation on the interior of the building and the updating of all laboratories, classrooms, offices, and the Kitsuda Seminar Room was completed in 1997. The building, which houses a scanning electron microscope, is the home of the University’s Allen

School of Engineering & Technology. The school is named after alumni Jerry and Jorja Allen. Fawick Hall also houses the McKetta Department of Chemical & Bioprocess Engineering, the Wade Department of Mechanical and Aerospace Engineering, the Department of Civil & Environmental Engineering, the Department of Electrical & Computer Engineering, and the Department of Technology.

The chemical engineering laboratories and offices are housed in the Howard P. Conrad Chemical Engineering Wing of Fawick Hall, named in honor of Howard P. Conrad, distinguished industrialist and friend of the University.

The central entrance of Fawick Hall is known as the Clifford W. Sponsel Tower and is named in honor of Dr. Clifford W. Sponsel, an emeritus member of Trine University's Board of Trustees and a 1931 civil engineering graduate of Tri-State College.

### ***Ford Building/Franks School of Education***

Named in honor of a former chair of the Board of Trustees, the Perry T. Ford Memorial Building is a three-level building that houses the Franks School of Education which was named after long standing trustee member Lawrence Franks. The Mary Mogish Kostyshak Educational Media Resource Center is also located in the Ford Building. The center offers a juvenile literature and school curriculum collection, kits, and audio-visual resource materials as well as workspace and materials to support education students. Named in honor of Paul and Mary Mogish Kostyshak, the Kostyshak Wing of the Perry T. Ford Memorial Building was dedicated May 19, 1995. Paul Kostyshak was a 1949 Tri-State College civil engineering graduate. The Ford Building also houses the Communication Department and the Music Department.

### ***Forman Hall***

Forman Hall, named after Leamen Forman, trustee emeritus which includes the Trine Welcome Center, named after current trustees Ralph and Sheri Trine, and the Radcliffe Conference Room, was dedicated in April 2001. It houses the Office of Admission, Office of Financial Aid, Office of the Registrar, Business Office, Human Resources Office, and Career Services Office.

### ***Hershey Hall***

At the center of Trine University's athletics is the Hershey Hall athletic facility, named in honor of Gen. Lewis B. Hershey. One of the best small school athletic facilities in the Midwest, Hershey Hall has a main basketball court that seats 4,500, an indoor walking track, two auxiliary gymnasiums, four volleyball courts, racquetball courts, a free-weight room and a fitness center. Hershey Hall has hosted numerous collegiate championships.

### ***Shambaugh Hall***

From 1905 to 1970, William D. Shambaugh Hall was known first as the Engineering Building and later as the Recitation Building, which housed the classrooms for basic subjects. The building was renovated in 1988-89 and was named in honor of William D. Shambaugh, a distinguished alumnus. It now houses the Ketner School of Business which includes the Department of Business Administration and the Department of Sport & Hospitality Management.

### ***T. Furth Performing Arts Center***

Angola native Cliff Ryan graduated from Tri-State College in 1966 with a bachelor's degree in business administration-accounting. The gift from Ryan and his wife, Sigrid, will help refurbish the T. Furth Center for Performing Arts, the former Angola Christian Church, which the university acquired in spring 2008. Their contribution will establish the center's Ryan Concert Hall.

### ***Taylor Hall of Humanities***

The oldest building on campus was completed in 1884 and received a complete renovation in 1992. It was named in honor of 1936 mechanical engineering graduate Dr. Charles Taylor, a Trine University Trustee since 1992, and his wife, Nancy. The Charles and Nancy Taylor Hall of Humanities houses classrooms, the *Triangle*, the university newspaper; the Wells Gallery, the Humanities Institute, the Writing Center, the Fine Arts Library, the English as a Second Language Department, and the Wells Theater, which includes a GTE projection system.

### ***The ARC***

The ARC is a multipurpose sports complex. With an indoor 200 meter track, tennis courts, volleyball, baseball/softball cages, basketball, indoor soccer, lacrosse, and more.

### ***Witmer Club House***

The 18-hole Zollner Golf Course offers scenic recreation with its newly renovated bunkers and many challenging holes. The golf course is named in honor of Fred Zollner, a prominent industrialist and former chair of the University Board of Trustees. In 1999, the Witmer Clubhouse was named for Wilber E. Witmer, a 1947 business administration graduate and golf course benefactor.

### ***University Center***

The center forms an activity hub at the middle of campus, housed in a sleek package of curved architecture, window walls, and black and grey granite floors. Amenities include the 320-seat Fabiani Theater, Whitney Commons, Sponset library, the Center for Technology and Online Resources, Hornbacher fitness center, Trine Bookstore, WEAX radio station, and the campus post office. A main "S"-shaped atrium space anchors the center's strong design concept. Situated between the residential and academic areas of campus, it takes advantage of the student traffic passing between the two destinations.

