



# Trinity

## TRINITY WASHINGTON UNIVERSITY

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# 2009-2010 STUDENT HANDBOOK

*This Student Handbook is a guide to the major policies, processes and resources affecting students enrolled in all programs at Trinity. This Handbook is a companion guide to numerous other policy statements and guidelines contained in the Trinity Catalog, the Academic Policy Handbooks of the respective schools, and other policy statements available on Trinity's website at [www.trinitydc.edu](http://www.trinitydc.edu) Trinity reserves the right to amend these policy statements at any time.*



## TRINITY WASHINGTON UNIVERSITY

### MISSION STATEMENT

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Trinity is a comprehensive university offering a broad range of educational programs that prepare students across the lifespan for the intellectual, ethical and spiritual dimensions of contemporary work, civic and family life.

Trinity's core mission values and characteristics emphasize:

- ❖ *Commitment to the Education of Women* in a particular way through the design and pedagogy of the historic undergraduate women's college, and by advancing principles of equity, justice and honor in the education of women and men in all other programs;
- ❖ *Foundation for Learning in the Liberal Arts* through the curriculum design in all undergraduate degree programs and through emphasis on the knowledge, skills and values of liberal learning in all graduate and professional programs;
- ❖ *Integration of Liberal Learning with Professional Preparation* through applied and experiential learning opportunities in all programs;
- ❖ *Grounding in the mission of the Sisters of Notre Dame de Namur and the Catholic tradition*, welcoming persons of all faiths, in order to achieve the larger purposes of learning in the human search for meaning and fulfillment.

Adopted by the Trinity Washington University Board of Trustees, May 2000

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## ***THE TRINITY STUDENT HANDBOOK***

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Trinity Washington University promulgates this *Student Handbook* to students enrolled in all Trinity programs. This document is a valuable guide to the policies, procedures and programs that shape the Trinity Washington University campus community and the values of our learning experience.

This *Handbook* and additional policy statements, as well as updated statements of policies in the hard copy of the *Handbook*, may be found online at [www.trinitydc.edu](http://www.trinitydc.edu) Trinity reserves the right to amend, revoke or expand upon these policies at any time. The most updated policy statements may be found on Trinity's website. The most recently-issued policy statements supercede all other policy statements. Trinity makes every effort to inform students of policy changes, but students are also responsible to stay informed of policies affecting their academic and co-curricular life while enrolled at Trinity.

As the mission statement inside the front cover proclaims, Trinity's purpose is to provide educational opportunities for students across the lifespan, and students at Trinity represent a spectrum of ages, beliefs, abilities, interests and backgrounds. However, in the midst of the remarkable diversity of the Trinity Community, all students can find common ground in the shared commitment to the Honor System, to principles of self-governance, to academic excellence in liberal learning and professional preparation, to the advancement of women and justice for all, to the values inherent in Trinity's religious tradition as a Catholic university welcoming students of all faiths.

Trinity asks all students to take the time to become familiar with this *Student Handbook* and related policy statements, to participate in student government and other campus activities, and to take full advantage of the wonderful co-curricular learning opportunities that exist at Trinity.

This *Student Handbook* is a companion document to the *University Catalog* that contains a number of academic policies and financial information, and other policy statements issued throughout the year. While every effort has been made to capture all relevant student life policies in one place through this *Handbook*, from time to time new policies are necessary and older policies or processes need revision. Hence, Trinity reserves the right to change this document and the statements within it as necessary, and this document should not be construed as a contract.

The Executive Officers of Trinity are responsible for the oversight of these policies and this document. On a day-to-day basis, the Dean of Student Services and Deans of the respective schools are responsible for the administration of these policies under the oversight of the President and Vice Presidents.

**Note:** The *Student Athlete Handbook*, *Nursing Student Guidelines*, *Teacher Candidate Internship Guidebook*, *School Counselor Program Student Guidebook*, *Educational Administration Internship Guidebook*, and such other program handbooks and guidebooks as may exist or be created are incorporated by reference into this *Trinity Student Handbook* for those student populations for whom the individual handbooks and guidebooks are pertinent. ALL STUDENTS are covered by this *Trinity Student Handbook* in addition to the particular programmatic handbooks. All policies are on the website [www.trinitydc.edu](http://www.trinitydc.edu)

## THE TRINITY HONOR SYSTEM

All students in all programs at Trinity are expected to uphold a way of life that embraces personal integrity and responsibility, the foundation of the Honor System. The Honor System reflects the core of Trinity's values as an institution concerned with moral as well as intellectual education. The Honor System has been part of Trinity since 1913, and is the foundation of Trinity's moral life in community. The Honor System reflects a personal commitment on the part of all members of the community to individual integrity and shared trust; hence it also reflects a community commitment to abide by University policies, rules, and regulations. Upon joining the Trinity community, each student agrees to adhere to the following:

*“I realize the responsibility involved in membership in the Trinity Washington University community. I agree to abide by the rules and regulations of this community. I also affirm my intention to live according to the standards of honor, to which lying, stealing, and cheating are opposed. I will help others to maintain this responsibility in all matters essential to the common good of the community.”*

The Honor System is grounded in the philosophy that each member of the Trinity community will uphold, take ownership, and educate others toward an ongoing goal of maintaining a community of mutual trust, honor, and respect. The Honor System is, therefore, a *way of life* that is synonymous with adhering to rules and regulations established for the good of the whole community. The Honor System is present in all aspects of Trinity life, from academic integrity, to fairness in play and sports, to following social codes of conduct, to identifying and bringing to the forefront issues that may threaten individuals and their ability to embrace the system.

All students, faculty and staff should be mindful of their responsibility to be careful stewards of the Honor System. The Honor System requires each person in the community to make a commitment to live morally, honestly and with respect for the rights, needs, property and reputation of all others.

Acceptance of the Honor System is essential to membership in the Trinity Community. Trinity makes every effort to help all students understand and learn to live within the expectations of the Honor System.

Elsewhere in this *Handbook* students will read of the particular rules and regulations of Trinity Washington University, and the processes and procedures that exist to adjudicate infractions, determine facts, and impose sanctions. The Honor System is **not** the same as the judicial procedures, or the various rules and regulations. The Honor System is a moral code that imposes an obligation on each individual to act honorably and honestly for the good of the community whether or not a rule exists, whether or not anyone else sees the act in question, regardless of the presence or absence of an authority figure. In the Honor System, no one worries about being “caught” doing something wrong because everyone is responsible to do what is right as a matter of personal morality. The rules exist to help maintain order and to define what the community believes are common standards for behavior. The judicial processes exist to address situations in

which individuals break the rules, or exhibit behaviors that are inconsistent with the principles of honor.

## **STUDENT SELF-GOVERNANCE**

Along with the Honor System, student self-governance is an essential Trinity tradition and educational enterprise. Since the earliest days of student life at Trinity, students have sought to govern their own affairs responsibly, in partnership with the University's administration and faculty, but with a degree of independence that also reflects Trinity's expectations for student growth and development. Students in all of Trinity's programs and schools --- the College of Arts and Sciences, the School of Professional Studies and the School of Education --- form their student governance bodies with the guidance of the Deans of each school and the Dean of Student Services.

## **STUDENT ORGANIZATIONS**

Various clubs and organizations conduct activities on Trinity's campus. While most student clubs and organizations operate as part of the Trinity Student Government, some operate with Trinity's permission as affiliates of outside organizations. The list of approved organizations appears on Trinity's website. Permission to operate on Trinity's campus does not mean that Trinity recognizes or endorses the opinions or positions of the student organization. Trinity expects all student clubs and organizations to conduct their affairs with respect for Trinity's mission, and within the policies for all personnel on Trinity's campus.

## **TRINITY TRADITIONS**

Since its founding in 1897, Trinity traditions and celebrations have grown to become an integral part of the Trinity experience. Trinity students today continue to enjoy some of the most venerable traditions, including:

### **Class Colors**

The first graduating class at Trinity, the class of 1904, chose the class color Red to bequeath to the Class of 1908. Since then, the four class colors, Red, Blue, Green and Gold, have been handed down by the Senior class to the incoming first year class. Class colors identify Trinity students and graduates across generations.

### **Class Days**

Each class sponsors a celebration on a specific day during the academic year. The class color is worn all day. Classes may often decorate the Well in their class colors. Class days are generally celebrated during the following months: October – Blue; November – Gold; February – Red; March – Green.

### **Cap and Gown Weekend**

Trinity seniors receive their caps and gowns at the Cap and Gown Convocation on the first Saturday in October. Receipt of the cap and gown is a cherished moment in the lives of Trinity undergraduates, a recognition of the achievement of at least 92 academic credits, and entrance into senior year. Families and friends gather for the Convocation and President's Reception following the ceremony. On Sunday morning, the seniors process to Notre Dame Chapel for the solemn Cap and Gown Liturgy, following which they gather in Alumnae Hall with their families for a festive brunch. The weekend ceremonies conclude with the fun and festive Courtyard Sing attended by students from all classes wearing their class colors. Seymour Court is also festooned in the colors of the classes. At the Courtyard Sing, the first year class also receive their first symbol of membership in the Trinity Community, their class banner.

### **Junior Ring**

Members of the Junior class receive their Class rings in a special ceremony in October. Students may order their Class rings for this occasion or they may use other rings they already own.

### **Sophomore Pin**

As Sophomores begin to declare their majors and move into a new phase of their academic career, Trinity celebrates by issuing each Sophomore a gold "TC" pin at a special ceremony marking the occasion.

### **Honor Ceremony and First Year Medal – The Trinity Medal**

Shortly after mid-terms in the first semester, the first year students participate in an important ceremony marking another point of their entrance into the Trinity Community. The Honor Ceremony and receipt of the First Year Medal (The Trinity Medal) provides an occasion for first year students to reflect on the meaning of the Honor System. The Trinity Medal bonds the new first year students to the many generations who have worn this medal since Trinity's earliest days.

### **Christmas and Holiday Celebrations**

Just before final examination period, students decorate the Marble Corridor and Social Hall with greens and trees, and they enjoy the Winter Ball (aka the "Holly Hop"). Around the same time, seniors lead other students in a Well Sing with holiday carols.

## TRINITY HONOR SOCIETIES AND AWARDS

Recognition of excellence in academics and service is a major part of the Trinity tradition. Following are the major honor societies and awards that recognize student achievement:

### Academic Honor Societies

**Phi Beta Kappa**, established at Trinity in 1971, recognizes undergraduate students who meet high standards of academic excellence.

**Alpha Sigma Lambda** was inaugurated at Trinity in 1986 and recognizes the special achievement of adults who demonstrate academic excellence while facing competing interests at home and work.

**Psi Chi** is the honor society recognizing achievements of Psychology majors.

**Pi Sigma Alpha** is the honor society recognizing achievements of Political Science majors.

### Academic and Institutional Awards

**St. Catherine Medal** is awarded by Kappa Gamma Pi National Scholastic and Activity Honor Society of Catholic Women's Colleges to the Junior who has set a high standard of scholarship or who has rendered some specific outstanding service to the University. The award is presented on Cap and Gown Sunday of the student's Senior year.

**Mary Boyle McCrory Award for Excellence in Writing.** Established by Angela McCrory Kilroy, Class of 1949, in honor of her mother who was an English major in the Class of 1922 and Editor of the *Trinilogue*, this award is presented to the graduating Senior whose academic work shows great potential in the field of writing. Typically, the awardee is from the English department and has a cumulative grade point average of 3.0 or greater in her English course work. Preference is given to a student with exceptional creative writing ability.

**Modern Language Prize** for achievement in modern languages is given at Commencement to a Senior demonstrating excellence in more than one foreign language. The award, established by Dr. Thomas W. Grzebien, is given in memory of his late wife, Edna Dwyer Grzebien, of the Class of 1922.

**Ann Crook Coluzzi Award for Teacher Interns** honors an exemplary student teacher in the field of education that has demonstrated excellence in academics, personal and ethical character, communication skills and professional performance.

**T-Pin Award** is given to several students from the Senior class who have attained high scholastic standards, and whose character and good sportsmanship render them most representative of the University's ideals. The T-Pin is awarded on Founder's Day.

**Mary Murray McArdle Award** was established by Paul F. McArdle, Charles P. McArdle, and E. Murray McArdle in honor of their mother, Mary Murray McArdle of the Class of 1908. It is awarded at Commencement to the Senior who, in addition to maintaining satisfactory scholastic standing, has displayed the ideals characteristic of Trinity and who has consistently, in a quiet but marked manner, contributed by her spirit of cooperation to the corporate spirit of the University.

**Special Service** awards are given on Founders' Day to seniors who have demonstrated exemplary leadership or given outstanding service to the University through one or more campus activities.

**Who's Who Among Students in American Universities and Colleges.** Each fall a number of Seniors are nominated by students and faculty for inclusion in the current year's Who's Who. The selection committee considers students' scholarship, participation and leadership in extra-curricular activities, and service to the University and community.

## **CAMPUS RESOURCES**

Trinity provides a number of resources to assist students with their academic and co-curricular lives. The following list provides brief descriptions of these resources in alphabetical order: (for further information, email addresses, more telephone and room numbers, please consult Trinity's website [www.trinitydc.edu](http://www.trinitydc.edu))

### **Academic Affairs**

The Office of Academic Affairs, led by the vice president for Academic Affairs, is responsible for all of the curricula and programs, academic policies, academic advising through the dean's offices, and matters affecting faculty at Trinity. The deans of all three schools report to the Vice President for Academic Affairs, along with the director of the Library and Academic Services.

#### *Key Contact Information:*

Vice President for Academic Affairs	202-884-9220	Main 201
Dean of the College of Arts & Sciences	202-884-9205	Main 200
Dean of the School of Education	202-884-9556	Main 396
Dean of the School of Professional Studies	202-884-9620	Main 250

### **Academic Services Center**

Located on the first floor of the Library, the Academic Services Center includes a range of services designed to assist all students with academic issues, including assessment, learning skills support, disability support services, the Writing Center, career services and related services.

#### *Key Contact Information:*

Academic Assessment	202-884-9360
Disabilities Support Services	202-884-9681
International Student Services	202-884-9019
Writing Center	202-884-9355
Library	202-884-9350

## **Admissions Offices**

Marketing, recruiting and admissions activities occur for all three schools in the Office of Admissions. The three admissions teams work collaboratively to help all prospective students find the right program at Trinity.

### *Key Contact Information:*

Trinity Office of Admissions                      202-884-9400 Main 160                      [admissions@trinitydc.edu](mailto:admissions@trinitydc.edu)

## **Athletics**

The Athletics Department offers NCAA Division III varsity soccer, tennis, lacrosse, basketball, volleyball, swimming and cross-country. Athletics programs are conducted in the Trinity Center for Women and Girls in Sports (see below).

### *Key Contact Information:*

Trinity Athletics Office                              202-884-9606 Trinity Center [trinityathletics@trinitydc.edu](mailto:trinityathletics@trinitydc.edu)

Trinity Center    202-884-9092    [trinitycenter@trinitydc.edu](mailto:trinitycenter@trinitydc.edu)

## **Bookstore**

The Trinity Washington University Bookstore, run by Follett, is located on the ground floor of the Main Building. In addition to textbooks, the bookstore carries a wide variety of merchandise, including imprinted Trinity clothing, glassware and gift items, school and office supplies and snack items. Regular hours are posted at the beginning of each semester and hours may vary during holidays and when classes are not in session. Please watch the bulletin board outside the bookstore for changes in hours, buy back (book) policy, return/exchange/refund policy and other important information.

### *Key Contact Information:*

Trinity Bookstore    202-884-9155    Main B-10

### **Business Office**

Located on the first floor of Main Hall in the north wing, the Business Office receives student payments and processes all financial matters for Trinity. The Financial Aid Office is located in the same area with the Business Office.

#### *Key Contact Information:*

Trinity Business Office	202-884-9501	Main 114
Student Financial Services	202-884-9530	Main 119

### **Campus Ministry**

Campus Ministry reflects Trinity's mission in building community, nurturing faith through praise and worship, and engaging social injustice. Poised at the intersection of Church and Higher Education, Campus Ministry proclaims faith in God and invites the campus community to embrace a sense of ultimate purpose and meaning in life. Campus Ministry cultivates greater freedom, understanding, maturity and the ability to integrate faith and work.

#### *Key Contact Information:*

Campus Ministry	202-884-9653	Main 219
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### **Continuing Education**

The Office of Continuing Education offers more than 300 professional development courses for educators each year. These courses are intended for teachers, counselors, administrators, and other school personnel seeking to earn graduate-level credit to meet in-service, re-certification, and continuing education requirements. Courses may meet on Trinity's campus or at off-site locations.

#### *Key Contact Information:*

Continuing Education	202-884-9300	Main 228
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### **Dean of Student Services**

Located on the Marble Corridor of Main Hall, the Dean's Office is a hub of student activities, information and assistance. The Dean's office also coordinates all student clubs and organizations, student government, judicial proceedings, Health & Wellness, and Campus Ministry.

#### *Key Contact Information:*

Dean of Student Services

202-884-9611

Main 223

### **Department of Public Safety (DPS)**

DPS is a full service public safety provider with responsibility for campus safety, campus crime awareness and campus crime prevention and education. In addition to patrolling and safeguarding the campus, DPS has oversight for access control, residential security, parking and transportation, emergency management, and a vast array of duties including staffing special events, providing safety escorts, administering vehicle assistance, and managing vehicular and pedestrian traffic on campus. Located in Main Hall, room B-8, DPS is operational 24 hours per day, 7 days per week, year round. The Communications Center (dispatch) is staffed by a DPS Officer at all times; additionally, a DPS supervisor is always on duty (across shifts) and is readily accessible at all times.

#### **Reporting Crime, Unusual or Suspicious Activity, and Other Emergencies - Dial 9111**

Trinity Washington University has established emergency communications guidelines that all members of the campus community must familiarize themselves with for the purpose of responding effectively and efficiently in the event of a real emergency. Moreover, it is our collective responsibility to exercise discretion when calling upon the resources of the District to respond to that which is truly necessary. For emergency conditions occurring on the campus, DPS must be contacted first. When you contact DPS at 9111 the dispatcher will initiate contact with appropriate law enforcement authorities and/or emergency care providers as needed or as required. At the same time, DPS will also make appropriate notifications to senior staff, managers, and other essential personnel who will render additional assistance as needed. DPS encourages students, faculty, staff, and guests to immediately report all suspicious or unusual activity by calling 9111 from a campus phone or (202) 884-9111 from an off campus location.

#### **Campus Safety and Crime Prevention**

For additional information concerning your safety and security on campus, as well as other services provided by DPS, please visit the DPS Homepage at <http://www.trinitydc.edu/current/safety> where you will find our annual security report (*Campus Safety & Security Handbook*). Additionally, please check the DPS Homepage for "Public Safety News", announcements, and other information related to campus-wide safety and security.



### **Health Services:**

Trinity's Health and Wellness Center is located on the 4<sup>th</sup> floor of Main in O'Connor Hall. The center provides free primary health care and health education for all students when classes are in session. Hours are posted at the beginning of the semester. Students are seen on a walk-in basis or by appointment. Health care, provided by a registered nurse, includes first aid for minor injuries, physical assessment and treatment of minor illnesses with over the counter medications, and the administration of certain injections. A medical doctor is on contract and her hours are posted at the beginning of the semester. Routine gynecological care and assessment with subsequent treatment of medical problems are available. Appointments with medical doctors off campus are made upon request. Emergency care is available at nearby hospitals. All students must have proof of personal health insurance or the Trinity sponsored plan.

The Director of Health and Wellness and a professional personal Counselor, working cooperatively with the Director of Services, offer a broad range of counseling services and programs to assist students in realizing their potential in all aspects of University life and beyond. These services and programs include personal counseling for individuals and groups, as well as workshops to aid students in their personal growth and development. Referrals to trained and licensed mental health providers are made when necessary.

#### *Key Contact Information:*

Health Services Center      202-884-9615 (Main 463)

### **Human Resources/Student Employment**

The Office of Human Resources handles all aspects of employee benefits and related issues. The Human Resources office is also responsible for Student Employment, collects all time sheets and issues checks.

#### *Key Contact Information:*

Office of Human Resources    202-884-9120 (Main 134) [humanresources@trinitydc.edu](mailto:humanresources@trinitydc.edu)

### **International Student Services**

The Office of International Student Services (OISS) coordinates services for international students, as well as first generation-bilingual, and immigrant students from over 45 different countries. This office assists members of Trinity's international community with admissions, visa procedures, U.S. non-immigrant services, employment, and with the many challenges of living and studying in a different country. The primary purpose of this Office is to develop awareness, understanding and appreciation of cultural differences within the Trinity Community.



**Lockers**

Lockers are available on a first come, first serve basis. Each semester, registered students may choose a locker and install their purchased lock, then register the locker number in the DOSS (Dean of Student Services) office, 223 Main Hall. Lockers must be cleaned out and registered each semester.

*Key Contact Information:*

Dean of Student Services      202-884-9611 (Main 223)

**Post Office**

The Post Office located in the basement of Main is available during posted hours. Full-time resident students are assigned mailboxes at the beginning of the academic year. Mail forwarding services are available to students during the summer and for non-returning students for a period not to exceed sixty days.

*Key Contact Information:*

Post Office                              202-884-9137 (Main B-11)

**President's Office:**

The President's Office provides overall management of university affairs, and is the direct liaison with many external agencies. All legal matters should be addressed in writing to the president. Complaints may also be sent in writing to the president.

*Key Contact Information:*

President's Office                      202-884-9050 (Main 152)      [president@trinitydc.edu](mailto:president@trinitydc.edu)

### **Registrar's Office**

The Office of the Registrar is the custodian of the official academic records for all Trinity students. Some of the services the Registrar's Office provides include: student registration, scheduling all classrooms, maintaining the student's official academic transcripts, evaluating and posting transfer credits, overseeing the dissemination of student information to third parties, providing enrollment verifications, conferring degree and issuing diplomas.

#### *Key Contact Information:*

Registrar's Office                      202-884-9200 (Main 154) [registrarsoffice@trinitydc.edu](mailto:registrarsoffice@trinitydc.edu)

### **Technology Services**

The Office of Technology Services provides all campus computer users, including students, assistance in managing technology and telecommunications. Additional information about the services available through this office may be found on Trinity's website at <http://www.trinitydc.edu/techservices/>

#### *Key Contact Information:*

Technology Services                      202-884-9811

### **Trinity Center for Women and Girls in Sports**

All Trinity students are welcome to use The Trinity Center for Women and Girls in Sports without any additional charge. The Trinity Center is a state of the art athletic complex, featuring a 25 yard swimming pool and spa, aerobics room, weight room and gymnasium equipped to seat 1600. The Center also features a wide variety of fitness classes such as Kung Fu, Cardio and Abs, Gutts and Butts, Water Aerobics, Yoga and Pilates.

#### *Key Contact Information:*

Trinity Center                              202-884-9092                              [trinitycenter@trinitydc.edu](mailto:trinitycenter@trinitydc.edu)

## **Transportation**

### *Campus Shuttle*

Trinity provides a Shuttle to and from the Brookland Metro station. Schedules are available in the Campus Safety office. For safety reasons, students are strongly encouraged to use the Shuttle service to and from the Metro.

### *Metro*

Washington's subway system, known as the Metro, provides transportation to downtown and suburban Washington. Metro train maps and schedules are available at Metro Center, which are only a few stops on the *Red Line* out of the Brookland Station. City buses are also a dependable way to travel within the city.

The *Red Line* has a stop at Union Station, Washington's central train station. AMTRAK, MARC, and several Bus lines are located at Union Station. In addition, the station itself is a renovated historic landmark filled with a variety of shops, restaurants, and movie theaters.

### *Tours*

Several tour bus companies provide tours of the District. The *Tourmobile*, operated by the Park Service, offers shuttle rides from monument to monument and to all the major federal buildings. Some tour companies are located at Union Station.

## **Voice Mail and E-Mail**

*Technology Services*, 202-884-9811 or <http://www.trinitydc.edu/techservices/>

All students receive voicemail and email mailboxes and are expected to check them regularly for important information about classes and Trinity activities. Voice mail numbers and e-mail addresses are assigned upon the completion of registration. At the end of each semester students are requested to delete all email or check their email accounts regularly to avoid overloading their email accounts. For more information contact Tech Services.

## **Writing Center**

The writing center offers writing support services to all Trinity students in all three schools. During one-to-one conferences, students can discuss specific assignments, share developing drafts, ask basic questions about composition, grammar and punctuation, and review citation rules and manuscript guidelines required by professional organizations such as APA and MLA. The Writing Center also offers writing workshops, class presentations and events.

### *Key Contact Information:*

Writing Center

202-884-9350 (Library)



## TRINITY STUDENT CODE OF RESPONSIBLE CONDUCT

*First Issued 2002  
Updated and Reissued September 2007*

Trinity expects all of its students to comport themselves as responsible adults acting honestly and with integrity through the Honor System. As a guide to community norms, Trinity has established this general code of student conduct to define the broad parameters of behaviors and actions that are prohibited and will incur penalties up to and including dismissal from the university. The list below is not all-inclusive, and Trinity reserves the right to expand, change or otherwise alter this list at any time.

Under the Honor System, all members of the Trinity Community share a responsibility to uphold all policies. Trinity administrators are responsible to investigate accusations of misconduct, to observe fundamental due process procedures, and to impose sanctions in certain kinds of cases. In the College of Arts and Sciences, the Academic Dean and the Dean of Student Services oversee academic and non-academic disciplinary matters in consultation with the Judicial Association according to the procedures set forth in this and other policy statements. In the School of Professional Studies and School of Education, the respective Academic Deans are generally responsible for disciplinary matters and due process procedures. In all cases, Trinity reserves the right to take immediate and direct disciplinary action to protect persons and property.

The primary purpose of this code of conduct is to protect the well-being of the community and to advance its educational mission. The following sections describe behavior and actions, which are prohibited and will result in disciplinary action. This list is NOT comprehensive and Trinity reserves the right to discipline inappropriate conduct of any sort at any time.

All students in all schools are bound by this Code of Responsible Conduct. *Students in the School of Education who are preparing for careers as teachers, counselors and administrators should know that the external accreditation and professional rules that are part of the governance of the School of Education require the faculty to make a determination about whether a student has the appropriate disposition for teaching and administration. A violation of this Code of Responsible Conduct may also result in dismissal from the School of Education*

*under the disposition rules. Similarly, students in the Nursing Program and other professional preparation programs may have additional Code of Conduct requirements under policies and rules issued by accreditors and professional licensing organizations.*

***Trinity reserves the right to remove immediately from the campus any student who engages in any threatening conduct toward any person, who carries a weapon or who otherwise exhibits conduct that poses a danger to other persons. Trinity will call the police if necessary. Students who are expelled for violations of this policy will incur grades of “F” in their current courses and will not receive any refunds for tuition and fees paid.***

### **1. ACADEMIC DISHONESTY.**

The Policy Statement on Academic Honesty is included in the *Student Handbook* and is posted on the website, and is incorporated by reference into this Code of Conduct. Students must know that any instances of cheating, plagiarism or other forms of academic dishonesty will incur specific penalties up to and including expulsion.

### **2. HARASSMENT AND INTIMIDATION.**

Trinity’s Harassment Policy is included in the *Handbook* and is posted on the website, and is incorporated by reference into this Code of Conduct. Trinity will not tolerate abusive or harassing behavior, verbal or physical, which demeans, intimidates, threatens, coerces, or injures another person or persons. Actions, which are intended to interfere with a person in the conduct of his or her customary or usual affairs, are prohibited. Such actions include but are not limited to the sending of threatening letters, posting threatening letters explicitly or by inference directed to the person, use of threatening language directed at another, vandalism or misappropriation of a person’s property, or vandalism of a person’s residential room.

Offenses under this section may result in immediate suspension or expulsion.

### **3. FIGHTING**

Fighting in any form is strictly prohibited. Students who engage in fighting on or off campus will incur serious penalties up to and including expulsion. This prohibition on fighting includes verbal as well as physical assault. Students are warned that all parties involved in any fights will be disciplined regardless of who started the fight. Discipline may include dismissal from residence, suspension from school, and dismissal from Trinity.

### **4. WEAPONS, EXPLOSIVES AND DANGEROUS MATERIALS.**

No person may bring weapons of any kind onto Trinity’s campus, except in the routine discharge of law enforcement duties. No person may possess explosives or other dangerous materials except in supervised circumstances for legitimate professional purposes, e.g., for chemistry labs or for construction needs. Any student who necessarily comes into contact with chemicals or similar dangerous materials has a serious obligation to treat those materials with care and to refrain from taking any of the materials out of the supervised lab area. Removing chemicals

from a laboratory or other designated area will result in serious penalties up to and including expulsion.

Violations of this section may result in immediate disciplinary action up to and including immediate removal from campus and dismissal from Trinity, and Trinity will call the police in any case in which a student is in possession of a weapon of any kind.

#### **5. ENDANGERING PERSONAL SAFETY.**

Actions that threaten or endanger in any way the personal safety of others are subject to disciplinary action as well as possible arrest. Such actions include interfering with Public Safety Officers while they are acting in the performance of their duties on the University premises, intentionally ignoring citations issued by Public Safety, failure to comply with evacuation procedures, tampering with fire protection equipment, the inappropriate use of open flame devices or combustible materials. Discipline may include suspension and dismissal from Trinity.

#### **6. DAMAGE TO PROPERTY**

Willful or grossly negligent damage or destruction of the property of others, or of the university, including but not limited to the deliberate defacement of library materials, buildings, sidewalks, walls, trees, or landscaping is prohibited. Leaving the scene of an accident on Trinity's campus is part of this section. Any acts of theft and/or the unauthorized sale of property belonging to the University, a member of the University community or guest of the University are prohibited. Disciplinary actions may include suspension or expulsion, and Trinity may also call the police.

#### **7. FRAUD, THEFT AND FINANCIAL RESPONSIBILITY**

Theft, forgery, and the alteration, or use of University documents or instruments of identification with the intent to defraud, are grounds for disciplinary action.

Writing bad checks, stealing items from the bookstore, taking food from the cafeteria without paying for it, taking books from the library without checking them out properly, and similar acts intended to defraud Trinity, its vendors or other students will result in immediate and severe penalties.

Trinity students are also responsible to abide by the Policy on Student Financial Responsibilities, which is in the *Handbook* and website, and incorporated by reference into this section. Any fraudulent behavior that attempts to circumvent this policy --- for example, lying on financial aid forms, failing to honor checks written to cover Trinity bills, failing to respond to directions to make payment arrangements --- will result in disciplinary action up to and including dismissal, and possible prosecution if fraud is involved.

Similarly, as further defined in Trinity's Technology and Telecommunications Policy, any improper use of Trinity's telephones or technological systems for fraudulent or harassment purposes, or for commercial gain, may be grounds for serious disciplinary action.

In addition to taking disciplinary action up to and including dismissal, Trinity may refer cases of fraud and theft to law enforcement authorities for investigation and prosecution.

## **7. ALCOHOL AND DRUG POLICY.**

Students who are under the age of 21 may not drink alcoholic beverages anywhere, including on Trinity's campus. Underage students who drink or possess alcohol will incur severe penalties.

Students over the age of 21 must exhibit responsible conduct with regard to alcoholic beverages. Any student who demonstrates an inability to treat alcohol responsibly will lose residential privileges and may incur penalties.

Trinity does not serve alcohol at student functions, and no student organization may serve alcohol at any party or meeting on campus.

Trinity abides by all laws concerning alcohol and drugs, and any violation of the law will also be construed as a violation of Trinity policy, and penalties will ensue at Trinity *in addition to* any penalties the person may incur through the legal system. Trinity reserves the right to call the police and refer any case regarding violations of alcohol or drug laws to law enforcement authorities, and students should know that Trinity *will* call the police immediately in any case involving the illegal use, sale or possession of drugs or alcohol, or related materials.

This policy also applies to student guests, and the student may be held liable for the actions of her guests while on Trinity's campus. Hence, a student guest who brings drugs or alcohol into a Trinity residence hall, party or other place on campus will also endanger the student's standing at Trinity.

The Drug Free Schools and Communities Act, along with the Drug Free Workplace Act, require that agencies receiving any form of financial assistance under any federal program after October 1, 1990 certify that they have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Trinity has established the following policy.

The use, transfer, possession and/or sale of illegal drugs are against federal law and the laws of the District of Columbia. It is the administrative policy of Trinity that any student found to be in possession of illegal drugs, whether for personal use or for resale, will be subject to immediate dismissal and possible arrest. The possession for use, sale, distribution, or barter of any controlled substance, other than for whom the controlled substance was intended is prohibited. Similarly, any student's guest or other campus visitor guilty of acts involving illegal or illicit drugs will be subject to arrest and prosecution under District of Columbia laws.

## **8. SMOKING**

Smoking is BANNED from the vicinity of Main Hall, the Chapel, Alumnae Hall, the Science Building, the Library and the Trinity Center. People in those buildings who feel the need to smoke will have to do so on the sidewalk on Michigan Avenue. Smokers who reside in Cuvilly

and Kerby may utilize the parking lots of those buildings to smoke. Violations of this policy will incur serious disciplinary penalties.

## **9. EXCESSIVE NOISE, DISRUPTION OR OBSTRUCTION OF UNIVERSITY ACTIVITIES.**

Excessive noise is not allowed. Study areas and those areas designated as quiet study areas (including the residence halls and Library) must maintain quiet. Any behavior that disrupts or obstructs teaching, research, administration, learning, disciplinary or other official proceedings, and/or any other normal university activity is prohibited.

## **10. CLASSROOM CONDUCT**

Trinity expects all students to arrive at class on time, to remain in the classroom for the entire period of the class, and to follow the legitimate instructions of the teacher. Faculty members may establish additional ground rules for the behavior of students during class, including limitations on eating during class, and penalties for missing class sessions.

Faculty establish the grading rules and work product expectations for courses in their syllabi. Students are responsible to fulfill the expectations stated in course syllabi in a timely manner.

Cell phones may not be used in class. Other electronic devices (e.g., laptops, PDAs) may only be used with the permission of the instructor.

Students who speak to faculty members or other students during class periods in ways that are disrespectful and disruptive will be dismissed from the course without reimbursement, and in such cases the students may incur an "F" grade as well as additional penalties.

Students participating in online courses must also exhibit appropriate conduct in all aspects of the course, including respectful communications, academic honesty, and timeliness of participation and fulfillment of assignments.

Students may not bring children to class. See the Policy on Children on Campus.

## **11. RESIDENCE LIFE POLICIES.**

Resident students are expected to follow all rules and regulations governing Residence life listed in this Handbook and in the Housing Agreement.

## **12. COMPLIANCE WITH OTHER POLICIES.**

This code of conduct also incorporates by reference all other policies of Trinity Washington University that govern student conduct and responsibilities, including the Financial Responsibility Policy, the Harassment Policy, the Technology and Telecommunications Policy, and similar statements. Students who violate Trinity's policies may incur penalties up to and including dismissal.

## **DISCIPLINARY PROCEEDINGS**

Trinity's fundamental belief in the Honor System as a way of life expects all students to live by the principles of Honor, to refrain from lying, cheating or stealing, and to help all others to uphold Honor.

### ***1. Reporting Violations: Self-Reporting, Reporting by Others***

One of the most important principles under girding the Honor System is the idea that a student who commits an act of dishonesty, or who violates the code of conduct, including university policies, will recognize that transgression and voluntarily report her violation to the Judicial Association in CAS, or to her respective Dean in SPS or EDU.

When a student is unable or unwilling to admit her violation, others in the community may and should confront her with regard to her conduct and urge her to report her action.

If, after appropriate encouragement, the student refuses to acknowledge or report her violation, then the witness to the conduct should speak with the Dean of Student Services or JA President in CAS, or the respective Academic Deans in SPS or EDU.

### ***2. Responsibilities of Faculty and Staff***

Faculty and members of the administrative staff must also confront and report behaviors that violate the Honor System or various rules and policies. All professional employees of Trinity have an obligation to see that the student either reports her own violation in a timely way, or that the incident is reported to the appropriate administrators (Dean of Students or Academic Deans) for further disposition.

No member of the faculty or administration is authorized to address a student disciplinary matter in a way that subverts Trinity's policies, or without prior consultation and approval of the appropriate dean. All employees of the University **MUST** immediately report student conduct that violates the law (e.g., drug infractions) or that places the student or others in danger of physical or psychological harm (e.g., if an academic advisor becomes aware that a student has received a threat, the advisor must report that incident to the appropriate dean). **NO** faculty member or staff member may agree to hold as confidential information that indicates a student may be a danger to herself or others, or that indicates the student is engaging in illegal activity on Trinity's campus.

### ***3. Due Process: The Right to Notice and a Hearing***

Any student accused of an Honor violation or any misconduct at Trinity has the right to know the specific nature of the accusation. The student has the right to provide an explanation of her

conduct. This right to know the charge and to have an opportunity to tell the student's side of the story constitutes due process.

Due process does *not* require Trinity to conduct disciplinary proceedings like trials. While Trinity strives to ensure that all investigations and proceedings are conducted with respect for fundamental fairness, accused students do not have a right to have legal counsel present at disciplinary hearings, and legal rules of civil procedure and evidence do *not* apply in Trinity's internal hearings and processes. A student who refuses to respond to an accusation, who fails to show up at meetings or hearings about her case, or who otherwise fails to follow directions about the disposition of her case will be judged guilty of the violation and may be subject to additional penalties.

#### ***4. Due Process and Immediate Threats to Persons or Property***

***Trinity reserves the right to remove immediately from the campus any student who engages in any threatening conduct toward any person, who carries a weapon or who otherwise exhibits conduct that poses a danger to other persons or property. Trinity will call the police as necessary. Students who are expelled for violations of this policy will incur grades of "F" in their current courses and will not receive any refunds for tuition and fees paid.***

***Students who are disciplined under this section may appeal the action in writing to the President and due process recourse will occur in written communication only. Students dismissed under this section may not return to campus at any time.***

#### ***5. Types of Disciplinary Proceedings and Jurisdiction***

Trinity employs different types of disciplinary proceedings depending upon the nature of the violation, and different decision-making bodies or individuals may have jurisdiction depending upon the offense and the classification of the accused student.

##### **a) Jurisdiction**

- 1) The Dean of Student Services, overseeing the CAS Judicial Association, is generally responsible for all disciplinary proceedings involving CAS students, and she works in consultation with the CAS Academic Dean on all academic cases.
- 2) The Academic Deans of SPS and EDU are generally responsible for disciplinary cases in those schools, and they may consult with the Dean of Student Services in constructing investigative and hearing processes, or determining appropriate disciplinary actions.
- 3) The Policy on Academic Honesty sets for the process for charges of academic dishonesty.
- 4) Where individual policy statements provide for separate disciplinary processes (e.g., Harassment, Technology Policy) those policy statements prevail.

5) The President of Trinity, on her own initiative or acting on the recommendation of a vice president or dean, may direct alternative disciplinary processes for any student case as circumstances warrant, and may also take immediate direct disciplinary action as necessary to protect others within the Trinity community.

6) Trinity may also call in external law enforcement authorities for any cases involving violations of the law; external legal proceedings and penalties may be *in addition to* internal proceedings and penalties at Trinity. (For example, a student who fraudulently uses Trinity's telephones may be arrested and prosecuted in addition to incurring disciplinary action at Trinity.)

#### b) Types of Proceedings

1) *Honor Code Violations* involving CAS student incidents of non-academic dishonesty, infringement on the rights and reputation of others, and actions harmful to the health of the community, are usually handled by the Dean of Students and the Judicial Association.

2) *Academic Dishonesty* requires a separate proceeding as set forth in the policy statement.

3) *Code of Conduct Violations* are managed through the responsible executive administrators depending upon the nature of the violation and its gravity;

4) *Residence Hall Violations* of a minor nature are usually handled by the residence life staff in cooperation with the Dean of Students, who may choose to refer cases to the Judicial Association for more formal adjudication. Minor infractions typically include violations of the guest visitation policy, too much noise after quiet hours, and failing to follow the legitimate directions of the residence hall staff. More serious violations and repeat violations are referred to the Judicial Association and the Dean of Students.

### **5. General Procedural Guidelines for Handling Disciplinary Cases**

In all circumstances, involving all of the above types of proceedings and jurisdictions, the persons responsible for supervising the investigations, hearings and imposition of penalties should follow these general procedures:

a) *Privacy and Confidentiality* are fundamental values in the disciplinary system, and only those individuals who need to know about an accusation should be involved with the case. Discussion of any student case beyond the 'need to know' zone can result in disciplinary action or personnel action against the persons who violate confidentiality.

b) *Records* of disciplinary cases are very sensitive and should be maintained confidentially by the Dean responsible for the case. While some written information is essential during the processing of a case, persons involved with the case should keep most writing to a minimum, and all notes and correspondence should be forwarded to the Dean's Office for the case file with all other copies destroyed at the conclusion of the case. Special care should be

exercised with email, in particular; if possible, persons involved with a case should avoid communicating any personal information about students or the case via email.

c) When a student comes forward voluntarily to report her violation, an extended proceeding is not necessary. Instead, the responsible Dean (and, in CAS, the Dean of Students in consultation with the JA President) should determine the appropriate sanction, and then invite the student to a meeting to discuss the infraction and the sanction. The dean should keep a brief file memo on the disposition of the case.

d) When a third party comes forward to accuse a student of a serious violation of the Honor System or Code of Conduct, a more formal procedure is necessary. In most cases, the third party should state the complaint in writing according to forms provided by the Dean's Office. Normally, the identity of the third party should be stated and may be revealed to the accused student; in rare cases, the dean may choose to keep the accuser's identity confidential.

e) Once an accusation is made, the student who is accused should be notified of the complaint. The Dean should notify the student orally, following-up with a brief written notice of the complaint, along with a written statement of the accused's opportunity to respond to the complaint and the time frame for that response.

f) The accused should provide a written response to the complaint within the timeframe specified. If the accused admits to the offense, then the case may move immediately to the penalties phase.

g) The Dean may conduct any additional investigation that she deems necessary to learn all of the facts of the case.

h) The Dean (and if appropriate in CAS, the Judicial Association) should then conduct a hearing at which the accuser and accused should state their respective cases, and any relevant witnesses may also be asked to speak. (For CAS, the JA President normally presides at the hearing, with the guidance of the Dean, and other members of the Judicial Association participate. The Dean and JA President may choose to have all parties in the same room at once, or, if necessary, the parties may be asked to come in separately.) The purpose of the hearing is to explain and amplify the written statements and to try to clarify facts in dispute. The hearing is *not* an opportunity for recrimination, scolding or verbal harassment of the accused by any other party, and the persons presiding over the hearing are responsible to ensure the dignified and fair conduct of the proceedings. Neither the accused nor the accuser should address each other during this meeting; all comments should be made to the chair.

i) After the hearing, the Dean (and in consultation with the Judicial Association President for CAS) should decide on the disposition of the case and any penalties. The results should be communicated to the accused both orally and in writing.

j) Neither the accuser nor any other student is entitled to know the specific outcome of the case. However, Trinity may take whatever actions are necessary to protect individual students from harm as a result of any disciplinary case.

k) The Dean supervises the penalty assessed in the case, and the Dean should make a notation to the file when the penalty is successfully fulfilled.

## ***6. Process for Accusations of Academic Dishonesty***

The Policy on Academic Honesty provides explicit details concerning forms of academic dishonesty, the process used in cases, and the penalties.

## ***7. Penalties***

The range of permissible sanctions for disciplinary action includes, but is not limited to, the following: (Note: the Academic Honesty Policy includes specific penalties.)

- a) **Warning.** Notice, written or oral, that the continuation or repetition of certain conduct in violation may be the cause for more severe disciplinary action.
- b) **Censure.** A written reprimand, which may include warning of more severe disciplinary sanction in the event of determination of a subsequent violation within a stated period of time.
- c) **Fine.** A fine may be levied for certain violations.
- d) **Restitution.** Reimbursement for defacement, damage to or misappropriation of property, whether that of the university or of any member of the university community.
- e) **Community Service.** A student may be required to assist the university in some aspect of community service as deemed by the Judicial Association.
- f) **Eviction.** A student may be moved from one Residence Hall to another or may be evicted from the Residence Hall.
- g) **Disciplinary Probation.** Exclusion from participation in co-curricular University activities for a period not to exceed one year. Violation of the condition of the probation or of any other rules or regulations while the student is on probation may result in suspension or expulsion.
- h) **Academic Disciplinary Probation.** Revocation for a specified amount of time of the student's privilege to have un-proctored exams.
- i) **Suspension for a Definite Time.** Written recommendation of exclusion from class and other privileges and/or activities, with possible forfeiture of academic credit, for a definite period of time, beginning immediately.
- j) **Indefinite Suspension.** Written recommendation of termination of student status, subject only to formal readmission, with no right to petition for readmission before the expiration of one calendar year from the date of suspension.

k) **Expulsion.** Written recommendation of termination of student status for an indefinite period of time. The conditions for readmission, if any, shall be stated in the order of expulsion.

### **8. Appeals**

A student who is found guilty and incurs a penalty for a violation of the Honor Code or Code of Conduct may appeal the decision *in writing* to the Dean of Students (for CAS) or respective Academic Dean in non-academic cases, and to the Vice President for Academic Affairs for all academic cases. Their decisions are final in all cases except those incurring suspension or dismissal.

A student who is suspended or dismissed may appeal her case to the President of the University *after* a final determination by the Dean or Vice President for Academic Affairs. The President may decide whether the student must begin to serve her penalty during the consideration of the appeal.

The President's decision is final.

## **RESIDENCE LIFE**

The Residence Life program seeks to enhance the aims of Trinity's educational program by providing a living environment that is conducive to academic progress and personal growth and development. Living on campus is a privilege and carries with it responsibility to respect the rights of those who live within the resident community. The Residence Life staff includes Resident Directors who have the overall responsibility for their building, including maintenance, discipline, and the overall well-being of residents. The Resident Assistants and Resident Mentors work with the Dean and Resident Directors to create programs and provide for the overall management of the residents and their needs.

The housing contract with each resident student incorporates rules and policies that resident students must uphold in order to continue to live in residence at Trinity. The Dean of Student Services promulgates Residents Life Policies that are incorporated by reference into this handbook and the housing contract.

# TRINITY WASHINGTON UNIVERSITY

## POLICY STATEMENTS

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Trinity routinely publishes policy statements that are available on the institutional website at [www.trinitydc.edu/policies/](http://www.trinitydc.edu/policies/)

The policy statements included with this *Handbook* have particular application to students. Other policy statements on the website may also apply to students. Students are responsible to review the website policy statements as well as those contained in this *Handbook*.

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## **SMOKING ON CAMPUS: POLICY STATEMENT**

Trinity Washington University strives to maintain a healthy workplace and campus environment for all staff, students, faculty and visitors. For that reason, Trinity Washington University discourages smoking generally, and no smoking is permitted in any building at any time. Trinity Washington University expects all employees to adhere to this policy:

1. No smoking is permitted in any building at any time. Those who violate this policy may be subject to disciplinary action.
2. Smoking is BANNED from the vicinity of Main, Chapel, Alumnae, Science, the Library and the Trinity Center. People in those buildings who feel a need to smoke will have to do so on the sidewalk on Michigan Avenue. You may no longer smoke on campus.
3. Smokers who reside in Cuvilly and Kerby may utilize the parking lots of those buildings for smoking. Trinity will be re-evaluating those locations periodically.
4. No smoking is permitted on the steps of any building, or near any windows where the smoke may enter a building.
5. Individuals who choose to smoke in designated areas must extinguish their cigarettes completely and dispose of them responsibly. Leaving butts all over the sidewalk is unacceptable and may result in further restrictions on outside smoking areas.
6. Violations of this policy will incur serious disciplinary penalties. The lives and health of everyone on campus are at risk, along with the potential for grave damage to our buildings.

## CHILDREN ON CAMPUS: POLICY STATEMENT

Trinity celebrates the presence of many children in the lives of our large campus family, and Trinity is committed to doing everything possible to ensure the health, safety and well being of all children. Trinity is also committed to maintaining an appropriate academic environment for collegiate-level teaching and learning, research, co-curricular activities, and all of the related work that supports the academic life of the University. To achieve these objectives, Trinity expects the full cooperation of all faculty, staff and students in observing these policies, which apply to all persons under the age of 18 who are not otherwise enrolled in programs of Trinity Washington University:

1. As a general rule, because Trinity's work is higher education, Trinity's campus is not an appropriate environment for children unless they are enrolled in a program specifically designed for children and appropriately supervised by adults with the proper training and credentials. Students and faculty expect to be able to conduct their teaching and research in an adult academic environment; Trinity manages the campus primarily for adults, and does not have the capacity to provide safe places for children who are not enrolled in specific programs. As a result, parents or guardians who find it necessary to bring a child to campus must adhere strictly to these rules:

a) no child may be left alone on campus at any time for any reason; Trinity will call the police if any child is found locked in a car or wandering alone around the campus;

b) children may not accompany Trinity students to class;

c) personnel may not bring children to work unless Trinity has specifically designated a time or place for staff children to be present;

d) unless they are enrolled in a specific program approved by Trinity with appropriate adult supervision, children may not be in the library, classrooms, computer labs or science building; children may not be present on residence hall floors; children may not be in the Trinity Center except in supervised programs.

2. Resident students may not 'babysit' children in their rooms. In addition, resident students may not have guests in their rooms who are legal minors, under the age of 18, including relatives.

3. Lounges, the Cyber Lounge, the Café and other public spaces on campus are not appropriate places for child care, and children may not be left in these rooms for extended periods of time, even if other students are willing to look after the children.

4. We understand that child care emergencies happen. However, Trinity is not in a position to provide emergency child care on campus. We advise students, faculty and staff who have child care emergencies to choose to remain at home rather than trying to bring the child to class or other events on campus. We ask supervisors and faculty members to be lenient in excusing absences that result from child care emergencies.

If, despite this policy statement, a student brings a child to class, the faculty member may act at his or her discretion in handling the immediate situation, but in all cases, should remind the student of this policy. In all cases, the faculty member should inform the respective dean of the situation so that appropriate follow-up communications can occur in a timely way.

Finally we ask students who care for children as parents, guardians, relatives or friends to understand that this kind of statement is necessary because of the grave legal liabilities that exist today for the safety and well-being of children. An institution like Trinity cannot provide casual babysitting services; child care is a heavily regulated activity that only properly trained and licensed specialists should provide. If you need assistance in finding appropriate child care, please let your dean or advisor know, and we will make every effort to put you in touch with credentialed child care providers in this neighborhood.

Thank you for your cooperation.

## STUDENT ACTIVITIES: POLICIES AND PROCEDURES

The Office of Student Activities and the Campus Activities Association (CAA) of the Student Association coordinate and manage all student activities. Clubs and organizations wishing to sponsor a campus activity must follow the procedures outlined below.

**ROOM RESERVATIONS.** All clubs and organizations must complete and submit for approval an **Activity Authorization Form** before Trinity facilities can be reserved for a function or event. Forms may be obtained from the Dean of Student Services.

Once the activity is approved, the student responsible for the event must make the room reservation and other arrangements for the event through the Student Activity Office.

**ADVISORS.** All clubs and organizations must have campus-based Advisors. In most instances, advisors are Trinity faculty members. Advisors must sign-off on all forms submitted to CAA or Student Activities

**SERVING ALCOHOL.** Trinity Washington University does not permit student organizations to serve alcohol at any event on campus.

**FUND RAISING.** Organizations are encouraged to sponsor at least one fund-raiser a year. *Fund raising events must be approved by the Office of Student Activities to assure that accounting processes are appropriate.*

### POSTING CAMPUS ADVERTISING

Posters and signs must be placed on bulletins boards and other appropriate posting space. Posters placed on bare walls, doors or windows will be removed. Posters should be removed no later than 24-hours after a sponsored event.

**SALES AND SOLICITATION.** Trinity has a no solicitation policy. Unless part of a larger University sponsored event, merchants may not sell their products on or in campus facilities.

**BANK ACCOUNTS.** University student organizations are supported financially by the Student Association, and therefore, **may not** have their own checking account. The exceptions are those professional organizations not supported by the Student Association.

## **Policy on Student Financial Responsibilities**

Fulfilling financial obligations is a matter of honor and justice for the Trinity community and the failure to meet those obligations has severe consequences for the entire community, not just for the individual. With this philosophy in mind, the following policy statement gives general norms and procedures regarding student financial responsibilities:

### **Financial Responsibility**

*All students and families are expected to pay Trinity in a timely way for the tuition and fees incurred each semester.* Students are expected to know the schedule of fees published in the catalog and published separately each semester; to know the deadlines for drop/add and other actions that impact upon fees; and to follow the directions given for payment arrangements. Even if a parent, family member or third party pays the bills, the student is responsible to know the details of the financial obligations incurred and to ensure full compliance with the expectations those obligations entail.

*After the add/drop period published each semester, Trinity may drop students from a course for non-attendance or failure to make payment arrangements and charge an additional administrative drop fee of \$200.00.* Students undertake a financial and legal responsibility to Trinity at the time they register for courses, regardless of whether they attend class. Students who wish to drop a class without financial obligation must do so according to the procedures and the deadlines published each semester in the course catalogue.

### **Consequences for Late Payment**

*All students must have an approved payment arrangement by the first day of class.* Students without a payment arrangement will automatically be charged a late fee of \$50.00 and will have a stop put on their student accounts.

*Students who do not have an approved payment arrangement, or who have not maintained the terms of their arrangement, will not be able to register for the next semester until such time as their financial obligations are satisfied.* The University also may prevent these students from entering residence hall rooms, beginning student employment, or enrolling in any University activity until such time as their prior balance is satisfied and a formal payment plan is approved for any new balance.

*Official transcripts are not released for any students whose balances are past due.*

*Students with outstanding balances of any amount will not be permitted to participate in any graduation exercises or receive a diploma.* Graduating students must pay all outstanding charges, including May term charges, by April 30 in order to have their names appear in the graduation program and to participate in graduation exercises.

*Professional development workshop and other non-degree students with outstanding balances of any amount will not be permitted to register or attend class until such time as they satisfy their financial obligations.*

Trinity reserves the right to refuse to approve a payment plan if the prior financial conduct of the student or family with regard to Trinity obligations indicates an inability or unwillingness to meet financial obligations at Trinity in a timely way.

## **Financial Penalties**

*A bad check passed on campus will not be tolerated, whether the check is payable to Trinity, one of the vendors on campus, or another organization doing business with Trinity. Similarly, stopping payment on a check after receiving the goods and services the check paid for (e.g., books in the bookstore) is actionable. A fee of \$30.00 will be charged to the student's account and a hold will be placed on the account until the obligation is satisfied; the student will also be subject to immediate suspension and possible legal action.*

*Failure to meet financial obligations may result in the delinquent account being placed with a collection agency. Trinity will charge the delinquent student account all attorney fees, interest charges and collection costs necessary for the collection of past due accounts.*

## **Sanctions for Financial Dishonesty**

*Trinity reserves the right to send cases of financial dishonesty to the Judicial Association for processing as a violation of the Honor System; to notify appropriate external authorities as necessary, including law enforcement agencies; and to dismiss students for financial misconduct. Dishonesty in financial transactions with Trinity or financial institutions working in support of Trinity's financial aid system may result in immediate cancellation of a tuition payment plan and a demand for immediate payment of all remaining financial obligations to the University. Such dishonesty includes, but is not limited to, passing bad checks or stopping payments on checks anywhere on campus (see above); accepting federal loan funds and then withdrawing from all courses, using such funds for personal purposes instead; failure to provide accurate information on financial aid applications; defaulting on federal loan payments; and other forms of financial misconduct that are intended to deceive or to avoid payment of obligations.*

## **Financial Assistance**

Trinity recognizes the large financial burden that students and families assume to pursue a higher education, and Trinity extends support as well as financial aid to the extent that the University's resources permit.

Students and families who need financial assistance are expected to work directly with the Office of Student Financial Services; to treat all requests for family financial information with the utmost honesty and full disclosure; and to accept loan obligations as a profound duty to repay in

a timely way. Students who rely on federal or institutional financial aid (including loans or grants) to pay all or part of their charges are expected to complete the financial aid application process each year by published deadlines and to know the conditions for renewal of their aid. A guide entitled "Understanding Your Financial Aid Award" is published each year and is available in the Office of Student Financial Services and on the Trinity web site.

For further information about this policy statement, available financial services and [payment information](#), please call (202)884-9530 or visit the Office of Student Financial Services, Main Hall Room 119.

# Policy on Academic Honesty

## Preamble

Trinity is devoted to the highest standards of academic honesty and intellectual integrity. As an institution of higher education founded in the Catholic intellectual tradition and rooted in liberal learning, Trinity challenges students to develop sound moral and ethical practices in their study, research, writing and presentations; in their examinations and portfolios; and in all of their relationships and actions as members of the academic community.

The values that are central to the Trinity experience animate the Honor System that has been a part of the Trinity Washington University community since 1913. All members of the Trinity Community, students, faculty, and staff, are expected to uphold a way of life that embraces personal integrity and responsibility, the foundation of the Honor System. The Honor System reflects a personal commitment on the part of all members of the community to individual integrity and shared trust, hence it also reflects a community commitment to abide by University policies, rules, and regulations. Upon joining the Trinity Community, each student and each member of the faculty and staff agrees to adhere to the following honor pledge:

"I realize the responsibility involved in membership in the Trinity Washington University Community. I agree to abide by the rules and regulations of this community. I also affirm my intention to live according to the standards of honor, to which lying, stealing, and cheating are opposed. I will help others to maintain this responsibility in all matters essential to the common good of the community."

The Honor System is a way of life. It is grounded in the conviction that each member of the community aspires to nurture and maintain mutual trust, honor, and respect. The Honor System is present in all aspects of Trinity life, from academic integrity; to respect for others' opinions and ways of being; to fairness in play and sports; to adhering to codes of conduct, policies, and procedures; and to identifying and bringing to the forefront incidents or circumstances that may threaten the continuity of the community.

The Honor System applies to all students in all schools at all levels of education at Trinity. All members of the faculty are expected to take the time in each class to discuss the Honor System with their students, and to talk about particular ways in which the expectations of this policy apply to research, writing and assessment in each course and discipline.

The Honor System recognizes the fundamental role of academic honesty in the life of the Trinity Community. Cheating is an action that destroys the trust of the community and violates the most essential values of the liberal arts. For that reason, any action that violates norms of academic honesty and intellectual integrity cannot be tolerated at Trinity. This policy statement, grounded in the Honor System, is intended to provide guidance for students, faculty, and staff on matters related to academic honesty and actions that may constitute cheating, plagiarism, or other kinds

of academic integrity problems. This policy also sets forth procedures and consequences for cases of academic dishonesty.

All members of the Trinity Community - students, faculty, and staff - are responsible for the enforcement of this policy. The academic deans, under the supervision of the Vice President for Academic Affairs and in consultation with the Dean of Students and Judicial Association, are responsible for the administration of the policy according to the disciplinary procedures outlined below. Trinity may also take executive action under this policy as circumstances warrant. From time to time, Trinity may publicize additional procedural guidelines to ensure due process for students, including clarity in definitions and procedures, as well as to ensure the effective oversight and administration of this policy. On an annual basis, the academic deans will make a formal report to the Academic Vice President and the President concerning the number, type, and disposition of cases arising under this policy.

## **I. Definitions**

This policy governs all actions by students of Trinity that violate norms of academic honesty and intellectual integrity. This policy applies to all students in all schools at Trinity. Such actions include, but are not limited to those listed below. Trinity reserves the right to take disciplinary action under this policy in any instance in which Trinity believes that student's action has violated norms of academic honesty and intellectual integrity.

### **A. Cheating**

Cheating is an action that circumvents the learning process to gain grades and academic advantages without actually doing the intellectual work that merits the grades and rewards. Cheating is fraud, a form of lying that misrepresents the academic work presented as if it were the student's own work legitimately prepared.

Examples of cheating include but are not limited to:

1. Copying another person's test answers during an examination;
2. Exchanging information about an examination during a test or test break;
3. Copying answers from illicit notes such as those scribbled on the body, clothing, small bits of papers, or recorded on listening devices, or on pocket computers, cell phones or other electronic devices;
4. Illicitly obtaining a copy of or information about an examination ahead of time;
5. Looking up an answer in a book when the exam is specifically a closed-book exam;
6. Submitting the same paper in two different courses (or more than two courses) without disclosure of the dual submission and approval from the affected faculty members.
7. Cooperation on class assignments when prohibited by the instructor.

In order to prevent cheating, Trinity may require students to leave all books, bags, electronic devices including cell phones and PDAs, and other materials at the front of the room or in other

areas not accessible to students during examinations, and Trinity may choose to take such other steps as may be necessary to ensure the integrity of test-taking and assessment environments.

## **B. Plagiarism**

Plagiarism is a special form of cheating. Plagiarism is the presentation of someone else's words and ideas as if they were the student's own words and ideas. Plagiarism is a very grave offense against intellectual integrity because it is an attempt to profit by stealing someone else's work and using that work to gain an unfair advantage, e.g. a good grade.

Some forms of plagiarism include but are not limited to:

1. Copying quotations, paragraphs, and/or whole pages from any source and presenting them in a paper as if the student wrote them herself;
2. Copying the structure and style of someone else's work or failing to restate the meaning of such material in the student's own words;
3. Using someone else's paper or portions of a paper and presenting it as the student's own work product;
4. Downloading a paper from the internet or buying a paper from a company and presenting all or part of that paper as the student's own work;
5. Failing to cite or inappropriately citing words, information, or ideas from any source as though the material represents the students' own work.

Plagiarism can occur through improper and sloppy citation practices and inattention to source material. A charge of plagiarism may be proven by the existence in a student paper of material copied or paraphrased from another source that is not properly cited regardless of the student's intention. Plagiarism does not require proof of intent, only proof that the copied material was presented in a way that leads the reader to believe it is the student's own work.

Plagiarism may also be found in cases in which the substantial majority of an assignment is taken from another source, regardless of citation, either directly copied or paraphrased, when presented in a way that suggests that the student is presenting the material in substantial fulfillment of an assignment that should have been a product of the student's own intellectual analysis and writing. Students should note that endnotes, footnotes or citations in parentheses in the text do not necessarily mitigate the existence of plagiarism in cases where the material taken from other sources is presented as substantial fulfillment of an assignment.

## **C. Falsifying Research Results**

Falsifying research results is also academic dishonesty. Examples include:

1. Deliberately misreporting the results of laboratory or field research;
2. Inventing data and sources for written, oral, or other presentations;
3. Inventing case studies and relevant facts in reports, papers, or presentations that purport to be about real people and real cases.

### **D. Presenting False Credentials**

Presenting false or misleading credentials on applications, resumes, and any other documents presented as part of the student's life at Trinity Washington University constitutes academic dishonesty. Examples of such actions include:

1. Claiming prior degrees where none was earned;
2. Failing to report prior college and universities attended;
3. Presenting falsified transcripts;
4. Presenting falsified information;
5. Misrepresenting immigration status;
6. Using fake ID cards.

### **E. Cyber Fraud**

The growing presence of online communication in academic life also presents opportunities for academic dishonesty. All of the same kinds of instances of academic dishonesty that can occur with paper and pencil can also appear via the internet and online communications, with some additional dimensions because of the nature of the technology (refer also to the Trinity Washington University Technology and Telecommunications Policy Guide for additional guidelines about the use of technology). Examples include:

1. Pretending to be another individual in an online environment;
2. Failure to give appropriate attribution to online sources;
3. Downloading papers or portions of papers from online sources and presenting the paper as the student's own work.

## **II. Penalties for Academic Dishonesty**

Students who engage in academic dishonesty are liable for severe penalties. Few circumstances can mitigate the effects of cheating, plagiarism, and other forms of dishonesty, so students who engage in such activities should expect to have to bear the consequences.

The following sections set forth penalties for academic dishonesty, and these penalties must be imposed upon a finding of academic dishonesty. Trinity may also impose these penalties directly through administrative action. In individual cases for good cause, the Academic Vice President may approve an alternative course of action after consultation with the academic deans. The Academic Vice President is responsible to provide the President of Trinity with a written explanation of any cases in which penalties assessed for academic dishonesty deviate from the policies set forth below. In cases that normally incur expulsion, the President must give final approval to any alternative penalty.

### **A. Undergraduate Students Prior to Senior Status**

For undergraduate students in CAS and SPS prior to the achievement of senior status, the penalties for engaging in any form of academic dishonesty are as follows:

1. In the first instance, the student will get an "F" grade in the course and the student will receive counseling concerning her or his conduct. No refunds are available for courses in which a student receives an "F" grade for cheating.
2. In the second instance, the student will get an "F" grade for the course and will be suspended from school for the balance of the semester in which she or he is enrolled and the subsequent semester. No refunds are available under these circumstances.
3. In the third instance, the student will get an "F" grade for the course and will be expelled from Trinity Washington University with no opportunity to return.

### **B. Senior Status Students and Graduate Students**

Students who have achieved senior status in CAS and SPS and all graduate students in all schools are expected to be at a stage of their academic careers in which they understand the moral issues at stake in academic honesty and integrity, both for their lives at Trinity as well as for their future careers. For this reason, Trinity believes that students at this level of education must know that the consequences are serious and permanent for any instance of academic dishonesty. Accordingly, senior students and graduate students who are found guilty of academic dishonesty are expelled from Trinity.

## **III. Procedures for Reports and Adjudicating Cases of Academic Dishonesty**

The general rules of procedure set forth in the Student Handbook apply to cases arising under this policy. This section is intended to provide more detail about the management of such cases.

The principle of honor and the shared values central to the mission of Trinity Washington University obligates all members of the Trinity Community to report violations of academic honesty. Trinity is committed to adjudicating matters of academic dishonesty with equity, fairness, and justice. The following sections set forth the processes and procedures for reporting and resolving occurrences of academic dishonesty.

### **A. Reporting**

Following the principle of honor, all members of the Trinity Community - including students, faculty, and staff - are obligated to report any instance of academic dishonesty. Students are first expected to report their own violations of this policy to the dean of the school in which the student is enrolled (also referred to as the 'home' school), that is, the dean of CAS, SPS or EDU. Students in CAS may also report their violations to the president of the Judicial Association or to the Dean of Students.

Students who observe or are aware of any breach of academic honesty on the part of another student are encouraged to confront the violator and ask her or him to report the infraction, and if the violator refuses, then the student witness should make the report directly to the academic dean of their school or, in the case of CAS students, to the president of the Judicial Association or the Dean of Students..

Faculty and staff members should also follow the principle of first confronting the violator and asking that person to self-report, and then the faculty member should follow-up with a report to the respective dean.

## **B. Investigation, Due Process and Case Adjudication**

This section describes the roles of various Trinity personnel, processes and timelines for action in cases in which a student is accused of violations of the Academic Honesty Policy. Trinity reserves the right to make adaptations to this general process statement if the facts and circumstances of an individual case require a variance, for example, if one of the deans is not available then Trinity may assign a designee for the role of the Dean of Students or academic deans, or Trinity may decide that a particular case needs a special timeline tailored to its own facts and circumstances. In all cases, Trinity will make a good faith effort to inform the accused of variances from this recommended process in advance. Variances from this process do not nullify the case, and the case may go forward even if a step in the process does not occur according to this guidance.

The Dean of Student Services, in consultation with the deans of the three schools and the vice president for academic affairs, supervises the first level of investigation, due process and adjudication of any case of academic dishonesty.

### *1) Initial Consultation About the Complaint*

When an academic dean receives a complaint of academic dishonesty, the dean should consult with the Dean of Student Services immediately concerning the complaint. If the Dean of Student Services receives the complaint first, she will consult with the dean of the school in which the student is enrolled. If the president of the Judicial Association receives the complaint first, she will consult with the Dean of Student Services who will then consult with the appropriate academic dean. If the course in which the student is accused of dishonesty is given through a school that is not the home school, the Dean of Students will consult with both academic deans initially, but normally the dean of the accused's home school is involved in the subsequent process.

This consultation should take place **within 24 hours** of the complaint during a regular semester. Complaints received during holiday periods or after the end of academic terms may take longer to process, but all complaints should be handled in an expeditious manner.

### *2) Written Notification to the Student*

After receiving notice of the complaint, and **within 48 hours** unless the facts or circumstances require a longer period of time, the Dean of Student Services writes a letter to the accused student informing him or her of the charge, inviting a written response, and establishing a date for a hearing on the charge. Copies of this letter should go to the dean of the school involved, the faculty member involved, and the vice president for academic affairs.

### *3) Written Reply by the Student*

The student who is accused of academic dishonesty must make a reply in writing **within five days** of the receipt of the notice letter from the Dean of Students. The reply letter must be from the student and in her or his own words.

Students should be aware that the sole question for consideration in any case of academic dishonesty is whether plagiarism or cheating or some other dishonest act occurred. Extraneous information will not be considered in determining whether a student committed the alleged dishonest act.

Students also need to be aware that they are obliged to be honest in all communications and testimony about the accusation. If a student lies during the investigation and hearing process, the dishonesty will be considered to be an additional violation of the Academic Honesty Policy and may result in suspension or expulsion.

### *4) Hearing About the Accusation*

**Within ten days** of the date of the Dean of Students' notice letter, a hearing will be held to give the accused an opportunity to state her or his side of the case, and to put forth any other facts or circumstances that may be relevant.

If the student admits the violation of the Academic Honesty Policy, then the hearing becomes a meeting during which the deans and faculty member talk with the student about the case, and the student is informed of the penalty. The meeting should occur whether or not the student admits guilt, because if the student admits the violation she or he needs further advising and counseling about the dishonest action.

If the student does not admit to the violation, then the hearing becomes a formal part of the investigation into the accusation.

The hearing panel includes these individuals:

- The Dean of Students, who is the chair of the hearing
- The President of the Judicial Association, if the case involves a CAS student
- The Dean of the school in which the infraction occurred
- The faculty member for the course in which the infraction occurred
- The accused student

The accused student may bring another person for support, but the other person may not testify in the hearing.

Because Trinity's internal proceedings are not adversarial processes governed by the kinds of rules of evidence and procedure that govern the American legal system, Trinity does not permit legal counsel to participate in Academic Honesty hearings.

At the hearing, the Dean of Students should review the accusations. The accused student should then have an opportunity to state his or her case, and to present whatever material might be relevant. The faculty member may wish to speak about the assignment and the methodology used to establish the accusation of cheating or plagiarism.

All parties are reminded that the sole question for the hearing is whether the alleged act of academic dishonesty occurred. Extraneous testimony about issues that do not go to the proof or disproof of the act of dishonesty is irrelevant and will not be permitted.

The hearing is solely for the purpose of giving the student an opportunity to present his or her case. The hearing is not adversarial, and the student should not be subjected to interrogation or berating. Also, it is not necessary for the faculty member or deans to argue the merits of the case with the student. All commentary should be directed to the chair, who should ensure that the parties stick to the facts of the case, refrain from personal characterizations, prohibit extraneous considerations, and avoid confrontation.

The Dean of Students, as chair, may choose to suspend or terminate the hearing at any time.

#### *5) Findings and Notification of Decision and Penalty*

Following the hearing, the Dean of Students, Dean of the respective school and faculty member should confer to determine their decision in the case. If the student is judged guilty, then the Dean of Students should so notify the student in writing, along with the penalty. The Dean of Students should copy the Dean of the school in which the student is registered, the faculty member, and the Vice President for Academic Affairs.

## **IV. Appeals**

Students who have been found guilty of academic dishonesty under this policy may make appeals. The entire appeals process is conducted in written form; no additional hearings are required. However, at their sole discretion in order to discover additional facts, the Vice President for Academic Affairs or President may request meetings with the parties to learn any additional information they may need to discharge their duties under this section.

### **A. Appeals Not Involving Expulsion**

Within five days of the date of the letter from the Dean of Students notifying the student of the finding of the hearing panel, the student may send a letter to the Vice President for Academic

Affairs requesting a review of the finding. The letter should state the reasons why the student believes that the finding of the hearing panel is incorrect. The letter must come from the student, not from an advocate.

Students should be aware that extraneous information will not be considered. The sole question for consideration is whether plagiarism or cheating or some other form of academic dishonesty occurred.

The Vice President for Academic Affairs reviews the materials previously submitted to the hearing panel and the rationale for the panel's decision. The Vice President has discretion to interview the members of the panel or to request additional written explanations from the student.

Within ten days of the date of the student's appeal letter, the Vice President for Academic Affairs will notify the student in writing of her decision in the appeal.

The Vice President for Academic Affairs may uphold the finding of the hearing panel, may overturn the hearing panel's finding, or may direct a new hearing. The decision of the Vice President for Academic Affairs is final in all appeals except appeals of decisions that result in expulsion.

## **B. Appeals Involving the Penalty of Expulsion**

A student who is expelled under this policy should follow the same appeals process described above.

After reviewing the case, the Vice President for Academic Affairs sends a written recommendation to the President of Trinity. The President reviews the entire case file and the Vice President's recommendation, and makes a final decision.

Within ten days of receipt of the Vice President's recommendation, the President sends the student a letter stating her final decision. The President may uphold the original decision and the penalty, may return the case for further review, or may impose an alternative penalty. The decision of the President is final.

The President's decision is final and not appealable.

In rare cases, at the sole discretion of the President of Trinity, and where an expelled undergraduate senior student has no prior disciplinary infractions under this or any other Trinity policy, the President may invite the student to apply for readmission to Trinity after at least one year, and with preconditions that must be met before the application may be considered. This invitation is not a student right, and will be exercised only at the President's option if the facts and circumstances of the case warrant granting the option of an application for readmission in the future. Granting the option to reapply does not guarantee readmission, and Trinity reserves the right to deny the application after examination of the student's performance according to the conditions established for readmission and all other intervening academic performance.

The clause above applies only to expelled undergraduate senior students in CAS and SPS who had no prior infractions. Other undergraduates expelled as a result of third offenses will not have any opportunity to reapply under any circumstances.

Similarly, the clause above does not apply to graduate students. A student in any graduate program at Trinity who engages in any form of academic dishonesty will be expelled from Trinity Washington University with no opportunity to return.

## **V. Confidentiality, False Claims, & Record Keeping**

The management of cases under this policy requires great discretion. Students, faculty, and staff all have obligations to respect confidentiality, to refrain from spreading rumors about persons under investigation, to respect individual reputations, and to come forward with correct information if false claims arise.

### **A. Confidentiality**

All persons who have responsibility for cases under this policy have a strict duty to maintain confidentiality about cases under investigation and the names and circumstances of the parties to the case. Confidentiality does not prohibit the persons responsible for conducting investigations or taking actions to speak with each other, to confer with other responsible parties, or to consult other persons according to a reasonable assessment of the need to consult and investigate. All persons involved in cases under this policy are reminded of the strict obligation to respect the reputations of persons involved and to refrain from discussing cases or individual students outside of the scope of the investigation and deliberations, including beyond the closure of the case.

### **B. False Claims**

Any person who, with knowledge and intent, falsely accuses a student of academic dishonesty under this policy is liable for severe penalties. The dean may take action in the case of any student who makes false claims against another student. The President and Academic Vice President will determine appropriate disciplinary action in cases involving faculty or staff who make false claims under this policy.

### **C. Record Keeping**

The Dean of Students is responsible for maintaining student disciplinary records for cases that arise under this policy. The Dean of Students is responsible for tracking the number of offenses that a student may commit during her time at Trinity and to inform the Academic Vice President and the President of the possibility of second and third offenses as the accusations arise. Records

maintained under this policy are separate from the student's academic file, which is maintained by the Office of the Registrar.

In cases involving expulsion, the decision whether to record the reason for the expulsion on the student's transcript is a matter for the President's discretion based upon the facts and circumstances of the case. In all other cases, the reasons for grades of "F" or suspension under this policy will not be recorded on the transcript.

The Dean of Students will maintain active files on cases brought under this policy until one year from the student's departure from Trinity. After that time, the case files should be placed in temporary storage for an additional three years, after which time the files should be destroyed.

## **Policy on Harassment**

*Original Date of Issue: September 1998*  
*Reissued with Employee Handbook: November 2001*

*Revised and Expanded: August 2006*

In keeping with its historic mission as a Catholic college with a special emphasis on women and action for social justice, Trinity seeks to ensure that all students, faculty, staff, vendors and personnel who work for Trinity's vendors and contractors, tenants, conference and event participants, guests and visitors can conduct their business, work, teach and study in an atmosphere of respect for human dignity. Such an expectation of respect for the human person requires that Trinity articulate policies that safeguard members of the community against discrimination, intimidation and harassment in any form.

Trinity expects all members of the campus community, including visitors and guests and personnel who work for contractors, to exercise the highest level of care in their professional and personal conduct toward each other and all others on campus. This policy statement is rooted not only in Trinity's understanding of legal requirements, but also in the University's core philosophies of honor and justice, respect for women and all persons, and the sacred nature of human life.

Violations of this policy, including retaliation against any individual for raising a claim under this policy, will result in immediate disciplinary action up to and including dismissal for both employees and students. Procedures for making claims are included in the body of the policy statement. False claims are also subject to action up to and including dismissal.

Trinity also reserves the right to call the police and to refer instances of harassment to external authorities. Trinity will call the police and involve external legal authorities in any case in which a sexual assault is alleged.

### **I. Definition of Harassment**

For the purpose of this policy, "harassment" is the general term that includes actions that are discriminatory, intimidating, coercive or hostile. Trinity prohibits all forms of harassment by all persons on campus, including, faculty, staff, students, guests and visitors. Harassment is any oral, written, physical or other form of conduct that denigrates, seeks to intimidate or coerce, discriminates against or shows hostility toward any person on the basis of sex, race, color, national origin, religion or beliefs, sexual orientation, age, disability, language or other personal characteristics.

Sexual harassment is a specific form of harassment that includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

2. submission to or rejection of such conduct by an individual is used as a factor in employment or academic decisions affecting the individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, offensive or demeaning employment or educational environment.

Violations of this policy can occur through direct actions and communications from one person to another, whether in-person or via mail or phone or other electronic communications; or through conduct that creates a hostile environment for students or employees or others on campus, which may include verbal or nonverbal forms of communication, visual displays including posters or photographs, anonymous messages, graffiti, or actions that bias other members of the community against an individual.

Retaliation is any action taken against an individual who brings a complaint under this policy. Retaliation includes but is not limited to direct communications from the person who is accused to the accuser, contrary to administrative direction to refrain from such communication; taking a negative action against the accuser (e.g., lowering a grade or assigning the accuser to an undesirable shift at work); spreading false information about the accuser; or engaging other people in creating a hostile environment for the accuser.

## **II. Responsibilities of Faculty, Staff and Students**

Trinity expects its employees (full-time and part-time faculty and staff) as well as its students, contractors and visitors to exercise the highest level of care in their personal conduct toward each other and toward students.

### **A. Employee Conduct Toward Students**

Employees (full-and-part-time faculty and staff) of Trinity, including employees of contractors and tenants, must observe the highest standards of propriety when working with students, communicating with or about students, and handling student records and information. Employees must make every effort to avoid characterizing students in ways that may be construed as hostile, discriminatory or defamatory. Written memos, private e-mails and oral conversations among employees about students must avoid the kinds of language and characterizations of students that could form the basis for claims under this policy. Employees who use epithets, vulgarities or other offensive language in reference to students will incur disciplinary action up to and including termination.

Trinity explicitly prohibits sexual relationships between students and members of the faculty or staff of the University, including contractors. Such relationships breach conventional standards of professional conduct in the academic workplace, and have high potential to give rise to claims of sexual harassment by students against the University. For the same reason, Trinity counsels faculty and staff to maintain appropriate professional distance in all other aspects of their relationships with students so as to reduce the potential for claims of harassment, discrimination

or unethical conduct. Faculty and staff should refrain from conduct that could give rise to claims under this policy such as touching the student unless essential to the performance of duties (e.g., nurse or athletic trainer), personal comments unrelated to the professional relationship, inappropriate language in any communications, or initiating communications with students at unusual hours,

Faculty and staff should avoid other kinds of personal relationships with students that could be construed as inappropriate and even grounds for harassment or discrimination claims. This prohibition includes employing students to do private work for the Trinity employee, including but not limited to work that the student conducts in the private home of the employee; or housing a student in the employee's home; or socializing with students outside of the normal course of institutional business.

From time to time employees of Trinity may travel with students or may entertain students for institutional reasons in their homes or in public places. An example might be a dinner party for students in a major program at a faculty member's home. Faculty and staff who have occasion to travel with or entertain students in off-campus environments must follow the university travel policy, and should exercise great discretion to ensure that these occasions are (1) related to university business, (2) include groups of students, not just one student if at all possible, and (3) refrain from any inappropriate conduct. Faculty and staff should never serve alcohol to students in any setting.

#### B. Employee Conduct with Co-Workers

All employees (full-time and part-time faculty and staff), including employees of contractors, must observe the highest standards of propriety when working with and communicating with or about each other. Communications about employees that include language that is hostile, discriminatory or defamatory will result in immediate personnel action up to and including termination.

The interpersonal conduct of individuals in the workplace must be informed by discretion, professional ethics and the law. Supervisors are expressly prohibited from engaging in any form of sexual conduct with persons whom they supervise, and supervisors are counseled to avoid any circumstance that could be misconstrued: inappropriate remarks about appearance, dress or other personal characteristics; inappropriate jokes and language, and similar kinds of conduct that might create an atmosphere of harassment.

Supervisors must also exercise great discretion in avoiding the appearance, if not the reality, of favoritism toward individuals with whom they have a friendly relationship. Friendships between supervisors and employees can give rise to claims of discrimination by employees who perceive the friendships as creating unfair advantages for the friends. For this reason, supervisors should maintain arms-length relationships with all employees in their areas of responsibility.

Supervisors are also responsible to ensure that their supervisees understand and uphold the law and policy on harassment; supervisors who neglect their duties under this may be subject to separate disciplinary action for permitting a harassment situation to exist without intervention.

Supervisors are responsible to guard against circumstances that could lead to a hostile workplace claim. This includes reminding employees that they must refrain from making personal comments about other employees, displaying posters or photographs that others could construe as offensive, or telling inappropriate jokes with sexual or racially offensive content, or using offensive language.

All employees are specifically warned against circulating email jokes, cartoons, links, etc. that contain inappropriate content.

Beyond the supervisor-supervisee relationship, all employees are expected to conduct their interpersonal relationships with discretion and respect for Trinity's mission and policies, and to refrain from any actions that would create the appearance as well as the reality of harassment for any other employee. While Trinity cannot completely prohibit relationships among consenting adults who are peers in the workplace, Trinity reserves the right to take appropriate action when personal relationships interfere with the ability of other employees to conduct their professional work in a climate of harmony, respect and equity.

#### C. Contractor and Vendor Responsibilities

Contractors and vendors whose employees work on the Trinity campus are expected to promulgate this policy to their employees who work at Trinity, and Trinity will expect contractors and vendors to provide clear guarantees of appropriate risk management practices under this policy. For purposes of the applicability of the provisions of this policy regarding prohibited actions, the same prohibitions that apply to staff of Trinity also apply to vendor employees. Trinity reserves the right as a matter of contract to request that a vendor remove immediately from campus any vendor employee who violates the terms of this policy, in addition to any other actions that Trinity may take under this policy and the contract with the vendor.

#### D. Student Responsibilities

Students also have large responsibilities and liabilities under this policy. Students who are in positions of authority over other students have the same obligations as professional supervisors to refrain from any form of harassment conduct with persons whom they supervise, and they are counseled to avoid any circumstance that might be construed as harassment under this policy. Student-to-student relationships also have the potential for claims under this policy, and students are advised to conduct their interpersonal relationships with great care and respect for the rights of others.

In rare cases, faculty or staff may have complaints of sexual harassment or misconduct against students. Such cases most frequently involve inappropriate student conduct such as unwanted touching, phone calls or letters of a sexual nature, or excessive efforts to spend time with the person. Faculty and staff have the right to bring formal complaints in such cases, and they should discuss their complaints first with the Director of Human Resources regarding how to handle the problem. Left unattended, such cases have the potential to become complaints *against* the same faculty or staff persons who are feeling victimized themselves. Faculty and staff should seek advice and counsel on these matters at the earliest possible moment.

### E. Tenants, Visitors and Guests

Students, staff and faculty are also responsible for the conduct of their guests while on campus. A guest may also incur a charge of sexual harassment under this policy, and the person who is responsible for the guest may incur disciplinary action if the evidence reveals that she or he has failed to intervene or seek help in a situation in which the guest commits sexual harassment against another person on campus.

This policy also applies to the personnel and visitors of tenants and conference groups on campus.

## **III. Process for Reporting a Harassment Claim**

### **A. Students**

Students who wish to make a claim of sexual harassment under this policy should make an appointment to speak directly with the Dean of Student Services (202-884-9600). The Dean is responsible for the management of all cases involving students.

The general process is as follows:

#### **Filing Your Complaint:**

1. The student makes an appointment to speak with the Dean of Student Services. During this meeting, the student and the Dean discuss the circumstances.
2. Based on her conversation with the student, the Dean assesses the case and may take one of the following steps:
  - a. Ask the student to submit the complaint in writing;
  - b. Ask the student to participate in an informal mediation session with the accused person;
  - c. Commence a formal investigation of the complaint.

#### **Confidentiality and Notifications:**

3. While Trinity will attempt to preserve a complainant's confidentiality, a thorough investigation of a harassment claim usually requires some disclosure of the complainant's identity in order to verify the facts of the claim. While conducting the investigatory process with discretion and respect for the parties' privacy, Trinity cannot guarantee absolute anonymity to any of the parties involved.
4. The accused party has a right to know the name of the accuser and the nature of the accusation. Normally, the Dean will meet with the accused person as soon as the

complaint is filled; the Dean should have a witness present in this meeting. In recognition of the fact that this rule might intimidate some victims of harassment into silence, especially if the complaint is about a faculty member from whom they are taking a course or a major advisor, the Dean has the discretion to keep the name of the accuser and the facts of the complaint confidential until such time as the student is no longer in a position to suffer retaliation as a result of her complaint. While Trinity's policy also specifically prohibits retaliation, Trinity also recognizes the need to be proactive in protecting student grades and the student's ability to function effectively in her academic programs without fear of reprisals.

5. The Dean of Student Services must notify the President immediately of any complaint of harassment or misconduct involving a student. If a member of the faculty or academic staff is involved, the Dean will also notify the Academic Vice President.

#### **Informal Mediation:**

6. If the student complainant agrees to an informal mediation session, the Dean brings both parties together for review of the facts, discussion and counseling with the parties. The Dean has the authority to direct follow-up actions by the parties, and they must accept the direction of the Dean. Failure to follow the Dean's directions in such cases may incur further disciplinary action.

#### **Formal Investigation:**

7. If the Dean determines that sufficient evidence exists to support a more formal investigation and the filing of formal charges against the accused, the Dean must require a written statement from the accuser. If the accuser refuses to file a written complaint, the Dean must make her own written report to the President of the University, who may direct further investigation and action in the case.
8. Once formal charges are filed, or once the Dean and President determine that further investigation is necessary, the Dean informs the accused person that an investigation is proceeding. If the accused person admits to the activity, the case may proceed directly to the disciplinary stage. The Dean or President may also decide that the formal investigation must continue.
9. As part of the formal investigation, the Dean may assign the case to an internal investigator, who may be a member of the faculty or staff who has received appropriate training. If the student complaint involves a faculty member, the Dean and Academic Vice President should discuss the selection of the investigator. The investigator may interview persons with relevant information in the case. The investigator submits to the Dean a written summary of the facts discovered through the investigation. This phase of the case should take no more than ten days, but the Dean has the discretion to extend the timeline if circumstances warrant.

10. If, as a result of the investigation, the facts support a charge of harassment, the Dean will so inform the accused person. The accused may:
  - a. Accept the findings of the investigation and proceed to the disciplinary stage;
  - b. Request a formal hearing to challenge the facts and to present additional evidence.

**Formal Hearing:**

11. If the accused requests a formal hearing, then both the accused and the complainant must receive the written investigation report so that they may prepare for the hearing.
12. If the accused requests a formal hearing, the Dean constitutes a three-person hearing panel from among faculty and staff who are trained to participate in the hearing process. The hearing is not the same as a legal proceeding in a court of law. The accused may have an advocate from within the Trinity Community, but may not have outside legal counsel at the hearing. A secretary will record the minutes of the proceedings, but a transcript is not maintained. Following are the usual steps in the hearing process:
  - a. Prior to the hearing, the hearing panel receives the original written complaint and the written report of the investigation. The Dean may also meet with the hearing panel to brief them on the case and to discuss hearing procedures.
  - b. The chair of the hearing panel sends procedural directions to the parties. Such directions may include specifications about the presentation of evidence and witnesses, and other matters related to the conduct of the hearing and preparation of the case.
  - c. At the beginning of the hearing, the investigator who prepared the written report should make a brief oral overview of the case, and the panel may ask questions of the investigator.
  - d. The complainant may make a statement. The panel may wish to ask questions of the complainant. The complainant has a right to be present at the hearing, but may not speak unless invited to do so by the panel.
  - e. The accused may have an opportunity to make a formal response to the complaint and the findings of the investigation. This response may include written and oral evidence, including statements from witnesses.
  - f. At no time during the hearing may the parties to the case cross-examine each other. All questioning and statements are directed to the hearing panel.
  - g. At the conclusion of the hearing, the chair may adjourn the hearing panel for a period of deliberation, which may take as long as five days. The hearing panel makes a conclusory report in writing to the Dean, specifying the panel's assessment of evidence, findings of responsibility and making recommendations for disciplinary action.

## **B. Faculty and Staff**

Faculty and Staff who have complaints about harassment as a matter of employment rights should report the complaint immediately to the Director of Human Resources. If the complaint involves a faculty member, the Director of Human Resources will inform the Academic Vice President. Following are the procedures in cases involving harassment and employees:

### **Registering Your Complaint**

1. The faculty or staff person makes an appointment to speak with the Director of Human Resources about the circumstances of the case.
2. Based on her conversation with the faculty or staff member, the Director of Human Resources assesses the case and may take one of the following steps:
  - a. Ask the complainant to submit the complaint in writing;
  - b. Ask the complainant to participate in an informal mediation session with the accused person;
  - c. Commence an investigation of the complaint.

### **Confidentiality and Notifications:**

3. While Trinity will attempt to preserve a complainant's confidentiality, a thorough investigation of a harassment claim usually requires some disclosure of the complainant's identity in order to verify the facts of the claim. While conducting the investigatory process with discretion and respect for the parties' privacy, Trinity cannot guarantee absolute anonymity to any of the parties involved.
4. The accused party has a right to know the name of the accuser and the nature of the accusation. Normally, the Director will meet with the accused person as soon as the complaint is filed; the Director should have a witness present in this meeting. In recognition of the fact that this rule might intimidate some victims of harassment into silence, especially if the complaint is about an immediate supervisor, the Director has the discretion to keep the name of the accuser and the facts of the complaint confidential during the initial phase of the investigation. While Trinity's policy also specifically prohibits retaliation, Trinity also recognizes the need to be proactive in protecting the ability of complainants to continue to function effectively in the workplace without fear of reprisals.
5. The Director of Human Resources must notify the President immediately of any complaint of harassment or misconduct involving a student, and such cases are usually referred to the Dean of Student Services for further processing. If a member of the faculty or academic staff is involved, the Director will also notify the Academic Vice President.

**Informal Mediation:**

6. If the complainant agrees to an informal mediation session, the Director brings both parties together for review of the facts, discussion and counseling with the parties. The Director has the authority to direct follow-up actions by the parties, and they must accept the direction of the Director. Failure to follow the Director's directions in such cases may incur further disciplinary action.

**Formal Investigation:**

7. If the Director determines that sufficient evidence exists to support a more formal investigation and the filing of formal charges against the accused, the Director must require a written statement from the accuser. If the accuser refuses to file a written complaint, the Director must make her own written report to the President of the University, who may direct further investigation and action in the case.
8. Once formal charges are filed, or once the Director and President determine that further investigation is necessary, the Director informs the accused person that an investigation is proceeding. If the accused person admits to the activity, the case may proceed directly to the disciplinary stage. The Director may also decide that the formal investigation must continue.
9. As part of the formal investigation, the Director may assign the case to an internal investigator, who may be a member of the faculty or staff who has received appropriate training. The investigator may interview persons with relevant information in the case. The investigator submits to the Director a written summary of the facts discovered through the investigation. This phase of the case should take no more than ten days, but the Director has the discretion to extend the timeline if circumstances warrant.
10. If, as a result of the investigation, the facts support a charge of harassment, the Director will so inform the accused person. The accused may:
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**Formal Hearing:**

11. If the accused requests a formal hearing, then both the accused and the complainant must receive the written investigation report so that they may prepare for the hearing.
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counsel at the hearing. A secretary will record the minutes of the proceedings, but a transcript is not maintained. Following are the usual steps in the hearing process:

- a. Prior to the hearing, the hearing panel receives the original written complaint and the written report of the investigation. The Director may also meet with the hearing panel to brief them on the case and to discuss hearing procedures.
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- c. At the beginning of the hearing, the investigator who prepared the written report should make a brief oral overview of the case, and the panel may ask questions of the investigator.
- d. The complainant may make a statement. The panel may wish to ask questions of the complainant. The complainant has a right to be present at the hearing, but may not speak unless invited to do so by the panel.
- e. The accused may have an opportunity to make a formal response to the complaint and the findings of the investigation. This response may include written and oral evidence, including statements from witnesses.
- f. At no time during the hearing may the parties to the case cross-examine each other. All questioning and statements are directed to the hearing panel.
- g. At the conclusion of the hearing, the chair may adjourn the hearing panel for a period of deliberation, which may take as long as five days. The hearing panel makes a conclusory report in writing to the Director, specifying the panel's assessment of evidence, findings of responsibility and making recommendations for disciplinary action.

## **IV. Disciplinary Actions**

Trinity will take all appropriate disciplinary actions in cases of harassment. Trinity considers harassment to be one of the gravest forms of offense against the community, so the disciplinary actions under this section are also severe.

The Dean and Director of Human Resources administer this section at the advice and direction of the President. In cases involving faculty, the Academic Vice President is also consulted.

### A. Students

A student who is found guilty of a violation of the harassment policy may incur penalties that include:

1. Performance of specific actions of both an educational and regulatory nature, e.g., an educational penalty might include participating in a course or training program on sexual harassment, a regulatory penalty might include a requirement that the student move off campus and refrain from engaging in any activities that would put her in close proximity to the complainant.
2. Suspension from school: Trinity may choose to suspend any student for violations of this section, and such a suspension may be for one semester or one year, or longer and in all such cases Trinity may impose conditions that must be met before and during the student's return to the Trinity Community.
3. Expulsion: Trinity may expel any student for violations of this section.

### B. Faculty and Staff

An employee of the University, whether faculty or staff, who violates this policy places the University in severe legal jeopardy and violates standards of professional conduct as well as the law. Accordingly, Trinity takes severe disciplinary action with regard to any employee who violates this policy. Such disciplinary action, depending upon the severity of the case, may encompass a range of actions including, but not limited to, mandatory education, reduction in pay, demotion from a supervisory position, reassignment to another department, leave without pay, or termination, regardless of tenure.

### C. Contractors and Vendors, Tenants, Guests and Visitors

Trinity reserves the right to ban from campus any employee of a contractor or vendor, any tenant, or any guest or visitor who engages in any acts of harassment against members of the Trinity Community. Trinity will also call the police in any case of sexual assault, or in cases in which persons banned from the campus attempt to return.

## **V. Retaliation**

A person who is the subject of a harassment complaint may not take any retaliatory action against the person who brought the complaint. Retaliation gives rise to separate legal claims from the underlying complaint, with the consequence that the accused might be separately liable for illegal retaliation even if the original complaint of sexual harassment is not proven, is dismissed or withdrawn.

Trinity will take appropriate disciplinary action in all cases in which retaliation occurs under this policy.

## **VI. False Claims**

Any charges raised under this harassment policy are matters of grave consequence for Trinity, for the accused as well as for the complainant. The mere fact of an accusation of harassment, regardless of the ultimate disposition of the case, can have a devastating effect on the reputation of the accused and the University.

For this reason, this policy specifically prohibits false claims made under it, and specifies consequences for false claims.

A "false claim" occurs when a person knowingly and willfully files charges against another person which the complainant knows are not true. Such an untruthful action is a violation of the Trinity Honor Code, which specifically prohibits lying.

A false claim does NOT exist simply by virtue of the failure to establish guilt in a harassment case. A charge of making a false claim must arise from clear evidence supporting the accusation of lying.

Only Trinity may initiate an investigation of false claims under this section. Trinity will initiate such an investigation when the evidence in a harassment case indicates that the complainant has deliberately lied about the claim. If Trinity concludes that evidence exists to support the false claims charge, then Trinity will take disciplinary action which may include suspension, expulsion and termination.

Individual persons who are falsely accused of harassment may choose to pursue external legal remedies against the accuser.

## **VII. Appeals**

All persons affected by this policy have the right to make written appeals of decisions made under this policy to the President of the University. The president will review all written appeals and will provide a written response. The President may uphold the decisions made, request additional information, or direct a new investigation or hearing.

The President's review and action is final. Further recourse must proceed through external legal authorities.

## **VIII. Education and Training Programs**

As part of Trinity's implementation of this Policy on Harassment, Trinity will conduct a series of education and training programs for students, faculty and staff. All employees of the university will be required to participate in at least one harassment training session per year, according to plans developed by the Director of Human Resources. Under the direction of the Dean of Student Services , students will have curricular and co-curricular opportunities for further education on this topic.

## **IX. Administration of this Policy**

The President of the university is responsible for the administration of this policy. The President delegates the day-to-day administration of this policy to the Dean of Student Services and Director of Human Resources, who are the immediate staff officers responsible for implementation.

# Technology and Telecommunications Policy

*First Edition: January 15, 1999*

*Revised: August 20, 2007*

Trinity recognizes the critical value of technology in achieving its institutional mission. This Technology and Telecommunications Policy Guide (TTPG) includes a statement of policies that govern the use of Trinity's technology and telecommunications infrastructure as these systems exist at the time of the issuance of this updated policy statement. In recognition of the rapidly changing technological environment at Trinity and throughout higher education, Trinity will review the TTPG periodically and make adjustments to ensure that Trinity's priorities and policies are keeping pace with innovations and experience.

## Applicability of this Policy Guide

All faculty, students and staff of Trinity are responsible to abide by the policies and directions of this policy guide. In addition, any other users who participate in the Trinity technology and telecommunications environment are responsible to observe these policies.

Access to the technology and telecommunications systems of Trinity is a privilege extended to specified users. Violation of these policies may result in suspension or termination of access privileges to any or all technology and telecommunications systems.

## Statement on Acceptable Use

Within the general context of Trinity's mission and values, Trinity expects all users of its technology and telecommunications systems to respect conventional "acceptable use" guidelines for colleges and universities. Such guidelines generally state that technology and telecommunications equipment and systems provided by the university may be used for all aspects of teaching and research, as well as the business affairs of the university, and related communications including publication and distribution of information related to the academic and administrative affairs of the university.

Acceptable use also incorporates the general policies of Trinity, including policies stated in the various handbooks and policy statements.

Acceptable use also includes external laws and regulations, including laws governing copyrights, intellectual property, libel, privacy and pornography.

### **A. Activities that are NOT "Acceptable Use"**

Following are examples of activities that are NOT acceptable use under this policy guide:

1. Use of any Trinity computer, telephone, fax machine, e-mail account, web site, or other technological or telecommunications device for commercial activities that are not approved by Trinity.

(“Commercial” means activities that produce goods or services for sale and offered to a broad market; as used in this policy, the term generally encompasses the idea that an individual may not use Trinity’s equipment, domain address, or any aspect of technology to run a private business or for personal financial gain. This meaning generally distinguishes conventional scholarly and academic activities like writing articles or publishing books, which may generate honoraria or royalties for a faculty member as a by-product of scholarly and intellectual activity, from activities whose primary purpose is financial gain, e.g., using a web page located on Trinity’s web site to advertise a private consulting business or to sell retail products. As individual cases arise, Trinity reserves the right to determine whether an activity conducted using its equipment is permissible under this section, and personnel conflict-of-interest policies also apply in relation to such activities.)

2. Any use that seeks to break into, modify, disrupt, shut down or otherwise impact negatively upon the university’s computer and telephone systems, including hacking, introduction of viruses, spamming, stealing account codes, and related activities. Users are warned that such activities may also result in legal action, including FBI involvement and criminal prosecution.

3. Any use that inappropriately abridges another person’s ability to use the technology and telecommunications systems.

4. Any use that violates Trinity’s policies or laws that protect individuals from racial, sexual or other harassment, or harassment or discrimination based on other categories covered by federal law and the D.C. Human Rights Act.

5. Any use that violates another person’s privacy. Examples of such use include: publishing another person’s name, phone number, address, grades, messages, papers or written coursework, or any other personally identifying information without that person’s explicit permission.

6. Any use that violates copyright and intellectual property laws and policies, including the use or distribution of unlicensed software, as well as uses that violate the standards of Academic Honesty including downloading and using another person’s work without their explicit permission, engaging in plagiarism (presenting someone else’s work or ideas as your own), engaging in any form of academic or business fraud.

7. Any use that tampers with software protections or restrictions placed on computer applications, files, or directories. Examples of such use includes altering or deleting operating systems, desktop icons, and desktop settings.

8. Any use that engages in fraudulent or criminal activities, uses that are obscene, pornographic or defamatory, or uses that harass or intimidate individuals or groups.

9. Any use that attempts to obtain a higher level of security on Trinity's systems than the level to which the user is authorized.

Trinity owns its name, its seal, logo and images, and no one may use the name, seal, logo or images of Trinity on print or electronic communications without explicit permission (permission is implied for uses related to work at Trinity; examples distinguishing such uses: using letterhead is permitted for official correspondence but not for personal letters, and in the same way in cyberspace, using the university name and logo generally would be permitted for official web pages but not for personal web pages. Similarly, while the name "Trinity" might appear on individual addresses or resumes for identification purposes, the official name of the university may not be used in ways that imply endorsement, oversight or ownership without explicit agreement with the university.) Trinity owns the domain name *trinitydc.edu*, and no one may use this domain address other than persons authorized by Trinity.

Within this context, the following general policies are intended to assist all members of the campus community in their use of campus telecommunications, technology and information systems. Unless the policy statements that follow indicate specific application to faculty, staff or students, the policy governs all persons who have accounts with the Trinity systems.

## **Access to Systems**

### **Faculty and Staff**

All full-time faculty and staff have direct access to computers and telephones and the systems they support, and this access includes a larger responsibility to use the equipment appropriately and to care properly for the equipment. All telephone and computer equipment purchased and installed by Trinity is the property of Trinity, unless otherwise specified. Employees who use their personal equipment on the premises of the university should register that use through the Office of Technology and Information Resources.

Part-time faculty and staff may also have access to computer and telephone systems through accounts assigned at the beginning of each semester.

Students who also work as staff in various offices and departments may have varying degrees of access to Trinity's systems and information services beyond the access normally provided to persons who are students only. For purposes of the application of this policy, students with staff levels of access are treated as "staff" in this section; students who misuse their staff privileges will incur disciplinary actions that may include both personnel actions as well as judicial sanctions depending upon the conduct.

Every user who is an employee receives access codes and passwords for those portions of the systems that are applicable to the employee's work. Trinity reserves the right to restrict access according to the needs of the users. Employees who are not provided access codes or passwords may not attempt to gain access to systems or information by other means; similarly, employees

who are granted limited access to the information system may not use such access to obtain other information to which they are not entitled, e.g., payroll information or student records.

The *Policy on Information Access and Security* is incorporated by reference here, and is attached at the end of this document.

## Students

Students may have access to portions of the telecommunications, technology and information systems of Trinity as a matter of privilege, not right. The privilege is extended on a semester-by-semester basis to students who are in good academic standing. **Trinity reserves the right to deny access to these systems to any student who has violated these policies.**

Trinity encourages all students to acquire personal computers for use either at home or in their residence hall rooms. As with all personal equipment, students are responsible for the security, maintenance and repair of their computers and technological equipment.

Trinity provides the following means of computer and phone access for students:

*Residence Halls:* Each student room is equipped with voice and data ports sufficient for the number of students expected to live in the room. Resident students have access to the Trinity telephone system, and they will receive voicemail boxes and information about long-distance access. Resident students will be expected to provide their own analog telephone instruments. Resident students will also have access to the e-mail system and the Internet.

*Commuter Students:* All commuter students in all programs will receive e-mail addresses at the beginning of each semester. Students are responsible to check e-mail on a regular basis, because the faculty will use these systems to communicate with students.

*Computer Labs and Public Access Terminals:* Trinity provides computer labs and public access terminals in various locations. **The use of the computer labs is restricted to Trinity students, faculty and staff only; no other person may use the labs, and children may not be present in the labs or use the public access computers.**

## Trinity Web Site

Trinity maintains an official University web site at [www.trinitydc.edu](http://www.trinitydc.edu). This site is an official University publication, and all materials posted on this site must conform to the policies and expectations of the university for official publications. The Webmaster is responsible for the general oversight of the web site, but not for posting individual material for individual departments. Each department, is responsible for posting and updating its own material; and must appoint a single point person or “web content manager” responsible for such material. **Additional technical information about how to prepare and post approved web**

pages is available from the Webmaster, who will publish this information in a separate document.

## **E-Mail System**

Trinity provides a campus e-mail system for the convenience of faculty, staff and students. All faculty and staff receive e-mail addresses when they begin their employment with Trinity. Part-time faculty receive e-mail addresses at the beginning of each semester. Part-time faculty who are engaged with Trinity on a continuous basis will keep the same addresses from semester to semester. Students will receive e-mail addresses at the beginning of each semester.

### **A. Activation of E-Mail Accounts**

In order for e-mail accounts to become active, all users must sign agreements governing the use of the e-mail privileges. Faculty and staff sign these agreements at the beginning of their employment, or upon other direction from the Office of Human Resources. Students must sign the e-mail agreement at the beginning of each semester as part of their registration process. No e-mail account will be activated without a signed agreement.

### **B. Passwords**

All e-mail accounts require special passwords. Users are responsible for safeguarding their passwords and are responsible for all transactions using their passwords. No individual may assign their account or password to any other person. Any person who deliberately makes their account available to an unauthorized user will incur termination of their account. Similarly, any person who fraudulently gains access to another person's password or account will incur disciplinary action.

### **C. Academic Clearance**

Students must be in good academic standing in order to have active e-mail accounts.

### **D. General Expectations for E-Mail Conduct**

All members of the Trinity Community should utilize the Trinity email system for their Trinity communication. The use of e-mail is a privilege that can enhance all campus communications and facilitate the learning environment. These goals can only be met if all users observe basic courtesies and adhere to the code of conduct for e-mail use set forth below.

The following general expectations govern e-mail:

- Users must remember that e-mail is not private; e-mail may be scrutinized by employers, law enforcement authorities, and persons who gain access to the e-mail system by legal

or illegal means. E-mail sent to non-existent or incorrect user names may wind up in mailboxes of persons whom the sender did not intend to receive the mail. Even if the user deletes an e-mail message, the message remains resident in the system memory. For all of these reasons, the first good rule for any e-mail message is to write it as if the whole world might read it; no one can expect complete privacy in any e-mail message. Users must understand that any work created and stored electronically may be subject to electronic monitoring, administrative or law enforcement scrutiny, discovery in legal cases, retention and storage on backup systems, and other scrutiny.

While Trinity will take appropriate measures to protect the privacy of users from inappropriate scrutiny of their communications and documents, the nature of electronic media makes it impossible for Trinity, or any email provider, to guarantee absolute privacy to users. Trinity also reserves the right to access such material for legitimate administrative purposes, or upon appropriately presented request by law enforcement authorities, and also to delete, archive, compress, or otherwise manage such data as may be necessary.

- Courtesy and respect in communicating with other individuals is an essential expectation for all communications at Trinity, and this expectation carries through to e-mail.
- The Honor System also applies to e-mail, so that all communications via e-mail must be truthful and respectful of the good of the community.
- E-mail that violates Trinity's policy on harassment, or any other policies, may incur termination of the account and additional penalties under the policies implicated.
- E-mail that violates laws and regulations regarding hate crimes, or that makes threats or attempts to intimidate, extort or otherwise harm another person will be turned over to law enforcement authorities for further investigation, including the FBI.
- Spamming, chain e-mailing, or any other activity that attempts to jam mailboxes or to interfere with the normal operation of the e-mail system will result in account termination and other disciplinary action; users should know that such actions may also result in the involvement of external law enforcement authorities.

## **Telephone System and Voice-Mail**

Trinity provides telephone and voice mail access for all resident students, faculty and staff. Full-time faculty and staff receive phone numbers and voice mailboxes when they begin employment at Trinity. Resident students and part-time faculty will receive voice mailbox numbers at the beginning of each semester. The same policies and expectations that govern e-mail also govern voice mail and telephone usage.

Resident students have telephone access through the main Trinity telephone system. This access will include local dialtone service. It is recommended that students obtain a calling card for long distance calls.

Any use of Trinity telephones for any fraudulent or illegal purpose will incur severe penalties, including the possible involvement of law enforcement authorities as well as disciplinary action by Trinity.

Telephone misconduct includes misuse of telephone credit cards, misuse of university long-distance access codes, theft of telephone instruments, and any related misconduct.

## **The PowerCampus/IQweb Database**

Trinity maintains a computerized database system (PowerCampus/IQweb) for a wide variety of information management purposes. Much of the information is personal information on students, faculty, staff, alumnae and friends of the university. Trinity considers the security of this information to be one of the university's most serious responsibilities, and accordingly, access to these databases is limited to persons who have a legitimate need to use the information to advance the academic and administrative goals of the university.

Persons who are given passwords and have legitimate access to the information on PowerCampus/IQweb have a strict responsibility to ensure that this information is used appropriately, and that the privacy of persons identified through this information is strictly protected. This responsibility extends both to information available on computer screens as well as information available in print media, including all printouts, manual dossiers, correspondence files, directories, and similar forms of information banks.

The *Policy on Information Access and Security* is incorporated by reference here.

## **Library Systems**

The Trinity Library maintains an online catalog and is a member of the Washington Research Library Consortium (WRLC). The Library also has access to other databases and information resources. Policies governing the use of the Library systems and resources are available through the Library. Users are reminded that the "acceptable use" statement and other policies contained in this guide also apply to the use of library resources.

## **Computer Classrooms, Smart Rooms**

Computer classrooms and SmartRooms are designated for instructional purposes only, not casual use. These rooms must be kept secured when not used for classes. Faculty members whose classes take place in these locations must be present in the rooms at all times, and the faculty member is responsible to ensure the appropriate use and care of the equipment, and to be sure that the room is locked when the class is over.

The Office of the Academic Vice President provides additional information and instructions about access to and the use of the various electronic and smart classrooms. Users are reminded

that the acceptable use statement and other policies stated in this guide also apply to the use of the computer classrooms and smart rooms.

## **Blogs, Online Journals and Social Networking Sites**

Trinity recognizes the broad array of communications and networking tools available in the online environment. Trinity is not responsible for any blogs, online journals, social networking sites or other communications and information tools except those that the university chooses to maintain officially on its website or in other locations. Only Trinity's officially maintained and approved website and other locations may use Trinity's logo, domain name and symbols.

Trinity has no official relationship, nor does Trinity approve, any communications or references that occur on other websites, blogs, social networking sites or other Internet locations, and Trinity accepts no responsibility for materials that appear or communications or representations that occur on such external websites, including but not limited to myspace.com, facebook.com, livejournal.com, friendster.com, craigslist.com and similar sites.

Trinity reminds all students, faculty and staff that all communications and representations must be truthful in accord with Trinity's Honor System, regardless of the place where the communications occur. Additionally, Trinity reserves the right to take appropriate disciplinary action whenever Trinity discovers dishonest, defamatory or illegal conduct online, even if the conduct occurs through an external website. Such conduct might include, but is not limited to, evidence of drug use or underage drinking, harassment or slander, child pornography and criminal activity of any kind.



## **POLICY STATEMENT ON INFORMATION ACCESS AND SECURITY**

**First Issued: October 30, 2002**

**Revised: August 9, 2006**

### **Introduction**

Trinity seeks to protect the privacy of information about students, faculty and staff, as well as the confidentiality of corporate information and work papers. Trinity will take all reasonable measures to ensure the security of the informational assets of the University, both physical and intellectual, including the assignment of clear responsibility for their custodianship and creation of protocols to prevent illicit access to information or improper dissemination.

The *Employee Handbook*, particularly Part III on Professional Norms, addresses information security and ownership of work products and proprietary information. The Policy on Technology and Telecommunications also addresses information security. This policy statement augments those statements.

The following principles govern information access and use at Trinity.

### **General Operating Principles**

1. Only those individuals who have a legitimate business need to know certain kinds of information, or to have access to certain data, should be able to access and possess that information. All employees of Trinity Washington University have an obligation to treat all data and information obtained through their work with Trinity with respect for the proprietary nature of the information and the privacy of individuals affected by the information.
2. Deliberately seeking inappropriate access to, use of or sharing of information may be grounds for personnel action. Similarly, destruction of proprietary information in a way that is intended to impede work, destroy evidence, or sabotage information systems may also be grounds for termination and possible prosecution.
3. Misuse of Trinity's information systems and work products for personal gain or criminal purposes, e.g., fraudulent use of the financial aid system and records, alteration of

transcripts, creation of fake ID cards, etc., will incur severe penalties including termination of employment, dismissal from academic standing, and potential prosecution.

4. The personnel who are responsible for providing access to data through assigning passwords, keys, etc. must be held accountable for errors in assigning access that permit unauthorized access to and use of protected information. Such errors, even if unintentional, constitute a level of negligence that could result in personnel action up to and including termination.
5. Even if access is granted in error, individuals who have erroneously received access to information that they should not possess are responsible to bring that error to the attention of the vice president for finance and administration, who is responsible for the administration of the information security program. An individual who uses information to which he or she has no right of access, even if access was granted in error, will also be subject to disciplinary action up to and including termination.
6. In order for any individual to receive the means of access to databases, offices or proprietary materials, a protocol must exist that will ensure verification of the access and scope. This protocol should include review and approval steps that can guard against errors. The personnel who actually generate the access capacity --- making a key, assigning a password --- should, as a general rule, only be able to provide that access upon the written instructions of the director of human resources or vice president for finance and administration, or the president.
7. In accord with Trinity's Technology and Telecommunications Policy, Trinity reserves the right to review all electronic records, including email; to review files and data generated as part of Trinity's work product expectations; to retain outside counsel, including investigators, to inquire into any suspected breach of information security; and to take whatever action may be necessary, through termination of employees, suspension of students, and prosecution of offenders in order to protect its computer and information systems.
8. All information generated as part of employment with Trinity Washington University is proprietary, and Trinity Washington University owns the work product of its employees. No individual employee may share work products or proprietary information outside of the normal scope of Trinity employment without the express permission of the president or her designee.
9. When an individual leaves employment with Trinity, all access to all electronic databases, email, voicemail, manual files, offices and other work spaces must be terminated. This should include eliminating passwords and usernames, changing locks as necessary, and other means.
10. No individual may download and transport off-campus data of any sort from Trinity's information systems without prior approval from an executive officer with authority for

the security of the data. In particular, personally identifiable data about students, personnel, alumnae and others may not be downloaded and transported on laptops, cds or dvds, flash drives or other portable media without the specific permission of an executive officer, and that permission may only occur in circumstances in which the data is essential to the performance of duties. Similarly, paper files, printouts and other tangible materials with personally identifiable information may not be taken off-campus without explicit authorization for a particular business purpose. In all such cases, the electronic and tangible materials must be secured while off-site and the person possessing such materials is strictly liable for the security of the data and for making an accounting of the data during and after the project. Any breach of data security may result in personnel action, regardless of the original permission extended for use of the data.

11. Those individual employees who have special designation to have access to Trinity's information systems from remote sites have heightened obligations to protect the security and integrity of data and information systems to protect against theft of data, breach of system security, and other inappropriate uses of special remote access.

### **Information, Work Products and Assets Covered by this Memo**

Data maintained on the information systems, and data and materials maintained in manual files and workpapers, are intellectual assets of Trinity and must be treated as university property. The assets generally covered by this policy include:

- a. all student information in electronic databases as well as manual files, lists, rosters, grade reports, transcripts, applications, grades, academic papers, directory information, surveys, registration forms, advising data, or student information and data collected and used by Trinity's departments and offices;
- b. all faculty and staff personnel information in electronic databases as well as manual files, including personnel and payroll information and files;
- c. all financial information in electronic databases as well as work papers, printouts, budget preparation materials, and related materials;
- d. all alumnae and development information in electronic databases as well as manual files and workpapers;
- e. all work products including correspondence, memos, papers, emails, spreadsheets, presentations, materials maintained in electronic or hard copy formats, and related materials that constitute the proprietary work product of Trinity Washington University.