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**Trinity College**  
HARTFORD CONNECTICUT

TRINITY COLLEGE  
HARTFORD, CONNECTICUT

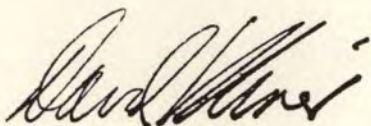


HANDBOOK  
1993-1994

## Dear Student:

THE HANDBOOK contains information about the non-academic aspects of life at the College, as well as certain academic information not in the COLLEGE BULLETIN. It is designed to answer many questions which may arise about the operation of the institution and which you may experience during your undergraduate career. You should familiarize yourself thoroughly with THE HANDBOOK contents, as you are responsible for knowing the policies and regulations stated herein.

*With sincere good wishes for your success at Trinity,*



David Winer, Ph.D.  
Dean of Students

NOTICE: The reader should take notice that while every effort is made to ensure the accuracy of the information provided herein, Trinity College reserves the right to make changes at any time without prior notice. The College provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.

Trinity College does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, handicap or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other College-administered programs.

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## COLLEGE CALENDAR — ACADEMIC YEAR 1993-1994

1993

Aug. 28	<i>Saturday</i>	New Students arrive. Residences open to new students after 9:00 a. m.
Aug. 28	<i>Saturday</i>	Meal ticket plan (7-day) for first year students begins with evening meal.
Aug. 28	<i>Saturday</i>	New Student Convocation at 1:30 p. m.
Aug. 30	<i>Monday</i>	Sophomores, juniors and seniors arrive. Residences open to returning students after 9:00 a. m. Meal ticket plan (7-day) for returning students begins with lunch.
Aug. 31	<i>Tuesday</i>	Check-In mandatory for returning students for Fall Term 1993. Add/Drop period begins.
Sept. 1	<i>Wednesday</i>	Undergraduate and graduate classes begin. Fall Term library hours begin.
Sept. 1	<i>Wednesday</i>	Matriculation ceremony at 4:00 p. m.
Sept. 2	<i>Thursday</i>	Matriculation sign-in from 1:00-4:00 p. m.
Sept. 3	<i>Friday</i>	Fall Term internship contracts due in the Internship Office.
Sept. 6	<i>Monday</i>	Labor Day.* Some College offices are closed.
Sept. 8	<i>Wednesday</i>	Add/Drop Period ends.
Sept. 16	<i>Thursday</i>	Rosh Hashanah.* (Begins at sundown September 15.)
Sept. 25	<i>Saturday</i>	Yom Kippur.* (Begins at sundown September 24.)
Oct. 1-2	<i>Friday-Sat.</i>	Parents' Weekend.
Oct. 11-15	<i>Monday-Fri.</i>	Reading Week. No regular classes for undergraduates or graduates.
Oct. 22	<i>Friday</i>	Mid-term.
Nov. 1	<i>Monday</i>	Deadline for seniors to submit Degree Applications to the Registrar's Office for May 1994 graduation.
Nov. 1	<i>Monday</i>	Deadline for notification to Office of Educational Services of plans for off-campus study (foreign or domestic) for Spring Term 1994.
Nov. 10	<i>Wednesday</i>	Registration deadline for Spring Term 1994.
Nov. 13-14	<i>Sat.-Sunday</i>	Homecoming Weekend.

\*Classes will be held as usual on these days.

Nov. 23	<i>Tuesday</i>	Thanksgiving Vacation begins after last class. Evening meal on meal plan is served. College offices are open all day. Graduate classes will not meet on either Nov. 24 or Nov. 25. Student Accounts Office mails bills for all students on approximately this date. Fall Term library hours end for the vacation; interim schedule in effect.
Nov. 24	<i>Wednesday</i>	College offices close at noon.
Nov. 25-26	<i>Thurs.-Fri.</i>	College offices closed.
Nov. 29	<i>Monday</i>	Classes resume. Fall Term library hours resume.
Dec. 3	<i>Friday</i>	New financial aid applications for Spring Term 1994 due in Financial Aid Office.
Dec. 10	<i>Friday</i>	Last day of undergraduate and graduate classes. Final day to withdraw from courses and elect to change a pass/fail grade to a letter grade.
Dec. 11-12	<i>Sat.-Sun.</i>	Reading Days.
Dec. 13-17	<i>Mon.-Fri.</i>	Final examinations for undergraduate and graduate students. Lunch on Dec. 17 is last meal on meal ticket plan. Faculty grades are due within 5 days of the scheduled final exam of each course.
Dec. 16	<i>Thursday</i>	Fall Term library hours end; interim schedule in effect.
Dec. 18	<i>Saturday</i>	Residences close at 12:00 noon for the vacation period.
Dec. 20	<i>Monday</i>	All bills for Spring Term 1994 must be paid in full.
Dec. 23-24	<i>Thurs.-Fri.</i>	College offices are closed.
Dec. 31	<i>Friday</i>	College offices are closed.

#### 1994

Jan. 16	<i>Sunday</i>	Residences open after noon. Meal ticket plan resumes with evening meal.
Jan. 17	<i>Monday</i>	Check-In mandatory for all students for Spring Term 1994. Add/Drop period begins.
Jan. 18	<i>Tuesday</i>	Undergraduate and graduate classes begin. Spring Term library hours begin.
Jan. 20	<i>Thursday</i>	Spring Term internship contracts due in the Internship Office.
Jan. 25	<i>Tuesday</i>	Add/Drop period ends.
Feb. 16	<i>Wednesday</i>	Ash Wednesday.*
Feb. 21-25	<i>Mon.-Fri.</i>	Reading Week. No regular classes for undergraduates or graduates.
Mar. 10	<i>Thursday</i>	Mid-term.



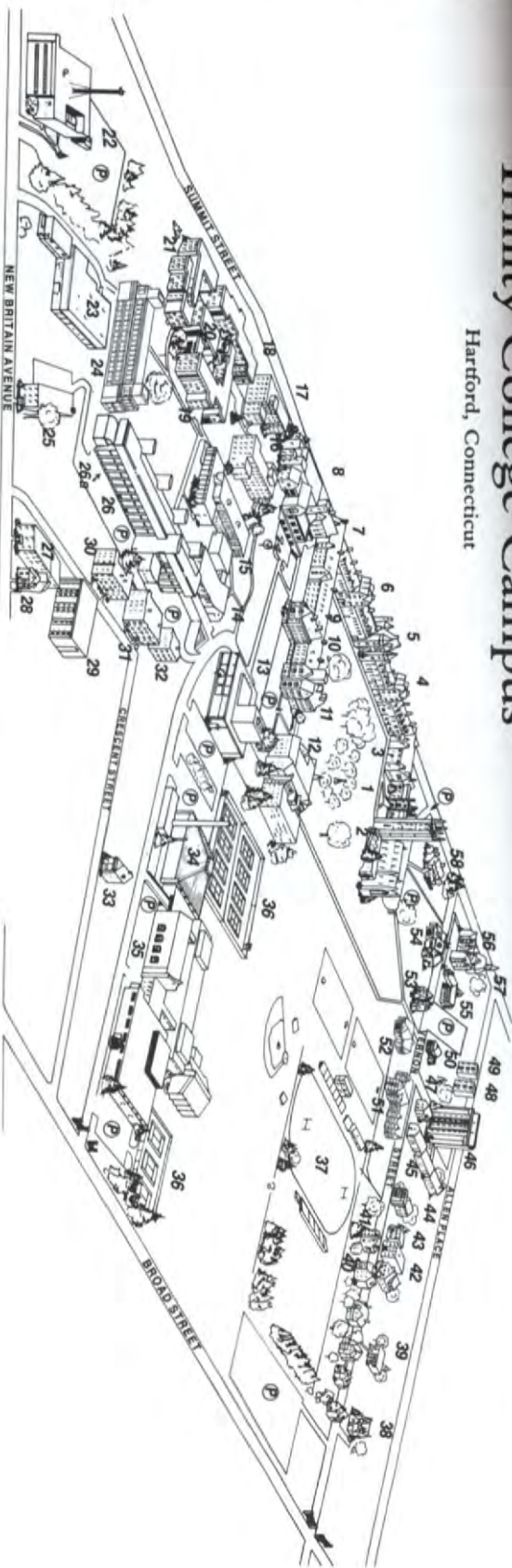
**COLLEGE CALENDAR 1993-1994**  
(continued)

Mar. 25	<i>Friday</i>	Spring Vacation begins after last class; evening meal is last meal on meal ticket plan. No graduate classes during vacation. Spring Term library hours end for the vacation; interim schedule in effect. Passover, Good Friday and Easter are on March 27, April 1 and 3, respectively.
Apr. 4	<i>Monday</i>	Classes resume. Spring Term library hours resume. Meal ticket plan resumes with evening meal on April 3.
Apr. 8	<i>Friday</i>	Deadline for notification to Office of Educational Services of plans for off-campus study (foreign or domestic) for Fall Term 1994 or academic year 1994-95.
Apr. 13	<i>Wednesday</i>	Registration deadline for Fall Term 1994.
Apr. 18	<i>Monday</i>	Financial Aid applications from returning students for 1994-1995 due in Financial Aid Office.
May 2	<i>Monday</i>	Last day of undergraduate classes. Final day to withdraw from courses and to elect to change a pass/fail grade to a letter grade. Summer Term registration opens.
May 3	<i>Tuesday</i>	First Reading Day.
May 4-5	<i>Wed.-Thurs.</i>	Second and third Reading Days. (Reading Days end at 3:00 p. m. on May 5.)
May 4-5	<i>Wed.-Thurs.</i>	General examinations for seniors. General examinations end by the afternoon of May 5.
May 5-12	<i>Thurs.-Thurs.</i>	Final examinations for undergraduate and graduate students. Exams begin at 3:00 p. m. on May 5. No examinations on May 7 and 8. May 12 evening meal is last meal on meal ticket plan. All grades (graduating seniors and Master's Degree candidates omitted) are due within 5 days of the final exam of each course.
May 6	<i>Friday</i>	Honors Day ceremony at 3:30 p. m. in the Chapel.
May 11	<i>Wednesday</i>	Spring Term library hours end; interim schedule in effect.
May 13	<i>Friday</i>	Grades for graduating seniors and Master's Degree candidates are due. Residences close at 12:00 Noon for all students except those participating in Commencement.
May 22	<i>Sunday</i>	Commencement Exercises for the 171st academic year.

May 23	<i>Monday</i>	Residences close at 12:00 noon for all students.
May 30	<i>Monday</i>	College offices are closed.
May 31	<i>Tuesday</i>	Summer Term begins. Summer Term library hours begin.
June 1	<i>Wednesday</i>	Final day for submission of Summer Internship forms.

# Trinity College Campus

Hartford, Connecticut



- Admissions, 133 Vernon St. - 58.
- Alpha Chi Rho - 50.
- Alpha Delta Phi - 55.
- Alumni, Public Relations and SINA Offices, 79 Vernon St. - 40.
- Anadama Dormitory, 111 Crescent Street - 29.
- Austin Arts Center (Goodwin Theater) - 13.
- Boardwalk Dormitory, 183-85 Allen Place - 48.
- Buildings and Grounds, 238 New Britain Ave. - 23.
- Chapel - 2.
- Child Care Center - 26a.
- Clanning Dormitory, 216 New Britain Ave. - 25.

- Clement Chemistry Building (Chemistud) - 11.
- College Counselors - 38.
- Connecticut Public Television Studios - 22.
- Cook Dormitory - 9.
- 70 Vernon St. - 38.
- Delta Kappa Epsilon - 44.
- Delta Psi (St. Anthony Hall) - 57.
- Donorsbury Dormitory, 90-92 Vernon St. - 42.
- Downes Memorial - 1.
- Elton Hall - 17.
- English Dept. (Writing Center), 115 Vernon St. - 53.
- Furns Athletic Center - 34.

- Fetman-Robb Dormitory, 78-82 Crescent St. - 31.
- Fulton Hall - 21.
- Goodwin-Woodward Dormitory - 10.
- Graduate Studies, 10<sup>th</sup> Special Academic and Upward Bound Offices, 76 Vernon St. - 39.
- Heldner, Gallows Hill Bookstore, Arts Center Annex - 14.
- Hemlin Hall - 7.
- Hartford Institute of Criminal and Social Justice - 28.
- High Rise Dormitory - 46.
- Hibel House, 30-32 Crescent St. - 33.
- Jackson Hall - 18.
- Jarvis Hall - 4.

- Jesseee Field - 37.
- Jones Hall - 16.
- Koepsel Student Center-The Bairo - 52.
- Library - 12.
- Life Sciences Center - 26.
- Lilla Dormitory, 94-100 Crescent St. - 30.
- Mathematics, Computing and Engineering Center - 24.
- Mather Hall (Campus Center) - 8.
- McCook Academic Building - 15.
- Memorial Field House - 35.
- Norham Towers - 5.
- North Campus Dormitory - 45.
- Ogilly Hall - 56.
- Park Place Dormitory, 187-89 Allen Place - 49.

- Pi Kappa Alpha - 43.
- Psi Upsilon - 41.
- Seabury Hall - 8.
- Smith Hall - 20.
- Smith Alumni Faculty House, 123-125 Vernon St. - 54.
- Snow Dormitory, 196 New Britain Ave. - 27.
- Tennis Courts - 36.
- Uncia House, 110-112 Vernon St. - 47.
- Vernon Street Dormitory - 51.
- Wheaton Hall - 18.
- Wiggins Dormitory, 76 Crescent St. - 32.
- Williams Memorial (Administrative Offices) - 3.

**P** Parking Areas

## General Information

TRINITY COLLEGE, Connecticut's second oldest college, was founded in 1823 by a group of Episcopal clergy and laymen under the leadership of Bishop Thomas Church Brownell as a non-denominational liberal arts college for men. Trinity became coeducational in 1969. Information concerning the history of the College may be found in the Catalogue Issue of the *Trinity College Bulletin*.

## Buildings of the Campus

Entering the campus from the Chapel parking area, you pass through the main arch in Downes Memorial Clock Tower. The entrance in the arch to the right leads to such administrative offices as those of Financial Aid, Human Resources, and International Studies, including Educational Services, Italian Programs, and Elderhostel-Italy.

Leading from the arch to the left is a cloister which connects Downes Memorial with the College Chapel, an excellent example of Gothic architecture. Persons, events, and activities of the life of the College are commemorated in the stained glass windows and the many remarkable carvings. In addition to the main Chapel, the building includes the Chapel of Perfect Friendship, the Crypt Chapel, and the offices of the Chaplain. The south cloister of the Chapel opens onto the Funston Memorial Garden.

To the right of Downes is Williams Memorial. Here are the offices of the President, the Vice Presidents for Finance and for College Advancement, the Dean of the Faculty, and the offices of the Comptroller, the Cashier, Business, Central Services, and some faculty members.

Turning left in front of Williams Memorial and proceeding down the Long Walk, you will come to the seven sections of Jarvis Hall (1878), then Northam Towers (1881) and finally Seabury Hall (1878). Jarvis Hall and Northam Towers are dormitories. In addition to individual faculty offices, Seabury Hall contains the Career Counseling Office, the Registrar's Office, classrooms, dance studios, and the language laboratory.

Continuing down the Walk beyond Seabury, you will find at the south end of the Quadrangle Hamlin Dining Hall and the Faculty Club in Cook Lounge. Upstairs are the Cook-A Dormitories and the Office of Residential Life. The office of the Dean of Students is located beyond Cook Arch.

Before you enter the Cook Arch, you will see stairs on your right leading to a campus laundry. Turning to your left and walking straight, you will see Cook-B Dormitory, Cook-C, the Woodward Dormitory and the Goodwin Dormitory and Lounge. Directly in front of you is the Clement Chemistry Building which adjoins Goodwin and contains the Kriebel Auditorium (Cinestudio).

The Library, located across Funston Court directly behind the Chemistry Building, contains approximately 845,000 volumes and houses Trinity's valuable 160,000-volume Watkinson Collection.

Passing through Bancroft Arch, which separates Goodwin Dormitory from the Chemistry Building, you will face the south portion of the campus.

On your right is the William Gwinn Mather Hall, the campus center. It contains a large student dining hall; a snack bar (The Cave); a coffeehouse

(The Underground); game room; Post Office; Bookstore; The Campus Safety Office; Women's Center; headquarters for the Student Government Association and other student meeting rooms; the Washington Room, a large assembly hall; and the Rittenberg Lounge and Alumni Lounge on the second floor.

To the south of Mather Hall are two dormitories, Elton Hall and Jones Hall. Beyond these dormitories are the Wheaton, Jackson and Smith Dormitories which house approximately 250 students. To the south of Smith is Funston Hall, which houses 97 students. The Medical Office is located in Wheaton Hall. The offices of *The Tripod* and *The Ivy* are located in Jackson Hall. Jackson Hall and Funston Hall also contain campus laundry areas.

Hallden, housing the Arts Center Annex and the Gallows Hill Bookstore, and the McCook Academic Building are located to the left of Bancroft Arch. The Austin Arts Center forms the east side of the Quadrangle.

To the right of the Austin Arts Center and beyond McCook are the Albert C. Jacobs Life Sciences Center, the Department of Buildings and Grounds, the Mathematics, Computing, and Engineering Center, and the studios of Connecticut Public Television station WEDH and Connecticut Public Radio.

Beyond the Austin Arts Center are the tennis courts and Trowbridge Memorial, housing the swimming pool, six championship squash courts, and athletic offices.

Adjoining the eastern end of Trowbridge is the Alumni Field House, which provides facilities for many indoor sports. To the north and west of the Trowbridge Memorial is the George Ferris Athletic Center.

Returning across campus from the Field House toward the Chapel, you will encounter the varsity baseball diamond, the field hockey and practice fields, the statue of Bishop Brownell on the left at the brow of the hill, and, straight ahead, two fields for soccer and lacrosse. To their right is Jessee Field.

Beyond the Chapel on Vernon Street are the Admissions Office, the newly renovated Smith alumni/faculty house, and, at 115 Vernon Street, the offices of English department faculty. Across from the English department offices are some of the latest additions to the campus, the new dormitory and The Koepfel Student Center, home of "The Bistro" cafe. The office of Public Relations and the Alumni Office are located at 79 Vernon. Doonesbury, a student residence, is located at 90-92 Vernon Street. The Counseling Center, the Upward Bound Program, and the Office of Special Academic Programs, including the graduate studies office, are located at 76 Vernon Street.

The fraternity houses, with two exceptions, are on Vernon Street. Situated on the corner of Vernon and Summit Streets is Ogilby Hall, a dormitory building including Haight Dining Hall.

Between Vernon Street and Allen Place are the North Campus Dormitory, the High Rise Dormitory, which houses the campus radio station, WRTC-FM, and Boardwalk and Park Place. The High Rise Dormitory contains a campus laundry area.

Several student residences are located on Crescent Street: Wiggins, Frohman, Robb, Little, and Anadama dormitories at 76, 78-80, 82-84, 92-100, and 111 Crescent Street, respectively. On New Britain Avenue you will find two dormitories, Stowe and Clemens, at 194-96 and 216 New Britain, respectively.



## ALMA MATER

### 'Neath the Elms

'Neath the elms of our old Trinity  
'Neath the elms of our dear old Trinity  
    Oh it's seldom we'll meet  
    In the moonlight so sweet  
'Neath the elms of our old Trinity.

College days are from care and sorrow free  
And oft will we seek in memory  
    Those days that are past,  
    Far too joyous to last,  
'Neath the elms of our old Trinity.

Then we'll sing to our old Trinity,  
To our dear old Alma Mater, Trinity;  
    We're together today,  
    And tomorrow away,  
Far away from our old Trinity.

'Neath the elms of our old Trinity,  
'Neath the elms of our dear old Trinity,  
    No more shall we meet,  
    Our classmates to greet,  
'Neath the elms of our old Trinity.

*Augustus P. Burgwin, Class of 1882*

## **Advisory Services**

There are several administrative officers whose direct concern is the welfare of Trinity's students. Some of these the new students will come to know during their first few weeks on campus. Others they will come to know when they need advice or help in specific areas.

### **Office of the Dean of Students**

This office concerns itself with student relations within the student body and with student relations to the institution. It seeks to encourage the development of an environment in which academic pursuits can be conducted freely and with dignity and in which each student's nonacademic interests can be directed toward educational ends.

Pursuant to its responsibility for the student's overall intellectual and social development, the office provides academic counseling and help with personal problems not requiring the services of a clinician. It should be emphasized that students can feel free to contact the Dean of Students and his staff in confidence whenever problems of any nature arise. The Dean of Students' Office is also responsible for student discipline.

The Dean of Students is David Winer; the Senior Associate Dean of Students is Mary Domingo Thomas; and the Associate Dean of Students is Kirk Peters. The assistant to the Dean of Students is Kay Jalbert.

All of the Deans are available to advise students on academic and personal matters. In addition, Ms. Jalbert also serves as adviser to international students. Mr. Peters serves as adviser to disabled students, facilitating their use of College services and buildings and assisting them in seeking special help they require as students and/or residents of the institution, and serves as adviser to the I.F.C.

### **Office of Residential Life**

Within the Office of the Dean of Students is the Office of Residential Life. The Director, Kathleen Duggan, and Assistant Director, Carolyn Wallach, administer campus residences and residence hall programming and oversees the Resident Assistant program.

A select number of undergraduates are appointed as resident liaisons to the Office of Residential Life and are trained to provide counseling and general assistance to other undergraduate residents. The responsibilities of those Resident Coordinators and Resident Assistants include peer counseling, residential programming, and selected safety, security and maintenance functions.

At least one Resident Assistant is assigned to each dormitory or apartment building, and one Resident Coordinator is assigned to each of the seven residential areas of the campus: the Crescent Street/New Britain Avenue area, the South Campus area, the Allen/Vernon area, the Elton/Jones area, the Quad area, the North Campus area and the Frohman/Robb area.

Resident Assistants assist with the orientation of students who are new to the College, and they are always available to answer any questions concerning an undergraduate's stay at the College.

### **Mather Hall and Koeppe Student Center**

The Director, Anne Gushee, supervises the overall administration as well as the day-to-day operation of the Koeppe Student Center and of Mather

Hall, the campus center, which includes the Post Office, the Bookstore, the Food Service, and The Cave Snack Bar. With the aid of the Assistant Director, April Brown, the services of the Front Desk, the Print Shop, and the Game Room are maintained for the College community by student personnel. The Assistant Director of Special Events and Calendar, Chris Guilmartin, aids the Director in implementing the policies and procedures of the campus center and coordinates the scheduling of lectures, meetings, receptions and dinners, and other events using College facilities. The Director oversees the operation of Marriott, the College food service; the Food Service Director is Vijay Sharma. Anetta Charles is the Manager of the Post Office. Larry Gal is Manager of the Trinity College Store, which sells textbooks and supplies. David Givens is manager of Gallows Hill, the academic/trade bookstore located in Hallden, also serviced by Barnes & Noble. Requests for special services and reserved space in Mather Hall and all other College buildings, along with inquiries regarding catering, should be addressed to the campus center administrative staff located in the office suite behind the information desk. Refer to procedures on pages 103-106.

### **Office of Educational Services**

The Director of Educational Services, Robbins Winslow, and the Assistant to the Director, Elizabeth Eustis, are responsible for working with students who wish to study abroad or elsewhere in the United States for Trinity bachelor's degree credit. Mr. Winslow is the coordinator of the Trinity College/Rome Campus fall and spring semester programs (Ms. Eustis is the Assistant Administrator of TC/RC). Mr. Winslow is Trinity's 12-College Exchange Coordinator, and he represents Trinity on the Beaver College Center for Education Abroad National Advisory Board, is a member of the National Advisory Council of the Butler University Institute for Study Abroad, and is the Coordinator for study abroad programs of the Institute of European Studies/Institute of Asian Studies. He coordinates the exchange program with the University of East Anglia in England and is Trinity's representative to the Washington Semester Programs of the American University in Washington, D.C.

The office administrators counsel students concerning foreign study, Trinity's program in Rome and domestic study opportunities. Administrative support is provided for their applications. Foreign study programs and domestic study options are assessed to determine whether they should be approved for transfer credit at Trinity. Mr. Winslow acts on all requests for transfer credit for courses to be taken elsewhere (including summer study in the U.S. or abroad).

The office is in Downes Memorial, including a reading room with information on both foreign and domestic study opportunities.

Mr. Winslow is the College's representative for the British Marshall Scholarships and for the U. S. Truman and Goldwater Scholarship Programs.

Additional responsibilities of the Director of Educational Services are the preparation of the academic calendar, the organization of New Student Preregistration Days in June, the evaluation of transfer credit for all transfer students, and liaison with the lecture program for those in Talented and Gifted programs in local high schools.



# Senior Administrators and Those in Advisory Services At Trinity College



**Tom Gerety**  
President



**Jan K. Cohn**  
Dean of the  
Faculty



**David Winer**  
Dean of Students



**Mary D. Thomas**  
Senior Associate  
Dean of Students



**Kirk Peters**  
Associate Dean of  
Students



**Kathleen Duggan**  
Director of  
Residential Life



**Carolyn Wallach**  
Assistant Director  
of Residential Life



**The Rev. Nancy  
Charles**  
Chaplain



**Tara Gill**  
Community Outreach  
Coordinator



**Rozanne F. Burt**  
Director of Career  
Counseling



**Anne T. Gushee**  
Director of Mather Hall,  
Koeppl Student Center and  
Special Events and Calendar



**April Brown**  
Assistant Director  
of Mather Hall



**Robbins Winslow**  
Director of  
Educational Services



**Beth Eustis**  
Assistant to the Director  
of Educational Services



**George C. Higgins, Jr.**  
Director of The  
Counseling Center



**Randolph M. Lee**  
Associate Director of  
The Counseling Center



**Brian Kelly**  
Director of  
Campus Safety



**Janet Curtis**  
Nurse Practitioner



**Anne M. Zartarian**  
Director of Financial  
Aid



**Kathy A. Kuhar**  
Assistant Director of  
Financial Aid



**Anne L. Utz**  
Internship  
Coordinator



**Jeffrey Walker**  
Director of Austin  
Arts Center



**Lucy L. Deephouse**  
Acting Director of the  
Mathematics Center



**Louise H. Fisher**  
Director of Special  
Academic Programs



**Denise T. Best**  
Assistant Director of Special  
Academic Programs



**Carole M. Lawson**  
Associate Director of  
Graduate Studies and  
Special Academic Programs



**Nancy Birch Wagner**  
Assistant Dean of  
Academic Administration  
and Registrar

## The Registrar's Office

Located in Seabury 1-9, the Registrar's Office provides a variety of services to the faculty, students, and administrative departments of Trinity College. Each semester, the office prepares and distributes the schedule of classes, class lists, mid-term evaluations, final grade rosters, grade roster confirmations, exam schedules, classroom preference forms, advisee schedules and advisee grades to the faculty on a regular basis. To students, the Office of the Registrar provides information and enrollment forms for participation in the Hartford Consortium for Higher Education, the certification of Veterans, registration and add/drop materials, enrollment confirmations, mid-term evaluations, and provides to alumni/ae and current students copies, either official or unofficial, of their Trinity College transcript.

The Office of the Registrar also conducts audits of graduation requirements for all students in general. Students are informed, for example, of their progress toward fulfilling Trinity's General Education requirements in the areas of Writing Proficiency, Mathematical Proficiency, Curricular Distribution, and the Integration of Knowledge requirement. The Registrar's Office also oversees the degree certification process in all of its stages for each member of the graduating class.

The Registrar's Office ensures that all appropriate administrative offices are kept informed of the withdrawal, readmission, and changes of status of students. It also prepares and distributes reports on the demographic, enrollment, graduation, and grading patterns of Trinity College each semester. The schedules and deadlines for these distributions during the academic year, as well as the dates of major academic cycles are provided in a detailed calendar published by the Registrar's Office each year.

A main task of the Registrar's Office is to oversee the enrollment of students during Trinity's registration periods: 1) Registration, which occurs in April for the fall semester and in November for the spring semester, 2) Check-In and the beginning of the Add/Drop period, which takes place on the day before classes each semester, and, 3) approximately one week later, the end of the Add/Drop period, which marks the last day to make an adjustment to one's schedule. To accompany the Registration and Add/Drop periods each semester, the Registrar's Office publishes the College's comprehensive course publications, known as the *Schedule of Classes* in April and November, and as the *Course Listing* in August and January.

As the custodian of the student's record, the Office of the Registrar is also responsible for posting transfer and Advanced Placement credit, grades and grade changes, departmental distinctions, and notations of academic status to the student's transcript in accordance with faculty guidelines. Although advisee schedules and grades are sent to faculty advisers at scheduled intervals each term, the adviser of record may receive a copy of an advisee's transcript from the Registrar's Office at any time. In compliance with the Family Education Rights and Privacy Act, and at the written request of the student and prepayment of the transcript fee, the Registrar's Office provides official copies of the transcript to all students, matriculated or visiting, who have enrolled in the College. All requests for transcripts should be directed to the Records Assistant in the Registrar's Office.

## **Career Counseling Office**

The Career Counseling Office is open to all students and alumni/ae and provides assistance with any part of the career planning process from choosing a major to writing a resume to changing careers. The office maintains career resources on a wide array of careers, graduate schools, internships, job hunting guides, and summer opportunities. Full-time employment listings are also available. The office presents workshops on choosing a career, resume writing and interviewing; it also invites alumni/ae back to campus to discuss their experiences in career fields. During the fall semester the office hosts admissions representatives from a variety of graduate schools throughout the country. Recruiters from businesses, government and non-profit organizations visit the campus in the spring semester to interview seniors. In addition, the office sponsors interviewing events in New York City and Washington, D. C., and offers a resume referral service to provide access to additional organizations. With the Alumni Office's assistance the Career Counseling Office maintains a network of alumni/ae who are willing to provide firsthand information and job hunting advice about their career fields. The Director of Career Counseling is Rozanne F. Burt and the Assistant Directors are Donna Lurie Friedman and Kay McLaughlin.

Seniors are urged to see that at least three (3) letters of reference from faculty, administration and/or employers are sent to the Career Counseling Office before graduation. Students and alumni/ae may then request that these letters be sent out to support their applications to graduate school or for employment. These credentials are mailed only when the alumnus/a or student requests that the office do so.

## **Graduate Study Advisers**

Each academic department and program has designated a faculty member to advise students considering further study in their academic field after graduation. Graduate Study Advisers can assist students in matching their interests to specific graduate schools and programs, and provide advice on the preparation of applications. Consult the chair of your department or the Career Counseling Office for the names of Graduate Study Advisers.

## **Advisory Committee for the Health Professions**

The Advisory Committee for the Health Professions provides guidance to students considering careers in medicine, dentistry, veterinary medicine, health-related research, nursing, public health, hospital administration and related areas. The Committee offers information on the professional education required, the application process involved, the appropriate undergraduate academic preparation, admissions requirements and the necessary standardized tests. The Committee cannot guarantee admission to professional schools, but does attempt to guide students based on their academic performance and experience and the admission standards of the school or the demands of the career field. Freshmen considering the health professions are urged to consult early with one of the members of the Committee. Committee members are Richard Crawford, professor of biology; Ralph Moyer, professor of chemistry; Priscilla Kehoe, associate professor of psychology; and Rozanne Burt, director of career counseling.

### **Pre-Law Advisers**

The Pre-Law Advisers counsel students on procedures for applying to law schools, on the choice of law school programs, and on careers in the legal profession. No specific undergraduate major is required for admission, but since law school applicants must demonstrate a strong background in writing and research as well as critical analysis, students planning to apply to law school are urged to include in their program of study such courses as English, American history, logic, mathematics, political science, sociology and economics. Pre-Law Advisers are Rozanne Burt, director of career counseling, and Donna Lurie Friedman, assistant director of career counseling.

### **Advisers for Professional Study in Business and Management**

Most students who plan advanced study in business and management wish to work for two to four years prior to entering professional school. Accordingly, students may plan ahead in order to develop an academic and work record to enhance admission. Although any undergraduate major is appropriate for business school, in addition to courses which develop oral and writing skills, students are advised to undertake courses which develop and demonstrate quantitative skills: calculus, microeconomics, macroeconomics, statistics, etc. Advisers for business and management careers are Ward Curran, George M. Ferris Professor in Corporate Finance & Investments; Gerald Gunderson, Shelby Cullom Davis Professor of American Business and Economic Enterprise; and Rozanne Burt, director of career counseling.

### **Architecture and Design Advisers**

Trinity College does not offer a major specifically designated as preparation for graduate study in Architecture, Planning, Urban Design, Landscape Architecture, and other related design areas. However, a broad liberal arts curriculum is suggested including courses in studio art, art history, science, mathematics, and engineering. Sometimes graduates of the College have had to do further work on the undergraduate level before proceeding to graduate programs.

Advisers who assist students in planning for work leading toward the design professions are Kathleen Curran, Assistant Professor of Fine Arts, David Woodard, lecturer in engineering, and Rozanne Burt, director of career counseling.

### **The Counseling Center**

Dr. George C. Higgins, Director of The Counseling Center, and Dr. Randolph M. Lee, Associate Director of The Counseling Center, have special training and experience in dealing with emotional problems and are available free of charge to all students who desire assistance in coping with personal and emotional difficulties and social relationships. In addition to personal counseling, opportunities are available for group counseling and discussion, and, where appropriate, psychological testing. Referrals are also available to other professionals in the local area. The cost of seeing professionals outside the College must be assumed by the student.

Both Dr. Higgins and Dr. Lee are licensed psychologists, and all contact with them is confidential and privileged as provided by state law. According

to both Trinity College policy and federal law, information and material gathered by the staff of The Counseling Center are available only to the Counseling Staff and, except in a case of clear and imminent danger to an individual or society, will not be transmitted to anyone inside or outside the College without the consent of the student. The staff of The Counseling Center also includes psychology and social work interns and psychiatric residents from local training institutions.

Outside psychiatric consults are available through The Counseling Center.

### **Medical Office**

The Medical Office is on the first floor of Wheaton Hall. It is licensed by the State of Connecticut as an infirmary and has beds for inpatients.

Dr. Mark W. Izard, the Medical Director, visits the Medical Office Monday through Thursday and other times as needed, and he or his designate is on call for medical emergencies the remainder of the day and night, as well as weekends. Janet Curtis, A.P.R.N., is the Nurse Practitioner in charge of the Medical Office and is present 9:00 a.m.-4:30 p.m., Monday through Friday.

A nurse is on duty in the Medical Office around the clock Monday through Friday when the College is in session. On weekends or Spring Break a nurse is "on call" and may be contacted by calling the Mather Hall Information Desk (297-2053). During Open Periods a nurse is in the medical office from 8:00 a.m.-4:00 p.m. and on call at all other times.

In addition to the regular nursing staff, a full-time nurse practitioner is on duty to provide birth control and abortion counseling, to treat gynecological ailments and to assist with the general medical care of students.

In an emergency, prompt notification of parents is made; but if parents cannot be reached, College authorities reserve the right to act as seems best for the welfare of the student concerned.

### **Financial Aid**

The Office of Financial Aid is located in Downes Memorial. The Director, Anne Zartarian, and the Assistant Director, Kathy A. Kuhar, administer all scholarships and loans. The office oversees the College Work-Study program and refers students to on-campus employment. In addition, notices of part-time jobs off-campus are kept on file here. All students may consult the office for information and advice on matters of financial aid.

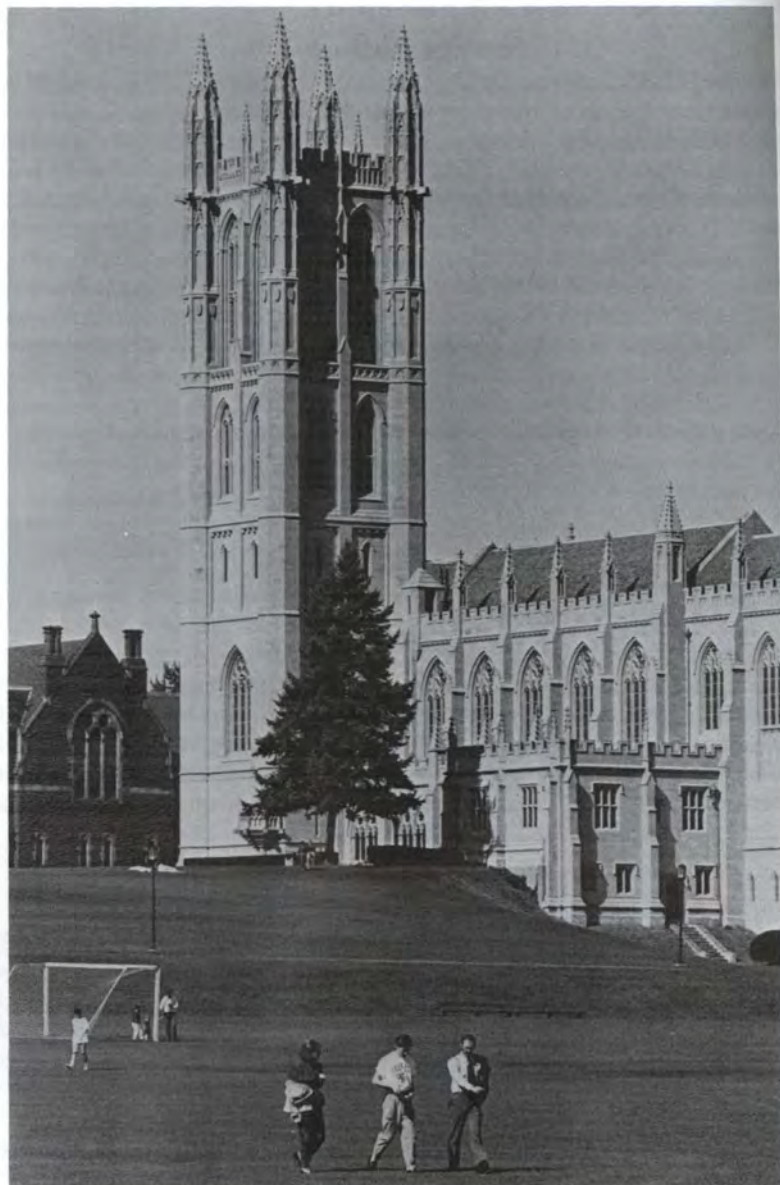
### **Campus Safety Office**

Brian Kelly, Director of Campus Safety, has his office in Mather Hall. He is available weekdays from 8:30 a.m. to 4:30 p.m. He may also be contacted through the Campus Safety Office after normal business hours by calling 297-2222, or by appointment through the Assistant to the Director, Elizabeth Johnson. He is aided by Assistant Director of Campus Safety Charles Morris, who is available most evenings and can be reached through the Campus Safety Office.

All Campus Safety personnel stand ready to offer their assistance in any emergency situation. They look forward to working with any member of the College community who needs assistance.

Campus Safety staff also enjoy a close working relationship with the Hartford Police Department. In those few cases requiring an immediate law enforcement response, the Police Department Emergency 911 line is available through the phone system.

The College encourages victims to report criminal acts to the Hartford Police Department in addition to Campus Safety or other College officials.



# Introduction to College Facilities

## Campus Residences

Trinity is primarily a residential college which provides on-campus residence for all its undergraduates. The daily associations of student with student and student with faculty are an important aspect of Trinity's educational process. Thus, the College guarantees all undergraduates housing on campus for four years.

Most undergraduates select their residences for the following academic year during the Residence Selection Process (based on a priority/ lottery system) held in the early spring. Prospective residents sign Residential Contracts which reserve accommodations for no more than one academic year.

During the spring Residence Selection Process, five dorms are reserved for students who will be new to the College. The Office of Residential Life, in cooperation with the Office of Admissions, then collects information concerning new students' preferences and, to the extent that it is feasible, acknowledges those preferences when making new student residence assignments. New students can expect to be informed of their residence assignments some time during the summer months.

Each residence is equipped with the essential articles of furniture: bed, mattress, wardrobe/closet/bureau, bookcase, desk, and desk chair. Residents provide their own linens, pillows, blankets, spreads, lamps, and other occasional furniture and decorations. Existing State and City building and occupancy regulations stipulate that all decorative wall coverings must be rendered "flame resistant." If decorative wall coverings have been rendered flame resistant, the owner should have a dated certificate of flame-proofing or evidence of the material used in the process. Cooperation by residents is necessary in order to permit the College to operate its multiple-occupancy dwellings.

A telephone with voice mail capability is installed in each residence. Toll charges are billed to students monthly.

Residences are expected to be kept reasonably clean and neat, and residents should make a particular effort to leave their accommodations in good order prior to departing for vacations. All residences are checked when completely vacated, and residents are held financially responsible for all repairs/replacements/cleaning deemed necessary as a result of unreasonable use and wear.

Requests for repairs should be directed to the Department of Buildings and Grounds. Other matters pertaining to campus life should be directed to the Office of Residential Life.

The College (through the Department of Buildings and Grounds) will receive and temporarily store, under lock and key, the personal property that is shipped to the College by students. The College will notify the owner of the arrival of the property. That personal property is not insured by the College, and the College disclaims all responsibility for that property against damage and theft.

Combination locks are provided for residential security, and residents are encouraged to keep their residences locked at all times. A security officer will assist students who are locked out of their residences. Combinations to residences are obtained and changed through the Office of Residential Life.



Solicitors, canvassers, delivery persons, peddlers, and other unauthorized persons are not permitted to enter College buildings. Residents should neither negotiate with such persons nor should they admit them to their rooms. Their presence should be reported to Campus Safety or to an officer of the College.

Vandalism, excessive noise, and other inconsiderate acts will not be tolerated by the College community. Offenders will be subject to action by the Offices of the Dean of Students and/or Residential Life.

### Laundry Facilities

There are coin-operated laundromats open 24 hours a day in 14 dorms: Anadama, Clemens, Cook, Doonesbury, Frohman/Robb, Funston, High Rise, Jackson, Little, Stowe, Jarvis, Jones, Boardwalk, and the new Vernon Street dorm. If problems arise with any of those machines, the vendor is contacted directly. Refunds are received through the mail.

### Study Areas

Study areas generally available throughout the night are located in many of the campus dorms. Students are expected to maintain those facilities in good order.

### William Gwinn Mather Hall

The campus center is a focal point of student activity on the campus. The building is open from 7:00 a. m. until 1:00 a.m., Sunday–Thursday, and 7:00 a.m.–2:00 a.m., Friday and Saturday, except during vacation periods or when the College is not in session.

### Dining Facilities

You have several options to select from on campus. Mather Hall is host to “**Crossroads**” - where good tastes meet. **Crossroads** offers a variety of different formats from which you can choose. **Fresh Inspirations** greets you at the entrance and showcases a salad bar second to none - fresh, colorful, wholesome and healthy. Move on then to **Counter Productions** where you can put together a sandwich that is limited only by your imagination! Along the line is **Three Squares** where Mom’s cooking comes alive in the form of popular old-fashioned favorites and contemporary offerings. Keeping in line with today’s changing tastes, **Wellness & You** features many heart-healthy and vegetarian options. In between the Wellness and Three Squares is the ever-popular **Pasta Factory** with a choice of pasta and sauces for dinner. Completing the line is the **Firehouse Grill**, serving All-American favorites like hamburgers, hot dogs, reubens and more.

That’s not all, because at **Nature’s Granary** you will find the bounty of nature in all its splendor: the **Soup Station** has breads, crackers and more; the **Thirst Base** has beverages galore; and **Finishing Touches** features desserts to tempt you - either laden with all the guilt in the world like our double fudge cheesecake or guilt-free with Colombo Fat-Free Frozen Yogurt!

But wait a minute, because that’s not all - you also get to choose from a **Belgian Waffle Bar** for breakfast and lunch and a **Wok Bar** at dinner! Add to

that our pace-changers that break the monotony and you have a dining experience bar none!

Hours at **Crossroads by Marriott** are as follows:

Monday - Friday:	Breakfast	7:30 to 9:30 a.m.
	Continental Breakfast	9:30 to 10:30 a.m.
	Closed to regroup	10:30 to 10:45 a.m.
	Light Lunch	10:45 to 11:30 a.m.
	Lunch	11:30 to 1:15 p.m.
	Light Dinner	1:15 to 4:30 p.m.
	Closed to regroup	4:30 to 4:45 p.m.
	Dinner	4:45 to 7:00 p.m.
Saturday:	Brunch	10:00 to 1:00 p.m.
	Dinner	5:00 to 6:45 p.m.
Sunday:	Brunch	10:30 to 1:30 p.m.
	Dinner	5:00 to 6:45 p.m.

Enrollment in the meal plan or cash payment at the door is required for admission. All diners are required to bus their own trays to the dish return areas. The meal plan is not in operation during Thanksgiving Break, Spring Break, Winter Vacation and in the Summer. Hours are subject to change and will be posted at the entrance in the event of a change.

In addition to this, the **Cave**, located on the lower level of Mather, is a snack bar featuring pizza, salads, grilled sandwiches and convenience items. The **Cave** is open as follows:

Monday - Thursday	8:00 a.m. to 12:30 a.m.
Friday	8:00 a.m. to 12:00 midnight
Saturday	10:00 a.m. to 12:00 midnight
Sunday	11:00 a.m. to 12:30 a.m.

Located in the Koepfel Student Center on Vernon Street is **The Bistro** – the newest, most exciting dining experience on campus. Open from 10:00 a.m. to 10:00 p.m., except on Fridays and Saturdays when we close at midnight, **The Bistro** is decidedly upscale and yet cozy, comfortable and intimate. **The Bistro** features Boar's Head Sandwiches, Boboli Pizza, Green Mountain Cappuccino, hand pattied fresh hamburgers, and more. **The Bistro** is also home to the Friday night Comedy Club, the Saturday night band, and live entertainment on some weekday evenings, too. A smashing hit unveiled last year, **The Bistro** will feature a fully revised and even more exciting menu this year!

Shoes and shirts must be worn in the dining halls and snack bar. No food or equipment may be removed from the dining hall.

Public Health Code Regulation 19-13-1342 states:

“No live birds or animals shall be allowed in any area used for the storage, preparation or serving of food, or for the cleaning or storage of utensils, . . . or in any other area or facility used in the conduct of food service establishment operations, *provided* guide dogs accompanying blind persons may be permitted in dining rooms.”

## Service Facilities

*Information Desk:* The Information Desk is operated 24 hours a day, seven days a week. This area has student directory assistance, class schedules, cam-

pus activity information and sports information (game schedules and scores when available).

*Lost and found:* Mather Information Desk does not operate as a general lost and found department. It accepts books and IDs; all other items are forwarded to the Campus Safety office.

Any thefts must be reported to the Director of Campus Safety. The Director can assist with insurance claims and in the notification of local law enforcement officials.

*Game Room:* The Game Room is located on the lower level of Mather. Billiards are available as well as several video games. Tournaments can be arranged by the Game Room Manager. Refunds may be obtained from the Assistant Director's office during business hours.

*Vending Machines:* There are a number of vending machines located in Mather. These machines are owned and operated by a private company. Should any of the machines malfunction or appear to be vandalized, please call Sheri Watson in the Business Office at ext. 2037. Refunds may be obtained from the vending company; the name and telephone numbers will be given out from the Business Office. Problems with all other vending machines should be reported to the secretary of the building in which they are located.

*Vendors:* Mather sponsors a limited number of vendors who set up their wares in the basement lobby. These vendors are screened by the Mather staff as to quality of merchandise and general appeal to the student body.

*The Underground:* The Coffeehouse is also located on the lower level of the campus center. It is open Sunday-Thursday nights and offers live entertainment on Tuesday and Thursday. Students are encouraged to contact the Assistant Director of Mather at ext. 2049, if they are interested in performing.

## **Student Businesses**

Soliciting, buying and selling on the campus is open only to Trinity undergraduates. Written permission must be obtained from the Assistant Director of Mather Hall. A new permit is required each time a student or organization conducts business. Failure to obtain a permit before conducting business or failure to adhere to the rules herein may result in administrative action. The right to sell products/services may be denied if it is determined to be an infringement on standing contracts existing between the College and various vendors already on campus.

Students who are involved in selling goods or services (i.e., advertising) outside Trinity College, that is, to citizens or merchants of the greater Hartford area, do so on their own. The College does not assume any responsibility for these types of business ventures. Written permits will not be granted to students who solicit for advertising space unless it is for use in an approved College publication.

Any student, sport team or student group planning a raffle or lottery must adhere to State laws governing these activities. Permission must also be secured from the Assistant Director of Mather Hall.

## **The Trinity College Bookstore**

The Trinity College Bookstore is leased and operated by Barnes & Noble Bookstores, Inc. of New York. Located on the lower level of Mather Hall, the bookstore is open Monday through Thursday, 9:00 a.m. to 5:00 p.m.; Friday

9:00 a.m. to 4:00 p.m. Extended hours are offered at term openings. Shorter hours are observed during the summer.

The bookstore provides all required textbooks and classroom supplies. In addition, the bookstore offers reference materials, merchandise such as clothing and Trinity giftware, cards and snacks. Services provided include 1) used book sales and "buy back," 2) special ordering of books, 3) class ring sales, and 4) check cashing.

Check cashing policies are as follows: 1) students must show a valid Trinity ID; 2) checks may be cashed only between 9:00 a. m. and 3:00 p. m., Monday through Friday; 3) a \$50.00 limit is observed for personal checks; 4) only Trinity College payroll checks with a limit of \$150.00 and checks made payable to Trinity College Bookstore will be cashed; 5) a nominal service charge is collected for each check cashed.

### **Gallows Hill Bookstore**

The Gallows Hill Bookstore is also leased and operated by Barnes & Noble Bookstores, Inc. It is located on the first floor of the Hallden building and is open from 11 a.m. until 7:30 p.m. Monday through Friday, and noon to 5 p.m. Saturday.

The Gallows Hill Bookstore offers a selection of over 12,000 classic and contemporary texts. The selection is designed to complement the diverse array of disciplines offered at Trinity and support individual academic and intellectual interests. In addition, the store offers an extensive selection of periodicals, a free special order service, exhibition space for campus artists, poetry readings and various discussion seminars hosted by authors and faculty members.

### **Post Office**

The Post Office, under the supervision of the Director of Mather Hall, is located on the lower level of the student center. The regular business hours for all postal services are between 10:00 a.m. and 4:15 p.m., Monday through Friday. The Post Office is equipped to handle money orders, special delivery, certified, insured, express and registered mail, parcel post and the sale of postage stamps.

First class mail and parcel post arrive on campus at approximately 9:00 a.m. Monday through Saturday. United Parcel Service and Federal Express arrive shortly thereafter. Outgoing mail is picked up at 12:00 noon and 3:45 p.m. Monday through Friday and 4:00 p.m. Saturday only from the mailbox located directly across from the Post Office window.

Regular and campus mail is delivered twice daily to all departments on campus. All campus mail should be addressed to the individual and his or her department.

Each student is assigned a postal box for the four-year stay on the Trinity campus. It is essential that all mail, parcel post and express, be addressed to the box number, not the dormitory room. Please use the current directory for Post Office number information.

#### *A. General Information*

1. Use postal box numbers on all inter-campus mail for students. Notify your friends, relatives, and magazine publishers of your box number.

2. Collect your own mail. Postal employees are not permitted to give mail to anyone but the addressee.
3. Special delivery and express mail arriving after the Post Office is closed will be delivered to the information desk of Mather Hall. Express mail that has not been picked up during regular working hours will also be delivered to the front desk. The student on duty will make every attempt to notify the addressee.
4. No one is admitted in the Post Office before 10:00 a.m.
5. Do not place money into campus mail. You may get permission to leave the envelope in the box yourself.
6. Parcel post, oversized envelopes and all pictures will be tagged and a notification issued for pick-up.
7. Tests, themes and term papers cannot be accepted for distribution through campus mail unless put in an envelope and addressed properly.
8. When a student goes on open semester or exchange program, notification of the Post Office is required. Mail will be forwarded as requested. Mail cannot be forwarded overseas.
9. All first class mail and magazines will be forwarded during summer vacation.
10. Graduating students are requested to inform all friends, publishers and correspondents of their new address.

*B. Post Office Stuffing Policy*

1. Stuffing of mail boxes is permitted with prior permission from the postmaster. All blanket stuffing of boxes is allowed only after 11:00 a.m. General publicity for activities should be placed on the distribution table in Mather basement. Off-campus related activities may use the bulletin boards in Mather and other buildings to advertise.
2. Arrangements for special return boxes for surveys, questionnaires, volunteer work, etc., should be made with the Director of Mather Hall. Survey boxes are available on a first-come, first-served basis.

## MATHER HALL INFORMATION

### LOWER LEVEL:

CAMPUS SAFETY DEPARTMENT	24 Hour Emergency Service	X2222
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Brian Kelly, Director	Elizabeth Johnson, Asst. to the Dir.
Charles Morris, Asst. Director	

A shuttle program for on-campus transportation is operated by the Campus Safety Department. Schedules are posted in the Campus Safety Information Boards, as well as at their office.

An off-campus escort program is offered by Campus Safety and may be accessed by calling X3333. Both programs are available between the hours of dusk and dawn.

Greater Hartford Taxi Service direct telephone line next to Campus Safety.

*THE COLLEGE STORE* 9:00 a.m.-5:00 p.m.  
 Larry Gal, General Manager Monday & Thursday X2191  
 9:00 a.m.-6:00 p.m.  
 Tuesday & Wednesday  
 9:00 a.m.-4:00 p.m. Friday

Check cashing provided 9:00 a.m.-3:00 p.m.  
 Monday-Thursday  
 9:00 a.m.-2:00 p.m. Friday  
 (\$50.00 maximum for personal checks & \$150 maximum for payroll checks)

Carroll Travel Services 11:30 a.m.-2:00 p.m., Monday & Wednesday  
 EBK Framing Service 11:00 a.m.-3:30 p.m., Friday

*AMERICAN DRY CLEANING*

Steve Weinstein, Manager, 10:00 a.m.-4:00 p.m. X5301  
 Mon., Wed., Fri. or off-Campus  
 296-8398

*VENDING MACHINES*

Report any problems to Sheri Watson, Business Office, X2037.

*DARKROOM* Hours to be arranged  
 Inquiries may be made by contacting April Brown at X2049.

*GAME ROOM* Noon-1:00 a.m. Sunday X7945  
 10:00 a.m.-1:00 a.m. Monday-Thursday  
 10:00 a.m.-1:00 a.m. Friday  
 Noon-1:00 a.m. Saturday

Report problems or refunds to April Brown, Room 108.

*IDP LOUNGE* (Individualized Degree Program) X7605

*POST OFFICE* 10:00 a.m.-4:15 p.m. X2560  
 Anetta Charles, Manager Monday-Friday  
 Vicente Salvador, Assistant Manager  
 G. Bradford Smith, Assistant Manager

*CAVE*

Laurie Hennessey and Sharyn Keeney, Marriott Retail Managers  
 8:00 a.m.-12:30 a.m. X2316  
 Monday-Thursday  
 8:00 a.m.-12:00 midnight Friday  
 10:00 a.m.-12:00 midnight Saturday  
 11:00 a.m.-12:30 a.m. Sunday

*DOMINO'S PIZZA* - 249-9977

*UNDERGROUND* 8:00 p.m.-midnight  
*COFFEEHOUSE* Sunday-Thursday  
 Inquiries may be made by contacting April Brown at X2049.

## MAIN FLOOR:

**INFORMATION DESK** 24-hour coverage X2053

Problems, concerns, notices, postings or questions should be directed to April Brown at X2049.

Federal Express pick-up and delivery; individuals should contact office directly, 1-800-238-5355, to make arrangements.

### ADMINISTRATIVE OFFICES

Anne T. Gushee, Director Mather Hall, Koepfel Student Center and Special Events & Calendar X2052

April M. Brown, Assistant Director, Mather Hall X2049

Chris Guilmartin, Assistant Director, Special Events and Calendar X2052

Susan Sanders, Calendar Office Assistant X2051

8:30 a.m.-4:30 p.m.

Monday-Friday

### STUDENT LIFE RESOURCE CENTER

Beth Corbin, Student Activities Coordinator X2170

Student Government Association X5304

Trinity College Activities Council X5304

### STUDENT ID OFFICE

\$25 - Replace or stolen ID

\$5 - Replace damaged ID

### DINING HALL

Monday	7:30-9:30 a.m.	Breakfast
through	9:30-10:30 a.m.	Continental Breakfast
Friday	10:30-10:45 a.m.	Closed
	10:45-11:30 a.m.	Light Lunch
	11:30 a.m.-1:15 p.m.	Lunch
	1:15-4:30 p.m.	Light Dinner
	4:30-4:45 p.m.	Closed
	4:45-7:00 p.m.	Dinner
Saturday	10:00 a.m.-1:00 p.m.	Brunch
	5:00-6:45 p.m.	Dinner
Sunday	10:30-1:30 p.m.	Brunch
	5:00-6:45 p.m.	Dinner

### MARRIOTT DINING SERVICE

Vijay K. Sharma, Director X2314

Gwynn Wissuchek, Office Manager, X2314

8:30 a.m.-4:30 p.m., Mon.-Fri.

Ben Miller, Dir. of Operations Andy Black, Dir. of Catering & Production

Angela Williams, Production Mgr.

Etta Parker, Mather Service Mgr.

John Cycenas, Production Mgr.

Shirley Jones, Catering Mgr.

Menu phone

TBA, Bistro Mgr.

X2322

## SECOND FLOOR:

*STUDENT ACTIVITIES CENTER/COMMUNITY OUTREACH, X2383*

### ART SPACE

Chris Guilmartin, Coordinator X2052  
Sterling Vernon, Student Manager

## THIRD FLOOR:

*WOMEN'S CENTER* 8:30 a. m.-4:30 p. m. X2408  
Diane Martell, Coordinator

## ADDITIONAL SERVICES

### AUDIOVISUAL

Phil Duffy, Director X2423  
Les Brown, Assistant Director X2422  
Requests must be made directly by the sponsor to the Audiovisual office  
(McCook 123) two weeks in advance.

### GALLOWS HILL BOOKSTORE (Hallden)

David Givens, Manager 11:00 a. m.-7:30 p. m., Monday-Friday X5231  
12:00 p. m.-5:00 p. m., Saturday

### SMITH HOUSE

Richard Strout, Marriott Manager X5241

### THE BISTRO at the Koeppl Student Center

Manager to be named  
Carry-out service X3663  
Office X5382  
Lobby X2207

10:00 a. m.-10:00 p. m. Mon.-Thurs.

10:00 a. m.-2:00 a. m. Fri. + Sat.

### LUNCH AND DINNER TRANSFER:

11:00 a. m.-2:00 p. m. Mon.-Fri.

4:30 p. m.-8:00 p. m. Mon.-Fri.

## The Library

The Library contains over 845,000 volumes and subscribes to more than 2800 periodicals. The building is air-conditioned and has seating for about 650. The Nonprint Collection includes over 160,000 slides, 16,300 sound recordings, 1700 video tapes and 126 films. The Watkinson Library on the A floor contains special collections and rare books. The Library is a partial depository of U. S. Government Documents, receiving 35% of all documents published.



## Hours

The Library is open during term time Monday through Thursday from 8:30 a.m. to 1:00 a.m., Friday from 8:30 a.m. to midnight, Saturday from 9:30 a.m. to midnight, and on Sunday from 9:30 a.m. to 1:00 a.m. Alternative schedules are posted for interim periods on the information board outside the Library.

## Loans

To be eligible to borrow, students must first register at the Circulation Desk by presenting a valid Trinity I.D. In order to charge out a book the borrower must present the book at the Circulation Desk along with a barcoded I.D. card. The loan period is 28 days. Books must be returned to the Circulation Desk. There is no "grace" period. There is no limit on the number of books which may be borrowed.

A book may be renewed if no one else has recalled or placed a hold on it. The book must be brought to the library for renewal. Renewal requests may not be made by telephone.

Students working on theses may be eligible to borrow books for an academic year, if they apply to the Head of Access Services. Books borrowed under this privilege are subject to recall.

Any book is subject to a "hold." The book will be held for a reader when returned by the current borrower.

Any book is subject to recall from any borrower for another reader after two weeks' use. The former is allowed seven days from the date of recall in which to return the book. If the first borrower wishes to use it again, it will be recalled for him at his/her request.

Any book is subject to immediate recall for Reserve purposes. The book must be returned within seven days.

Books and articles on reserve are available at the Circulation Desk. A reserve item may be borrowed for a period of two hours and may not be taken out of the building. I.D. cards must be presented when checking out reserve materials. No other form of security will be accepted.

All circulation records are confidential.

The loss or theft of a barcoded I.D. card or Special Borrower's Library Card should be promptly reported to the Circulation Coordinator at the Circulation Desk.

## Failure To Return Library Books

A student who fails to return an overdue book receives two reminder notices from the Circulation Dept. These notices are sent one day and 15 days after the due date. Failure to respond to the notice results in the generation of a replacement bill incorporating fines, processing fees and replacement charges specified under "Lost Books."

Overdue notices are sent as a courtesy only.

## Fines/Lost Books

Fines for overdue books accrue at a rate of \$.50 per day to a maximum of \$25.00.

The fine for a reserve book is \$1.00 per minute to a maximum of \$50.00.

The fine for a recalled book is \$1.00 per day beginning on the eighth day after the date of recall to a \$50.00 maximum.

If a book is not returned within 50 days, the book is declared "lost." The borrower who does not return the book will be billed for the following:

\$25.00 fine, non-refundable;

\$15.00 billing and processing fee, non-refundable;

\$36.00, or actual cost of book if more. Books which can be replaced only in paperback incur an additional \$10.00 binding fee.

If the borrower reports a book lost before the maximum fine is reached, the fine ceases to accrue. The other charges remain in effect.

The return of a "lost book" after replacement payment will result in refund of the payment minus the maximum overdue fine if the return occurs within one year of the payment. Beyond that date, replacement payments are non-refundable.

If a student fails to pay fines/fees within 30 days of billing, the charges may be transferred to the Student Accounts Office billing system for collection. In the case of borrowers whose fines/fees cannot be transferred, transcripts will be withheld until the obligation is settled.

### **Loss of Borrowing Privileges**

For student borrowers loss of borrowing privileges occurs when either ten books are overdue at one time, one recalled item is overdue, or the student has accrued \$100 in fines.

### **Security**

An electronic security system is in operation to insure that all books are available for the use of students. All materials must be properly charged out at the Circulation Desk. Failure to do so will cause the exit gate to lock.

### **Library Access**

Trinity's Library is the largest academic library in the Greater Hartford area and consequently attracts individuals not associated with Trinity College. Because of limited staff and space it is necessary to restrict access to the Library to members of the Trinity community. Students from member institutions of the Greater Hartford Consortium for Higher Education are admitted during the day until 4:30 p.m. Trinity students receive the same privileges at other Consortium institutions. Students from other schools and colleges are given reference privileges upon presentation of letters from their librarians explaining their needs, or upon payment of a reference fee. The reference fee is \$25.00 a year.

### **Use of Other Libraries**

Students of the Connecticut College/Trinity/Wesleyan University Consortium have reciprocal borrowing privileges. They must register as borrowers at their home libraries before using this privilege. The online catalog dis-

plays the holdings of all three libraries, and books may be obtained either directly or through the Circulation Dept. Books may be returned to the home library.

### **Interlibrary Loans and Photocopy Requests**

Books and photocopies of articles from journals not owned by Trinity are available on interlibrary loan to faculty and students engaged in serious research. In general, there is no charge for book requests, but there is a fee for obtaining photocopies. The fee varies, but most requests can be filled for the minimum charge of \$1.00 plus \$.10 per page for each page in excess of ten pages.

Overdue interlibrary loan material jeopardizes our ability to borrow from other institutions. Consequently the regular fine schedule applies to interlibrary loan materials.

### **Video and Film Collection**

The collection has over 1700 titles. Use of College-owned videos by Trinity students is restricted to the library video carrels on the third floor. Students may make written requests for the use of a video cassette and reserve a carrel at the Circulation Desk 24 hours in advance. Weekend requests must be made before 3:00 p. m. on Fridays. Certain restrictions apply to weekend use. Yellow request forms and further details concerning video use can be obtained at the Circulation Desk.

The volume of faculty/classroom and reserve usage prohibits providing most student and non-Trinity reference services regarding film and video.

### **The Slide Collection**

The Slide Collection is located on the lower level of Hallden Hall (Hallden-09). The Collection consists of over 160,000 images covering the history of art and architecture including Western, Far Eastern, Near Eastern, Ancient and Tribal. Special collections are also held in the areas of performing arts and local collections such as from the Wadsworth Athenaeum. The slides are primarily for use by the Fine Arts faculty, but may also be used on campus for classroom presentations by Trinity faculty. The Slide Collection is open only to those students giving presentations in upper level Art History seminars. The loan period is for the actual time of class use only. Please consult with the staff for specific information regarding collection procedures and access.

### **The Sound Recording Collection**

The Sound Recording Collection is located on the lower level of the Austin Arts Center. The Collection numbers over 16,000 items, including LP discs, compact discs, cassettes, and reel-to-reel tapes. The music materials include classical, popular, jazz, musical theater, and traditional musics of the world. Spoken word recordings are held in the areas of literature and history. Special collections include a sound effects library and the Trinity Sound Archive.

Listening and instrument practice rooms are also located on the lower level of the Austin Arts Center. Specific instructions for the use of these mate-

rials are available from the staff. Books on music and music scores are housed in the main library.

## **Austin Arts Center**

The Austin Arts Center (AAC) is Trinity's principal presenter of professional guest artist programs of all kinds. The AAC is also the organization which works with the Departments of Fine Arts, Music, and Theater & Dance to manage and direct their administrative and technical operations.

And finally, the AAC is also one of the two primary college facilities serving the teaching and presentational needs of all three academic departments in the performing and visual arts. The 382-seat Goodwin Theater, The Widener Gallery and a versatile, multiple-use space, Garmany Hall, are the Center's three venues for the presentation of creative work of all kinds. In addition to music classrooms and private practice rooms, art studio classrooms and theater production facilities, the Center also includes the college library's Sound Recording Collection, performing arts faculty offices and the administrative offices of the Director of the Center. Adjacent to the Austin Arts central facility, the recently renovated Hallden Building is the new site for all Fine Arts Department faculty offices, several specialized classrooms and study areas, as well as the main library's Slide Collection.

Eight full and part-time professionals comprise the Center's administration and staff providing secretarial, managerial, design/technical and promotional support to the Center, its constituent departments and all programs.

The Austin Arts Center is a very active and interesting place. The Fall and Spring Semesters are filled with a wide variety of arts events presented by the Center Artists Series, academic departments, college organizations and greater Hartford cultural organizations. Each year the AAC invites audiences to attend as many as sixty art openings, music concerts and recitals, plays, dance concerts and musical-theater productions.

With a current and valid Trinity College Identification Card, all students, faculty, administration and staff may receive free tickets to all ticketed Center Artists Series, Music, and Theater & Dance Department performances. As seating capacities are always limited and events are well attended, prompt and careful attention to ticket policies is encouraged. Call the Austin Arts Center Box Office number at **297-2199** for 24-hour information about all Center events and for ticket reservations during regular afternoon office hours. The Trinity College information line provides additional events information and helpful pre-recorded directions to the campus for visitors at 297-2001.

For further information give Jeffrey Walker, the Director, a call at 297-2498.

## **Ferris Athletic Center**

Use of the Ferris Athletic Center by all members of the campus community and alumni has continued to exceed the College's most optimistic expectations. Programs involving neighborhood and disadvantaged youngsters have also been accommodated in the Center.

The Athletic Center is, however, experiencing serious problems in connection with its evening and weekend operation. Use of the facilities by a burgeoning number of unauthorized persons has resulted in two unfortunate

consequences. First, there has been serious overcrowding so that Trinity students and faculty are often without play space; and second, there have been recurrent instances of malicious vandalism and theft. In the interest of preserving priority rights to these facilities, controls have been instituted upon admission to the Center on evenings and weekends.

They are as follows:

1. The only door which will be open is the door facing west toward the walk up to the Austin Arts Center. All other doors are on an alarm system and are not to be used. Please keep informed of the times and dates the Center is open.
2. There will be a student worker at the Control Desk who will request identification of all who enter. Students, faculty, administration, and staff *must* produce their I.D. cards. No one will be admitted who cannot produce proper identification.
3. Faculty and administration members or students who wish to bring a guest may do so, but they must secure a Guest Pass from the Athletic Director's Office in advance, and present it upon admission to the Center.
4. Faculty and administration members or students who wish to bring a group in at any time, including weekends, must make arrangements to do so through the Athletic Director's Office.
5. Some of the Center's facilities will not be open during the evening and weekend hours. The schedule varies due to other uses (intercollegiate, intramurals, etc.).
6. Issue of locks, lockers, and towels will be limited to undergraduate students, faculty, and staff. Master's Degree candidates and Graduate Scholars, upon payment of a \$60.00 fee in lieu of the undergraduate "General Fee" of \$500.00, will also be entitled to the above privileges. Return all locks and towels on the last day of spring semester classes.
7. During recreation hours, some athletic equipment will be available at the Control Desk.

These measures are being taken not to discourage use of the Ferris Center, but rather to protect the rights of the campus community for optimum use and to minimize the need for added security costs. The official student recreation times are: Monday-Thursday 6:00 p.m. -10:00 p.m.; and Saturday and Sunday noon-6:00 p.m. Normally the building opens at 7:00 a.m. (Monday-Friday) and it is available for any unofficial student recreation activity during the day. These hours will not pertain to certain times of the academic year, such as Reading Period, vacations, finals, etc.

## The Chapel

Trinity College was founded by members of the Episcopal Church, and the Charter, granted May 16, 1823, provided that the College "shall not make the religious tenets of any person a condition of admission to any privilege in said College," whether as a student or teacher. From this beginning Trinity continues to be an independent college having this historic relationship with the Episcopal Church as well as a Chapel and Chaplaincy.

Founded in freedom, Trinity is proud that a diversity of religious affiliations exists in its student body. The College provides resources and an atmos-

phere where the religious dimension of life is taken seriously and examined. All its members may find Trinity not only a place for deepening their own faith as a part of the educational process but also a place where the educational process is confronted by the perspective of faith.

The Chapel Tower which rises high above the campus has always held much intrigue and interest for the students. The top of the tower affords a view of the surrounding city and campus area. However, as the stairs to the top are unsafe, the tower is not accessible to the general student body. It also houses the carillon (which consists of 49 bells) and the College Carillonneur is available to give lessons to interested students.

The College Chapel is both a part of Trinity College and also a Christian church maintained by an endowment provided by benefactors. It is under the jurisdiction of the Episcopal Bishop of Connecticut. The regular services of the Chapel, while deriving from many and often ecumenical sources, accord with the provisions and traditions of the Episcopal Church. Other Christian communities use the Chapel for services: for example, Roman Catholic Mass is celebrated at 5:00 p.m. on Sundays and on holy days and other times as announced by the Newman Chaplain.

The College Chaplain, the Reverend Nancy Charles, is also available (297-2013) to assist those who would like to find a local parish of their own denominational affiliation.

Holy Eucharist, following the Book of Common Prayer of the Episcopal Church, is celebrated each Sunday at 1:00 p.m., and Evening Prayer is said each weekday at 5:00 p.m. All members of the College are invited to attend services in the Chapel, and such participation is not understood as a change in denominational affiliation. Student sacristans assist at all Sunday Eucharists, and all members of the worshiping community are invited to share the duties of acolytes and readers.

Within the context of Episcopal Canon Law, the Chapel and its facilities are available to members of the College for baptisms, weddings, funerals and other special services. The Chaplain and Chapel staff are available to consult and advise about such events.

The College holds certain of its own events in the Chapel, such as Matriculation and Honors Day. These services follow the College's own tradition. Many musical events also take place in the Chapel and often use its fine organ. Occasionally the Chapel is used for dramatic productions and the showing of films.

The Trinity College Chapel is a community of commitment which witnesses and celebrates the religious perspective and in that context confronts issues of contemporary life. A large portion of the offerings at Chapel service is given to support community service projects in which students are involved. The Chapel often joins campus groups in sponsoring activities of common concern such as lectures, discussions, and related social activities. The College Chaplaincy is joined in its ministry on campus by Trinity Hillel, the Newman Chaplaincy, and the Trinity Christian Fellowship.

### **Trinity Hillel**

Rabbi Joshua Eli Plaut is the Director of the Hillel Foundation for Jewish Students at Trinity College. Rabbi Plaut is also the spiritual leader of Congregation Kol Haverim in Glastonbury, Connecticut. He oversees the planning of social and religious programs for Jewish students on the Trinity Campus,

most of which take place at the Hillel House, 30 Crescent Street. Rabbi Plaut can be reached at the Hillel House, 297-2280, or at his synagogue office, 633-3966.

### **Roman Catholic Campus Ministry**

The Reverend Raymond S. Smialowski is the Director of Campus Ministry for Catholic Students at Trinity. He is available for individual meetings with students and works in a collaborative fashion with students in planning Sunday liturgies and other student events. He can be reached in his office in the Chapel's North Sacristy, 297-2015.

### **The Trinity Christian Fellowship**

Karen Welser is the adviser to Trinity Christian Fellowship, a Christian community affiliated with InterVarsity Christian Fellowship. Karen is available to help students in their Christian growth and provides direction and support to the Christian Fellowship. She may be reached in her office in the Chapel's North Sacristy, 297-2026.

### **The Computing Center**

A broad variety of computing systems is available for use by students.

The College's Academic Computing shared facilities are located in the Mathematics, Computing and Engineering Center at the south end of campus. There you will find a number of Macintosh and PC-compatible micro-computers, all of which are provided with word processing, spreadsheet, and statistical analysis packages, to name just a few. In addition, the College owns and operates an expanding collection of Sun UNIX workstations. These machines are used for many purposes, including programming, statistical analysis, and graphics.

All College-owned machines are connected to the campus-wide computing network, which gives them access to a broad and exciting assortment of resources. Among these are shared file servers, electronic mail, electronic versions of major newspapers, and discussion group software. Also available on the network is the library's on-line card catalog, and several bibliographic databases. The College is a member of the Internet, which is the largest and most important inter-campus academic computing network. The Internet provides mail delivery, file transfer, remote logins, and many other forms of access to educational institutions and resources all over the world.

Students who own Macintosh computers can engage as full participants in these systems from their dorm rooms.

Students have free access to all systems when classes are in session.

### **The Writing Center**

The Allan K. Smith Writing Center administers the College's comprehensive writing program. For students engaged in studies across the curriculum, the Writing Center provides a variety of courses, special programs, and support services.

#### **Courses**

The Writing Center regularly offers two first-year courses: English 101, *Writing I*, an introductory college-level workshop in expository and critical

writing; and English 102, *Writing II*, a more advanced workshop emphasizing argumentation and research skills. Each fall term a special section of English 101 is designated for students who speak English as a second or other language. Additional writing courses, such as English 202, *Expository Writing Workshop*, are also offered on a periodic basis. With the development of the College's computing network, many of these courses are taught in computer-supported environments.

### **Writing Associates Program**

The Writing Associates Program prepares highly talented undergraduate writers to supplement faculty efforts in the classroom and to expand the opportunities for helping writers across the campus and in the community. Students selected to be Writing Associates take English 302, *Writing Theory and Practice*, while serving as apprentice peer tutors in the Writing Center. They go on to affiliate with faculty as teaching assistants and to work as tutors in the Writing Center, residence halls, and many other contexts.

### **Tutoring**

All students are encouraged to take advantage of the Writing Center's individual tutoring services at 115 Vernon Street. At any stage of the writing process, peer tutors can help students learn how to analyze an assignment, develop a clear and effective argument, revise and edit a rough draft, and improve proofreading skills. The Writing Center is computer-networked, with both Macintoshes and PC available for students to use. Students can drop in or call 297-2468 to make an appointment.

### **Workshops**

A series of writing, reading, and study skills workshops are conducted each year by Writing Center faculty. These one-hour workshops, open to all Trinity students, are filled on a first-come, first-served basis. Recent workshop topics have included: "Writing Essay Exams," "Grammar Kills Me," "Research Papers: The First Step," and "Can a Computer Write My Papers?"

For more information, contact Dr. Beverly Wall, Director, 297-2459, or Cynthia Butos, Assistant Director, 297-2456.

## **The Mathematics Center**

The Mathematics Center was established at Trinity College in 1987 with a grant from the Aetna Life & Casualty Foundation. The staff of the Center consists of a Director and other faculty members who are Lecturers in Mathematics; a secretary; and student tutors.

Over the course of your four year stay at Trinity, you may have many opportunities to be involved with the Mathematics Center.

- If necessary, the Mathematics Center will help you meet the proficiency requirement through minicourses, independent study, and individual tutoring.
- The Center conducts workshops on mathematical topics related to courses in other disciplines such as psychology, chemistry, and economics.



- Mathematics Center tutors may help you with mathematics courses and with the mathematics used in other courses. You may have the opportunity to be employed as a student tutor.
- The Mathematics Center is involved in a variety of programs working with young people in the Hartford area. You may wish to become involved in this community service.

Located in Room 172 of the Mathematics, Computing, and Engineering Center, The Mathematics Center is available to everyone. The staff encourages you to contact them at any time about any mathematics-related concern.

## Women's Center

The Women's Center is a place of advocacy, support, and welcome for all women in the Trinity College community. Through educational, social, and cultural programming, it seeks to promote self-determination and awareness of women's rights and issues; redress gender inequities; and encourage understanding among women of different classes, cultures, ethnic backgrounds, and sexual orientations.

The Center, located on the third floor of Mather Hall, contains a study/lounge/library area, a kitchenette, and an office. All are welcome to use the Center for discussion, study, research, informal counseling, and interaction. The living room of the Center can also be reserved for meetings or functions.

The coordinator of the Women's Center, Diane Martell, in conjunction with a coordinating committee, plans, implements, and oversees all Women's Center activities. She also plays an educational role for women's issues at the College, and provides counseling and referrals when needed. In addition, the coordinator serves as the adviser to the Trinity Women's Organization, the undergraduate women's group of the College, and the Sexual Assault Task Force, a student advocacy group.



# Academic Policies, Procedures and Regulations: General Information

## Registration

At Registration in November for the Spring Semester and in April for the Fall Semester, students are required to indicate their intention to return to active academic study by enrolling in the courses they wish to take the following term. The Registration process involves selecting courses, obtaining approval of the faculty adviser and instructors, and presenting the properly completed forms to the Office of the Registrar. A normal course load for a semester is four to five credits. Enrollment in more than 5.75 credits may result in an additional tuition charge.

The day before the beginning of classes is Check-In for all students who intend to study in that term. Check-In is required of all students and failure to pick up the Add/Drop Schedule on that day will result in a late registration fee. The first week of the term is designated the Add/Drop Period (the first seven days of each quarter for Physical Education). During this time students may change courses with the permission of their faculty adviser and the instructor of the course added. Courses dropped during the Add/Drop Period are deleted from the transcript. All Add/Drop Schedules must be submitted by the Add/Drop deadline. Following the Add/Drop deadline no courses can be added without the approval of the Academic Affairs Committee and payment of a \$100 late registration fee; courses dropped after the Add/Drop deadline remain recorded and are graded W (Withdrawal) on the transcript. Students may withdraw from courses up to and including the last day of classes, except in Physical Education, wherein a course must be dropped by the last day of each quarter.

Students who wish to study at a school with which Trinity has a consortial, cross-registration agreement, such as the member institutions of the Hartford Consortium for Higher Education, Wesleyan University or Connecticut College, should make arrangements through the Registrar's Office.

Each semester any student enrolled for four or more course credits may take one academic course on a Pass/Low Pass/Fail basis, provided the course is not required for the major or the Integration of Knowledge requirement and provided that the student was not on academic probation in the preceding semester. Each matriculated student is permitted to designate one course each semester, to a maximum of four courses in his/her academic career not required by his/her major or Integration of Knowledge requirement, as Pass/Fail. A course, once designated as Pass/Fail, counts toward the maximum of four Pass/Fail courses, even if the student should change from Pass/Fail to a letter grade by the close of the semester. Courses which must be taken Pass/Fail (such as some Physical Education courses) do not count toward the four-course maximum. Those teaching or taking student-taught courses are graded only on a Pass/Fail basis, and the option may not be used for one of those courses and for another academic course in the same semester. The Pass/Fail designation is made during the Add/Drop Period. After the Add/Drop

deadline and up to and including the last day of classes, the student may notify the Registrar that he/she wishes to receive a letter grade in the Pass/Fail course. After the Add/Drop Period the student may not convert to Pass/Fail a course which had been elected for a letter grade.

Graduate courses may be taken by undergraduates with the written permission of the faculty adviser, the instructor, and the Graduate Office.

Courses may be audited by degree candidates with permission of the instructor. No examinations or credit are given for audited courses. Spouses of undergraduate students may audit a course with the permission of the instructor, but are not required to register formally for the course. If spouses should wish to take courses for credit, they should seek admission as special students and will be charged the same rate as special students are charged for individual courses.

## Class Attendance

Trinity's attendance policy states that students are expected to attend class regularly. There is also the understanding that individual instructors can further define attendance requirements for their specific courses. This philosophy encourages students to accept the responsibility for their obligations while providing for professional discretion in determining attendance requirements most appropriate to the style in which subject matter is presented. Instructors will define the attendance requirements of each course and will announce them to the class at the beginning of the term. Additionally, instructors will inform students of their attitude toward absenteeism for medical reasons. Penalties for excessive class absence will be determined by the course instructor and may, at his/her discretion, include the issuance of a failing grade for the course.

Students who must miss a regular class meeting because of medical reasons will contact the professor as soon as possible to determine what assignments have been missed and how much, if any, work must be made up. This honor system assumes that a student will regularly attend class unless a genuine illness or injury is incapacitating, and there is the additional expectation that the instructor will accept the word of the student. In this regard, it becomes essential that a student fully understand a professor's position on absenteeism for medical reasons. If the instructor does not expect a student to report absence as a result of illness, then the student need only check with the instructor to determine missed work and assignments.

If the student is absent for an extended period for medical reasons, it is incumbent upon the student to have a friend or family member contact the Medical Office or the Dean of Students' Office. The student's professors will be notified by the Dean of Students. The Medical Office does not send excuses.

It is expected that undergraduates who must be absent from classes in order to participate in religious observances will inform their instructors in writing of their obligations at the beginning of each semester. Faculty members, having been notified of students' obligations at this time, will permit their students to make up examinations, quizzes, assignments, and the like within a reasonable time after a class absence for religious reasons.

In non-medical cases of unavoidable absence from class, students should first consult with their instructor(s). If necessary, the undergraduate may then

request the Dean of Students' Office to send a Dean's Form to the appropriate instructor(s). A Dean's Form for medical or nonmedical reasons is forwarded as a recommendation to excuse a student from class or as a confirmation of a student's inability to attend class. **It must be remembered that an excused absence of any kind can be granted only by the Professor.**

When a student has been absent, it is the responsibility of the student *promptly* to contact the instructor to arrange to make up the missed work. Unnecessary delay in making these arrangements does not obligate the instructor to permit the student to make up the work.

## **Cancellation of Classes**

Except when a state of emergency is declared by an appropriate governmental official, the College will maintain its regular schedule of undergraduate classes, exams, etc.

## **Reading Days**

Toward the end of each semester time is set aside during which no classes are held. These "Reading Days" are established to enable students to finish papers, catch up on required reading, and study intensively for final examinations. Students are expected to be sensitive to the needs of their fellow students and treat them as they would wish to be treated when they are studying. Social events are prohibited during Reading Days as well as during Final Examination periods. It is College policy that no final examinations may be scheduled during Reading Days.

## **Seniors and Final Examinations**

Effective with the Class of 1993, graduating seniors taking general examinations in their majors shall have the same obligation to take final course examinations as other seniors. General Examinations are required in the following majors: Area Studies, Art History, Classics, History, Music, Theater and Dance, and, in some cases, American Studies.

It is College policy that no final examinations are to be scheduled before the conclusion of classes or during Reading Days.

## **Grades**

Following the close of each term the student receives a grade report. Passing grades are A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D- and Pass. Grades below C- are unsatisfactory. F denotes failure. The provisional designation, "Incomplete," may be granted by a subcommittee of the Academic Affairs Committee when it determines that a student is unable to complete course work on time because of wholly unusual or unforeseen circumstances or for sound educational reasons.

A Pass/Low Pass/Fail Option is available to all matriculated students. Each such student may designate one course each semester to a maximum of four courses in his or her college career, not required by his or her major or to fulfill the distribution requirement, as "Pass/Fail" courses. In such courses, a grade of "Pass" will be recorded if the instructor reports a letter grade of C- or

better to the Registrar, whereas a grade of "Low Pass" will be recorded if the instructor reports a letter grade from D + to D -. (The grade of "Low Pass" is not used for students who matriculated prior to September, 1990. When such students exercise this option, a grade of "Pass" will be recorded if the instructor reports a grade of D - or higher.) Full credit will be given for courses graded "Pass" or "Low Pass"; no credit will be given for courses graded "Fail," and a "Fail" will have the same effect on academic standing as the regular grade of F. A course, once designated as Pass/Fail, counts toward the maximum of four Pass/Fail courses, even if the student should change from Pass/Fail to a regular letter grade by the last day of classes, the deadline to make such a change. Students who have been placed on academic probation may not take a course Pass/Fail in the semester of enrollment immediately subsequent to the term of Academic Probation.

The student may also exercise the Pass/Fail Option for courses in Physical Education and for certain exploratory Internships. The Pass/Fail Option is the mandatory grading system in Student-Taught Courses and may be employed by the faculty sponsor of an Open Semester. Pass/Fail courses mentioned in *this* paragraph do not count toward the four-course maximum of the previous paragraph.

### **Incompletes**

The provisional designation "Incomplete" may be granted by a subcommittee of the Academic Affairs Committee. The deadline for requesting an Incomplete is the last day of classes each semester. The following procedures govern the granting of Incompletes:

- 1) A subcommittee of the Academic Affairs Committee composed of the Chairperson of the Academic Affairs Committee, an elected faculty member of the Academic Affairs Committee, and the Dean of Students shall be empowered to issue Incompletes. By majority vote, the subcommittee may permit the temporary notation of "IN" to be recorded for a course by the Registrar on a student's permanent record card.
- 2) To receive an Incomplete a student must request it in writing through the Dean of Students. The request must state the reasons which prevented the completion of the work and the reasons must be verifiable. If a student is incapacitated, the Dean of Students may submit the request to the subcommittee for the student.
- 3) Upon receipt of a request for an Incomplete, the Dean of Students will verify the reasons for the Incomplete and consult with the instructor. The subcommittee shall not grant an Incomplete prior to consultation with the instructor and the student's academic adviser.
- 4) The subcommittee will grant an Incomplete only when the student was unable to complete the course work for verified wholly unusual or unforeseen difficulty of the magnitude of serious illness or death in the immediate family or for sound educational reasons. Too much work at the end of a semester shall *not* constitute grounds for assignment of an Incomplete, nor shall simple failure to fulfill final course work, such as final examinations or papers. In such cases, the instructor will issue a grade on the basis of work completed with appropriate penalty for missing work.
- 5) The conditions which must be fulfilled in order to remove the Incomplete will be determined by the instructor. The time when the conditions must

be fulfilled in order to remove the Incomplete will be set by the subcommittee in consultation with the instructor and the student. The subcommittee will formalize for both, in writing, the conditions to be fulfilled and the date for their fulfillment in order for the Registrar to remove the Incomplete and for the instructor to assign a letter grade. If the student fails to meet the conditions for removing the Incomplete by the date specified, the instructor will issue a grade which reflects the performance of the student including an appropriate penalty (usually an "F" for the missing work) for the incomplete work.

- 6) If no grade has been submitted by the last day of classes of the semester to which the deadline for completing work has been extended, the Incomplete grade will automatically convert to an "F." The Dean of Students will notify both the faculty member and student that the Incomplete will convert to an "F."
- 7) In very unusual cases, such as serious, prolonged illness, the designation of Incomplete may be allowed to stand permanently without removal.
- 8) Each semester the Academic Affairs Committee will review the Incompletes granted in the previous term, the reasons for granting them, and the deadlines set for their removal. This review will be for the purpose of establishing and reviewing guidelines for the subcommittee which grants Incompletes to use in its deliberations.

### **Grade Point Average and Rank-in-Class**

Prior to graduation, all courses taken at Trinity and all courses taken outside Trinity after matriculation but with the prior approval of the appropriate Trinity faculty adviser, the Director of Educational Services, and, when appropriate, the Director of Special Academic Programs (IDP) shall be recorded with applicable credits and grades on the Trinity College transcript. All such courses, credits and grades shall be counted toward the requirement of 36 course credits for the Bachelor's degree and shall be included in computations of grade point average and rank-in-class. However, these exceptions prevail: grades such as "Pass," "Credit," etc. from other institutions that cannot be translated into Trinity's grading system will be recorded but will not be used in computations; courses from outside Trinity (except for those taken in the Hartford Consortium for Higher Education and through the Twelve-College Exchange) for which a grade lower than C- has been received will not be recorded.

Grade Point Average is computed by converting each student's letter grades to their numerical equivalents (i.e., A+ = 12, A = 11, A- = 10, etc.). Fractional course credits are evaluated accordingly in this conversion.

Rank-in-class is computed once for all classes at the end of each semester. The roster of students comprising any group when rank-in-class is computed reflects a variety of circumstances (e.g., students who transfer to Trinity, leave Trinity, participate in programs for which grades are not received, etc.). The rank-in-class is only posted to the transcript of seniors who have fulfilled all degree requirements.

### **Mid-Term Evaluation**

At mid-term, Faculty will have the opportunity to submit a written evaluation and report a grade of "U" for any student who is doing unsatisfactory

work, and a grade of "ABS" for any student who is enrolled in a course but not attending. These evaluations will apply to new students as well as upperclass students.

A copy of all Mid-Term Evaluation forms will be sent to the student, the student's adviser, the Dean of Students Office and, if applicable, to the Director of the Mathematics Center.

## Transcripts

The Office of the Registrar provides access to transcripts only in compliance with the requirements established by the Family Education Rights and Privacy Act of 1974 (Public Law 93-380, as amended). Requests for transcripts should be made to the Records Assistant in the Office of the Registrar. Unsealed official transcripts are not given to students, although students may secure unofficial copies of their records for their own personal needs.

All transcript requests must be made in writing; telephone requests and inquiries from third parties will not be honored.

All financial obligations to the College must be met before transcript service will be provided.

The cost for official transcripts is \$2.00 each. If several copies are ordered at the same time, the cost is \$2.00 for the first and \$1.00 for each additional record. There is a maximum of ten working days required for transcript production and three days processing for unofficial transcripts. The Registrar's Office cannot fax transcripts.

## Intellectual Honesty

Trinity expects that its students abide by the highest standards of intellectual honesty in all academic exercises. Intellectual honesty assumes that students do their own work and that they credit properly those upon whose work and thought they draw. It is the responsibility of each student to make sure that he or she is fully aware of what constitutes intellectually honest work in every examination, quiz, paper, laboratory report, or other academic exercise submitted for evaluation in a course at Trinity College.

Examples of intellectual dishonesty include, but are not limited to, the following:

1. Multiple submission of the same or similar work without prior written permission of the instructor(s). Examples include:
  - a. Submitting the same work, or substantially the same work, for more than one course without the prior permission of all instructors involved.
  - b. Submitting the same work, or substantially the same work, as that submitted by another student without the prior permission of all instructors involved.
  - c. Submitting the same work, or substantially the same work, as was used in a previous course or at another school without the prior permission of all current instructors involved.
2. Unauthorized collaboration. Collaborating on any academic work without the prior permission of the instructor(s) is dishonest.
3. Unauthorized possession and/or distribution of an examination.
4. Consultation of unauthorized materials during an examination.

5. Failure to comply with an instructor's specific instructions with respect to academic honesty. Students who are uncertain about the terms of academic integrity for any particular course or assignment should ask the instructor for explicit guidelines.
6. Falsification or misrepresentation of one's own academic record or that of anyone else.
7. Falsification or misrepresentation of data, information, or quotations.
8. Preparing work for another student.
9. Use of another person's work. Examples include:
  - a. Copying from another student's exam or paper.
  - b. Submitting, as one's own, work that someone else did.
  - c. Plagiarism.

To avoid intentional plagiarism, a student must be honest and careful. To avoid unintentional plagiarism is more difficult. The student must remember that "Plagiarism means presenting, *as one's own*, the words, the work, or the opinions of someone else."<sup>11</sup> In order to insure that due credit is given to others, the student should also keep in mind that whether quoting directly or paraphrasing the words of another person, or using "*the sequence of ideas, the arrangement of material, the pattern of thought* (or the observations and opinions) of someone else,"<sup>12</sup> he or she should be sure to acknowledge the debt (to a book, a newspaper, a columnist, an instructor, a relative, a fellow-student, etc.) in a footnote or a parenthesis, or should refer precisely to the source in the body of the paper, speech, or examination.

Students sometimes find it difficult to avoid plagiarizing unintentionally, when they paraphrase material from a printed source. To illustrate this difficulty, let us take a passage from H.L. Mencken's *The American Language*:

The American, probably more than any other man, is prone to be apologetic about the trade he follows. He seldom believes that it is quite worthy of his virtues and talents; almost always he thinks that he would have adorned something far gaudier. Unfortunately, it is not always possible for him to escape, or even for him to dream plausibly of escaping, so he soothes himself by assuring himself that he belongs to a superior section of his craft, and very often he invents a sonorous name to set himself off from the herd. Here we glimpse the origin of a multitude of characteristic American euphemisms, e.g., *mortician* for *undertaker*, *realtor* for *real-estate agent*, *electrager* for *electrical contractor* . . . so on.

If the student were writing a research paper on some aspect of the American language and wished to use Mencken's explanation of the origin of the euphemisms for professional occupations, but wished to draw examples from another source, he/she might write thus:

As Mencken says, "The American, probably more than any other man, is prone to be apologetic about the trade he follows."<sup>13</sup>

The student who wishes to quote even more from Mencken, is quite free to do so, as long as the student uses quotation marks to indicate the places where Mencken's exact words appear (acknowledging the source in a footnote, of course).

Often, however, the student will prefer to paraphrase and in doing so may run into difficulty. The most important point to remember is that paraphrasing means putting into *different* words and phrases the material expressed in the printed source. The following "close paraphrase" is *not* a satisfactory paraphrase:



As Mencken says, the American believes that he would have adorned something gaudier, so he soothes himself by inventing a sonorous name to set himself off from the herd.<sup>5</sup>

Technically, this is plagiarism, despite the reference to Mencken; a student who has written this sentence would have been using verbatim the words of the source without fully acknowledging the fact—even if the student had used a footnote reference to the text (as should be done even with a paraphrase). In order to paraphrase correctly, a student must restate the original material in his or her own diction and style. An acceptable paraphrase might read:

Mencken explains the origin of these professional euphemisms as lying in the American's vanity; the American feels that he is really better than his profession, but since he cannot escape it, he tries to make it at least sound worthy of him.<sup>6</sup>

This sentence, which assumes that the student has already been talking about these euphemisms, embodies accurately the ideas that Mencken expressed, but it is a true paraphrase rather than an unacknowledged quotation. It still requires a footnote; whether Mencken is mentioned by name or not, the student is indebted to him for an idea and should acknowledge the debt.<sup>7</sup>

<sup>1</sup> Genevieve B. and Newman P. Birk, *Understanding and Using English* (4th ed.; New York: Odyssey Press, 1959), p. 696.

<sup>2</sup> Birk and Birk, *Understanding and Using English*, pp. 696-697.

<sup>3</sup> H.L. Mencken, *The American Language: An Inquiry into the Development of English in the United States* (4th ed.; New York: Alfred A. Knopf, 1936), p. 284.

<sup>4</sup> Mencken, *The American Language*, p. 284.

<sup>5</sup> Mencken, *The American Language*, p. 284.

<sup>6</sup> Mencken, *The American Language*, p. 284.

<sup>7</sup> The regulation on INTELLECTUAL HONESTY is taken from the *Manual for English 101: Freshman English* (fifth edition; Trinity College, Hartford, Conn. 1965), pp. 5-7.

## Academic Dishonesty

1. A Resolution Regarding the Responsibility of the Academic Affairs Committee in Cases of Academic Dishonesty:

Whereas, state and federal courts have taken an increasingly interventionist role to insure the observance of due process in matters of college and university discipline; and

Whereas, the judicial system at Trinity College is based on the assumption that all members of the College community are to be guaranteed the benefits of due process; and

Whereas, the Academic Affairs Committee, which is responsible for adjudicating cases of alleged academic dishonesty, has developed and will continue to develop procedures to protect the rights of faculty and students involved in such cases,

Be it Resolved, That the Faculty of Trinity College urges individual faculty members to bring cases of academic dishonesty before said Committee for adjudication. The faculty recognizes that the individual instructor has the prerogative under the canons of academic freedom to dispense with such cases through the issuance of a punitive grade and by such other means as the assignment of additional work. The faculty believes, however, that formal adjudication of such cases by the designated committee, operating under accepted rules of due process, will best protect the rights of both the student and the faculty member, avoid contentiousness, and lessen the likelihood of court litigation. Furthermore, the adjudication of all such cases by a single body will guarantee consistency in the punishments meted out for similar offenses.

## 2. A Motion to Establish an Academic Dishonesty Appeals Board

We ask the faculty of Trinity College to reaffirm the Academic Affairs Committee's jurisdiction in cases of academic dishonesty, and its use of procedures of due process as developed by that Committee in considering such cases, and we request that the faculty elect annually, at the time of regular faculty elections, four faculty members and two faculty alternates, the four to serve with two student members (and two student alternates) as an Academic Dishonesty Appeals Board, members of this Committee to be elected on a rotating basis.

### **Procedures in Cases of Academic Dishonesty**

Procedures of Due Process Followed by the Academic Affairs Committee in Cases of Academic Dishonesty:

- a) The faculty member who believes that there has been plagiarism or other academic dishonesty shall provide the Committee with written charge and specifications. A hearing will be promptly scheduled. Prompt notification of the hearing and a list of Committee members will be given to the faculty member and the accused student.
- b) A copy of the charge and specifications will be provided to the accused student, who shall attend the hearing. The accused student shall be given adequate time to prepare his/her defense. The accused student may be accompanied at the hearing by an adviser if he/she gives adequate notice to the Chairman of the Committee. The adviser may not have formal legal training.
- c) The faculty member will be expected to attend the hearing and may be questioned.
- d) Ordinarily, the Committee will first hear the faculty member bringing the charge. He/she may make a statement, after which he/she will be questioned by members of the Committee and then by the accused student. Next, the accused student may make a statement, after which he/she will be questioned by members of the Committee and then by the faculty member.
- e) The faculty member and the accused student may call witnesses, who may be questioned by members of the Committee and by parties to the case. The witnesses will be heard in an order determined by the Chairman. Each witness will be present at the hearing only when giving testimony. Witnesses will be expected not to discuss the case outside the hearing.
- f) In cases where more than one student has been charged with academic dishonesty, all of the accused students may be present when any one of their number is addressing the Committee.
- g) As a rule, academic dishonesty hearings are closed and the proceedings are kept confidential. A hearing may be open, however, upon the written request of the accused student.
- h) Any member of the Committee who is party to a case shall disqualify himself/herself for that case.
- i) As a rule a student found guilty of academic dishonesty shall be assigned a penalty from one of three Penalty Categories — Censure, Suspension or Expulsion — depending on the severity of the offense. The Penalty Categories are described below:

**CENSURE:** The penalty for an initial offense reported to the Committee when the act of academic dishonesty involves cheating on an isolated part of a quiz or an examination, the circumscribed and inadvertent use of an unattributed source (written or oral) within a paper, or other dishonest acts of comparable magnitude.

**SUSPENSION:** The penalty for repeated cheating on one or more quizzes or examinations, for deliberate plagiarism, or for other dishonest acts of comparable magnitude. This penalty will also be imposed for an offense in a course after the instructor has warned the student in writing (whether or not the initial offense was reported to the Committee) or when a student who has already been Censured for academic dishonesty commits a second censurable offense.

**EXPULSION:** The penalty when a second penalty of Suspension is warranted. Within the Penalty Categories Censure and Suspension, the Academic Affairs Committee shall determine the length of the Censure or the Suspension, the conditions, if any, under which a Censure may be removed from the student's Permanent Record, the conditions under which a student on Suspension may return, and any other factors it may deem relevant to the penalty for the case heard.

The Academic Affairs Committee may also recommend that the faculty member assign a penalty grade to the student in the course in which the offense occurred.

The Committee will not assign a penalty outside the Penalty Category for the offense unless there are mitigating circumstances of such unusual magnitude as to be wholly compelling to all of the members of the Committee who heard the case.

- j) The record of each hearing shall consist of a detailed written report which shall be incorporated into the Minutes of the Committee and of a tape recording of the entire hearing. In the event of an appeal, these materials will be made available to the appellant, faculty members and to the Academic Dishonesty Appeals Board.

## **Academic Dishonesty Appeals Board**

*The following is reprinted from The Faculty Manual.*

### **Bases for Appeal**

Any student found guilty of a charge of academic dishonesty by the Academic Affairs Committee may appeal to the Academic Dishonesty Appeals Board on one of two bases: 1) Appeal for a Rehearing, or 2) Appeal of Penalty. A student may not make both appeals simultaneously. *If a student believes the finding of guilt by the Academic Affairs Committee is incorrect, he or she must appeal for a rehearing within ten days of receiving the results of the Academic Affairs Committee hearing.* An appeal of penalty implies admission of guilt and should be made only when a student feels the penalty imposed by the Academic Affairs Committee for the offense is unjust or excessive.

### **Definition of Appeals**

*Appeal for a Rehearing:* If a student believes he or she did not receive a fair hearing from the Academic Affairs Committee, he or she may appeal to the Academic Dishonesty Appeals Board for a rehearing. A student may make such an appeal on two grounds: 1) The availability of new evidence, or 2) The

grounds that procedural errors were committed in the hearing by the Academic Affairs Committee.

*If the claim of new evidence is upheld by the Academic Dishonesty Appeals Board, the original judgment and penalty will be declared void by the Academic Dishonesty Appeals Board and the case will be returned to the Academic Affairs Committee for prompt rehearing.* If the claim of procedural error is upheld by the Academic Dishonesty Appeals Board, the original judgment and penalty will be declared void and the Academic Dishonesty Appeals Board will promptly rehear the case according to the procedures of the Academic Affairs Committee. If the Appeals Board rehears the case because of procedural error, the student has no further faculty appeals available. The student does, however, retain the right to appeal to the President or the Board of Trustees.

*Appeal of Penalty:* Any student convicted by the Academic Affairs Committee of academic dishonesty may appeal the penalty to the Academic Dishonesty Appeals Board. It will be the student's responsibility to demonstrate that the penalty should be modified. The Academic Dishonesty Appeals Board will restrict its action to affirming or modifying the penalty, but in no case will a more severe penalty be imposed. Modification of a penalty shall consist of modifying the terms of the penalty, e. g., its length, its effective date, etc., but not of changing the penalty category, e. g., from censure to admonition or from suspension to censure, etc. The Academic Dishonesty Appeals Board will submit in writing to the Academic Affairs Committee and the community the basis for its judgment, but it will not identify the student involved.

Should the Academic Dishonesty Appeals Board conclude from its deliberations on an Appeal of Penalty that probable cause exists to believe that the penalty which has been assigned by the Academic Affairs Committee is from an inappropriate Penalty Category, it may refer the case back to the Academic Affairs Committee for rehearing. A tie vote on a motion to return the case to the Academic Affairs Committee for rehearing on these grounds will constitute passage of the motion. The Academic Dishonesty Appeals Board will communicate in writing to the Academic Affairs Committee its grounds for resubmission. A motion to resubmit a case to the Academic Affairs Committee on these grounds may not be made again after the Academic Affairs Committee has reheard the case.

### **Procedures**

*General:* All hearings shall be closed to the community unless the appellant student requests the hearing to be open. No member of the Academic Dishonesty Appeals Board shall discuss the proceedings of any appeal with persons who are not members of the Academic Dishonesty Appeals Board. All meetings of the Academic Dishonesty Appeals Board in executive session are strictly confidential and no member shall discuss such proceedings with any person who is not a member of the Academic Dishonesty Appeals Board.

#### *Appeal for a Rehearing:*

1. The student will submit a written petition including the grounds for the appeal and an outline of the evidence he or she will present to the Chairman of the Academic Dishonesty Appeals Board. A hearing will be promptly scheduled. Notice of the hearing and a list of Academic Dishonesty Appeals Board members will be given to the student and to the Chairman of the Academic Affairs Committee.

2. The student's petition will be given to the Chairman of the Academic Affairs Committee and the Academic Affairs Committee will be asked to send a representative to the hearing who will be prepared to produce all records of the original hearing if requested and to answer all questions of the Board and the appellant student.

3. The student may be accompanied at the hearing by an adviser of his or her choice and should give the Chairman of the Academic Dishonesty Appeals Board reasonable advance notice of who the adviser will be. The adviser may not have formal legal training.

4. The hearing shall be closed and confidential unless the student makes a written request to the Academic Dishonesty Appeals Board that he or she wishes the hearing to be open.

5. Any member of the Academic Dishonesty Appeals Board who has been a party to the case or who has been substantially involved with a party to the case about the case shall disqualify himself or herself for that case and an alternate will sit in his or her place. The appellant student may challenge a member of the Academic Dishonesty Appeals Board in writing before the hearing on this ground and an alternate will be seated if a majority of the Academic Dishonesty Appeals Board believes the challenge has merit.

6. The student may call and question his or her own witnesses and question any other witness appearing before the Board.

7. The Academic Dishonesty Appeals Board may call witnesses of its own and may question all witnesses appearing before the Board.

8. Ordinarily, the Board will first ask the Academic Affairs Committee representative to state the charge which was brought against the student, the finding of the Academic Affairs Committee with respect to guilt or innocence of the student, and the penalty imposed. The student will then present his or her case, calling such witnesses as he or she deems necessary. The Board will then call such witnesses as they consider necessary and refer, if necessary, to the Academic Affairs Committee records of the original hearing. After all witnesses have been heard the Board will adjourn to executive session and shall either accept or reject the student's petition for rehearing. A tie vote shall constitute acceptance of the student's petition. If the petition is denied, the finding of the Academic Affairs Committee will be affirmed. The student may, however, still appeal the penalty to the Academic Dishonesty Appeals Board. The decision of the Academic Dishonesty Appeals Board will be transmitted to the student and the Academic Affairs Committee in writing.

9. The record of the hearing will consist of written minutes and a tape recording of the hearing.

#### *Appeal of Penalty:*

1. The student will submit a written appeal to the Chairman of the Academic Dishonesty Appeals Board. A hearing will be promptly scheduled. Notice of the hearing and a list of Academic Dishonesty Appeals Board members will be given to the student and to the Chairman of the Academic Affairs Committee.

2. The student's petition will be given to the Chairman of the Academic Affairs Committee, and the Academic Affairs Committee will be asked to send a representative to the hearing who will be prepared to produce all records of the original hearing if requested and to answer all questions of the Board and the appellant student.

3. The student may be accompanied at the hearing by an adviser of his or her choice and should give the Chairman of the Academic Dishonesty Appeals Board reasonable advance notice of who the adviser will be. The adviser may not have formal legal training.

4. The hearing shall be closed and confidential unless the student makes a written request to the Academic Dishonesty Appeals Board that he or she wishes the hearing to be open.

5. Any member of the Academic Dishonesty Appeals Board who has been a party to the case or who has been substantially involved with a party to the case about the case shall disqualify himself or herself for that case and an alternate will sit in his or her place. The appellant student may challenge a member of the Academic Dishonesty Appeals Board in writing before the hearing on this ground and an alternate will be seated if a majority of the Academic Dishonesty Appeals Board believes the challenge has merit.

6. The student may call and question his or her own witnesses and question any other witness appearing before the Board.

7. The Academic Dishonesty Appeals Board may call witnesses of its own and may question all witnesses appearing before the Board.

8. Ordinarily, the Board will first ask the Academic Affairs Committee representative to state the charge which was brought against the student, the finding of the Academic Affairs Committee with respect to guilt or innocence of the student, and the penalty imposed. The student will then present his or her case, calling such witnesses as he or she deems necessary. The Academic Affairs Committee representative, as a witness of the Academic Dishonesty Appeals Board, will then explain the position of the Academic Affairs Committee with regard to the penalty. The Board may then call such other witnesses as they consider necessary and refer, if necessary, to the Academic Affairs Committee records of the original hearing. After all witnesses have been heard, the Board will adjourn to executive session for deliberation. The Board will, by majority vote, affirm the original penalty or modify it. In the event of a tie vote by the Academic Dishonesty Appeals Board, the penalty imposed by the Academic Affairs Committee will stand. The student and the Academic Affairs Committee will be notified in writing of the Board's decision and the Board will subsequently present to the Academic Affairs Committee and the community the basis for its decision including the majority opinion and any minority or dissenting opinions.

9. The record of the hearing will consist of written minutes and a tape recording of the hearing.

## **Academic Standing**

All courses in which a student is registered at the end of the Add/Drop Period each semester are entered on the permanent record as "enrolled courses." "Enrolled courses" in which a student receives either a passing or a failing grade are considered "completed courses" for the purpose of determining academic standing. Students may not receive credit for a course more than once, excepting only those courses which invite repeated enrollment (e.g., topics, independent studies, music lessons, etc.). A course for which a student has previously received credit may not be counted as an "enrolled course" for the purpose of accruing full-time enrollment credit, even though the repeated

course itself may temporarily indicate an earned credit on the student's transcript.

All "enrolled courses" dropped prior to the final deadline for dropping courses in any semester are marked "W" on the permanent record. These courses do not count as "completed courses." The deadline for withdrawal from a course is the last day of classes of the semester.

Each undergraduate is expected to enroll in and complete nine course credits each academic year in order to earn the 36 course credits required for graduation. To remain in good standing at the end of each semester a student must (1) complete no fewer than four course credits, (2) achieve a minimum grade average of C - (4.0), and (3) not fail the equivalent of one-half course credit or more. Courses earning a grade of Pass or Low Pass are not counted in determining the grade average; those graded Fail are counted. If a student receives an "NGR" ("no grade received") in a course, the "NGR" will automatically convert to an "F" if a letter grade is not submitted to replace the "NGR" within 30 calendar days after the last day of the final examination period. The Registrar will notify faculty and student that this conversion will occur. All petitions for waivers of the four-course credit rule must be submitted by the student in writing to the Academic Affairs Committee by the end of the Add/Drop Period of that semester.

Following the fall and spring semesters, the record of each student is reviewed by the Academic Affairs Committee to determine academic standing. Students receiving Federal Title IV assistance must maintain academic standing consistent with graduation requirements. Such eligibility will normally be limited to the equivalent of four years of full-time attendance, although exceptions may be made in unusual circumstances.

### **Academic Probation**

A student will be placed on probation by the Academic Affairs Committee a) if he or she does not maintain good academic standing as defined above; or b) by a majority vote of the Committee, if at any time it determines that academic work has been neglected. A student enrolled in a full-year course will not be placed on probation for credit deficiency at the end of the first term if the missing credit for the full-year course is the sole course of the credit deficiency.

A student studying away from Trinity on the Twelve-College Exchange will have the record for the period of study away reviewed upon return and will be placed on probation at Trinity according to the standards used in the determination of academic standing and Academic Probation at Trinity.

When, for any reason, a student is placed on probation, notice of this action will be given only to the student and the academic adviser in accordance with the Family Education Rights and Privacy Act ("Buckley Amendment"). Usually, such notice will be given by the Academic Affairs Committee prior to the beginning of the probationary semester and following the availability of grades for the previous term. In some instances, however, when grade and credit information is provided at irregular intervals, e.g., through grade changes, etc., such notice will be given by the Committee in accordance with the availability of the pertinent information. Any entry specifying Academic Probation will be made on the student's permanent record. Although the transcript notation will be assigned to the term during which the student's work

has incurred Academic Probation, the student will be considered to be *on probation* in the subsequent semester of enrollment.

Students on probation are required:

- 1) to enroll in a full-time program of study at Trinity and to remain enrolled throughout the period of probation. Except in cases of validated emergency or serious illness, withdrawals from the College during the term of probation may only be made up to the Add/Drop deadline of the term, and students who withdraw from the College prior to the Add/Drop deadline will be on probation during the next term in which they are enrolled;
- 2) to complete all course work on time; and
- 3) to select all course work on a regularly graded basis without the exercise of the Pass/Fail option.

It is expected that all students on probation will be familiar with the academic regulations of the College, including the requirements for good standing; that they will, whenever possible, inform themselves of their own progress in their courses; and that they will avail themselves of the College's advisory and counseling resources during the period of probation. Students on probation who fail to attain the status of good standing by the end of the probationary period may be required to withdraw from the College.

### **Required Withdrawal**

Required Withdrawal is a suspension from the College because of academic deficiencies. Suspension is a physical separation from the College and restricts those students on withdrawal from participating in the academic and extracurricular activities of the College. At the end of the fall and spring terms Required Withdrawal is voted by the Academic Affairs Committee and noted on the student's transcript.

If a student incurs Academic Probations in two consecutive semesters of enrollment or in any three semesters of enrollment at Trinity or on the Twelve-College Exchange, the Committee will require withdrawal from the College for one year. If a student incurs one Academic Probation subsequent to a Required Withdrawal, regardless of whether or not that Required Withdrawal was waived, the Committee will require that student to withdraw from the College for one year.

Seniors, in their last semester prior to graduation, who suffer Academic Probation and are therefore liable to incur Required Withdrawal, will be exempt from the withdrawal as long as all other graduation requirements have been met; however, the notation of Academic Probation will be entered on the permanent record card.

A student will also be required to withdraw from the College for one year if, at any time, in the opinion of the Committee, neglect of work warrants it. A two-thirds majority vote will be required under this circumstance.

Students who have been required to withdraw will be offered the opportunity to explain mitigating circumstances to the Academic Affairs Committee. If the circumstances warrant it, the Committee may grant a waiver of Required Withdrawal. A student who receives a waiver of Required Withdrawal will remain on Academic Probation and is subject to all the conditions of probation as explained above.



If, during a period of Required Withdrawal, a student wishes to do work at another accredited college and have such work credited at Trinity College, the approval of the Director of Educational Services must be obtained prior to enrolling in the course(s). A student may petition the Academic Affairs Committee to have such work credited, 1) after he/she has been in residence at Trinity College for one semester following the period of Required Withdrawal, and 2) if work of C- or better in at least four Trinity College courses has been recorded during the semester.

### **Readmission After Required Withdrawal**

Students required to withdraw for any of the reasons stated above are eligible to apply for readmission. However, each application will be considered on its merits, and readmission will not be automatic. Prior to their return, students are required to meet all of the conditions of return voted by the Academic Affairs Committee. The student should submit a petition for readmission through the Office of the Registrar to the Academic Affairs Committee, to reach the Committee not later than June 1 or December 1, whichever date immediately precedes the semester in which the student intends to return. Petition forms are available in the Office of the Registrar. Students who are readmitted following Required Withdrawal will be on probation during the semester of their return and will be subject to the conditions of probation as explained above.

### **Voluntary Withdrawal**

Any student in good academic standing may voluntarily withdraw from the College. Trinity students on Exchange or Academic Leave of Absence do not withdraw from the College.

A student voluntarily withdrawing must have a confidential exit interview with the Dean of Students and must also at that time complete and sign a Voluntary Withdrawal form which will be filed with the Registrar. Notice of Voluntary Withdrawal is recorded permanently on the student's permanent record card.

A student who voluntarily withdraws shall be automatically readmitted to the College provided that he or she informs the Registrar of the intention to return not later than March 1 or November 1, whichever immediately precedes the semester of return.

In extraordinary cases, where the Registrar has reason to believe that the student's proposed return would jeopardize the welfare of the College, the Registrar may petition the Academic Affairs Committee to deny the student readmission. In such cases the Registrar would be expected to present evidence in behalf of the petition at a formal hearing before the Academic Affairs Committee. Such a hearing would be conducted in accordance with the standards of due process developed by said Committee.

# Academic Policies, Procedures and Regulations: Special Programs

## Guidelines on Interdisciplinary Minors

### I. Faculty Guidelines

1) Each interdisciplinary minor shall consist of five or six courses from at least three different fields,\* the courses to be unified by a theme or other principle. No more than three courses from any one field may be counted toward an interdisciplinary minor. The faculty members who design the minor shall give it a descriptive title suitable for publication in the *Catalogue*.

2) Crucial to the effectiveness of each interdisciplinary minor is the means of integration that the participating faculty members devise. Careful sequencing of courses, the inclusion of two (or more) closely linked (i.e., "paired") courses, the use of integrating colloquia, and the requirement of a comprehensive examination, a culminating seminar and/or a thesis-like paper are among the ways that may be used, singly or in combination, to attain integration. In all cases the General Education Council will carefully review the means of integration of each proposed interdisciplinary minor before approving it for publication in the *Catalogue*.

3) Courses in an interdisciplinary minor may have prerequisites outside the minor, but the faculty organizers of interdisciplinary minors are urged to be realistic in their expectations.

4) No interdisciplinary minor may have a vocational theme or emphasis (e.g., "interdisciplinary minor in business studies") or have as its title the name of a single discipline (e.g., "interdisciplinary minor in economics"). Established interdisciplinary programs (e.g., Area Studies) may offer an interdisciplinary minor.

5) Enrollment limits for courses in an interdisciplinary minor may be specified for cause.

6) The faculty organizers of an interdisciplinary minor may allow students some choice of courses within the minor. For example, four courses might be required of all students taking the minor, with the students selecting the remaining courses from a larger list.

7) One faculty participant in each interdisciplinary minor shall be designated its coordinator. The coordinator will be responsible for submitting the

\*Several points of explanation are necessary regarding what is meant by "field" as it is employed in conjunction with the interdisciplinary minor. First, with the exceptions noted below, each academic department and program is to be regarded as constituting a single field. Thus, to illustrate, all Biology Department courses shall be classified in the field of biology, all Economics Department courses in the field of economics, etc. The exceptions are the four departments that each encompass two or more distinct fields: the Fine Arts Department (the fields of art history and studio art.) the Engineering and Computer Science Department (the fields of computer science and engineering), the Theater and Dance Department (the fields of dance and theater arts), and the Modern Languages Department (each language constitutes a separate field). Secondly, no course may be classified in more than one field. When a course is listed in two (or more) departments/programs, its field of classification will be the same as that of the department (or program) in which it originated. For example, if a course offered by the Political Science Department is cross-listed in the Area Studies Program, its field is political science, not area studies. If questions arise about the field to which a multiply-listed course belongs, they shall be referred to the General Education Council for resolution. Finally, if a College Course or a freshman seminar is included in an interdisciplinary minor, the General Education Council shall designate its field of classification, taking into account such factors as the subject matter and the instructor's area of expertise.

proposed minor to the General Education Council for approval. Once the minor has been approved, the coordinator will provide primary liaison with the students taking it. (Should a minor attract unusually large numbers of students, the liaison function may be sufficiently demanding to justify the designation of two coordinators.)

8) When a proposed interdisciplinary minor is submitted to the Council, the proposal shall include: the title of the minor; a list of the component courses and alternative courses, if any, together with an indication of any prerequisites outside the minor; a specification of the recommended or required sequence in which the courses are to be taken; and, most importantly, a detailed discussion of how integration of the courses will be accomplished.

9) Ordinarily, once an interdisciplinary minor has been approved, it should be made available on a regular basis, so that students can plan in advance how they will satisfy the integration of knowledge requirement. (It is understood that if a decision is made to discontinue a particular minor, students who have already declared it will be given a reasonable opportunity to complete it.)

## II. Student Guidelines

1) Students shall select their interdisciplinary minor from an approved list published in the *Catalogue* and shall declare it on a form provided by the Registrar. The faculty coordinator of the minor must sign the form in order for the student's declaration of the minor to take effect.

2) Students who have declared a particular interdisciplinary minor ordinarily will be given priority in gaining admission to any course(s) of limited enrollment in the minor.

3) Since students may not graduate until they have satisfied the Integration of Knowledge requirement, they should be mindful of the need to begin work on the requirement in a timely fashion. Formal declaration of the minor should occur no later than the second semester of the student's sophomore year.

4) Students taking a five-course minor may double-count up to two courses toward their major, whereas those in six-course minors may double-count up to three. No more than three courses in any one field may be taken as part of a minor. Courses taken as part of a minor in the Fall Term, 1993, or afterwards must be taken for a letter grade.

5) Coursework taken at other institutions may be counted toward fulfillment of the requirements of the minor only with the approval of the faculty coordinator. Ordinarily, no more than three non-Trinity courses may be so counted; but the coordinator may limit the number to fewer than three or, in highly exceptional circumstances, accept more than three. No non-Trinity course shall be counted without the coordinator's written authorization. Matriculated students are obligated to secure such authorization before taking the course.

6) Students may petition the General Education Council for permission to satisfy the integration of knowledge requirement through a self-designed interdisciplinary minor analogous to individually tailored interdisciplinary majors.

7) The fact that a student has completed a particular interdisciplinary minor will be noted on the student's transcript.

## **Guidelines on Student-Designed Interdisciplinary Minors**

Students may petition the General Education Council for permission to satisfy the Integration of Knowledge requirement by means of an individually tailored interdisciplinary minor. Such student-designed minors must conform to the general faculty and student guidelines on minors (see above), as well as to the provisions specified in the following paragraphs.

1. A student-designed minor should be initiated only when it is directed toward clear educational objectives which cannot be reasonably approximated by an interdisciplinary minor now offered at the College. These objectives must be clearly specified in the student's proposal to the General Education Council.

2. Like the established minors, each student-designed interdisciplinary minor shall consist of five or six full-credit courses drawn from at least three different academic fields and integrated by appropriate means that are identified and explained in the student's proposal to the Council.

3. Students proposing such minors must secure faculty sponsors from at least two of the academic fields represented in the minor.

4. The student must secure the signature of the chairperson/director of any department/program contributing more than one course to the minor. Such signature signifies the chairperson's or program director's acceptance of responsibility to assist the student in resolving any future difficulties if courses included in the minor proposal are not then offered at Trinity or if faculty necessary to the completion of the minor have left the College.

5. After a student-designed minor has been approved by the General Education Council, the student must secure written approval from the faculty sponsors and the Council's coordinator for minors of any proposed changes in the constituent courses or means of integration. Such approval should be obtained before the changes are implemented.

6. A student wishing to undertake an individually tailored minor must submit his or her proposal to the General Education Council no later than pre-registration for the student's fifth semester of enrollment; and if the Council returns the proposal to the student for revision, the revised proposal must be submitted to the Council in time for it to act prior to pre-registration for the student's sixth semester of enrollment.

7. Each proposal should be discussed with the General Education Council's coordinator of student-designed interdisciplinary minors prior to its submission to the Council. The coordinator is Dean J. R. Spencer.

### **Format**

All proposals for student-designed minors should be submitted in the following format. Proposals not conforming to this format will not be considered.

Date:

Student's Name:

Class:

Student's Major:

Title of Proposed Minor:

Names of Faculty Sponsors:

I. Describe educational objectives of the Proposed Minor.

II. List the component courses — give department, course number, title, instructor of each and indicate the semester when it will be taken.

III. Discuss how each of the courses contributes to the achievement of the minor's educational objectives.

IV. Explain how the constituent courses will be *integrated* (e. g., by means of special papers or examinations).

V. Further comments or explanation, if necessary:

Signature of student:

Signatures of faculty sponsors:

Signatures of department chairpersons/program directors of all departments/programs in which more than one of the courses listed above are offered:

### **Independent Study (or Tutorial)**

An individually tailored program of study, for one or two course credits, arranged between a student and an instructor and with the approval of the instructor's chairman, independent study is also sometimes known as a tutorial. (Internships are one type of independent study.) Freshmen are not eligible to take independent study. However, second-semester freshmen may petition the Curriculum Committee for special permission to take an independent study (except an internship) for cause.

### **Internships**

Internships are a form of independent study which involve supervised, field-work activity. Since course credit is awarded for internships, they always include an academic component and are sponsored by a member of the faculty. The types of internships are: exploratory and integrated. In addition, many (but not all) open semesters are, in effect, elaborate internships in which the student is engaged on a full rather than a part-time basis. All internships, and particularly the integrated type, call for substantial prior planning and coordination. Freshmen are not eligible to take exploratory or integrated internships.

### **Exploratory Internships**

These internships enable the student to explore a particular interest by working for a semester in a public or private agency, business enterprise, a cultural institution (e.g., a museum) or the like. In such internships the em-

phasis is on the field experience, which is supplemented by work of a more conventionally academic nature. Exploratory internships may be directly related to the student's other studies, in that they afford him or her an opportunity to apply skills and knowledge, or to test ideas and theories, learned in courses; but in some instances, the relationship between the internship and the student's other academic work will be less direct.

Exploratory internships are valued at one-half of a course credit and are graded by mutual agreement between the faculty supervisor and student either Pass/Fail or for a letter grade. Before commencing such an internship, a student must file an Application/Contract with the Internship Office, using the form provided by that office. Each exploratory internship requires the student to spend a minimum of eight hours a week at the field placement, where his or her work will be overseen by an appropriate staff member of the agency, business or institution, who is designated as the field supervisor. Moreover, the student is required to prepare suitable written work under the supervision of the faculty sponsor: this work often takes the form of a journal or log with some type of analytic summation. In the written work the student is encouraged to reflect on the significance of the field experience and to draw interpretation and meaning from it. Finally, the student meets periodically with the faculty sponsor to report on his or her field activities. Whenever feasible, the student and the faculty sponsor also meet at least once with the field supervisor to discuss the student's work.

Each undergraduate degree candidate is entitled to earn up to one course credit through exploratory internships. Such credit may not be counted toward fulfillment of the requirements of a major. A student may take an exploratory internship Pass/Fail and also exercise the Pass/Fail option in a regular course during the same semester. Freshmen may not enroll in exploratory internships, just as they may not take independent studies. As with other forms of independent study, all exploratory internships require the written approval of both the faculty sponsor and the sponsor's department chairman or program director.

Field placements are arranged through the College's Internship Office. If questions arise about the suitability of a placement, they may be referred to the Curriculum Committee for a decision.

### **Integrated Internships**

Integrated internships enable the student to examine a topic which, by its nature, can be most effectively studied through a combination of field work and regular academic endeavor. As the term suggests, these internships assume a high degree of integration between what the student is doing in the field and what he or she has learned in courses and is learning from the reading component of the project.

An integrated internship requires the student to undertake a minimum of 100 hours of field work, do a substantial amount of related reading, and prepare suitable written work under the supervision of the faculty sponsor.

Such internships presuppose that the student has previously taken one or more courses germane to the internship. In designing integrated internships, the student and the faculty sponsor will follow the guidelines developed by the Curriculum Committee in consultation with the Internship Coordinator and approved by the Faculty (see below).

Integrated internships may be taken for letter grades. Though they ordinarily are valued at one course credit, more elaborate projects may carry as many as two credits, just as other types of independent study may. Such internships may be counted toward the fulfillment of requirements of a major or minor only upon the written permission of the department chairman, program director, or minor coordinator.

As with other forms of independent study, all integrated internships require the written approval of both the faculty sponsor and the sponsor's department chairman or program director.

Students undertaking integrated internships may receive financial compensation for the work they do in the field, as is true of students taking open semesters. Placements for the field-work component of internships may be arranged through the College's Internship Office.

The Internship Coordinator ordinarily will not approve repeated internships at the same placement and with the same field supervisor. However, a second internship at the same placement may be acceptable if the work is substantially different from that done in the first internship.

### **Guidelines for Integrated Internships**

The following guidelines are to be observed in planning and carrying out integrated internships:

- 1) Before registering for an integrated internship, the student must complete, in consultation with the faculty sponsor, an Internship Application/Contract, using the form provided by the Internship Office. This application is to be filed in duplicate with the Internship Coordinator by the third day of classes each term, with copies provided to the faculty sponsor and the field supervisor. The application shall include:
  - a) A statement of the student's educational objectives for the internship.
  - b) A description of the student's anticipated field work activities.
  - c) An explanation of how integration between the field work and academic work is to be achieved.
  - d) A preliminary bibliography of books, articles, and other reading material the student expects to consult.
  - e) A statement of substantial written work the student will prepare for evaluation by the faculty sponsor, including a schedule of due dates.
  - f) A statement of the previous course or courses the student has taken to qualify for the proposed internship.
- 2) The Internship Coordinator shall review all application/contracts on behalf of the Curriculum Committee to ensure that they meet Committee guidelines. Incomplete or insufficient contracts shall be returned to the student for revision.
- 3) The student and the faculty sponsor shall meet regularly to discuss the progress of the student's work — both the academic and the field components. Whenever feasible, there shall be at least one meeting of the sponsor, the student, and the student's field supervisor (i.e., the person who oversees the student's work at the institution, agency or business where the field work is conducted). At the completion of the project, the field supervisor shall provide the faculty sponsor with an evaluation of the student's performance in the field.
- 4) In order to qualify for an integrated internship, the student must have taken at least one course which the faculty sponsor judges to be germane to the

subject of the internship. This course must be specified on the Application/Contract.

5) If the integrated internship is to count toward the fulfillment of the requirements of a major or an interdisciplinary minor, the department chairman, program director, or minor coordinator involved shall so indicate on the application/contract. It is the student's responsibility to secure authorization of major or minor credit prior to the start of the internship.

6) Ordinarily, the integrated internship is awarded one course credit. Internships approved by a department or program for major credit may receive up to two course credits. However, more than one course credit for a *non-major* internship will be awarded only if the Curriculum Committee grants prior approval. Any student seeking such approval shall submit a completed application/contract and a credit approval form to the Committee for review no later than two weeks before the last day of classes in the semester preceding the proposed internship. (This regulation does not apply to the Legislative Internship Program offered by the Political Science department.)

### **Individually Tailored Interdisciplinary Majors**

A student wishing to construct his/her own interdisciplinary major must, in consultation with two *faculty sponsors* and with the advice of the department chairpersons of the disciplines involved in the program, prepare a program of study which would constitute his/her major. (See the appropriate pages in the *College Catalogue*.)

Such a major should be initiated only when it is clearly directed to the achievement of *objectives* which cannot reasonably be approximated by any major now offered at Trinity. It must encompass a body of *interrelated courses* which make possible the achievement of the learning objectives, and it should be unified by a *synthesizing agent*; typically, this is a carefully devised thesis project and/or appropriate comprehensive examination. Fulfillment of the major is not possible simply by means of perfunctory completion of a certain number of assorted courses in several disciplinary areas.

Whenever more than two course credits from any department or program are included in an interdisciplinary major, the student must secure the signature of the head of that department or program.

The chairman or program director's signature would signify his/her approval of the major to be undertaken and his/her department or program's acceptance of responsibility to work with the student to resolve any later difficulties if courses included in the interdisciplinary major proposal are not then offered at Trinity or if faculty necessary to the completion of the major have left Trinity.

After the proposed major is approved by the Curriculum Committee, any change in the major must receive the written approval of the faculty sponsors and the Curriculum Committee's coordinator of individually tailored interdisciplinary majors. If the change is deemed to be important enough, the coordinator will refer it to the Curriculum Committee for a final decision. Approval of any change should be obtained in advance.

Each proposal must contain no fewer than twelve courses. No more than eighteen courses may be included in the proposed major. At least one-half of the courses in the proposed major must be advanced-level courses.



The Curriculum Committee cannot entertain majors which are preliminary studies to a particular discipline. That is, majors which purport to be pre-law, pre-medicine, pre-architecture, etc. are not acceptable. Also, no disciplinary major, e.g., anthropology, which is not already established as a regular major at the College may be presented as an interdisciplinary major.

A student, together with the faculty sponsors, must submit the proposal to the Curriculum Committee for its approval. This should be done using the format given below.

Completed proposals, in the proper form (see below), must be submitted for approval to the Curriculum Committee no later than pre-registration for the student's sixth semester and approved by the Committee prior to registration for that semester. Ordinarily, the Committee will not consider proposals which are submitted after that deadline.

The coordinator of individually tailored interdisciplinary majors for the Curriculum Committee is Dean J.R. Spencer. Each proposal should be discussed with him before submission to the Committee.

*Proposal for an Individually Tailored Interdisciplinary Major*

Date:

Name of Student:

Class:

Title of proposed interdisciplinary major:

Names of faculty sponsors:

I. Objectives:

II. Courses

Department	Course No.	Title of course	Instructor
Freshman year			
Sophomore year			
Junior year			
Senior year			

III. How these courses are interrelated and make possible achievement of the learning objectives:

IV. Synthesizing agent (unifying project; typically a thesis or comprehensive examination):

V. Names of faculty members from two different departments who will evaluate the synthesizing agent:

VI. A request, if applicable, that the Curriculum Committee allow the student to use the major to satisfy the integration of knowledge requirement. (Such requests will be considered only if the major involves courses from at least three different academic fields.)

VII. Further comments or explanation:

Signature of student:

Signatures of faculty sponsors:

Signatures of department chairs:

NOTE: The faculty sponsors of an individually tailored, interdisciplinary major may award the student honors if they judge the student's grades in courses in the major and the quality of the student's thesis (or other synthesizing agent) both to be of honors quality. In those exceptional cases where the student's thesis (or other synthesizing agent) is supervised by faculty other than the sponsors of the major, the supervisors join with the sponsors in making the determination about honors.

## Student-Taught Courses

### Information for Students Preparing Proposals

- I. *Procedures and deadlines for application:* A student who desires to offer his/her own course as provided by the curriculum (*see Catalogue*) should take the following steps:
  - A. Draw up a proposal according to the format below.
  - B. Obtain a Faculty Supervisor to assist in developing the proposal and to oversee the teaching of the course.
  - C. Obtain an Examiner to evaluate the work of the students enrolled in the course.
  - D. Submit a copy of the proposal to each member of the Curriculum Committee. Deadlines: October 11, 1993, for a course to be taught in the Spring Term, 1994; March 7, 1994, for a course to be taught in the Fall Term, 1994.
  - E. Submit to the coordinator of the Student-Taught Courses:
    1. A written statement from the Faculty Supervisor indicating his/her approval of the course as proposed and the way in which he/she intends to supervise it.
    2. A written statement from the Examiner indicating his/her willingness to evaluate the students who take the course.
    3. A written comment from the chairperson or director if the course falls within the boundaries of a department or program.
- II. *Format of the proposal:* This proposal should be specific and detailed in its presentation, for the Curriculum Committee will only approve courses which combine worthwhile subject matter, carefully conceived structure, and thorough preparation of the teacher.

Date:

Name of student:

Class:

Campus address:

Title of proposed course:

Name of Faculty Supervisor:

Name (and address) of Examiner:

A. Course description

1. Objectives of the course
2. Outline of the course including a timetable
3. Conduct of the course (lecture, seminar, etc.)

B. Materials and resources

1. Books and/or projects to be assigned
2. Special assignments (labs, field experiences, trips, etc.)
3. Special lecturers and/or consultants
4. Materials to be used by student-teacher in preparation of the course, including a bibliography

Careful account should be taken of the adequacy of the College facilities to support the course and any expenses which the College might be expected to sustain. In addition, regard should be given to expenditures required of students.

C. Evaluation

1. Written work (examinations, term paper, etc.) to be required of students
2. Relative weight of each factor to be used in evaluating the students (e. g., examination, 50%; term paper, 30%; discussion, 20%)

D. Arrangements

1. Number of class meetings and their length
2. Limits of student enrollment (The absolute maximum enrollment is fifteen students)
3. Amount of course credit recommended for students successfully completing the course

E. Justification

1. Why do you want to teach this course?
2. What would this course contribute to the curriculum of Trinity College?

Signature of the student:

Signature of the Faculty Supervisor:

Signature of the Examiner:

III. *Responsibilities of the student-teacher:* Once a course is approved, the student-teacher is solely responsible for all aspects of that course, other than final evaluations, including:

- A. Arrangements for meeting time and place (contact Registrar's Office).
- B. Preparation of book lists for library reserve and the ordering of library books, if necessary, at least two months before the course is to be offered (see the Librarian).
- C. Submission of book orders to the Bookstore at least two months before the course is to be offered (see the Manager of the Bookstore).
- D. Signing of permission slips for pre-registration.

IV. *Responsibility of the faculty supervisor:* The supervisor will assume the same responsibility for the student-taught course that a department chairperson does when an instructor in his or her department must withdraw from a course before it is completed.

Dean J. R. Spencer is the coordinator of Student-Taught Courses for the Curriculum Committee. Procedures for application and preparation of a proposal should be discussed with him before submission to the Committee.

## Teaching Assistants

Students may be eligible for either of two types of Teaching Assistantships: those involving a significant amount of academic work, for which the student earns academic credit, and those of a predominantly clerical nature,

for which the student receives monetary compensation. The following guidelines govern academic Teaching Assistantships.

### **Guidelines on the Award of Credit to Teaching Assistants**

1. Since academic credit for Teaching Assistants (TAs) is analogous to credit for regular course work, it is awarded only when the TA's responsibilities are such that he or she acquires sizable amounts of new knowledge and/or deepens significantly his or her grasp of previously learned subjects. Students may qualify for credit as TAs by undertaking some combination of the following activities: a) working with the instructor to prepare the course; b) assisting the instructor in making up examinations; c) reading and commenting on (but not grading) interpretive papers and essay examinations (as opposed to performing such essentially mechanical tasks as checking multiple-choice tests); d) serving with the instructor as co-leader of classroom discussions; e) conducting review sessions or otherwise helping to explain course material to students; f) assisting in the preparation and teaching of laboratories; and g) aiding the instructor with the evaluation of the course and of students' progress. Credit should not be granted when the TA's duties are primarily non-academic: scoring objective tasks, performing clerical work, photocopying, looking up references, etc. But a TA receiving academic credit may, from time to time, be asked by the instructor to perform such non-academic tasks.
2. A TA's overall academic record should be superior.
3. A TA should have demonstrated competence beyond the level of the course in which he or she is assisting.
4. A student may not be enrolled in a course and serve concurrently as the TA for it.
5. A TA can receive credit only once for assisting in a particular course. If the instructor wishes to have a TA assist in the course a second time, the instructor should apply for pay for the TA.
6. A TA can receive a maximum of one course credit per course for successful completion of his or her TA duties; some Teaching Assistantships carry only fractional course credit (typically one-half credit).
7. In their role as TAs, students will sometimes have access to privileged information (e.g., how well or poorly particular students in the course are doing). They are not to divulge such information to other students, or any other parties. Instructors should provide their TAs with clear instructions about confidentiality at the start of the course.
8. A TA's work may be graded either with a letter grade or on a Pass/Fail basis, at the discretion of the instructor. The instructor shall specify the grading system of choice on the form the student uses to register for the Teaching Assistantship. When a TA is graded Pass/Fail, the Teaching Assistantship shall not count against the four-course limit on Pass/Fail courses.
9. A TA must be approved by the instructor in the course and by the department chairperson or program director. Such approval is signified by their signatures on the Teaching Assistantship registration form.
10. Effective with the Class of 1996, a student may count no more than two TA course credits toward the 36 required for the baccalaureate degree. In

exceptional circumstances, a student may, with the endorsement of both his or her adviser and the instructor in the course, petition the Curriculum Committee for permission to count a third TA course credit toward the degree. The Committee will consider such petitions **only** if they are submitted no later than one week after preregistration for the semester in which the proposed Teaching Assistantship would be taken.

11. An instructor using TAs should indicate that fact in the course description or syllabus.
12. The Registrar will report to the Curriculum Committee on the use of TAs by Trinity faculty at least once a year.

## Open Semester

A full term of independent work or internship, either on campus or away, supervised and evaluated by a member of the Trinity faculty.

### Open Semester Procedures

- 1) Discuss your program with a faculty member who will be your Open Semester Adviser. Decide with him/her on a method of evaluation of your work. Whether or not you have an Off-Campus Adviser, your Faculty Open Semester Adviser has the final responsibility for the evaluation of your work for academic credit.
- 2) Meet with Anne Lundberg Utz, the coordinator of Open Semesters, to discuss your project and secure application materials.
- 3) Define clearly and commit to writing your educational objectives in undertaking an Open Semester, your specific program (including a timetable) and your schedule of contacts with your Open Semester Adviser.
- 4) Seek the approval of the appropriate department chairperson if you wish Open Semester course credits to be counted toward your major requirements. An Open Semester applicant should make sure he/she can fulfill all of the requirements for the major either through using course credits from the Open Semester or through completing necessary courses in the remaining semesters.
- 5) Consult with the Director of Financial Aid if you receive financial aid and if you will live off-campus during your Open Semester. Any earnings gained during Open Semester will be taken into account in awarding financial aid.
- 6) Consult the Director of Residential Services if you wish Trinity housing for part of your Open Semester. Open Semester students desiring housing for the entire term of their Open Semester retain the eligibility they would have as students enrolled in four individual courses.
- 7) Observe the following deadlines for submission of the Open Semester application and your narrative to the coordinator: Off-Campus Open Semesters for Spring Term, 1994: November 8, 1993; Off-Campus Open Semesters for Fall Term, 1994: April 11, 1994. All arrangements for On-Campus Open Semesters must be completed prior to the end of the term immediately preceding that in which the Open Semester will be undertaken.
- 8) Every student participating in an Open Semester will pay full tuition and fees.
- 9) Register for the Open Semester during the regular pre-registration period by writing "Open Semester" and the title of your Open Semester

on your registration card. In addition, register at the announced time for registration (if you are on campus) or (if you are away from Hartford) confirm your Open Semester registration with the Registrar's Office during the two weeks prior to the beginning of the term, but no later than the first day of class.

- 10) An Open Semester during the regular academic year is taken for four course credits. Other courses may not be enrolled in concurrently without special permission obtained through the coordinator. Open Semesters may also be taken in the summer, but ordinarily for only three course credits.
- 11) Open Semesters are graded either Pass/Fail or with a letter grade at the discretion of the student's Open Semester Faculty Adviser, who will specify the means of grading at the time the Open Semester is approved. If the student's work for the Open Semester proves to be less substantial than planned, the Open Semester Adviser may award only one, two or three credits for it, instead of the usual four.
- 12) The Open Semester application — reflecting objectives, program and evaluation — will serve as a "catalogue course description" and will be placed in the student's folder in the Registrar's Office. In addition, the title you provide for your Open Semester will be entered on your permanent Record Card (transcript). At the conclusion of an Open Semester, the description may be rewritten (with the Open Semester Adviser's approval) to reflect more closely the work of the Open Semester.
- 13) Final eligibility is contingent upon the elimination of all incomplete grades prior to the start of the Open Semester period. Approval for an Open Semester will be withdrawn if the student has not met this eligibility standard.
- 14) The following elements ought to be included as part of any Open Semester proposal:
  - a) Structured, periodic contact with your Open Semester Faculty Adviser. The submission of periodic reports or appropriate written materials for evaluation.
  - b) Some contact between any off-campus advisers or supervisors and your Open Semester Faculty Adviser.
  - c) Time for a rewriting if the culmination of your Open Semester is to be a written exercise (there should be a due date established for this).
  - d) Copies of assignments done under the direction of an off-campus supervisor should be sent or given to your Open Semester Faculty Adviser.
  - e) An understanding with any off-campus supervisor that your work will be of substance and will include the possibility for the exercise of your own initiative, creativity, imagination, and responsibility.

## **Exchange Program**

A formal program arranged between Trinity and one or more other colleges to interchange students from one college to the other for one or two terms.

## **Foreign Study**

See section on *Office of Educational Services*, p. 13, for a description of some foreign study opportunities.

## Use of Trinity College-Controlled Financial Aid for Non-Trinity Foreign or Domestic Study

Trinity College students who are financial aid recipients may *automatically* use that aid for study away for one or two semesters under the following conditions:

### *Foreign Study*

1. Financial aid may be used only for participation in programs approved by the Office of Educational Services. A list of approved programs is available in that office.
2. A student must be in good academic standing at Trinity College at the time of application and at the conclusion of the semester just prior to the commencement of the foreign study program in which he or she wishes to participate.
3. The proposed foreign study program must offer the applicant opportunity to maintain normal progress toward the Bachelor's degree and to earn the equivalent of at least four transferable course credits per semester (three transferable course credits per term, quarter, or trimester).
4. Each applicant must complete and submit to the Office of Financial Aid at Trinity the "Estimated Budget of Expenses for Study Abroad." Obtain this from the Financial Aid Office. This should be done during November (for Spring programs) or in May (for Fall or full-year programs). Each student's financial need will be evaluated on the basis of his or her budget (including round-trip transportation and personal expenses) for the approved foreign study program. The same amount of Family Contribution and Student Contribution will be expected for the student's budget as would have been expected for the same period of time at Trinity. If the budget is lower than that for the comparable period of time at Trinity, the amount of financial aid will be reduced. If the budget is higher, the student may request an additional loan to cover the shortfall. The student may also request an additional loan to replace the work study expectation. Either of these requests may or may not be granted, depending on the individual student's circumstances. In no case will a *grant* amount be increased over that which the student would have been awarded for the comparable period of time at Trinity.
5. In November and April the Office of Educational Services will send to the Office of Financial Aid and the Student Accounts section of the Business Office a list of those students planning to participate in foreign study and the programs in which they will be participating.
6. Once a student's budget has been approved by the Office of Financial Aid, the student must make arrangements directly with the Trinity Student Accounts Office for payment to the host institution or program. Each student must obtain an itemized bill from his or her host institution or program for presentation to the Student Accounts Office. The bill must show the program's or institution's address. The student must attach to the bill a signed and dated statement requesting that his or her financial aid be transferred to the host institution or program.

### *Domestic Study*

1. The use of Trinity-controlled financial aid for domestic study is limited to participation in the following specific programs: Twelve College Exchange, Williams-Mystic Maritime Studies Program, Eugene O'Neill National Theatre Institute, SEA Semester at Woods Hole, Duke University Marine Laboratory, Washington Semester Programs of American University. A student may discuss with the Director of Educational Services and the Director of Financial Aid his or her desire to use Trinity-controlled financial aid for study elsewhere domestically, *but exceptions are rarely made.*
- 2-6. Each of the conditions and procedures listed above (2. through 6.) must be followed, substituting "domestic" for "foreign."

## **Academic Leave of Absence**

An approved absence from Trinity for one or two terms or semesters in order to undertake approved academic work abroad or in an accredited college or university with which Trinity does not have an Exchange program.

### **Transfer Credit and**

### **Procedure to Apply for an Academic Leave of Absence or Summer Courses at a College Other Than Trinity**

An Academic Leave of Absence is a voluntary, approved absence to undertake academic work (courses for which a student has gained approval) in another college or university or in a study-abroad program of another college or university. Normally, an Academic Leave of Absence is taken for one or two terms (or semesters). Information on foreign and domestic Academic Leave of Absence opportunities and procedures is available in the Office of Educational Services in Seabury 405. A student must be in good standing at Trinity (i.e., not on academic probation for any reason) to participate in an Academic Leave of Absence for either term of the regular academic year.

A small administrative fee is charged those students who study away (except at PRESHCO or the Trinity College/Rome Campus).

All permissions for an Academic Leave of Absence for the Spring Term, 1994, must be secured by November 1, 1993, and all permissions for an Academic Leave of Absence for the Fall Term, 1994, or the 1994-95 academic year, must be secured by April 8, 1994. The student should discuss his/her proposed program with the Director of Educational Services. The Director, acting for the Curriculum Committee of the faculty, will assess the acceptability of the program for transfer credit at Trinity. If the proposed program is found not acceptable, the student may request the full Committee to review the program and render a final decision on its acceptability. The student must then complete the "Application for Transfer Credit" (the form is available in the Office of Educational Services).

A student who wishes to spend all of his/her senior year or the last semester of his/her undergraduate study away from Trinity must secure the permission of his/her major department chairperson, the Director of Educational Services, and the Dean of the Faculty.

Only work of C - (70) grade or better done at an accredited college in approved courses will be considered for counting toward satisfaction of the



requirements for a degree. If the courses are in the field in which the student is, or will major, then the prior, written approval of the department chairman is also required. The applicant must identify the courses selected and the institution he/she proposes to attend. No course will be approved that duplicates other work submitted for degree requirements. The faculty reserves the right to examine the student upon all such work before allowing credit.

Any student desiring credit for work completed through enrollment in a native program (i.e., one not run or sponsored by an American institution) at an overseas institution must receive, in writing, from the Director of Educational Services, with the concurrence of the chairperson of the department(s) involved, *prior* approval for the amount of credit to be awarded, and what, exactly, will constitute satisfactory performance in the native program. A maximum of nine course credits at Trinity will be granted for successful completion of a full academic year program undertaken entirely in a foreign university (i.e., in courses none of which is sponsored by an American institution).

The number of course credits awarded to a transfer student for work completed at another institution prior to enrollment in Trinity College shall not exceed that which the student could reasonably have earned during a comparable period of residency at Trinity, i. e., an average of nine course credits per year. A student is limited to receiving five course credits in a non-Trinity program for a period of study equivalent to a semester (approximately 13-14 weeks) at Trinity College during the regular academic year. All transfer credit is evaluated by the Director of Educational Services.

Transfer credit is restricted to courses which, in general, parallel Trinity's own, and/or are of a liberal arts nature. Courses whose primary focus is the acquisition of technical skills related to professional training, preparation for which does not require exposure to the fundamental bases of literary, philosophical, interpretive, or scientific understandings, will not be granted credit. The Director of Educational Services will act for the Curriculum Committee in assessing whether any course taken at another college is acceptable for credit at Trinity. If a course is interpreted as unacceptable according to the faculty guidelines, the student may request the Committee to review the course and render a final decision on its acceptability. With respect to courses used to satisfy a requirement for the major, it is the option of the student's major department to accept the course toward satisfaction of its internal requirements. It is the student's responsibility to seek and to secure departmental approval; in the absence of written approval by the chairperson of a major department, it is assumed that credits earned in a comparable department at another college are *not* to be used toward the satisfaction of major requirements.

Students may use a maximum of two courses taken elsewhere to satisfy the General Education Distribution Requirement with the approval of the Director of Educational Services. With the approval of the Faculty Coordinator of an interdisciplinary minor, they may use a maximum of three courses taken elsewhere to replace courses in a six course credit minor, two in a five credit minor.

Students receiving Trinity College-controlled financial aid may automatically use such aid for study for one or two semesters in approved foreign programs and in certain domestic study programs. See also the previous section, *Use of Trinity College-Controlled Financial Aid for Non-Trinity Foreign or Domestic Study.*

Please follow this procedure for study away from Trinity:

1. By Mid-October (for a spring program) or early March (for a full year or fall program) or early May (for a summer session), discuss your plans with your faculty adviser and the Director of Educational Services.

2. Read the section on Special Curricular Opportunities in the *Trinity Bulletin*.

3. Be sure to observe the Trinity deadline for *completing* your application to your prospective host program or institution (late October for a spring program, mid-March for a full year or fall program, or mid-May for a summer session). But note that some application deadlines set by programs or institutions may be even earlier.

4. Obtain from your host institution or program a catalog that contains official course descriptions (or syllabi) and credit values of courses you list on your "Application for Transfer Credit."

5. Submit the "Application for Transfer Credit" and photocopies of the appropriate course descriptions (or syllabi) to your adviser for his/her signature.

6. If you wish credit from any course applied to your major, submit this form and the accompanying photocopies (or syllabi) to your department chairperson. Be sure to list specific courses you wish approved for major credit. Do this also for your Integration of Knowledge requirement (often this is an interdisciplinary minor) if you wish.

7. Submit this form and the accompanying catalog photocopies (or syllabi) to the Office of Educational Services.

8. Photocopies of the completed form, when signed by the Director of Educational Services, will be sent to you and your department chairperson. This will constitute official notification to you of Trinity's acceptance of your program of study and what credit you will receive for satisfactory completion of each course.

9. Changes in course enrollments you make while away may be made by following #4 through #7 of these instructions. Your initial communication about a course change should be sent by you *directly* to your adviser. Ask him/her to do #6 and #7 for you. Do not send your "Application for Transfer Credit" to the Office of Educational Services without both your faculty adviser's signature and course descriptions (or syllabi).

#### 10. Miscellaneous:

You will be asked to state your plans for the ensuing semester if you have done #1 (above). This does not apply to summer session enrollments. This request should be filed by you by April 8 or November 1, whichever date immediately precedes the semester you have indicated you wish to be away.

If your host program or institution allows it, you may take the equivalent of one Trinity College course credit Pass/Fail (but not a course for which you wish major or distribution requirement or Integration of Knowledge credit) each semester. Your original grade in the course must be certified by your host institution's registrar to be C- or better. A course taken Pass/Fail elsewhere counts toward the allowable total of four Pass/Fail courses. Trinity will not change to "Pass" a grade given you by your program.

It is your responsibility to see that an *official transcript* of your completed work is sent to the Director of Educational Services at Trinity.

Read the entry on Grades and that on Grade Point Average and Rank-in-Class on pp. 41-43.

# College Policies, Procedures and Regulations

## Statement on In-Locho-Parentis

In matters not involving the immediate physical well-being of a student, neither the faculty nor the administration assumes what has been generally referred to as *in-locho-parentis* role. A student is expected to conduct his/her life with ordinary prudence. When his/her conduct on campus or at college-sponsored events falls significantly short of this expectation, the College can rely on its own disciplinary and judicial procedures to obtain the necessary correction or redress. For misconduct off campus, each student must accept the consequences of action taken against him/her by civil authority. In such cases, the College does not shield him/her from the consequences of his/her actions. The College believes this position to be proper, not only with regard to his/her education and development as a person, but also because a college student should not enjoy a status of special privilege. The College will not arrange bail or provide legal service to students in difficulty with the law. In these rare cases of incarceration, the College will expect a student to arrange his/her own release either through his/her own or his/her parents' efforts. The College will, however, advise a student who is seeking legal assistance.

## Age of Majority

Eighteen is the age of majority under Connecticut law, except regarding the provision and sale of alcohol (see earlier section on Policy on Alcohol Provision and Use). With regard to the age of majority, the following have been approved by the Trustees as College policy:

That catalogues, viewbooks, student handbooks and similar materials prepared by the College inform those who read them: a) that in Connecticut the age of majority is 18 and that under the law, students that age and older have the full rights and responsibilities of all other adults, except as limited by the provisions of Title 30, Chapter 545 of the Connecticut General Statutes, the Liquor Control Act; and b) that, as a matter of principle, in keeping with College policy, students normally be dealt with directly in matters pertaining to college bills, grades, academic credit, and academic and disciplinary status, and c) that, recognizing the extent of familial involvement in the student's education, the various offices of the College, at the written request of the student, provide bills and information on academic progress and disciplinary status to parents and guardians. At its discretion, the College will provide information to the extent permitted by law.

## College Regulations

The regulatory system of Trinity College is designed to maintain an environment in which teaching, learning, research, and related activities are undertaken freely and responsibly. Not only personal concerns, but the concerns of others and the welfare of the College shall motivate the actions of each member of the Trinity community.

The opportunity to live and to work in a diverse community is one of the chief attractions and advantages of the college environment. Within that envi-

ronment, each member of the College, in private and in public, is expected to act with self-respect, with prudence and with sensitivity toward the feelings of others.

Trinity College is committed to freedom of expression and freedom of inquiry. Each member of the Trinity community enjoys these freedoms and is expected to recognize the responsibilities as well as the benefits that attend them.

The College Charter provides that the disciplinary responsibility and authority of Trinity College reside in the Board of Trustees. The Board of Trustees charges the President of the College as its chief executive officer to maintain order and justice and to advise the Board of Trustees if problems arise in either of these areas that would call for action by the Trustees.

Complaints arising under College Regulations are handled through the *Administrative Procedures in Matters of Discipline and Dispute*, described below.

The following regulations are presented for the information of members of the community, who are expected to know and abide by them.

*Offenses applicable to faculty, administrators, students and their respective organizations including fraternities, when such offenses occur on campus, in housing administered by the College, on fraternity property, at College-sponsored events, at student organization events held off campus, or when one or more of the parties is engaged in College business off campus:*

1. Harassment, threatening, physical or other abuse or physical assault of any person. Hazing, in its various forms, is considered abuse.
2. The unauthorized use or unauthorized possession of weapons such as firearms, air rifles, ammunition, explosives, hand weapons, or fireworks of all kinds.
3. Turning in a false alarm.
4. Tampering with or rendering inoperable any structures, equipment, or supplies that are for the common safety and welfare or otherwise committing acts that threaten the common safety and welfare.
5. Dishonesty such as forgery or unauthorized alteration or use of College property. Cases of academic dishonesty are adjudicated by the Academic Affairs Committee under separate procedures that have been developed for such cases, such procedures being described in the section on *Academic Dishonesty* that appears in the "Academic Policies, Procedures and Regulations" section.
6. Misuse of instruments of identification or refusal to relinquish one's Trinity College identification card when requested to do so by a College officer or a member of the Campus Safety staff.
7. Knowingly furnishing false information to or about the College.
8. Disturbance of the peace or disorderly or indecent conduct.
9. Interference with members of the College community in the performance of their duties.
10. Interference with free and open discussion, including the disruption of invited speakers.
11. Interference with entrance to or egress from the College or any College facility.

12. Discrimination against a member of the College community on the basis of age, race, sexual orientation, handicap, creed, color, sex, or national origin. Cases of sexual harassment are adjudicated under separate procedures, which are found in the "Sexual Harassment and Assault Grievance Policy and Procedures" section; cases of racial harassment are adjudicated under procedures found in the "Policy on Racial Harassment" section.
13. Theft or willful destruction, damage, defacement, or misuse of College property or the property of others.
14. Unauthorized entry into College buildings, rooms, or storage areas, including roofs.
15. Repeated violation of campus regulations in the operation and parking of vehicles.
16. Interference with authorized recruitment.
17. Violation of the terms and conditions of the Residential Contract and/or the Guidelines for On-Campus Residence.
18. Behavior or activities which endanger the safety of oneself or others. This includes, but is not limited to, self-destructive behavior.
19.
  - a. Violation of administrative regulations concerning dances, parties, organized social affairs, including those sponsored by fraternities.
  - b. Violation of the special administrative regulations in force during vacation periods.
20. Violation of alcohol policy and regulations. The College's policy and regulations on alcohol provision and use are outlined in this Handbook in the section which follows below.
21. Violation of all local, state and federal laws and ordinances relating to gambling.
22. The right of individuals to regulate their personal lives without undue interference is essential to any ordered community. Thus, Trinity College strives to respect the privacy of its community members while expecting compliance with those regulations that govern the corporate life of the College.  
 Individuals must make decisions that involve moral judgments and that often affect others as well as themselves. The College recognizes that no set of regulations can enforce morality, but the College is also obliged to ensure an environment in which members of this community can develop a system of values appropriate to human dignity and a quality of human relations that inspires a high regard for one another as mature people. As long as there is manifest support for this ideal by the members of our community, the College shall protect from official intrusion actions in private that do not violate the law or do not abuse the rights of others. The maintenance of this principle assumes a climate of collective responsibility and a genuine continuing concern for the welfare of all.  
 In accordance with these considerations, the following regulations apply:
  - a. When a College official seeks access to a student's room to determine compliance with College regulations applicable to that living unit, the College shall notify the student in advance of such planned entry. The College shall permit the student to be

present. If the student is not present, the College will seek a disinterested person to accompany the official. In emergencies, where danger to life, safety, health or property is reasonably feared, or when a disturbance is taking place, entry shall not require advance notice. In all cases a knock on the door shall signal any attempt to enter. Whenever a College official enters a student's room and the occupant is not present, the appropriate official shall notify the occupant as soon as possible thereafter.

- b. Students may entertain guests in their rooms at their own discretion as long as the presence of others is not disturbing to roommates. In cases where visitors are present, students shall recognize that the following provisions apply:
  - 1) students shall observe federal, state and local laws and such College regulations as may apply;
  - 2) the College shall not allow any disturbance that constitutes a public nuisance or infringes upon the rights of others in the building;
  - 3) the College shall not allow any exploitation or coercion of any other person;
  - 4) the College does not condone overnight visits by members of the opposite sex; and
  - 5) appropriate arrangements for the comfort and safety of guests shall be provided.

Individual freedom in a residential community exists only when people conduct their lives with consideration for others and with common sense. Collective responsibility requires action by offended parties. Therefore, community members with grievances should complain promptly to the appropriate official.

23. Motor Vehicles: Drivers shall operate their motor vehicles in a manner that preserves the safety of the members of the Trinity community and the larger community. Since improper parking of motor vehicles on campus may infringe upon the rights of others, endanger the common safety, and interfere with the orderly conduct of College business, the College publishes and/or posts parking regulations for the welfare of the community. All must strictly observe these regulations, which are described in detail in the section, *Regulations Regarding Motor Vehicles*.

### **Administrative Procedures in Matters of Discipline and Dispute, Complaints Against Students**

Whenever any member of the student body, of the faculty or of the administration believes that a student or a student organization has violated the published Regulations of the College or that conditions necessary to a proper academic environment have been impaired, he or she should bring a complaint before the Dean of Students. The following procedures are designed to afford both complainant and respondent due process. Governing these disciplinary procedures is the assumption of innocence on the part of the person complained against unless and until guilt is proven.

Initially, complaints may be either oral or in writing. One may bring a complaint in one's own behalf, on the behalf of some other member of the community, or on behalf of what one considers the interests of the institution.

(When a complaint involves a student organization, a fraternity or some other group, two persons are to be designated by the organization involved as its representatives. After the Dean has verified that an organization has designated its two representatives, these two persons or replacements designated by the group will be expected to continue as would any other complainants or respondents involved in these procedures.)

Within a reasonable time after a complaint is made, the Dean will discuss it with the complainant and determine what course to follow.

When the Dean determines that the complaint does not involve a possible violation of a published Regulation, he will hold a conference with the complainant and the person complained against, giving whatever advice seems appropriate and seeking to arrange a solution acceptable to all parties concerned. If no solution is possible, the Dean may, at his discretion, refer the matter to a Board of Inquiry, composed of a student, a tenured faculty member and an administrator chosen from the nine-member Board of Inquiry Panel, for advice or arbitration.

When the Dean determines that the complaint does involve a possible violation of a published Regulation, the following procedures will be followed:

I) Resort to formal hearings will be avoided whenever possible; however, the Dean, at his discretion, may refer complaints directly to the Board of Inquiry. With other complaints the Dean may initially elect informal adjudication. After discussing the matter with the complainant, and after completing such investigation as is deemed necessary, the Dean will arrange to meet with the person complained against, referred to hereafter as the respondent. The Dean may or may not include the complainant at this conference. The Dean will attempt to work out a resolution of the matter that protects the interests of both parties and is acceptable to all concerned. When either the complainant or respondent is not satisfied with the resolution suggested by the Dean, that person may so state in writing and request a hearing before a Board of Inquiry.

II) Whenever a complainant or respondent requests a formal hearing, the Dean will ask the complainant immediately to provide him with a formal written statement of the complaint, complete with a bill of particulars regarding the nature of the alleged offense, its consequences, its date and location, witnesses and so forth. This statement will also include a pledge by the complainant that he/she will attend and participate in any subsequent hearings stemming from the complaint.

III) Within a reasonable time, but no longer than 72 hours after receiving a formal complaint, the Dean will provide a copy of it to the respondent. Within 48 hours after the Dean sends the copy, the respondent shall reply in writing to the Dean that:

A) He/she acknowledges the validity of the complaint, in which event the Dean will take whatever disciplinary action he deems appropriate; or

B) He/she denies the validity of the complaint. In this event he/she will include a summary of reasons for denying the complaint's validity, name witnesses on his/her behalf, and state that he/she will attend and participate in any subsequent hearings stemming from the complaint.

If the respondent does not reply within 48 hours, or if he/she does not pledge to attend and participate in the hearing, the Dean may proceed

to conduct the necessary hearings himself and take whatever action he deems appropriate.

IV) If the respondent has denied the validity of the complaint, and if, after a final conference, it is impossible to reach a resolution acceptable to all concerned, then the Dean will empanel a Board of Inquiry, composed of one student, one tenured faculty member and one administrator, each chosen from the Board of Inquiry Panel. The Dean will inform the complainant and the respondent of the hearing date, will review the procedures to be followed, and will give both parties such other information as seems pertinent. The Dean and the Board will then proceed to conduct the necessary hearings.

V) The following rules and procedures shall govern all hearings:

A) Neither a complainant nor a respondent may peremptorily disqualify a member of a Board of Inquiry, but if either party objects to one of the Dean's selections for the Board, that person may state his/her reasons in writing and the Dean shall have the authority to replace the person objected to with another person of the same status from the Board of Inquiry Panel.

B) The Dean will serve as the presiding officer throughout the hearing. If he must absent himself from a part of a hearing session, the Board will choose one of its members to preside at the hearing until the Dean's return.

C) The complainant and the respondent are required to attend all sessions of the hearing, except that either may be excused at his/her own request by the Dean of Students. No hearing session will be held without the complainant and the respondent's having been given ample notice and opportunity to attend.

D) The Dean of Students will summon all witnesses, and any member of the student body, the faculty or the administration is expected to respond to such a summons. From time to time other members of these groups may be called for consultative purposes, and they too are expected to respond.

E) The Dean will normally attend all sessions of a hearing, and he will provide such assistance and services as are required by the Board of Inquiry. As presiding officer he will serve to initiate a hearing, to summon all parties to it, to summon witnesses and, when needed, consultants. It will be his responsibility to interpret the College Regulations, to inform the Board of correct procedures, to rule, with the Board's agreement, on the relevance of questions asked by parties to the case and to rule on questions which are redundant, and to see that fair treatment and an opportunity for civil and orderly participation are accorded to all parties.

F) The Dean will cause to be kept a full and accurate record of all hearing sessions.

G) Each party to a case may be accompanied by one adviser during each hearing session. Advisers may not participate directly in the session, but they may consult freely with the person whom they are advising. Ordinarily, the adviser will be a member of the College, but an outside adviser may be present at the request of the complainant or the respondent if the presiding officer agrees.

H) Hearings will be private and the proceedings kept confidential. Witnesses will appear individually, as will consultants; the latter may appear at any time in the proceedings that the presiding officer thinks prop-



er. When a consultant is called to provide medical or psychological information about one of the parties to a case, that consultant may, with the concurrence of the presiding officer, exclude from the hearing room the complainant, the respondent, or both.

VI) Ordinarily, the hearing will follow this sequence:

A) At the outset, the Dean will read aloud the complaint and the response, written copies of which will be provided to the members of the Board of Inquiry and to the complainant and respondent. The Dean will specify the College Regulations involved in the matter and the alleged actions by the respondent that would constitute a violation of these Regulations. (If it is subsequently determined that Regulations other than those specified by the Dean are involved, the Dean will promptly inform all parties of this fact in writing.) The Dean may at this time set forth basic factual questions to be answered during the hearings. The Dean will then offer the complainant and the respondent time to comment on the statements he has read and on the list of actual questions which he has presented.

B) The Board and the Dean will hear testimony from the parties to the case. During this phase of the hearing only the complainant, the respondent, and their advisers shall be present. Next, the Board and the Dean will question the complainant; then the respondent will be given an opportunity to question the complainant. Next the Board and the Dean will question the respondent, and then the complainant will have an opportunity to question him/her. In the event that there is more than one complainant and/or more than one respondent, the Dean and the Board will determine the order in which parties are to be questioned.

C) If witnesses have been summoned, they will next appear, one by one and in an order determined by the presiding officer. Each witness will be questioned first by the members of the Board and the Dean, then by the parties to the case. Witnesses may be recalled to the hearing as required.

D) After all witnesses have appeared and been questioned, the Board and the Dean will question the complainant and the respondent. The complainant and respondent will also be provided a final opportunity to question one another.

E) The hearing will then recess for a reasonable period of time to permit the complainant and the respondent each to prepare a summary of his/her position, or such statement as he/she thinks appropriate. Ordinarily, this summary or statement will be written.

F) The hearing will then resume with the presentation of the summary or statement of, first, the complainant and, then, the respondent. After the Board and the Dean have had an opportunity to ask final questions, the hearing will adjourn.

VII) Within a reasonable time after the hearing adjourns, the Board of Inquiry will, in writing, report its findings of fact to the Dean, together with any additional information or explanation it thinks necessary. The Board will also recommend penalties or other actions where it deems them appropriate, together with its rationale for such recommendations. After such study as he finds necessary, the Dean may concur with and implement the Board's recommendations; or he may reconvene the Board, state that he does not concur, specify the action he thinks appropriate and attempt to reach an agreement

with the Board. If agreement is not reached, the Dean may then implement the decision he deems appropriate, providing the Board with a written statement of his reasons for doing so. This written statement will become a part of the record of the proceedings and will be forwarded to the Board of Reconsideration if either the complainant or the respondent requests reconsideration.

At the same time that the Board reports its findings to the Dean, it may also make general policy recommendations suggested by the case at hand. The Dean, who may also make such recommendations at this time, will forward any such recommendations to the President of the College for consideration.

At the conclusion of each case heard by a Board of Inquiry, the Dean will issue a public statement setting forth: 1) the nature of the complaint heard and the College Regulations that were involved; 2) the names of the members of the Board of Inquiry who heard the matter; 3) a summary of the Board's findings and recommendations; 4) the decision finally implemented by the Dean. Ordinarily this statement will not identify the complainant and the respondent by name.

VIII) If the complainant or the respondent wishes a reconsideration of the Dean's final decision, that person will so inform the Dean in writing within 48 hours, and the Dean will empanel a Board of Reconsideration, composed of one member of the senior class, one tenured faculty member and one administrator chosen from the Board of Reconsideration Panel. The tenured member of the faculty will chair the Board.

The Dean will furnish the Board with all pertinent evidence, records, findings and statements for review; if it thinks it necessary, the Board may rehear a case in its entirety, following the procedures outlined above.

The Board will have the authority to recommend to the Dean modifications of the decisions or actions, or it may recommend that the Dean be upheld. Within a reasonable time after the Board reports its recommendations to the Dean, he will either concur and implement them, or he will come to a resolution agreeable to his office and the Board.

IX) Other pertinent information:

A) At any time between the initial receipt of a complaint and the start of hearings, the Dean may suspend temporarily (i.e., for no more than 72 hours when classes are in session) any party to a case whose continued presence he believes would constitute a danger to the person himself/herself, to other members of the community, or to the well-being of the institution. Such temporary suspensions will not be entered on the student's permanent record.

B) Disciplinary action under these administrative procedures will be taken only when the complaint involves a published Regulation of the College.

C) When a complaint is made involving a possible violation of the published regulations of the College, the Dean of Students may authorize the Assistant or Associate Dean of Students or the Director of Residential Life to act for him in seeking a solution acceptable to all parties concerned. If no solution is possible, the matter will be referred back to the Dean of Students who will follow the stated administrative procedures in matters of discipline and dispute.

D) The Board of Inquiry Panel, from which the Dean of Students will select members of the Board of Inquiry, shall consist of three students who have been enrolled and on campus for at least four semesters,

three administrators, and three tenured faculty members serving on the Faculty Jury Panel. The Board of Reconsideration Panel, from which the Dean of Students will select members of Boards of Reconsideration, shall consist of two members of the senior class, two administrators, and two tenured faculty members from the Faculty Jury Panel. Student and faculty members of the Board of Inquiry and the Board of Reconsideration Panels are elected by the groups they represent; the administration members are appointed by the President.

E) Boards of Inquiry will function only during those periods when classes are in session at the College and during Open Periods. At other times, the Dean may either hold a complaint in abeyance until classes resume or he may take whatever other actions seem necessary. During the summer, the Dean, or in his absence an appropriate officer designated by him, will hear complaints and take such disciplinary action as may be warranted.

F) Request for reconsideration of a disciplinary action may be submitted to the Dean during a vacation or examination period. A Board of Reconsideration will meet only while the College is in regular session. At other times the Dean may hold requests in abeyance, or he may take such action as he deems necessary.

G) The Dean of Students will be available to assist complainants and respondents to prepare their written complaints and responses, and to provide other pertinent advice.

H) It must be recognized that the above administrative procedures are not capable of application to complaints caused by the concerted action of sizable numbers of students. Should such an action occur, the Dean of Students will retain authority to act in the best interests of the College and to invoke summary suspension. He may also seek the aid of the civil authorities and take action under the law. Following such an instance, should College disciplinary procedures be employed, they will be similar to those described herein.

## Penalties

Penalties authorized by the College are fines, pensums, admonition, censure, restriction, suspension, dismissal, and expulsion.

*Fines* are imposed, for example, for parking violations, damage to College property, and the like.

*Pensums* are assignments of extra work, often imposed in an effort to give punishment a constructive or rehabilitative function.

*Restriction* is imposed upon an individual to prevent participation in some aspect of the College's operations and life.

*Admonition* is a formal warning of the incurrance of serious blame. Notice of admonition is sent to the student and also to the parent or guardian where the student has granted permission for such notification. When the event involves a faculty member the department chair is notified; for an administrator the President is informed.

*Censure* is the result of more serious blame than that for which admonition is given. Notice of censure is published for the College community. Censured

persons are not in good standing, are not eligible for honorable dismissal, and may be automatically suspended if they receive a second censure. Notice of censure is placed on the student's permanent record card, either permanently or for a length of time specified when the censure is imposed.

*Suspension* is a temporary separation from the College and may involve performance of specific tasks.

*Expulsion* is dishonorable permanent separation.

Suspensions and expulsions are permanently recorded on the student's permanent record card.

Fines, penums, restriction and censure may be imposed upon student organizations including fraternities. The activity of student organizations including fraternities and sororities may be suspended under certain circumstances, and the College has the authority to terminate the activities of a student organization, including a fraternity or sorority.

## **Arbitration of Disputes**

When students or groups of students find it impossible to settle or terminate disputes, either party may address the Dean of Students and request arbitration. In most instances the Dean will attempt to settle such disputes in his own office, without resort to formal hearings. When such a settlement appears unlikely, however, the Dean will convene a Board of Inquiry, composed of one student, one tenured faculty member and one administrator chosen from the Board of Inquiry Panel, and ask it to hear both sides.

After such hearings and deliberations as it finds necessary, the Board will hand down the settlement it believes proper. It may also establish penalties to be imposed should either party fail to adhere to the settlement.

## **Complaints Against Faculty and Administration**

A student who believes that a member of the faculty or administration has violated a published Regulation of the College may bring a complaint to the Dean of Students. The Dean will then confer with the officer of the College immediately superior to the person complained against. If it is not possible to bring about a resolution of the complaint informally and to the satisfaction of all concerned, the Dean may empanel a Board of Inquiry, composed of one student, one tenured faculty member and one administrator chosen from the Board of Inquiry Panel, to hear the matter. The hearing will be governed by the same rules and procedures that apply when a student is the respondent.

At the conclusion of its deliberations, the Board of Inquiry will report its findings and recommendations to the officer of the College immediately superior to the respondent. That officer may concur with and implement the Board's recommendations; or, if he does not concur, he will then proceed in a manner identical to that of the Dean of Students in a case of nonconcurrency with a Board of Inquiry.

If either the complainant or the respondent is dissatisfied with the final decision, that person may appeal for a reconsideration to the President of the College, who shall have final authority in such cases.

The application of these Procedures to faculty members shall be limited to those cases in which the complaint would lead to a maximum penalty of fine or admonition. If at any time in the proceedings against a faculty member it should appear that more serious action might be considered, such action should be pursued in light of provisions in *The Faculty Manual* and of American Association of University Professors guidelines.

### **Statement of Unprofessional Conduct and Conflict of Interest**

Instances of unprofessional conduct may occur for which there are existing grievance procedures (see: Complaints Against Faculty and Administration). Such unprofessional conduct is incapable of precise definition. Examples of unprofessional conduct and conflict of interest include, but are not limited to, the following:

1. exploitation of another person for private advantage;
2. appropriation of another person's work without appropriate credit;
3. unreasonable and substantial interference with another person's work performance;
4. misuse of authority;
5. violation of confidentiality;
6. improper influence by personal relationships;
7. participation in decisions involving a direct benefit to the participant or those who have a close personal relationship to him or her;
8. permitting outside interests to interfere with or to influence one's job performance;
9. using job-related information for personal advantage.

### **Policy on Racial Harassment**

**Racial intolerance is immoral and racial harassment is illegal. At Trinity we will tolerate neither. We consider all expressions of racism as threats to the community we strive to create. Racism debilitates and disenfranchises; it leads to feelings of impotence, exclusion, and anger. It undermines all that we seek to accomplish in a liberal arts college.**

Trinity College regulations provide for any member of the community to bring a charge against an individual or group who has committed any act of harassment. However, racist acts can so threaten the College that we have formulated a separate procedure for charges of racial harassment.

Incidents of harassment will be investigated promptly. Those found responsible will be disciplined; penalties may include suspension or expulsion. All members of the Trinity community will be held to the same standard. If an act of harassment is committed on campus by someone other than a member of our community, the appropriate authorities will be notified.

Racial harassment, the expression of hostility toward other people because of their racial identities, is a form of racism. Racism leads not only to the denial of opportunities, privileges or rights, but also to the subtle forms of harm — the loss of dignity, security, and self-esteem.

Racial harassment encompasses a range of hostile behaviors motivated by an intention on the part of the harasser to make another feel unwelcome or inferior on the basis of race. Racial harassment may include the use of racial or

ethnic epithets, racially insensitive comments toward another person or group, anonymous hostile messages, vandalism, pranks, and graffiti.

## **Grievance Procedures for Racial Harassment**

I. The following rules and procedures will govern all Racial Harassment Committee grievances and hearings.

A) A complaint by any member of the Trinity community against any other member or against any organization associated with the College may be presented to any individual member of the Racial Harassment Committee (RHC). The complaint must be presented to the member within one month of the occurrence of the incident. However, the Chair will grant an extension of the allotted time if there are extenuating circumstances. Initially the complaint may be verbal, but before notice of a hearing is given the complaint must be in writing. The respondent will first be verbally informed by the Chair, after which he/she shall receive written notification of the charge.

A complaint may be heard at an informal level if this is agreed upon by both the complainant and the respondent. An oral or written complaint should be given to either the Chair of the RHC or another Committee member. At this stage, the complainant, respondent, a Committee member and the Chair will assist in an effort to mediate the informal complaint. If the complainant or respondent are not satisfied with the resolution, a formal complaint may be made to the RHC.

B) The Racial Harassment Committee is composed of four faculty members, four administrators/staff and four students. All hearings will be conducted by a minimum of five members, with at least one from each College constituency.

C) Any member of the RHC who is party to a case shall disqualify him/herself from that case. The complainant or the respondent may challenge a member whose objectivity is questioned. The request should be made to the Chair in writing at least forty-eight hours prior to the hearing. The Chair will decide whether there is just cause to disqualify the challenged member.

D) The Chairperson of the Committee will serve as the presiding officer throughout the hearing. If he/she must absent him/herself from a hearing the Co-Chair shall preside.

E) The Chair, as presiding officer, will serve to initiate a hearing and summon all parties to it. It will be his/her responsibility to interpret the College Regulations, to inform the RHC of correct procedures, to rule, with the Committee's agreement, on the relevance of questions asked by parties to the case and to rule on questions which are redundant, and to see that fair treatment and an opportunity for civil and orderly participation are accorded to all parties.

F) All matters pertaining to the complaint, including the hearing, will be kept in confidence unless both the complainant and the respondent desire an open hearing. The final decision of the RHC will be made public, but the names of the parties will be confidential.

G) The complainant and the respondent are required to attend all sessions of the hearing. If there is sufficient reason in the opinion of the Committee, the complainant and the respondent will not have to appear

in each other's presence. No hearing session will be held without the complainant and the respondent's having been given at least three days notice.

H) All hearings will be tape recorded.

I) Each party to a case may be accompanied by one adviser during each hearing session. The adviser may not have formal legal training and may not participate directly in the session, but may consult freely with the person whom they are advising.

J) The complainant and the respondent may each call witnesses. Witnesses may be present at the hearing only when giving testimony. Each party may bring any number of witnesses; however, the actual number of witnesses heard will be at the discretion of the RHC.

II. Ordinarily the hearing will follow this sequence:

A) At the outset, the Chair will read aloud the complaint, written copies of which will be provided to the members of the RHC and to the complainant and respondent.

B) The RHC will first hear the person bringing the charge. Following that, Committee members and the respondent may question the complainant. Next, the respondent may make a statement, after which the RHC and complainant may ask questions. In the event that there is more than one complainant and/or more than one respondent, the Chair and the RHC will determine the order in which the parties are to be questioned.

C) If witnesses have been summoned, they will next appear, one by one and in an order determined by the Chair. Each witness will be questioned first by the RHC, then by parties to the case. Witnesses may be recalled to the hearing as required.

D) After all witnesses have appeared and been questioned, the RHC and the Chair will question the complainant and respondent. The complainant and the respondent will also be provided a final opportunity to question one another.

E) After all testimony has been heard, the RHC will retire to executive session in order to reach a verdict of guilt or innocence. The complainant and the respondent will be notified of the decision of the RHC in writing.

F) If the Committee determines that a respondent has committed an act of racial harassment, the respondent shall be subject to one or more penalties as defined and described on pages 80-81 of this *Trinity College Handbook*. If an individual other than a student is found to have committed an act of racial harassment, penalties will be imposed as delineated in the staff, administrator, or faculty handbook.

G) If either the complainant or the respondent (individual or organization) believes that a fair hearing and/or a fair penalty was not received, an appeal may be made to the Racial Harassment Committee Appeals Board (RHCAB) composed of three members appointed by the President. A written letter of appeal should be submitted to the Chair of the RHC within seventy-two hours upon notification.

## **Statement on Sexual Harassment**

The College establishes policies for the purpose of maintaining an environment in which teaching, learning and related activity may be undertaken

freely and responsibly. Each member of the College is obligated to refrain from actions that intimidate or humiliate individuals or groups and that undermine their security and self-esteem. Abuse directed toward a person because of sex, race, ethnicity, physical disability, age, sexual preference, or similar personal or class characteristics, is unlawful and is expressly prohibited by College policy. Sexual harassment, in particular, has only recently been acknowledged as a form of seriously hurtful discrimination, and Connecticut and federal laws and regulations give protection to those who suffer it. Institutions are legally responsible for maintaining an environment free of it. It is the purpose of this statement to define it and to make clear College policy in respect to it.

Sexual harassment is defined as nonconsensual sexual advances, requests for sexual favors, or other sexually related verbal or physical conduct, on or off campus, when:

1. submission to the conduct is either explicitly or implicitly a term or condition of an individual's employment or evaluation of academic performance; or
2. submission to or rejection of such conduct is used as a factor in or basis for decisions affecting an individual's employment or education; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment, educational, or living environment.

Put most simply, sexual harassment is unwanted sexual attention, with or without threats against one's job security or academic success. All cases of sexual harassment are serious and will be treated as serious matters by the College. However, it is possible to distinguish levels of severity among those offenses which have been defined as harassment. One helpful set of distinctions is that developed by the U. S. Merit Systems Protection Board, which divides sexual harassment into three categories: (1) less severe (sexual teasing, jokes, remarks, questions, suggestive looks, and gestures); (2) severe (pressure for dates, touching, leaning over, cornering, pinching, pressure for sexual favors, letters, phone calls, materials of a sexual nature); and (3) actual or attempted rape or sexual assault. Such categories are obviously not absolute. Any offense, however minor it may seem, can take on severe implications. Nevertheless, these categories are useful and may be invoked in determining appropriate punishments for proven offenses.

Frequently, the offender in an incident involving sexual harassment is a male with authority or power over a female's employment or academic career. However, a woman in the position of power may be an aggressor in relationship to a male subordinate or student, or both victim and offender may be of the same sex. Co-workers or students may create an intimidating, hostile or offensive environment for other workers and students.

That which is offensive short of extortion or actual assault often rests largely upon the response and the interpretation of the victim and may at times be contrary to the actual or presumed motivation of the offending party. Therefore, the law addresses circumstances in which the victim refuses, or attempts to avoid, such attention but continues to receive advances. The law also addresses circumstances in which the victim's sense of job security is sufficiently threatened that there may be no refusal or avoidance; indeed there may even appear to be acceptance.



Since some members of the College community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power. Faculty members and supervisors in particular, in their relations with students and supervisees, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Potential conflicts of interest of a particularly sensitive nature may arise out of consensual sexual relationships which are not included under the definition of sexual harassment. This is especially important where a sexual relationship occurs in the context of educational or employment supervision and evaluation. Because the effects on other people at work or in the classroom are frequently not apparent to the persons involved in a sexual relationship, anyone with such an involvement should be attentive to the feelings of colleagues and/or students and to the potential conflict of interest that may be involved.

Furthermore, because there is an inherent power difference in the relationship between supervisor and supervised, teacher and student, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities which are outside of those clearly appropriate to the professional relationship. It is the responsibility of faculty and supervisors, therefore, to behave in such a manner that their words or actions cannot reasonably be perceived as coercive. It is also important that personal relationships not impair one's ability to preserve the judgment necessary to function as a teacher or supervisor.

The purpose of this policy is to encourage action which is consistent with the goals of the College. Distinctions between conduct which is appropriate and that which is inappropriate are often difficult to draw and may vary from situation to situation. In adjudicating grievances, and especially those in which the allegations center exclusively on verbal conduct, it will be necessary to be sensitive to the complexities of human behavior and the ambiguities of interpersonal relationships. Moreover, the College must protect the rights of academic freedom and freedom of speech. This means that members of the College community are entitled to express their own opinions and beliefs, even when such opinions and beliefs may in themselves be offensive to others. This does not mean, however, that any member of the College community may inflict unwanted sexual attention of any kind upon another member of the community. The principle of academic freedom may not become a shield for verbal harassment of a sexual nature. Conversely, the College policy on sexual harassment may not be used to limit discussion of controversial issues which happen to be sexual in nature or to interfere with the legitimate expression of personal opinions.

The College policy on sexual harassment is being revised during the 1993-94 academic year. Everyone on campus will receive a copy when the new guidelines are established.

## **Sexual Harassment and Sexual Assault Statement on Sexual Harassment**

### **Statement on Sexual Assault**

Sexual assault is a violent crime which can happen to a woman or a man. It can be committed by persons both known and unknown to the victim. In re-

cent years at Trinity, few sexual assaults have been committed by assailants who were unknown to their victims. However, a sexual assault committed by someone with whom the victim is acquainted is no less a crime than one perpetrated by a stranger, and the College's condemnation of such an act will be manifest in the severest of disciplinary sanctions if the perpetrator is a member of the College community. These sanctions will be imposed in addition to any criminal action pursued by the victim, and may include any or all of those listed under Penalties in the **College Regulations** section of this handbook.

### **Reporting a Sexual Assault and the Institution's Response**

The College recognizes that confidentiality in cases of sexual assault, especially those committed by an acquaintance, is extremely important to the victim, and this confidentiality will be maintained at all costs. Victims are encouraged to report sexual assaults to both Campus Safety and the Hartford Police Department. Campus Safety officials will facilitate contact with the Hartford Police Department at the victim's request.

Persons who are uncertain of what to do following a sexual assault should contact the Dean of Students' Office, the Coordinator of the Women's Center, or an administrator in the Campus Safety department. At night and during the weekend, persons seeking guidance following a sexual assault should contact the Campus Safety department and request a response by the Campus Safety administrator on duty or on call, or, alternatively, may contact the Mather Front Desk and request personal contact by the Administrator-On-Call. The contacted administrator will review with the victim his or her options, including reporting the incident to the police, making an informal or formal complaint to College authorities, the advisability of seeking medical attention, and available counseling resources.

If the victim so wishes, the contacted administrator may facilitate contact with the Hartford Police, other College officials, College counselors, and/or a member of the Sexual Harassment Grievance Committee. If the latter, the procedures as outlined below will be followed. If possible, the victim should write down a description of the attacker (if his or her identity is unknown or uncertain), the location of the attack, and the details of what occurred. This information may be helpful in a College proceeding or a court case.

The wishes of a victim who does not want to report a sexual assault to the local police will prevail *unless* senior College officials believe the seriousness of the assault warrants police involvement due to the potential threat to others. If the sexual assault was perpetrated by a stranger to the victim and the incident is reported to College authorities (excluding counselors), the circumstances may warrant the publication of a Security Alert in order to notify the Trinity community of the need for extreme caution (i.e., if the perpetrator is not apprehended and poses a continuing threat to the community).

The victim's identity will remain confidential regardless of the responding authority. The victim may even request a third party, including the College sexual assault counselor or the Sexual Assault Crisis Service counselor, to report the incident to the Dean of Students, Campus Safety, or the police in order to protect his or her anonymity.

The victim should seek prompt medical attention following an assault whether or not she/he intends to report the assault to the authorities. Medical

evaluation will allow the assessment, treatment, and documentation of any physical injuries, as well as the prophylactic treatment for sexually-transmitted diseases and pregnancy. Should the victim decide to proceed with criminal and/or civil charges against the assailant, a medical-legal specimen may be taken for evidentiary purposes.

In the event that the victim of a sexual assault is in an academic or living situation which involves contact with the alleged assailant, the Dean of Students will, to the extent possible, facilitate the reassignment of living quarters and/or academic situations to prevent such contact.

Sexual assaults allegedly perpetrated by other members of the College community which are reported to College officials in order to initiate complaint procedures will be handled in the manner described below in **Grievance Procedures for Complaints of Sexual Harassment and Sexual Assault**. These procedures include both informal resolutions by the Dean of Students' Office and formal resolutions by the Sexual Harassment Grievance Committee. Both the accuser and the accused are entitled to have an adviser at a formal hearing before the Sexual Harassment Grievance Committee. Advisers may not have formal legal training and may not participate directly in the session, but may consult freely with the person whom they are advising. The Dean of Students will inform both the accuser and the accused of his decision in the case of an informal complaint, or the outcome of the Committee's hearing in the case of a formal complaint. Both parties will be advised of the action to be taken against the accused, if any, and what the procedures are for appealing the decision.

All proceedings are confidential.

### **Sexual Assault Awareness and Education**

During orientation, new students are presented with information which is designed to create an awareness of circumstances which could lead to sexual assault, including acquaintance rape, and how to prevent these circumstances. Also discussed are the resources available to students who have been sexually assaulted, and ways to gain access to these resources.

Peer counselors are students who are specially trained to work with victims of sexual assault. They are contacted through the Women's Center or through Trinity's sexual assault counselor, Jane Rudd.

Peer educators are students who have received training to enable them to educate others on issues relating to sexual harassment and sexual assault. They speak to various groups on campus upon request, and are contacted through the Women's Center.

The Sexual Assault Task Force is a group dedicated to ending campus rape. The SATF organizes an annual Sexual Assault Awareness Week, which is dedicated to increasing awareness and education concerning issues surrounding sexual assault.

Various educational programs related to sexual assault are also sponsored in the dormitories by the Women's Center, Residential Life staff, and by the Dean of Students' Office. The Women's Center periodically sponsors self-defense courses geared toward women.

The Campus Safety department publishes Security Alerts or Campus Safety Advisories to alert the College community of the need for caution after incidents occur which may pose a threat to others. Campus Safety also spon-

sors self-defense training, and has certified instructors within the department who teach rape prevention and assertiveness in conjunction with self defense.

## **Resources for Victims of Sexual Harassment and Sexual Assault**

Anyone who has been sexually assaulted or feels harassed or otherwise discriminated against on sexual grounds should know of the many sources of support, referral, and counseling available, both on campus and off. Confronting sexual harassment and assault is difficult, and a first step might be to speak with a friend. Below is a listing of resources available to assist members of the Trinity community who wish to report a sexual assault, who seek counseling, or who have other questions relating to sexual assault or harassment:

Campus Safety.....	297-2222
Dean of Students (Days).....	297-2156
Administrator-On-Call (Nights, via Front Desk) .....	297-2053
Medical Office.....	297-2018
Trinity Sexual Assault Crisis Counselor .....	297-5377
or via Campus Safety Supervisor (emergency) .....	297-2222
Counseling Center .....	297-2415
Women's Center .....	297-2408
YWCA Sexual Assault Crisis Service, Hartford (24 Hours) .....	522-6666
Hartford Hospital.....	524-2525
Hartford Police.....	527-6300 (Non-Emergency) or 911

## **Grievance Procedures for Complaints of Sexual Harassment and Sexual Assault**

### **Grievance Committee**

The Sexual Harassment Grievance Committee, a standing committee appointed by the President of the College, receives formal complaints of sexual harassment. There are to be nine members on the Grievance Committee: two students, two staff members, two administrators, two tenured faculty members, and one person with experience in clinical psychology to be selected by the President and serve a standing term. Before appointing members to the Committee, the President will invite nominations by the Student Government Association (for student appointees) to serve two-year terms, from the Faculty Conference (for faculty appointees) to serve three-year terms, by the President's Committee (for administrative appointees) to serve three-year terms, by the Personnel Advisory Committee (for staff appointees) to serve three-year terms. The President's appointments will be guided by such considerations as experience, continuity, and sensitivity to the concerns of those affected by sexual harassment. Over time, the Committee's membership should be comprised of equal numbers of men and women; at any given time there will be no more than five persons of the same sex on the Committee.

Student members will sit on the Committee only when a complaint directly involves a student. No person will serve more than two complete terms consecutively. Each year the President will appoint a member to chair the Committee and be responsible for administrative matters.

The Chair of the Sexual Harassment Grievance Committee is Eddie Perez, Director of Community Relations and Affirmative Action.

It is important that you know your rights and understand Trinity's position on sexual harassment. Complaints against an administrator, a member of the faculty, an employee of the College, or a student may be brought to the Committee by any member of the College community. ALL MATTERS PERTAINING TO A COMPLAINT AND ALL PROCEEDINGS RELATING TO IT ARE KEPT IN CONFIDENCE BY THE COMMITTEE. Keep a written and dated record of incidents and note witnesses. Proceed by contacting a Committee member.

The following two specific sets of procedures have been developed by the Sexual Harassment Grievance Committee to deal with cases involving students vs. students, and cases other than students vs. students. For all cases, the Committee has attempted to establish policies and procedures which are fair and equitable, and which facilitate the bringing of a complaint where warranted while at the same time preserving the Constitutional rights and protection of both parties.

## **I. COMPLAINTS INVOLVING STUDENTS VS. STUDENTS**

### **A. Complaint Procedures, Informal Level**

A student may seek to have a complaint of sexual harassment or assault resolved informally through the Dean of Students' Office. In such an informal hearing of a complaint, within a reasonable time after a complaint is made, the Dean will discuss it with the complainant and determine what course to follow.

When the Dean determines that the complaint does not involve a possible violation of a published Regulation, he will hold a conference with the complainant and the person complained against, giving whatever advice seems appropriate and seeking to arrange a solution acceptable to all parties concerned. If no solution is possible, the Dean may, at his discretion, refer the matter to the Sexual Harassment Grievance Committee.

When the Dean determines that the complaint does involve a possible violation of a published Regulation, the following procedures will be followed:

Resort to formal hearings will be avoided whenever possible; however, the Dean, at his discretion, may refer complaints directly to the Sexual Harassment Grievance Committee. With other complaints the Dean may initially elect informal adjudication. After discussing the matter with the complainant, and after completing such investigation as is deemed necessary, the Dean will arrange to meet with the person complained against, referred to hereafter as the respondent. The Dean may or may not include the complainant at this conference. The Dean will attempt to work out a resolution of the matter that protects the interests of both parties and is acceptable to all concerned. When either the complainant or respondent is not satisfied with the resolution suggested by the Dean, that person may so state in writing and request a hearing before the Sexual Harassment Grievance Committee.

### **B. Complaint Procedures, Formal Level**

1. The following rules and procedures shall govern all hearings of the Sexual Harassment Grievance Committee (hereafter "the Committee") in matters of student versus student complaints.
  - a. All written and signed complaints presented to the Committee involving Trinity students will be considered formal complaints and

may have a hearing before the Committee. Complaints must be presented within one year of the occurrence; however, the Committee may grant an extension for extenuating circumstances at its discretion. The formal complaint should contain at least general information about the incident(s), and should include an account of what happened, including date(s), location(s) and parties involved. Notification of the filing of a formal complaint will be given to the Dean of Students.

- b. Within one week of receiving the formal complaint, the Chair of the Committee, or his or her designate from the Committee, will personally present the following to the respondent: a copy of the signed formal complaint, a copy of these procedures, including possible penalties, and a request for a statement in response to the complaint which is to be submitted to the Committee within one week of presentation of these materials. (The available penalties are described in the *Trinity College Handbook*. In 1993-94, these appear on pages 80-81.)
  - c. The complainant will be given a copy of the respondent's response, and at that time both parties will be presented a list of the members of the Committee and may challenge any member's eligibility for cause in writing to the Chair within 48 hours of presentation of the list. Any such challenge will be ruled upon by the Committee. Any Committee member with previous knowledge of the incident will present that information to the Committee which will decide if that member should be disqualified from hearing the case. If the Chair is released by challenge or disqualification, the Committee will elect a Chair *pro tempore*. The *ex officio* clinical psychologist member of the Committee is automatically disqualified in student vs. student complaints. If, by challenge or disqualification, fewer than five members of the Committee remain eligible, or if there are not at least two males and two females and at least one student, others will be appointed (by the President using the same process as employed in other committee appointments) to bring the Committee to those minimums. Nothing in these procedures precludes disqualified Committee members from serving as advisers to either party.
  - d. At the same time that the complainant is given a copy of the response from the respondent, both parties will be given two weeks from that date to prepare written statements of specific details regarding the incident. Upon receipt of both detailed statements, each party will receive a copy of the other's detailed statement, and the Committee will convene a hearing within one week of receipt of both detailed statements.
2. A formal hearing will be conducted as follows:
    - a. The formal hearing will be tape recorded for the Committee's use in its deliberations, and in the event of an appeal as defined in paragraph f. below. The tape will not be transcribed, and will, at the conclusion of the hearing, be stored securely and confidentially for ninety days following the written decision of the Committee, at which time it will be destroyed.
    - b. The Committee will first hear each party to review the events and information in the detailed statement. The complainant will be

heard first, after which the Committee and the respondent may question the complainant. Then the respondent will have the opportunity to make a statement, following which the Committee and complainant may question the respondent. The complainant and the respondent will attend all sessions of the hearing. At the request of either the complainant or respondent, the Committee will make every attempt to accommodate requests regarding physical and spatial conditions of the hearing room (e.g., providing a partition so that parties may be separated) in order to minimize personal discomfort as much as possible.

- c. If witnesses have been summoned, they will next appear individually in an order determined by the Committee. Each witness will be questioned first by the person calling the witness, then by the Committee, then by the other party. Witnesses may be recalled as required at the discretion of the Committee.
- d. The Committee may then further question the complainant and/or the respondent. The complainant and respondent will then have a final opportunity to question each other.
- e. After all testimony has been heard, the Committee will meet in executive session to reach a determination, which will be made within two weeks following the end of the hearing. The Committee will convey its determination, consisting of its findings of fact, any additional information or explanation it thinks necessary, and, if sexual harassment is found to have occurred, a recommendation of penalty, in writing, to the Dean of Students. The Dean may concur with and implement the Committee's recommendations; or he may ask the Committee to reconvene, state that he does not concur, specify the action he thinks appropriate, and attempt to reach an agreement with the Committee. If agreement is not reached, the Dean may then implement the decision he deems appropriate, providing the Committee with a written statement of his reasons for doing so. Within two weeks of receiving the Committee report, the Dean will inform, in writing, the complainant, respondent, and Committee of his decision.
- f. If either the complainant or respondent believes that a fair hearing was not conducted or that the decision should be reconsidered, he or she may appeal in writing to the Sexual Harassment Grievance Committee Appeals Board (SHGCAB) within 72 hours, stating which procedures he or she believes were violated or why the decision should be reconsidered. The SHGCAB is composed of three members appointed by the President. The SHGCAB will be supplied with all pertinent evidence, records, findings and statements for review; and if it thinks it necessary, the Board may rehear a case in its entirety following the same procedures as used by the Sexual Harassment Grievance Committee when it has received a formal complaint.

## **II. COMPLAINTS AGAINST FACULTY, ADMINISTRATION, AND STAFF**

**A. These principles shall guide the members of the Committee in matters of complaints against faculty, administration, and staff:**

1. The Committee will deal with both informal and formal complaints. A complaint will be considered "informal" until the complainant has submitted a signed, written complaint to the full Committee. That signed, written complaint will constitute a "formal complaint" and will be so understood throughout these Grievance Procedures.
2. All matters pertaining to a complaint (whether formal or informal) and all proceedings relating to it are to be kept in confidence by the Committee.
3. The Committee will maintain, as part of a permanent file, no records, written or other, of discussions with complainants which do not lead to the initiation of a formal complaint, except that the member first consulted will have a record of the name of the person consulting him/her, the date of their first meeting and the general nature of the complaint. If a complainant decides that a formal complaint will not be lodged, this record should be forwarded to the College attorney who will maintain it as "Notes to File."
4. Records of a formal complaint in the possession of the Committee or of an administrative officer will be kept for no more than five years after the initiation of the formal complaint except in cases in which the penalties necessitate the keeping of a permanent record.
5. The Committee will keep parties to a formal complaint informed about its status and will act in a timely fashion.
6. The Committee will emphasize conciliation and mediation and will rely on discreet inquiry, persuasion, confidentiality and trust in dealing with those who may be involved in an informal or formal complaint. The Committee will attempt in conciliation and in mediation to reach a resolution that is fair, that is agreeable to all parties, and, in the event there has been an act of sexual harassment, that will minimize the chances for repetition.
7. Either to attempt to penalize anyone for initiating an inquiry or a complaint or to retaliate in any form is prohibited, and both will be treated as separate incidents to be reviewed by the Committee.

#### **B. Complaint Procedures, Consultation and Mediation (Informal Level)**

A complainant may seek advice from, consult with, secure information about procedures from, or present an informal complaint to any member of the Committee. A complainant may have the assistance of any other member of the College in presenting a question, a concern, or informal complaint to a Committee member. Communication at this stage may be oral or written. If a complainant chooses no particular member of the Committee to address, the Chairperson will select one. At this stage of the procedure a formal complaint is not required; however, with the consent of the complainant, a Committee member, acting alone or with one other member appointed by the Chairperson, may assist in an effort to mediate an informal complaint. This effort will be made within three weeks from the time consent is given, and the Chairperson is to be kept informed.

#### **C. Complaint Procedures, Formal Level**

When mediation seems to have been unsuccessful and/or when the complainant is convinced that the complaint should lead to recommendations of penalties, the Committee will require the complainant to present a formal



complaint before it begins an investigation or renews efforts to mediate. When a particular outcome is sought by a complainant, it should be specified in the complaint. The formal complaint may be placed in the hands of the Committee member with whom the student had consulted earlier, or it may be given to the Chairperson. A formal complaint may be presented to the Committee at any time within one year of an incident of alleged sexual harassment. However, a potential complainant who might wish to bring a complaint to an agency outside the College should be aware that a complaint of sexual harassment must be brought to the appropriate outside agency with jurisdiction to investigate within 180 days of the alleged incident.

The Committee member who has received the formal complaint will, without mentioning the name(s) of the complainant(s), the person(s) complained against, or anyone else in the complaint, discuss it with the full Committee.

The Committee will decide whether the formal complaint falls within its jurisdiction or should be referred to a particular College officer. In the event the complaint is determined not to involve sexual harassment, the Committee member who has guided the complaint will provide the complainant with a written explanation of why it cannot be further pursued and advise on its proper referral.

If the Committee decides that the complaint falls under its jurisdiction, then all persons involved in the complaint will be identified to the Committee, and its members will then decide upon a course of action. The Committee, having decided it has jurisdiction, will immediately so notify the complainant in writing.

At this time the complainant may challenge the participation of individual Committee members if there seems to be cause. The Committee members not challenged will decide upon the merits of a challenge, and their decision will not be subject to appeal. When a challenge is sustained, the President will appoint a replacement in the same category as the original member to serve until the Committee resolves the complaint. The respondent will have the same right to challenge as the complainant, and the same procedure will be followed.

One member of the Committee may guide the complainant through the procedures. Usually this will be the person first consulted in respect to a complaint. One of the Committee's faculty or administration appointees may guide the respondent through the procedures. The persons selected to guide the complainant and respondent through the procedures are responsible only for insuring prompt and fair treatment for the individuals represented, and they are not to consult on other matters unless the Committee has authorized such consultation.

One member of the Committee designated by the Chairperson will immediately meet with the person complained against and provide that person with a copy of the signed complaint. The Committee will ask the respondent to provide a written statement in answer to the complaint.

Once the respondent has received a copy of the complaint, no less than one week, and ordinarily no more than two weeks, will be allowed for the participants to prepare for a meeting with the Committee.

The Committee will first hear the complainant and then the person complained against in order to review the events that led to the complaint and to resolve the issue, if possible, by mediation.

Having heard both parties separately, the Committee may choose to meet with both present together. In certain cases the mediation of the complaint may be possible as a consequence of this meeting. Each party to a complaint may be accompanied by an adviser when speaking with the Committee and may consult with the adviser while discussions are being conducted; advisers may not, however, participate in discussions, and the Committee will not permit persons who have had formal legal training to be present as advisers during these discussions.

Complainants and respondents will have the opportunity to present information and persons who may provide information which the Committee deems relevant to complaints. Respondents may review all documents that have been considered by the Committee and are judged to relate to the respondents' actions. Similarly, complainants will be permitted to review those documents considered by the Committee that directly relate to their actions.

When it seems necessary, in order to resolve a complaint or to prepare its recommendations, to consult with persons other than the complainant and respondent, the Committee will notify both before doing so.

After hearing the complainant and respondent separately, Committee members will not meet separately with them. However, should a minority of the Committee vote to require a meeting with one party in the absence of the other, the Committee as a whole may meet with the parties separately. Whenever others than the complainant and respondent are interviewed by the Committee, the Committee may choose to have both primary parties present or to conduct the interview with neither present.

The Committee will limit its investigation to the substance of the complaint and will consult only with those who have facts relating to it. All persons consulted will be called upon to safeguard confidentiality. The Committee will meet privately to consider the formal complaint and, having reviewed it, within one month the Committee will take one of these actions:

1. decide there was no basis for the formal complaint; or
2. attempt to resolve the formal complaint between the parties involved as complainant and respondent to their mutual satisfactions; or
3. refer the formal complaint with its findings, conclusions, summary of testimony and its recommendations to the appropriate senior officer.

The Committee will prepare a written report describing (1) the facts it has found, (2) the conclusions it has drawn from them, (3) a summary of testimony that it used in reaching its conclusions and (4) its recommendations. The report of the Committee will be adopted by the affirmative votes of 2/3 of the Committee members who participated.

The Committee normally will review formal complaints as quickly as possible and will take no more than 60 days after receiving one to conclude its work. It may be necessary, however, when a formal complaint is made near the end of the academic year, to extend this period.

### **Formal Complaints, Delayed**

At the request of a complainant, a formal complaint that the Committee decides is within its jurisdiction may be held until a specific date (e.g., after the completion of a course or other academic exercise). Usually, such delays will be for no more than one semester. Delayed complaints, once deadline is reached, will be dealt with in the regular manner.

### **Formal Complaints, Withdrawn**

A complainant may, at any time, withdraw a formal complaint. When this occurs no further action will be taken, and no record will be kept.

### **Request for Anonymity**

When a complainant is unwilling to be identified as the originator of a complaint, the Committee will decide whether to inform the person complained against of the circumstances. There will be no further inquiry and review until the complainant is ready to be identified.

### **Penalties and Referrals**

The Committee may not impose penalties more severe than a reprimand, a demand for an apology, and a warning to desist from such behavior in the future. Such penalties as these may be kept in Committee records without being added to the personnel file of the person accused of harassment. If the Committee does not forward a recommendation to a senior administrator, it should keep the identity of the parties involved strictly confidential. However, in cases in which the Committee believes that a first offense warrants a more severe penalty and in all cases of repeated offense, the Committee may recommend more severe penalties to an appropriate senior administrator of the College. Such administrators include the President, Dean of Students, Dean of the Faculty, Vice President for Finance, Vice President for College Advancement, Director of Athletics, and the Director of Buildings and Grounds. Penalties which the Committee may so recommend include but are not restricted to fines, college censure, suspension, and dismissal.

### **Review Procedures When a Complaint Has Been Referred to a Senior Administrator**

When it refers a complaint to one of the senior administrators of the College, the Committee will also transmit the formal complaint, the response, such facts as have been discovered in the Committee's investigation, a summary of testimony, its conclusions, and its recommendations on an appropriate action. Nothing in these procedures will preclude the right of the primary parties to consult the administrator receiving the referral. The administrator will permit the complainant and the respondent to review the Committee report and to submit a written response. Neither complainant nor respondent will be entitled to make or receive a copy of the report at this stage.

The senior administrator to whom the referral was made shall accept the Committee's findings unless he/she determines that they are unsubstantiated by the information provided to the Committee, in which case the administrator may modify or reject the Committee's conclusions and/or the recommendations. Should this happen, the administrator will meet with the Committee to discuss the matter and explain the reasons. The Committee may then appeal the administrator's decision to the President.

Within thirty days of receiving the Committee report, the senior administrator will inform, in writing, the complainant, respondent, and Committee of his/her decision and will include his/her conclusions on the complaint and the action to be taken.

Whenever the Dean of the Faculty concludes that a tenured member of the faculty, or one whose term appointment has not expired, should suffer a penalty more severe than a fine or admonition, the proceedings will be conducted in light of provisions in *The Faculty Manual* and the guidelines of the

American Association of University Professors (the "guidelines" are the 1968 "Statement on Procedural Standards in Faculty Dismissal Proceedings").

Whenever a senior administrator concludes that a member of the administration should suffer suspension or dismissal, he/she will so recommend to the President of the College.

Whenever a member of the union suffers a penalty, the union will be so notified and will have the opportunity to file a grievance on behalf of the employee through the established union grievance procedures.

## College Policy on Felonies

1) In the event that a student has been charged by any public prosecutor, grand jury, or in any court with a felony, there will be an inquiry to determine whether the student should continue in student status, or whether he/she should be suspended until the issue is resolved in the courts because his/her continued presence is considered a threat to the physical safety of himself/herself and/or others, or a threat to college property. The preliminary inquiry will be conducted by the Dean of Students. At the conclusion of his inquiry, the Dean will either notify the student that he/she may remain in student status pending court disposition of the charge, or the Dean will refer the matter for a hearing by a Board of Inquiry composed of two students, two tenured faculty members and two administrators chosen from the Board of Inquiry Panel. At the conclusion of the hearing, the Board will recommend to the Dean either that the student be suspended or that he/she be permitted to remain in student status. The Dean, who will attend all hearing sessions, may concur with and implement the Board's recommendation or he may, after conferring with the Board, state his nonconurrence and implement the decision he thinks appropriate. In the event of the Dean's necessary absence, another officer of the administration, designated by the President, will act in his stead. (If the President or his deputy has found it necessary to invoke summary suspension, a Board of Inquiry hearing will occur as soon as practicable, and not later than 72 hours after the original suspension when classes are in session.)

2) Whenever convicted of a felony, a student shall be suspended indefinitely.

3) If convicted of a felony and then released on probation, or if convicted and imprisoned for any period of time and then released on parole, or if convicted and released on bond pending appeal, or if convicted and released after serving his/her sentence, the student may petition the Dean of Students for readmission. A panel of six persons — two students, two tenured faculty members and two administrators — will then conduct a private hearing to advise the Dean as to whether the student should be readmitted to the College, or whether he/she should be denied readmission because he/she is considered potentially harmful to himself/herself or to others in the College or because his/her presence would be detrimental to the College. The panel may also propose special conditions under which readmission would be permitted. The Dean of Students, who will attend all hearings, may concur with and implement the panel's decision or he may, after conferring with the panel, state his nonconurrence and implement the decision he thinks appropriate.

4) In cases where felony charges are held *in nolle prosequi*, a student who had been suspended pending court disposition of the case may petition the Dean for readmission in accordance with the procedures outlined above. If the

student had *not* been suspended pending court disposition of his/her case, he/she will retain student status if the charges are held *nolle prosequi*.

5) In all hearings the person being heard may have counsel, but may not have counsel act directly for him/her at the hearing. The person being heard may call witnesses and may question witnesses called by others. The person being heard may not challenge panel members. All hearings will be conducted with scrupulous regard for fairness and equity. All hearings will be private and the proceedings confidential. All pertinent documents and exhibits and all notes on the hearing will be transmitted under seal to the Dean of Students' Office at the conclusion of the hearing, and they shall not be a part of the student's regular College file.

6) In any case where it is unclear whether the charge is a felony or a misdemeanor, the Dean of Students will seek clarification, and whenever he deems the charge sufficiently serious, he will invoke the procedures outlined above.

7) Nothing in this policy will nullify a student's right to appeal to the President of the College.

## **Policy on Alcohol Provision and Use**

It is a policy of the College that undergraduates, nearly all of whom are legally adults, enjoy the freedoms and fulfill the responsibilities appropriate both to their status as adults and as members of a residential academic community. College officers are not, therefore, the guardians or custodians of undergraduates. They expect undergraduates "in public and in private . . . to act with self-respect, with prudence and with sensitivity toward the feelings of others." Because much behavior that fails to meet College standards often involves the use of alcohol, special regulations on its use on campus appear below.

Whenever the use of alcohol gives rise to difficulties, members of the College staff are prepared to respond to those affected. The Medical Office and the offices of Counseling Services, the Dean of Students, and of the Chaplain are available to offer individuals confidential medical assistance and/or counseling. The members of these offices are also available to undergraduates, faculty, and staff who wish to discuss, in confidence, the deleterious effects of alcohol and to provide information about Alcoholics Anonymous, Alanon, and other organizations.

While it is College policy to assist those who are or might become "problem" drinkers, it is also College policy that behavior which falls below College standards, and which stems from the use of alcohol or other drugs, be treated without consideration of its relation to drug use. Indeed, the individual whose drinking repeatedly leads to substandard behavior may be dealt with more severely because of the predictable relationship between his or her use of alcohol and the behavior that follows.

## **Alcohol Policy Regulations and Violations**

In keeping with the College's interest in fostering individual and mutual responsibility and, in having all campus functions open to all students, the Dean of Students' Office has implemented the following regulations on the provision and consumption of alcohol:

- a. Undergraduates and others are expected to observe the various laws, statutes, and ordinances which govern the provision of alcohol and the use of identity cards in Connecticut and in Hartford. *Under Connecticut law, the sale or service of alcohol to anyone who has not reached the age of 21 is prohibited.* No person under age may purchase or consume alcohol anywhere on campus, including in fraternity houses and on their grounds.
- b. When alcohol is provided at College social functions or at other College functions sponsored by individuals and undergraduate organizations, those providing it and those consuming it will obey College Regulations, State Statutes, Hartford Ordinances.
- c. The sponsor(s), as well as the facility host in the case of events at fraternity houses, of functions is responsible for seeing to it that the provisions and consumption of alcohol are lawful and that the behavior of individuals and groups conforms to College standards.
- d. Alcohol will not be provided in a public area of the College or on its grounds at a College function (i.e., any function sponsored by an office or department of the College, by an undergraduate organization, or by an individual who is a member of the College), at any gathering primarily social in nature except by a bartender approved by the Office of the Dean of Students. One bartender must be hired for a group numbering up to 75, and one bartender is to be hired for each 75 guests above the first 75. The capacity of a facility may also be used to determine the number of bartenders required. No one, other than a bartender approved by the Office of the Dean of Students, may serve alcohol. At any particular event, the decision to serve an individual is made at the discretion of the bartender. The person who serves or otherwise supplies alcohol to one who is underage is as responsible as the underage individual who is drinking; both are accountable and both are subject to College Regulations.
- e. Hard alcohol may not be served at any open party except in the case of formal events. The number of open formal events is limited to one per semester for each sponsoring individual or student organization.
- f. Whenever alcohol is served, non-alcoholic beverages of good quality and in adequate supply must also be available. While alcohol is served, food must also be available. Non-alcoholic beverages and food must be displayed prominently. Non-alcoholic drinks must be canned, bottled or served by the glass from a covered juice or soda machine. Non-alcoholic drinks may not be served from open bowls.
- g. A copy of any liquor license, short term or long term, which has been procured by an undergraduate organization must be placed on file with the Director of Student Activities one week before the alcohol is to be served under the license. Sponsors of events where alcohol will be served and for which a charge at the door is advertised can require payment only if a one-day permit is obtained. When a permit is not obtained, the sponsor or sponsoring organization must provide alcoholic beverages free of charge.
- h. Advertising for social functions is to be free of reference, direct or indirect, verbally or graphically, to the availability (or nonavailability) of alcohol.
- i. Departments and offices which, from time to time, entertain undergraduates may provide alcohol only under conditions that conform to the College Regulations and the law.

- j. Individual members of the faculty, administration, and staff who entertain undergraduates privately on campus or in their homes are advised to be certain that alcohol is provided on such occasions under conditions that meet the requirements of the law.
- k. Intoxication in no way releases an individual from full responsibility for the consequences of his or her actions.
- l. *People are prohibited from bringing any large containers of alcoholic beverages into the stands or spectator areas at home athletic events.* Large containers include kegs, coolers, cases, large bottles, or any item other than one that can be carried comfortably and openly on one's person. To exemplify further, a can or two of beer is acceptable, but a six pack is not. Signs will be posted at entrances to athletic facilities indicating large containers of alcoholic beverages are prohibited at the event.

## Policy on Drug Usage

The use of drugs has become so widespread a danger in society that no college or university can ignore the problem. Because the College is concerned with preventing the serious difficulties which arise for the individual from illegal drug usage and from illegal drug distribution, certain members of the College staff are available to those in need of confidential counseling and medical assistance. The College strongly encourages the use of these services.

There are, however, other aspects to illegal drug usage and distribution. The College community should be fully informed of the possible consequences. Therefore, the following regulations apply. Members of the community should be aware of the deleterious effects which drugs and the traffic in drugs may have upon the individual and upon the welfare of the academic institution.

### Regulations

1. Students are expected to be aware of and to observe the Connecticut and federal statutes concerning the illegal possession, distribution, sale, manufacture, prescription, and/or administration of those drugs which "contain any quantity of a substance which has been designated as subject to federal narcotic laws, or which has been designated as a depressant or stimulant drug pursuant to federal food and drug laws, or which has been designated by the public health council and commissioner of consumer protection pursuant to section 19-451 as having a stimulant, depressant, or hallucinogenic effect upon the higher functions of the central nervous system and as having a tendency to promote abuse or psychological or physiological dependence, or both. Controlled drugs are classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. Specifically excluded from controlled drugs are alcohol, nicotine and caffeine."
2. Although the College wishes to counsel, aid, and advise individuals and groups who are having difficulty with drugs, the College may find itself obligated to apprise the appropriate public agencies, when it has knowledge of violations, because the possession, use, sale, manufacture, prescription, or distribution of illegal drugs is an offense against Connecticut

and federal laws.

3. Students charged with and/or convicted of felonious possession, use or sale of drugs will be subject to the College Policy on Felonies (*see above*).

Nothing in these regulations alters the concern of the administration and faculty to help those individuals who wish counseling on drugs. The hope is that we can maintain a healthy campus community, a prospect severely jeopardized by the use of dangerous drugs and by certain activities related to drugs. The welfare of Trinity College requires frank recognition of the risks involved in drug abuse and continued efforts to find effective means to solve this problem.





<b>FACILITIES</b>	<b>As is</b>	<b>Row</b>	<b>Perimeter</b>	<b>Conference</b>	<b>Semi-Circle</b>	<b>Air Cond.</b>	<b>AV</b>	<b>Catering Capacity</b>	<b>Reception Capacity</b>
Washington Rm., MH		500	200			no		300	500
Alumni Lounge, MH	40	60	40	20	40	yes		40	70
Rittenberg Lounge and Terrace, MH	30	90	40	40	60	yes		60	125
Committee Rm., MH	12		12	12		no		12	20
Dining Hall, MH	800					no	yes	800	
Cave and Patio, MH	350					yes		350	
Hamlin Hall	100	200	100	40	100	no		120	200
Goodwin Theatre, AAC	382	382				yes	yes	no	Lobby
Widener Gallery, AAC		50	40	50	45	yes		64-75	165
Garmany Hall, AAC		100	80	50	75	yes		96	200
Room 320, AAC	99	99				yes	yes	no	no
McCook Auditorium	220	220				yes	yes	no	Lobby
McCook Classrooms	15-40					yes	some	no	no
Boyer Auditorium	179	179				yes	yes	no	Lobby
LSC Classrooms	16-70					yes	some	no	no
Seabury 9-17	76						yes	no	no

All facilities and services (Room Setup, Catering, Audio Visual, Campus Safety) must be reserved and coordinated through the Calendar Office.

To reserve the Austin Arts Center, Chapel, Ferris Athletic Center, and the sports fields, contact the directors of those facilities.

## Policy on the Use of College Facilities by Members of the College Community

With an average of 7,000 events scheduled on campus each year, it is necessary to maintain a calendar of events at one location to coordinate all requests and to aid in avoiding conflicts whenever possible. The Calendar Office is located on the first floor of Mather Hall. Inquiries regarding activities on campus may be directed to the Front Desk or the Calendar Office.

### I. Policy

All events must be cleared through the Calendar Office; requests for food service may be made there as well. Planned programs in any College facility, including dormitories and fraternity houses must be listed in the Calendar Office to avoid scheduling conflicts and to enable the Calendar Office staff to answer any inquiries about College events. Facilities may be booked on a first come, first served basis. College departments, recognized student organizations as well as campus sponsored events, have priority in booking events. When an organization plans an event, it should assign one person to be in charge of making all arrangements and assuming responsibility for the facility used. Scheduling may be done Mondays through Fridays, from 9:00 a.m. to 4:00 p.m. The Calendar Office telephone numbers are extensions 2051 and 2052.

### II. Specific Procedures for Planning an Event

To plan an event, consult with the Calendar Office to discuss which facility would best meet the needs of the sponsor and to establish its availability. The College offers a wide variety of facilities, and some classrooms are available for meetings in the evening. Due to the increasing volume of activities at Trinity and the need for support services to be informed well in advance, arrangements for each event must be completed **TWO WEEKS** before the event is to take place. Specific information is required to inform Buildings & Grounds of the room setup, Marriott (the College food service) of the menu, the Audio Visual Department of AV needs, Campus Safety if officers are needed, and more. The Audio Visual Department must be contacted directly by the sponsor to discuss the specific needs of each event, and this must be done a minimum of two weeks in advance of an event. At the time of the booking of events, the Calendar Office will need to know the account number of the sponsor or to whom the event should be billed. For catered events a guarantee of the number of guests attending a function is required; sponsors will be responsible to pay for this number of guests, and Marriott will be responsible to provide for 5% over the guaranteed number. All this information is necessary to fine tune the coordination of services for events.

All social events must be registered with the Calendar Office and specific arrangements made with the Dean of Students' staff **TWO WEEKS PRIOR TO THE EVENT**. All indoor parties on campus, in public areas and fraternity houses, must end no later than 1:00 a.m. Sunday-Thursday nights, 2:00 a.m. Friday and Saturday nights. Campus Safety officers may be required for social events of more than 75 people. There is a cost for an officer. The Director of Campus Safety will make the final determination on the number and deployment of officers used for social functions. The officers' primary pur-

pose will be for the safety of persons attending the social event and for the protection of the College's physical plant and furnishings. A \$50.00 deposit for cleaning may be held by the Calendar Office. This deposit will be returned if the organization cleans up satisfactorily. This deposit may be waived at the discretion of the Assistant Director of the Calendar Office or a member of the Dean of Students' staff.

### III. Publicity

Recognized student groups and organizations may obtain help in advertising and promotion by checking with the Assistant Director of Mather at the time the facility is reserved; she also coordinates two electronic message boards, which can also be used to publicize events.

With the large number of publicity requests, notices, etc., it has become necessary to allocate some bulletin boards in Mather for specific purposes. Posted material can be located at specific places throughout the building. New material is posted regularly; please check bulletin boards as often as possible.

1. Since there are adequate bulletin boards and publicity facilities in Mather, please refrain from posting anything on walls, windows, doors or other areas throughout the building. This will help to limit damage to painted and stained surfaces.
2. Because of the large number of activities and the amount of publicity required for them, there is a limit of three posters (no larger than 14x22) per activity in the campus center. An exception is made for SGA election materials.
3. Special advertising requests that cannot be handled on existing space allotted for this use should be cleared with a staff member of Mather.
4. The Public Relations Office will be notified by the Calendar Office of all events with the exception of general meetings. For any off-campus publicity, contact the News Bureau, Public Relations Office. They are well equipped to help you, and they have a thorough knowledge of personnel and procedures for both local and non-local newspapers. Bear in mind the *capacity* of the facilities scheduled when determining whether or not to open an activity to the general public. The College community has priority for all events.

### Policy on Use of College Facilities for Special Events by Members of the Trinity Community

Trinity College facilities may be scheduled for special events except when such events conflict with the normal activities of the College, or when proposed events, in the judgment of the College, may harm property or persons under College jurisdiction. Residence halls and their lounges, areas set aside for faculty, administration and staff use, areas adjacent to classrooms and laboratories, and any other areas not considered safe or suitable, are not available. Directors of specific College facilities will coordinate the scheduling of special events with the Calendar Office.

Just as with on-going events of the College, so also must special events be registered with the Calendar Office and all arrangements made **NO LATER THAN TWO WEEKS BEFORE THE EVENT**. Specific information is required to inform Buildings & Grounds of the room setup, Marriott (the College food service) of the menu, the Audio Visual Department of AV needs,

Campus Safety if officers are needed, and more. The Audio Visual Department must be contacted directly by the sponsor to discuss the specific needs of each event, and this must be done a minimum of two weeks in advance of an event. At the time of the booking of events, the Calendar Office will need to know the account number of the sponsor or to whom the event should be billed. For catered events a guarantee of the number of guests attending a function is required; sponsors will be responsible to pay for this number of guests, and Marriott will be responsible to provide for 5% over the guaranteed number. All this information is necessary to fine tune the coordination of services for events and to make certain that last minute corrections are unnecessary. Only a senior College official may grant an exception to the two-week minimum deadline for registration of and completion of arrangements for special events.

The sponsor or sponsors of an event assume joint responsibility with the College for the protection of College property. The College will facilitate insurance or other arrangements to protect against damage reasonably anticipated in connection with certain events. In all cases, the College policy is to make every effort to allow for the fullest range of expression and inquiry, whatever the financial resources of the sponsor or sponsors. A contract will be required for the reservation and use of College facilities. Admissions fees must be approved in advance by the College as should the use of any of the symbols of the College, or its name, in displays and advertising.

Because Trinity College adheres to the principles of free speech and academic freedom, the College will not engage in prior clearance of the content of addresses, performances, and/or discussions at the College sponsored by members of the Trinity community. Wherever security or property concerns impinge, the College policy will be to make every reasonable effort to allow an event to go forward under conditions of safety and security. The College will not cancel, postpone or limit the audience at an event except at the direction of one of the two highest academic officers available on campus or under emergency conditions where there is a serious and immediate threat to life or property.

Trinity College controls and directs all security arrangements for events on the campus. The primary function performed by The Department of Campus Safety is to protect College facilities and the Trinity community and its guests. Campus Safety officers and/or Hartford police officers may be required for certain events. Special security measures will remain at all times the province of the College. Individuals or groups may be accompanied by private security *only* with the agreement of the Director of Campus Safety. Permission for use of private security must be obtained no later than ten (10) working days *prior* to the event. The Director of Campus Safety, in consultation with the Dean of Students, will make the final determination on security needs for campus functions.

## **Policy on the Public Use of College Facilities**

Over the years the College has received an increasing number of requests for use of facilities from people representing various groups and agencies in the area. It is impossible to honor all such requests.

The facilities of Trinity College may be booked for public use except when such events conflict with the normal activities of the College, or when

proposed events, in the judgment of the College, will cause excessive wear or damage to buildings or surrounding grounds.

Residence halls and their lounges, areas set aside for faculty, administrative and staff use, the Quad and other areas not considered safe or suitable, are not available for public use. The Library has its own policy on use by the public. Any costs incurred for special services will be paid by the group using the facility. Fees vary with the size of the group, type of services requested, and the time of the event. Requests for the use of College facilities should be directed to the Calendar Office at 297-2051 or 297-2052.

The sponsor of an event to be held in College facilities assumes full responsibility for damage to College and/or personal property during the event. Evidence of comprehensive general liability insurance or a letter stating willingness to assume responsibility for damages to College or personal property must be presented to the College at least two weeks in advance of the scheduling of the event. If an admission fee is charged for the event, the sponsor should notify the College and describe the purpose of such income. All signs, displays, or decorations must be approved by the College.

Campus Safety officers may be required for certain functions. The Director of Campus Safety will make the final determination on the number and deployment of Campus Safety personnel at functions.

To allow time for delivery and preparation of food and beverages, the College food service vendor requires final confirmation of attendance at least three business days in advance of an event. This number will be considered the minimum guarantee for billing, and is not subject to reduction. The catering service will provide for 5 per cent above the minimum guarantee, facility permitting, and for the exact amount for groups of 200 or more.

The cost of the room rental will be required to confirm a reservation for College facilities. If the sponsor cancels the event far enough in advance to allow the College to reschedule use of the facility, the cost of the room rental will be returned to the sponsor less an administrative fee of \$50.00. Full payment for all other expenses will be expected within thirty days after receipt of the invoice. Accounts past due over thirty days will be considered in default, and will be charged a late fee of \$15.00 for each month past due until payment is made in full. All fees due under this agreement must be paid in cash, certified check or cashier's check.

## Regulations Governing Social Affairs

Trinity College expects that all social events will be conducted in an orderly fashion with due regard for the rights and sensitivities of guests and of neighbors in surrounding areas, and with special recognition of the needs of fellow undergraduates for an environment in which they can undertake their studies and other academic obligations. With these considerations in mind, the College has established the following regulations with regard to parties, dances, concerts and other student social events on College property or in the fraternity houses:

1. All parties, dances, concerts and other student-sponsored social events must be registered with the Director of Mather Hall and must be approved by the Director of Student Activities and the Director of Campus Safety **NO LATER THAN TWO WEEKS PRIOR TO THE EVENT.**

2. Any form of off-campus advertising of events is prohibited.
3. Social events may not be held on weekdays before 4:00 p.m., i.e., until most classes have concluded. Social events at which alcohol is to be served may not be held on Sunday through Thursday nights.
4. All indoor parties must end, music off, and lights ON by 1:00 a.m. Sunday through Thursday and 2:00 a.m. Friday and Saturday. All outdoor parties, including fraternity and sorority events on their grounds, must end, music off, and lights ON by 11:00 p.m. Sunday through Thursday and 1:00 a.m. Friday and Saturday. Live music at outdoor evening and late-night parties which take place in and adjacent to residential areas is prohibited.
5. The proper conduct of any event is the responsibility of the officers of the sponsoring organization or the sponsoring individual as well as the facility host if a fraternity or an organizational facility (e.g., Umoja, Hillel) is used for the event.
6. Fund-raising parties at which alcohol is provided are no longer permitted due to the increased Age of Majority. One Day Liquor Permits may not be taken out for any campus facilities by recognized organizations or individual students.
7. The sponsor(s) of the event will make themselves known to guests, Campus Safety officers and College administrators upon request.
8. The number of guests (non-Trinity students) must not exceed the number of Trinity students present at the event. Trinity students may not bring more than 2 guests to an event.
9. As guests arrive at the event, they must show a student I.D. and sign the guest list. Their student host must do the same and remain present at the event for as long as guests remain. Non-Trinity students who are not guests of Trinity students may not attend undergraduate-sponsored social events.
10. It is the responsibility of the sponsoring organization to uphold the policy that only those accompanied by a Trinity student and registered on the guest list may enter the event. Individual students will be held responsible for the behavior of their guests.
11. The sponsor(s) has the responsibility to end the event on time and move the guests quietly and expeditiously.
12. After the event ends, the facility used and access ways to the facility used must be cleaned by the sponsor(s) to the satisfaction of B & G personnel. Complaints concerning areas not cleaned will result in a \$50.00 fine plus a cleaning fee payable before any additional events may be scheduled.
13. An individual student who does not represent an organization and who wishes to conduct a social event will follow not only the regulations for events scheduled by recognized organizations (see pp. 165-170) but also these special rules:
  - a) Money, whether collected at the door or in advance of the event, will be collected by a Mather Hall student employee.
  - b) All checks and cash will be deposited with the Mather Hall supervisor, and a receipt will be issued to the sponsor(s).
  - c) Sponsors will present verifiable receipts for expenses for reimbursement on the first business day following the event. Money in excess of the expenses presented by the sponsor will be depos-

ited in the Student Government Activity Fee fund or in a scholarship fund at Trinity College at the discretion of the sponsor. Losses not recovered are the responsibility of the sponsor(s).

- d) Money not picked up within one week of the event will be deposited in a Trinity College Scholarship Fund by the Director of Mather Hall.
- 14. Any violations of the above stated policy may result in disciplinary action.
- 15. The College regulations regarding the use of alcoholic beverages are published in this *Handbook* under Policy on Alcohol Provision and Use on pp. 98-100.

In an emergency, officers of the sponsoring organization or students responsible for the conduct of the event may end the event early if they deem necessary. Such action should be reported to the Office of the Dean of Students as soon as possible. Members of the Campus Safety staff may also terminate a social event in an emergency or if the event has continued beyond the designated closing time.

When a member of a College organization in its designated facilities or function exceeds reasonable limits of conduct, the president of the organization (or his/her designated deputy) is expected to take corrective action. The College holds the president of the organization directly responsible for the conduct of members at organizational events. If the membership is not responsive to the president's directives, he/she should resign. Unless a new president can be elected to whom the membership will be responsive, the organization will lose College recognition and will not be allowed to use Trinity facilities or to function at the College. When appropriate, the Student Government Association may also take action against student organizations which violate regulations established by the SGA or by the College.

## **Policies, Procedures and Regulations**

### **Governing Fraternity Membership Activities**

All fraternities and sororities at Trinity, whether officially recognized by the College or not, will be subject to all College rules governing fraternities or sororities. All student social organizations, whether located on or off campus, comprised primarily or exclusively of Trinity College students that have some of the purposes or attributes of a fraternity or sorority, as determined by the Office of the Dean of Students, will be subject to all College rules governing fraternities and sororities.

All fraternities and sororities which are associated with national organizations are required to notify their nationals that fraternities will offer full memberships to women and sororities will offer full memberships to men. Organizations who will not be allowed by their nationals or who chose not to admit members of both sexes and wish to disband rather than reorganize may not pledge new members, but they may be able to continue to exist on campus until their membership is depleted.

All pledge classes will consist of no fewer than one third of either sex. The total membership of a fraternity or a sorority must contain no fewer than 10% of either sex by the end of Fall Term 1993, no fewer than 20% by the end of Fall Term 1994, and no fewer than one third by the end of Fall Term 1995. There-

after, no fraternity or sorority may have fewer than one third of its members of either sex, and officers must be split 50-50 between the sexes.

The officers of the fraternities may establish such other organizations as they may require to assist in the conduct of the fraternity rush process and in other activities related to the recruitment and initiation of fraternity members. When such bodies are established they will meet with Associate Dean of Students Kirk Peters as he requires, to discuss fraternity affairs and the conduct of recruitment.

Students will become eligible for fraternity membership when they attain sophomore status. Prior to that time, freshmen may attend any open fraternity function or event.

Each fraternity is to make a sign-up list available for prospective members at the beginning of a rush period. Each prospective member may indicate interest by signing one or more such lists. These lists will be filed with Associate Dean of Students Kirk Peters at the conclusion of the rush program.

A formal rush period for all fraternities will start at the beginning of each term and end prior to the sign-up deadline for the Food Service Meal Plan (approximately two weeks into the term).

A fraternity may have no more than one rush period in one term.

Fraternities which have chosen not to participate in the Fall Term rush period may not rush sooner than the rush period of the Spring Term.

Each fraternity must have at least two open rush receptions during each period; these receptions must be well-publicized on campus.

Each fraternity may sponsor a pre-Rush for freshmen during the last two weeks of April each year.

### **Rushing Conduct**

No fraternity member should suggest to a prospective pledge that he or she refuse a bid from one fraternity in order to wait for a bid from another.

A prospective pledge should not give a promise, verbal or written, to join a certain fraternity before formal bids are issued.

Fraternity members and those acting on behalf of a fraternity should not visit another fraternity's rushing functions for the purpose of inviting prospective pledges to visit or return with them to their own rush function.

No fraternity member should buy anything for or give anything to a prospective pledge, and no prospective pledge should buy anything for or give anything to a fraternity member during the rush period.

### **Rushing and Pledging Information**

Each fraternity seeking new members will register with Associate Dean of Students Kirk Peters. Registration will consist of providing, in a typed format:

the number of members sought;

a statement of financial costs to members such as dues, social fees, dining, house fee, etc.;

a copy of the program in which pledges are to participate.

Fraternities will supply information packets in sufficient quantities for interested students; packets will include:

statement of purpose (including purposes of parent organization if organization is other than a local fraternity);



membership criteria;

financial costs to members: dues, social fees, dining, house fee, etc.

Fraternities are expected to conduct, before each rush period begins, an open forum at which rush procedures, pledging, and membership are discussed. This forum is to be well-publicized on campus.

The Office of the Dean of Students will evaluate pledge programs and, if necessary, require reasonable changes.

Each fraternity must, one week before "pick up," inform the Office of the Dean of Students of the day(s) on which it will occur.

## **Alcohol Regulations**

No alcoholic beverages may be served during Rush or Pledge activities either on or off campus.

## **Policy Against Hazing**

The following definition of "hazing" has been approved by the College administration:

Any action or situation, whether on or off fraternity premises, that produces mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include risk of physical injury, physical abuse in any form, creation of fatigue, psychological shocks, wearing in public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery, morally degrading or humiliating games and activities; activities which interfere with study or with the academic schedule; and any other activities which are not consistent with the regulations and policies of Trinity College.

Any pledge who has been hazed, or any member of the Trinity community who has witnessed hazing, should report the incident to Associate Dean of Students Peters.

## **Disciplinary Procedures, Penalties and Sanctions**

All undergraduate organizations (including fraternities), their officers, and their members (both collectively and individually) are responsible for adherence to College Regulations as well as to the special regulations set forth in this section. Violations will be subject to the Administrative Procedures in Matters of Discipline and Dispute.

The penalties that may be imposed when there have been failures to meet requirements or to keep regulations will be those found in *The Trinity College Handbook* under "Penalties." To this number, two specific penalties are added.

- (1) *Withdrawal of Recognition.* Recognition may be withdrawn from an undergraduate organization if it, its officers, or its members fail to meet the requirements stated above and/or violate one or more of the College Regulations;
- (2) *Prohibition Against Participation.* When an undergraduate organization does not have recognition, undergraduates may be forbidden to participate in its activities. Failure to observe this prohibition may be cause for a more serious disciplinary penalty.

## Regulations for the Use of Computer Systems

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to all works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, are grounds for disciplinary action.

For the purpose of clarification, a few analogies are in order.

Gaining unauthorized access to an account or directory is analogous to breaking into a room or office.

Looking at files on a private directory or disk is analogous to going through someone's desk, which, if unauthorized, is a violation of privacy.

The facilities provided for communication between computers are analogous to the telephone and postal systems, and the same standards of behavior apply.

Writing a program is like writing an essay and the same rules of intellectual honesty apply.

Unauthorized modification of a hard disk or other system is analogous to vandalism.

Making unlicensed copies of copyrighted software is theft and is a **federal crime**.

Sending lewd or intimidating messages via the network is harassment.

All the rules and regulations of the College, as outlined in this *Handbook*, including any disciplinary action specified, extend to all areas of computer use, both academic and non-academic.

Finally, accounts given to you for accessing mail, library and other shared systems are provided expressly for **your personal use only**, and are not to be used by anyone else. Giving access to your account to someone off campus may result in permanent suspension of your access privileges.

## The Residential Contract (1993-94)

I understand my responsibilities and obligations as a resident of the College and the conditions and requirements of on-campus residence as referenced in the published *Guidelines for On-Campus Residence 1993-94*. Upon acceptance of a residence assignment (either in person or through an authorized proxy/representative), I agree to assume my responsibilities and obligations, realizing that failure to act in accordance with those responsibilities and obligations, with College Regulations, and with the referenced *Guidelines* may result in my being subject to one or more penalties authorized by the College and described in the *Trinity College Handbook*.

Trinity College agrees to provide the residence assignment in accordance with the terms set forth in the published *Guidelines for On-Campus Residence 1993-94*.

## HOUSING GUIDELINES

It is the philosophy of Trinity College that undergraduates, nearly all of whom are legally adults, enjoy the freedoms and fulfill the responsibilities appropriate both to their status as adults and as members of a residential academic community. College officers are not, therefore, the guardians or custodians of undergraduates. The College

expects undergraduates "in public and in private...to act with self-respect, with prudence, and with sensitivity toward the feelings of others." All members of the residential community share responsibility for setting and upholding appropriate standards of community living.

Upon acceptance of a residence assignment (either in person or through an authorized proxy/representative), a student agrees to adhere to all terms and conditions; failure to act in accordance with College Regulations and with the Housing Guidelines may result in being subject to one or more penalties authorized by the College and described in the *Trinity College Handbook*.

Trinity College does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, handicap, or national or ethnic origin in the administration of its residential programs.

### **Contract Periods of Occupancy**

Fall Term 9:00 a.m. August 30th to 12:00 Noon December 18th

Spring Term 12:00 Noon January 16th to 12:00 Noon May 13th

Residents are not permitted to remain in campus accommodations during the Winter and Summer vacations without the prior written permission of the Office of Residential Life. Undergraduates who attempt to enter and/or remain in campus residences during those periods of closure without the prior approval of the Office will be subject to financial penalty. *Exception: Commencement participants may remain until 12:00 Noon May 23rd. Commencement participants who are living in Summer Term Housing dormitories or any dormitories scheduled for summer renovations must relocate to another dormitory after 12:00 p.m. on May 13th.*

Residents who do not contract for the Spring Term must completely vacate their Fall Term accommodations by the Fall Term closure time. All residents must completely vacate their accommodations by the Spring Term closure time. After those closure times, the Department of Buildings and Grounds will clear those rooms scheduled to be vacated and dispose of any remaining items.

### **Assuming Occupancy**

Residents are responsible for the condition of their residences and their furnishings during their periods of occupancy. For their own protection, residents are responsible for verifying their *Furniture Inventories* with the Office of Residential Life and for obtaining, completing, and submitting a *Residence Condition Report* to the Department of Buildings and Grounds within 48 hours of assuming occupancy of any on-campus accommodation. An Inventory must be verified and a Report must be submitted for each residence occupied. Failure to report damages or furniture shortages discovered upon assuming occupancy, whether at the beginning of the semester or mid-semester, may result in the residents' being held financially responsible for all repairs/replacements deemed necessary as a result of unreasonable use and wear.

### **Occupancy Guidelines**

I. Residents are expected to maintain their residences (including common areas) in the same state and condition received as reasonable use and wear permit. Outside antennae or other devices may not be installed on the exterior of any residence. With the exception of appropriate furniture removal and storage, no facility or property alterations may be made (including painting) without prior written permission of the Office of Residential Life. Appropriate furniture removal and storage must be authorized by the Office of Residential Life.

II. Residents must occupy the accommodations assigned by the Office of Residential Life. All residence (re)assignments must be approved by the Director of Residential Life before an individual may occupy (new) on-campus accommodations.

III. Residents are responsible for allowing to reside in their accommodations only others assigned to the accommodations or occasional guests of those so assigned. Residents will be held personally/financially accountable for the actions of their guests.

IV. Residents must make their own provisions for insuring personal property against loss, theft, or destruction. The College cannot be held responsible for the loss of or damage to any personal property located in any residence or storage areas.

V. Residents must comply with all medical history information requirements and all health/medical requirements as established by the College Medical Director.

VI. Residents are required to pay their term rental prior to assuming occupancy and are expected to abide by all published fee and occupancy schedules.

VII. The College will maintain its dormitories in a reasonable state of repair and will supply custodial service for common areas.

VIII. The College will make its accommodations available to residents approximately 24 hours prior to the start of each semester's classes. Campus residences will then be closed for the Winter and Summer vacations.

IX. The College's responsibilities under a Residential Contract remain in force only so long as the resident is matriculated and enrolled as a Trinity undergraduate. Residents who withdraw from the College must vacate their accommodations within 48 hours of the time of their withdrawal.

X. In order to assist as many needy undergraduates as is feasible, the College may, at its discretion, increase the capacity of an assigned residence and assign additional roommates or may reassign remaining occupants to other on-campus accommodations in order to assign residents of the opposite sex.

XI. The College may delay in enforcing any of its rights under a Residential Contract without losing them. Furthermore, the College may elect to waive any of its rights under a Residential Contract without jeopardizing any other rights so granted.

ANY FORM OF RESIDENCE SELECTION PROCESS FRAUD (misuse of Lottery Numbers, special arrangements, etc., as delineated by the Residence Selection Process Instructions) may invalidate a Residential Contract.

### **Changes in a Residential Contract**

I. If a resident fails to occupy a residence by the first day of undergraduate classes in the term contracted for, it may be assumed that the resident has withdrawn and that a legitimate vacancy exists. Rental charges will be computed as if the resident submitted written notification of withdrawal on that first day of classes.

II. Filling of Residential Vacancies: In the event that an undergraduate withdraws from a single-occupancy residence, the Office of Residential Life reassigns the vacancy.

III. Withdrawal from a Residential Contract: Rental charges are based upon the date of receipt of written notification of withdrawal from a Residential Contract; therefore, residents must correspond with the Office of Residential Life as soon as the decision is made to withdraw from a Contract.

IV. When withdrawal from a Contract occurs prior to the eighth week of the term contracted for, rental is prorated. During or after the eighth week, individuals are required to pay rental for the full semester.

V. In the event that an undergraduate withdraws from a multiple-occupancy residence, the Office of Residential Life may assign an occupant to the vacancy if the remaining occupants do not immediately select a replacement. If a replacement is selected, that individual must immediately contact the Office of Residential Life to negotiate assignment to the vacancy.

VI. To be considered for (re)assignment to a single-occupancy residence or to an unspecified multiple-occupancy residence, individuals must contact the Office of Residential Life.

VII. Disciplinary penalties may be levied against those who deliberately discourage or reject individuals from filling vacancies.

NOTE: Before a vacancy may be occupied or any change in residence (including switches) made, the *written* approval of the Director of Residential Life must be se-

cured. Failure of an individual to obtain that approval prior to occupying (new) accommodations may result in a \$10 fine for every day of illegal occupancy as well as the eviction of the occupant.

### **Special Arrangements**

The College will take into consideration requests for special accommodations, and may provide certain residence assignments that acknowledge special residential requirements. Special assignments may be granted to yield the following residential arrangements: Handicapped/Medical/Dietary assignments; Program Group assignments; Cooking Group assignments; married student assignments; residential staff assignments. Those special arrangements are certified at the time of the assignment to a residence, often with additional contractual guidelines imposed. Any misuse/abuse of the special arrangement or any change in circumstance which invalidates the need for special assignment allows the College to terminate the Contract and take possession of the assigned accommodations.

### **Access to Rooms by College Officials**

The College may enter rooms for maintenance or inspection at any time; however, it is understood that the right of individuals to regulate their personal lives without undue intrusion or interference is essential to human dignity. When a member of the police or of another government agency seeks permission of the College to search a resident's room, such permission will not be granted without a warrant. Undergraduates (including roommates) have no authority to grant permission to such agencies to conduct searches of property of individuals in absentia, and the Director of Campus Safety, the Dean of Students, or the Administrator-On-Call must be immediately notified of such agencies' presence and intent.

When a College official seeks access to a resident's room to determine compliance with College Regulations applicable to the unit, the resident should be notified in advance of the entry and should, under such circumstances, be permitted to be present. In matters where danger to life, safety, health, or property, or when a violation of the terms of a Residential Contract is reasonably feared, or when a disturbance is taking place, entry of a residence by a College official does not require advance notice. If the resident is not present at the time of entry of a residence by a College official, then a disinterested party should be sought to accompany the official, and the occupant is to be notified by the appropriate official as soon thereafter as possible.

In all cases, entry of a residence should be signaled by a knock at the door.

Room inspections may be conducted by staff to determine compliance with fire-safety regulations.

### **Alterations/Furniture Removal**

Residents must reimburse the College for the cost of replacing lost/misplaced furniture or repairing damage (including unauthorized alterations and debris necessitating excessive cleanup) done to residential facilities/property.

The Office of Residential Life must be contacted for furniture removal. Furniture must be kept in the student's room until a representative from O.R.L. removes it to an appropriate storage area. Students who leave furniture in the hallway or unsecured areas, including lounges, will be fined \$50.00 per item. If the furniture is subsequently damaged or stolen a student will be charge the full replacement cost.

### **Use of Lounges/Studies**

Common area furnishings are provided for the use of all residents and may not be removed from the common area. Appropriation of such furnishings is regarded as theft, punishable by a full replacement-cost fine and the possible eviction from campus housing of all parties involved. Any common area alteration is strictly prohibited without the prior written approval of the Office of Residential Life.

Residential common areas are reserved for use by only (and by all) the unit residents, and all parties held in residential common areas must be sponsored/sanctioned by residential staff. Under no circumstances may residential common areas be used for private parties, nor may off-campus or campus groups use common areas for their activities.

### **Storage**

*Term-time* storage will be made available to residents on a space available basis, with storage areas being made accessible at the beginning and end of each term. During the term, residents must arrange with residential staff for access to storage.

Items placed in storage must be clearly tagged with the identification of the owner/user; residents may be required to present identification when removing articles from storage. Items of value should *not* be placed in any storage area.

*Residents must remove all stored items by the Spring Term closure date.* During the summer months, the Department of Buildings and Grounds will clear storage areas and dispose of any remaining items.

### **Safety/Security**

Personal safety and security are both community and individual responsibilities. Safety and security systems are maintained for the general welfare of the community and are not to be misused/abused.

The College prohibits behaviors that endanger oneself or others. Students must take responsibility for their own safety by not propping open doors, by not giving out combinations, and by reporting dangerous or disruptive activities.

Solicitors, canvassers, delivery persons, peddlers, and other unauthorized persons are not permitted to enter residential facilities. Residents should neither negotiate with such persons nor admit them to campus facilities, but should rather notify Campus Safety of any persons who do not belong in the residential facilities of the College.

### **Locking Systems**

Exterior and bathroom doors must always be kept closed and locked, and the exterior and bathroom door combinations are not to be released to anyone who is not affiliated with the College.

The doors of individual residences should be kept closed and locked, and windows should also be kept closed and locked when residences are left unattended. Residents should not give out their room combinations and should always inquire as to who is at the door.

In the event that a resident should desire a change of lock combination, the Office of Residential Life must be contacted. Under no circumstances may residents change their own combinations.

### **Fire Safety Systems**

A fire alarm is, in effect, a College order to evacuate the building. All occupants must follow the directions of staff and fire safety officers, and all undergraduates must familiarize themselves with emergency exit locations and evacuation procedures. For reasons of emergency egress, clear and unobstructed access to exits must be maintained. Even the temporary obstruction of an exit is prohibited.

### **Prohibited Items**

Out of regard for fire safety, all issued precautions/instructions must be observed and the use of electrical appliances and combustible materials controlled. Cooking is prohibited in all residences except those with kitchen facilities. Decorative wall cover-

ings must have been rendered "flame-resistant," and the owner should have a dated certificate of flameproofing or evidence of the material used in the process. Use of candles, fireplaces, waterbeds, and the construction of lofts are prohibited.

## Residence Hall Policies

All students living in College housing are subject to the provisions of federal and state law and the College policies governing student conduct and discipline. Students living in College housing are responsible for knowing and observing College Regulations and procedures as set forth in the student *Handbook* and the Housing Contract. Response to such violations may include, but are not limited to review by Dorm Councils, the Office of Residential Life, or the Dean of Students Office.

I. Inconsiderate behavior, including irresponsible behavior resulting from alcohol or other drug abuse, excessive noise, or other violations, is prohibited.

II. Possession of fireworks, weapons, and explosives is prohibited.

III. The misuse/abuse of fire safety systems (e.g., fire boxes, alarms, detectors, sprinklers, and extinguishers) violates College Regulations and, if such action results in a response from the local Fire Department, is in violation of State and local ordinances. Abuse of such systems may result in payment of damages (up to \$1000 for a false fire alarm) as well as immediate eviction and indefinite restriction from campus housing. As with other forms of vandalism, the College may, at its discretion, bill the residents of entire dormitory units for common area damages (in this case, false fire alarms) for which those responsible are unknown.

IV. Parties: All parties held in residential common areas must be sponsored/sanctioned by residential staff. A private gathering becomes a registerable social event (and may not be held in a residential facility) when it cannot or is not contained behind the closed door(s) of an individual residence.

V. Guests: In permitting the occasional overnight accommodation of guests, each resident is responsible for guaranteeing that no other resident will be inconvenienced and that the capacity of the residence (as determined by the College) will not be exceeded. For any such accommodation to be permitted, it must first be agreed to by all parties affected.

VI. Pets: Residents are not permitted to maintain animals in the residences unless a handicap so requires. Failure to observe this prohibition may result in the eviction from campus housing of all parties involved.

VII. Noise: Each resident must respect others' rights to privacy and to the conditions necessary for study. Excessive noise, incivility, and other acts of inconsideration will not be tolerated. Requests for quiet and established 'quiet hours' are expected to be honored.

VIII. Horseplay: Horseplay is not to be engaged in within a residential unit. Aside from the property damage which it invariably yields, horseplay can result in serious injuries.

IX. Theft and Vandalism: Theft or willful endangerment, destruction, damage, defacement, including trashing common areas or throwing items from dorm windows, or other misuse/abuse of College property or the property of others will not be tolerated. Disciplinary penalties as severe as suspension may be levied against undergraduates who wantonly destroy or misuse College property.

In the event that damages occur accidentally, those responsible are encouraged to immediately contact the Office of Residential Life in order to avoid serious disciplinary action. Assuming responsibility for accidents may require reimbursement for damages; however, evasion of responsibility will most certainly yield stringent penalties.

The College may, at its discretion, bill the residents of entire dormitory units for common area damages for which those responsible are unknown.

X. Kitchen Appliances (with the exception of refrigerators and electric coffee pots) and hot plates or other units with exposed heating or open-flame surfaces (including candles) are prohibited unless provided in residences equipped with kitchen faci-

ties. All allowed appliances must be UL (Underwriters Lab, Inc.) listed. Amperage limitations may be imposed.

XI. Climbing on Buildings: Climbing on any dormitory is prohibited.

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ANY VIOLATION OF A RESIDENTIAL CONTRACT allows the College to terminate the Contract, take possession of the assigned accommodations, and hold the resident responsible for the remainder of the term rental. This agreement shall be enforced, at the option of the College, through legal proceedings and/or by invoking the Administrative Procedures in Matters of Discipline and Dispute (as described in the *Trinity College Handbook*).

## The Business Office

### Payment of College Bills

The Business Office is responsible for the handling of College bills, student loans and student organization accounts. All inquiries about bills and fees should be made to this office on the first floor of Williams Memorial.

Term bills are payable on the dates shown on the College Calendar. Late fees are assessed and grades and transcripts are held for unpaid balances.

No student may receive a degree or an honorable dismissal until this office certifies that all of the student's bills have been paid. In addition, the student may be denied grade reports and transcript service if the student owes money to the College.

## Trinity College Refund Policy

### Tuition and Fees Refunds

Refunds will be made upon *written request* to the Student Accounts Office. Students who officially withdraw after tuition and fees are paid, but before classes begin, will be given a full refund of all charges, except for one hundred (\$100.00) which will be withheld to cover administrative costs. If the official withdrawal occurs after classes begin, tuition and fees are charged as follows:

1 day through 2 weeks	20%
Third week	40%
Fourth week	60%
Fifth week	80%
After fifth week	100%

Refunds may be affected by financial aid award adjustments and *new Federal Regulations*. The date of withdrawal is the date the Registrar receives written notification from the student. Freshmen and transfer students withdrawing prior to the start of classes should submit such notice to the Director of Admissions. This refund policy also applies to charges for extra course credits.

### Withdrawal From Residential Contract

Room charges are based upon the date of receipt of written notification of withdrawal from a Residential Contract; therefore, residents must correspond with the Office of Residential Life as soon as the decision is made to withdraw from a contract.



When withdrawal from a contract occurs prior to the eighth week of the term contracted for, rental is prorated. Withdrawal during or after the eighth week requires payment of rental for the full semester.

If a resident fails to occupy a residence by the first day of undergraduate classes in the term contracted for, it may be assumed that the resident has withdrawn and that a legitimate vacancy exists. Rental charges will be computed as if the resident submitted written notification of withdrawal on the first day of class.

### **Board Contract Refunds**

Board fees will be refunded on a pro rata basis subject to approval of and official notification from the Food Service Director.

Refunds for withdrawals from meal plans will be issued directly to the student unless the College receives notice in writing that the refund be issued to another source (i.e., parent, home school) prior to September 1, 1993 for the Fall Term and January 1, 1994 for the Spring Term.

### **Payment of Refunds**

Refunds will be made on a timely basis following receipt of written request and will be prorated among sources of outside payment.

## **Safety and Security Precautions and Regulations**

Personal safety and concerns for property are important issues that all members of the Trinity community should recognize. By simply being aware of potential problems and taking steps to avoid difficult or dangerous situations, we can avoid becoming the victims of a crime or the unwitting participants in a serious incident.

The crime prevention strategies and procedures that follow this section are presented both to educate the newcomer to Trinity regarding situations which may be encountered and to provide information on effective responses if they are. However, these guidelines are not comprehensive, and the reader should recognize that a sense of mutual concern for one another is the general principle which should shape our safety consciousness.

Emergency numbers are listed below as well as on the back cover of this book. Campus Safety serves as a referral to all the listed resources, as well as to others for which there may be a need.

Campus Safety (emergency and routine)	297-2222
Hartford Police Department (emergency)	911
Hartford Police Department (routine)	527-6300
Hartford Fire Department (emergency)	911
Trinity Infirmary	297-2019
Ambulance	911

### **Personal Safety Precautions**

College campuses are not immune from crime, and often attract criminals who, because of age and appearance, are unobtrusive. You are strongly urged to heed the following precautions to reduce your chances, and those of

others, of becoming victims of crime. Remember, prevention is the best and first defense against crime.

1. **DO NOT WALK ALONE**, especially after dark! Don't be embarrassed to ask another person to accompany you. If you must travel alone on campus after dark, use the Campus Safety Shuttle Service or take a security escort (explained below). If you study at night in a remote location such as an empty classroom, don't study alone. If you are using your office at night, notify Campus Safety of your presence, and keep your door locked.
2. Be alert and aware of your surroundings at all times, including unusual occurrences and persons behaving suspiciously. Trust your instincts whenever you feel uncomfortable or fearful. If you sense danger, get out of the situation immediately.
3. Avoid dark, vacant areas which afford hiding places for potential assailants. If you think you are being followed, head quickly for a Campus Safety Emergency Call Box to alert the Campus Safety department of your concern. If a call box is not in the immediate area, head quickly toward a lighted area or a group of people. Try to notice and remember as much as possible about the person behaving suspiciously, and advise the Campus Safety department as soon as possible.
4. Dress in a manner which allows you to move easily and quickly. Purchase a loud whistle which can be attached to your keychain, and don't be afraid to use it if you feel you are in danger. Walk confidently — self-confidence is a vital asset in defense against assault.
5. Never allow an unfamiliar person to accompany you into a locked building to which you have access. Don't shout dormitory combinations out the window, and discourage others from doing the same.
6. **NEVER** prop open exterior doors, even for a moment.
7. Keep your door closed and locked at all times while you are in your room, and even if you are leaving the room for only a few minutes. Keep first floor windows locked when your room is not occupied. Do not let strangers into your room. Before you unlock your door, identify the caller, even if you must ask him or her to slip an ID card under the door. While this may seem extreme, it is for your own protection. Half of all sexual assaults occur indoors.
8. Solicitors are not allowed in College buildings, including residences. For your own protection, do not permit someone who purports to be selling something into your room, and report such persons to Campus Safety immediately.
9. Draw your shades after dark, and never dress or undress in front of windows.
10. If you remain on campus over holiday periods or when most other students are away, room with another student. Determine who else is staying on your floor, and arrange a mutual check system with them. Leave your name and location with the Office of Residential Life so you can be located in an emergency.
11. Be alert when you enter an elevator. It may be better to wait for an empty car than to get on with a stranger.
12. If you live off-campus, use only your last name on mailboxes and name plates. Invest in a peephole and deadbolt locks, and insist that your land-

lord light corridors adequately. If your landlord does not comply with security requirements, call the Hartford Health Department Building Code Enforcement Division.

13. While driving in urban areas, including those in and around the College, keep all doors locked and windows rolled up. When you stop for traffic lights or at intersections, keep your car in gear. If threatened, blow your horn and drive away.
14. Garages and parking lots are places where you should be particularly alert. At night, park your car in a well-lighted area. Keep it locked, and check the interior before you get in. Always have your keys in your hand — they can be used as an effective weapon if held in your fist with the keys protruding from between your fingers.
15. Do not hitchhike or pick up hitchhikers, even in the company of another person. The savings in time or money are not worth the exposure to danger. Remember, once the car takes off, you lose control of the situation.
16. Take a self-defense class. They are offered at Trinity through Campus Safety, the Women's Center, the Athletic Department, and through the YWCA (525-1163).
17. Be responsible when using alcohol. Any mind-altering substance will impair your ability to judge the safety of a given situation, whether a late-night walk across campus or your invitation to an acquaintance to join you in your room for a nightcap.
18. Know yourself, your limitations and strengths. Think seriously about the possibility of an attack, and try to figure out what your reaction might be.

Avoiding risky activities is the best defense against physical assault and dangerous situations. At Trinity, the most frequently encountered of these risky activities is the individual walking or jogging alone. Walking or jogging with a friend will significantly reduce your chances of being the victim of a violent crime, and any inconvenience involved in finding a companion is insignificant when compared with the possible consequences of not doing so.

### **If Attacked . . .**

It is difficult to know how best to respond in the face of a serious threat of violence. Your goal is to avoid injury and escape to a safe location. Property such as wallets and jewelry can be replaced, and vengeance is likely to result in injury to you even if you manage to subdue the assailant. If an attack is imminent, one of the following tactics may be effective:

1. SCREAM! Screaming will attract attention, and may discourage the attacker. It will also help you to build up your adrenalin for further defense.
2. Defend yourself with items you may be carrying, such as pencils and pens, keys, a lighted cigarette, a heavy ring (slap your attacker with the stone on the palm side of your hand), an aerosol can (aim for the eyes), or an umbrella (jab the attacker in the chest with the pointed end).
3. If you are not carrying any object that can be used to defend yourself, use your head, hands, mouth, feet and elbows in the following ways:
  - A. Don't fling your hands out aimlessly — they may be seized and used to force you down.

- B. If grabbed around the neck from behind by a forearm, turn your throat into the crook of the assailant's elbow to avoid choking.
  - C. If the assailant puts his hands around your throat, wrench the little fingers backward in a swift motion.
  - D. A sudden, sharp kick to the knee or groin will knock your assailant off balance and cause him a great deal of pain.
  - E. A sharp jab in the solar plexis may momentarily knock the breath out of the assailant, allowing time for escape.
  - F. If you must use your hands, aim for the face: eyes, ears, nose, and cheeks are particularly vulnerable and sensitive to scratches. Jab for the eyes with your first two fingers and thumb.
4. If you can, notice the direction and means of travel the assailant took, then find a safe location from which to contact Campus Safety or the Hartford Police. Give as thorough a description as you can, then write down as many details of the incident as you can recall when you are able.
  5. If held up at gunpoint or knifepoint, do not resist. Your wallet or purse is a small price for your physical well-being.
  6. It is important to think about various approaches in advance, and to use only those you can do convincingly.

### **Prevention of Property Loss**

Theft of property, both from buildings and motor vehicles, is the most common type of reported crime at Trinity. The most frequently stolen items are stereos, car radios, clothing, wallets and handbags, cash, jewelry, cameras, bicycles, and electronic equipment. The College does not assume responsibility for the loss of personal property. It is *strongly recommended* that expensive belongings be insured.

Observing the following precautions will reduce your chances of property loss:

Residences and other buildings:

1. Keep your door locked at all times, even if you are inside with friends. **IT TAKES JUST 20 SECONDS TO BURGLARIZE A ROOM, AND 6 SECONDS TO RANSACK A LOCKER.**
2. Don't give out your room or building combination to anyone! This includes the pizza delivery person. Compromising the confidentiality of the combination jeopardizes the safety of *all* dormitory occupants, not just you.
3. Identify callers before opening the door. Don't buzz callers in without first ascertaining their identity and purpose.
4. **NEVER PROP OPEN EXTERIOR DOORS**, or otherwise frustrate the lock system. If you find a door that is propped open, secure it. Broken locks should be reported immediately to the Department of Buildings and Grounds, or the Campus Safety department. Persons who are caught propping open exterior doors will be subject to disciplinary action.
5. Don't leave valuables lying about in your room, especially during College vacations.
6. During classes, keep your knapsack or handbag with you, or lock it in your locker. Do not leave belongings lying in unattended areas even for a moment.

7. Always lock your bicycle, even if you're only going to be gone for a moment. Lock it securely, through both wheels and the frame, to an immovable object using a heavy chain, cable, or bike lock.
8. Record the make, model, and serial numbers of all bicycles, typewriters, computers, electronic equipment, and all other valuable items. Leave valuable jewelry at home, or hide it carefully in your dormitory room. Mark clothing labels with your name. The Campus Safety office has Operation Identification forms and pen engravers available for your use. By investing a few minutes of your time, you will have a permanent record of your valuables on file in the Campus Safety office.
9. Check your parents' homeowner's insurance policy to ascertain whether your possessions are covered while at school. College insurance does not cover your personal property.
10. In the event that you should become the victim of a crime, report it to Campus Safety immediately. Also report any suspicious activity or person to Campus Safety immediately.

#### Vehicle protection:

1. Do not bring a vehicle to campus unless you have a compelling reason to do so. Vehicles parked on campus are susceptible to the same acts of vandalism and theft as those parked on any inner city street.
2. If you must bring a vehicle to campus, install an anti-theft device such as an audible alarm system or a disabling switch. Thieves will usually flee at the loud sounding of an alarm, and may even be discouraged from attempting a theft if they see the pulsing red light indicating the car is alarmed.
3. Always lock car doors and remove the keys from the ignition. Ensure that all windows are rolled up or latched securely when leaving the vehicle.
4. Install a pull-out radio, and take it with you when you park your car. Thieves are less likely to break into a vehicle if there is no radio to steal.
5. Do not leave articles inside your vehicle in plain view. Lock them in the trunk, or take them with you.
6. Park your vehicle in a well-lighted area where there is heavy pedestrian traffic.
7. Periodically check on your vehicle, and move it to another location if it has been stationary for more than a few days. Vehicles parked for several days unattended draw the attention of thieves.
8. In case of vandalism or theft, report the incident to the Campus Safety department (297-2222) and the Hartford Police department (527-6300). Some insurance companies require that such incidents be reported to the local police in order for the claim to be compensable.

### **Campus Safety Shuttle Service and Security Escorts**

Students are encouraged to use the shuttle service provided by the Campus Safety department for traveling from one point to another on campus, and within certain off-campus boundaries, during the hours of darkness. The following are guidelines for using the shuttle service:

1. The Campus Safety on-campus shuttle vehicle operates on a set schedule from dusk until 2:00 a.m. on weeknights, and until 3:00 a.m. on week-

end nights. Schedules are posted throughout campus on Campus Safety Information Boards and dormitory bulletin boards. An off-campus shuttle operates on an on-call basis during the aforementioned hours.

2. After the shuttle service has ended, requests for security escorts performed by Campus Safety officers may be made by calling the Campus Safety office. Officers will transport students back to their on or off-campus residences.
3. After scheduled service ends, escorts will only be provided to one or two persons. Larger groups may walk with relative safety to their on-campus destinations.
4. When calling for an escort after scheduled service ends, identify yourself, the location at which you wish to be picked up, and your destination. Meet the responding officer at the designated time. Do not keep the officer waiting.
5. When requesting a security escort from a campus parking lot, contact the Campus Safety office to request an officer to meet you. Identify yourself, the make and color of your car, and its license plate number. Once at the designated parking lot, stay in the car with the doors locked until the officer arrives. Call Boxes at the Broad/Vernon parking lot allow persons to contact the Campus Safety office from their vehicles.
6. Open containers of alcohol and smoking are not permitted in any Campus Safety vehicle, including escort vehicles.
7. Boundaries for escorts are:
  - Hillside Avenue south from Allen Place to New Britain Avenue,
  - New Britain Avenue east to Washington Street,
  - Washington Street north from New Britain Avenue to Allen Place,
  - Allen Place west (extended) to Hillside Avenue.
8. Campus Safety Officers (NOT the off-campus shuttle) will provide emergency transportation to and from the Hartford Hospital and medical offices in the immediate vicinity for medical conditions which are not life-threatening or do not require special handling. All other emergency transportation must be provided by ambulance.

### **Security Alerts and Campus Safety Advisories**

*Security Alerts* are posted in Campus Safety Information Boards and locked dormitory bulletin boards after incidents involving serious assault have occurred on or in the immediate vicinity of campus, or when a particular set of conditions or circumstances may lead to criminal activity which threatens the College community. A voice mail broadcast is also executed to alert the College community that a Security Alert has been posted.

The purpose of a Security Alert is to alert the Trinity community of the need for extreme caution. Such a need is present if the identity of the perpetrator(s) is unknown, or if the attacker has not been apprehended. A description of the incident is provided on the Security Alert so persons faced with similar circumstances will be aware of the danger. A description of the suspect is included *only if* distinctive features were observed which would assist others in identifying him/her, or which would otherwise allow persons faced with similar circumstances to be aware of the physical danger.

Security Alerts are published by the Campus Safety department in consultation with the Administrator-On-Call. Campus Safety personnel distribute Security Alerts.

Any information pertinent to an incident described on a Security Alert should be communicated to the Campus Safety department immediately. The identities of all victims and informants will remain confidential.

*Campus Safety Advisories* are occasionally issued in order to inform the College community of the known facts of an incident about which there may be rumors circulating, or to publicize current patterns of criminal activity in order to assist members of the Trinity community in averting additional losses. Campus Safety Advisories are distributed in the same manner as Security Alerts.

## Fire Prevention and Safety

Virtually all campus buildings are equipped with fire detection systems. These systems are activated by smoke detectors, heat detectors, and manual pull-shunts. An audible horn sounds when any of the activating devices is engaged. The larger campus buildings have fire detection systems which automatically alert both the Campus Safety Department and the Hartford Fire Department when the systems are activated. All occupants should evacuate the building *immediately* when an audible horn sounds. Failure to do so is a violation of College Regulations which will be reported to the Dean of Students.

Fire drills will be held at various times. All occupants of the residence halls must cooperate with evacuation efforts when the alarm sounds. Failure to do so may result in disciplinary action by the Dean of Students' office.

The following precautions and regulations must be observed, both to avoid accidentally causing a fire, and to be aware of the proper response in the event of a suspected or actual fire:

1. Know the location of the fire alarm activating device nearest you, as well as the closest exit.
2. Do not tamper with fire alarms, fire extinguishers, or other fire suppression equipment such as hoses.
3. Do not smoke in bed.
4. Keep flammable materials away from all heat sources. Do not use make-shift lampshades or put any material on top of a lampshade.
5. Do not overload electrical circuits.
6. Electrical appliances should never be left unattended. They should be unplugged when you leave your room or retire for the night. Pull the plug from the socket by the plug itself, not the cord.
7. NEVER ATTEMPT TO EXTINGUISH AN ELECTRICAL FIRE USING WATER.
8. Do not leave open flame sources unattended. All open flames should be extinguished even if left alone for the shortest time. This includes gas stove burners.
9. Do not clutter corridors and stairways. The law prohibits placing storage items such as bicycles, chairs, desks, and beds in any exit way such as hallways and stairwells.
10. Do not store flammable liquids, gases or chemicals in any location other than an approved laboratory.

If you discover or suspect a fire:

1. Do not try to extinguish the fire yourself. Sound the alarm in the building, then leave the building immediately.

2. Call the Hartford Fire Department (911), then the Campus Safety Department (297-2222). Give the location of the fire, your name, and your location.
3. Attempt rescue efforts only if there is no immediate danger to yourself. If you live near a person whose mobility, sight, or hearing is impaired, give that person whatever assistance is needed to leave the building. If there is immediate danger and you are unable to assist persons who are impaired as described above, alert the responding firefighters and Campus Safety officers of the person's location and circumstances as soon as they arrive.

If you suspect you are in a burning building:

1. Do not panic, THINK.
2. If there is smoke in the room, keep low to the floor where the air is fresher. Put a towel, wet if possible, over your mouth and nose.
3. Before passing through any doors, feel the metal doorknob and the door itself. If either is hot, do not open the door. Exit through a window if possible.
4. If you are not near the ground floor, open the windows slightly from the top (to let out smoke and heat) and the bottom (to let the fresh air in). Hang something out the window to alert firefighters of your presence. **DO NOT JUMP.**
5. If neither the door nor doorknob is hot to the touch, brace yourself against the door and open it slowly to make sure there is not flame or heavy smoke on the other side. Close the door quickly if there is.
6. If you are able to leave the room, close the door as you exit. Go to the nearest exit or stairs. **DO NOT USE AN ELEVATOR!** If the nearest exit is blocked by fire, heat, or smoke, go to the next nearest exit.
7. If all exits on the floor are blocked, go back to your room, close the door, open the windows as described, and make your presence known to rescuers by waving something and shouting.
8. After evacuating the building, stand clear. Allow firefighting equipment to maneuver.
9. Follow the directions of firefighters, Campus Safety officers, or other College officials.

A number of residence evacuations occur each year as a result of someone maliciously pulling a shunt. As stated in the Residential Contract, any student caught pulling a shunt for any reason other than a legitimate concern for safety will be subject to discipline by the Dean of Students' office. The student may be held responsible for the cost of the Hartford Fire Department's response, which presently approximates \$1,000. In addition, the responding Fire Chief has the authority to impose criminal sanctions for the malicious activation of a fire alarm, which sanctions include, but are not limited to, a custody arrest of the suspect.

### **Regulations Regarding Motor Vehicles**

Rules and regulations have been put into effect to control the use of limited parking facilities and to eliminate inconvenience and dangers to members of the community. These rules are subject to change upon notification of the student body.



Due to an ever-increasing flow of traffic through the campus, students are requested to cooperate by keeping the use of motor vehicles on campus at an absolute minimum.

### **I. General: Applicable to All Students, Administration, Faculty, Staff and Visitors**

1. All vehicles used on campus by students, faculty, administrators and staff, and employees of College-affiliated organizations, must be registered with the Director of Campus Safety of Trinity College and must display a College decal. Registration is essential so that the Campus Safety Office can assist in cases of theft, fire, vandalism, motor vehicle accidents and in the control of traffic on campus. The Campus Safety Office may be unable to assist in such cases if the vehicle is not registered. First-year students are not permitted to bring any motorized vehicles to campus.
2. Each person using a vehicle on or near the campus should know and abide by the rules and regulations stated herein.
3. Trinity College assumes *no responsibility* for vehicles parked or operated on College property; the risk remains fully with the operator and/or the owner of the motor vehicle.
4. It should be understood that from time to time blocks of parking will be reserved for special events.
5. Vehicles found abandoned, improperly parked, or without state registration may be towed at the owner's expense.
6. The individual in whose name a vehicle is registered is responsible for the on-campus parking of that vehicle even though it may be operated by another.
7. All personnel and students must obey the traffic control signs which are displayed on campus for the safety of pedestrians and to facilitate the movement of traffic.
8. All personnel and students must secure temporary parking permits for overnight or long-term visitors.
9. Students are responsible for ensuring that their registered guests abide by all College parking and vehicle regulations.
10. The speed limit on all College roadways is *15 M.P.H.* unless otherwise posted.

### **II. Restrictions: Applicable to All Students, Faculty, Administration, Staff and Visitors**

1. Do not park on campus roads or driveways at any time.
2. Sidewalks, lawns, and cultivated areas are not to be used as roadways or as parking areas at any time.
3. Parking is forbidden at all times in delivery areas, loading platforms, service roads and *in front of any doorway or Fire Exit.*
4. Do not park under any archways, South Campus lounges, or on any Quad area.
5. Do not park in such a manner that you are blocking other vehicles.
6. Motor vehicles must never be brought into any dormitory or any other College building.
7. Vehicles parked in designated Handicapped zones, Fire zones and blocking parked vehicles are subject to towing without warning at the owner's expense.

8. Vehicles which have accumulated more than four unpaid parking tickets will be towed at the owner's expense.
9. Do not park in areas not designated or marked as parking lanes.
10. Do not park in violation of posted restrictions.

### III. Faculty, Administration and Staff Registration

Faculty, administration and staff must register with the Director of Campus Safety, Mather Hall, ext. 2222. They may park in any authorized parking lot, between the designated white lines.

### IV. Student Registration and Campus Parking Permits

FRESHMEN ARE NOT PERMITTED TO BRING CARS TO CAMPUS. Student registrations and parking permits must be obtained each academic year prior to the first day of classes or within 48 hours of the time the car is brought to Hartford. If, for any reason, a student must operate a vehicle that is not registered with Trinity College, he/she should report to the Campus Safety Office *immediately* upon bringing the vehicle to campus to obtain a parking pass so the vehicle will not be tagged for failure to register.

The fee for an undergraduate parking permit, resident or non-resident is \$50.00 per year and is renewable in September of each academic year. Students obtaining a decal after the close of the first semester will be charged \$25.00 for the second semester. Students using any College parking facilities (including those living in College apartment housing) must have a parking permit. Decals may be obtained in the Campus Safety Office, Mather Hall basement.

In order to obtain a campus parking permit decal, the year, make, model, plate number of the vehicle and the social security number of the operator are required. No decal will be issued until the fee is paid.

*Failure to register will result in a \$100.00 fine each time vehicle is on campus.*

Temporary parking permits can be issued for a period of up to one month. Temporaries can be obtained for shorter periods as well. Overnight through six days is free, one week costs \$2.00, two weeks costs \$4.00 and one month costs \$10.00. Temporaries cannot be extended beyond one month.

Daily courtesy parking permits (not exceeding three consecutive days) will be issued *without cost*.

*Graduate and Special Students* must also register with the Director of Campus Safety in order to receive a campus parking permit. The registration fee is \$25.00. See Section V on student parking.

Students enrolled in other institutions in the Hartford Consortium for Higher Education — University of Hartford, St. Joseph College, Hartford College for Women, and The Hartford Graduate Center (TRICE) — whose vehicles are duly registered at that institution, may park in designated *student* parking areas at Trinity College and are bound by the regulations applying to Trinity students. Wesleyan and Central Connecticut State University students are also included.

Trinity students who are taking courses at colleges in the Consortium and whose vehicles bear valid Trinity stickers may park in student areas in those institutions, providing they abide by the regulations of each institution. *Responsibility for knowing the regulations at other Consortium institutions rests with the student.*

*Summer school students* shall register with the Campus Safety Office, Mather Hall, in order to receive a campus parking permit. The fee is \$10.00.

Graduate and summer school and special students must follow the parking rules and regulations applicable to all students.

A Trinity College motor vehicle campus parking permit decal will be issued upon registration and must be displayed on the lower right hand side of the front windshield or on the right front window.

Motorcycles, motorbikes, and scooters are defined as motor vehicles for the purposes of these regulations. (Note: They are also defined as motor vehicles by the State of Connecticut.) They should display the sticker on the rear fender.

Vehicles seen on campus which do not bear a Trinity parking permit decal will be checked with the state motor vehicle department to ascertain ownership.

All registration fees are applied to the construction, posting, security, maintenance, and improvement of campus parking areas and roads.

## V. Student Parking

The following regulations are in effect year-round, whether the College is in session or not:

1. Students living in College housing must have a parking decal if they bring a car to campus.
2. Students with a valid parking decal may park in the following authorized parking areas in accordance with posted restrictions and within the designated white lines:  
North Campus Lot, east of building  
High Rise Lot, north side of building  
Broad and Vernon Street Lot  
Boardwalk and Park Place Lot  
Anadama  
Stowe  
Wiggins  
Clemens  
Summit E  
Summit A  
CPTV Lot West End and Ogilby, Doonesbury
3. There is no student parking allowed in the Jarvis, Seabury and Chapel parking lots at any time except after 5:00 p.m. on Friday through 8:00 a.m. on Monday. No student parking is permitted in the McCook, Hallden, Austin Arts Center, Chemistry and Library lots from 8:00 a.m. to 11:00 p.m. daily except Saturdays and Sundays. This area is highly congested and must be left open to handle special events on campus, and evening affairs. Additionally, the parking lots along Summit Street (A-D) are open to student parking 10 p.m.-8 a.m., Monday through Sunday. The east side of Life Sciences, the CPTV parking lot, and the Fieldhouse lot are also open to student parking 5 p.m.-8 a.m., Monday through Sunday.
4. Signs are posted with information relating to parking restrictions in each lot.
5. The roadway by Mather Hall is one-way, with an easterly traffic flow towards Ferris Athletic Center.
6. Students who wish to park on the city streets do so at their own risk and are subject to the parking laws and ordinances of the City of Hartford.

One of the City's regulations is that there shall be no unreasonable parking on the City streets. (Three hours or more constitutes "unreasonable" parking.) Campus Safety suggests that students use the campus parking facilities whenever possible. They afford much more protection than on-street parking. **WARNING:** The roadway in front of the Life Sciences Building is not an authorized parking area.

7. Vehicles parked in designated Handicapped zones, Fire zones and blocking parked vehicles are subject to towing without warning and at the owner's expense.
8. Vehicles accumulating more than four unpaid parking tickets per semester will be subject to towing at the owner's expense.
9. Vehicles accumulating more than five unpaid parking tickets per semester will lose on-campus registration.
10. Parking regulations are enforced continuously, 12 months a year.
11. With vehicle registration comes responsibility for all violations that accrue. Violations will be billed to the registered owner of the car.

## VI. Penalties Applicable to Regulation Violations

The Campus Safety staff has the authority to impose fines for various breaches of parking and other regulations. Printed below is a list of the offenses and fines. Penalties apply to all members and employees of the College.

1. No Parking/restricted area	\$ 10
2. No Parking on road/access area	\$ 10
3. Failure to display decal	\$ 20
4. Blocking parked vehicles (towing violation)	\$ 20
5. Driving M/V in pedestrian area	\$ 30
6. Violation of Fire Laws	\$ 40
7. Parking in handicapped zone	\$ 40
8. Reckless driving	\$ 40
9. Speeding	\$ 40
10. Driving M/V on lawn	\$ 40
11. Misuse of parking decal	\$ 60
12. Failure to register/change registration	\$ 75
13. Excessively loud sound device (stereos, radios, etc.)	\$ 50
14. Littering	\$ 50
15. Discharging of fireworks	\$ 50

Payments are to be made in cash or by check to the Campus Safety Office. The indicated fine must be paid within 10 days of the dated violation. Responsibility for prompt payment rests with the registered operator of the offending vehicle. Failure to pay within 10 days will double the fine and result in charges through the appropriate disciplinary mechanism.

*Students with unpaid fines outstanding at the end of any semester will not be permitted to register for courses for the following semester until their fines are paid. Seniors must pay their fines before graduation. A student may not receive a degree or an honorable dismissal, or may be denied grade reports and transcript service until the student's College bills are paid.*

## VII. Appeals

Anyone questioning the validity of a parking violation may appeal to the Director of Campus Safety. The appeal must be made within 5 days of the

dated violation — Saturday, Sunday, and holidays excluded. Appeals which are denied can be brought before a designated appeals board composed of one faculty member, one administrator, and/or one undergraduate. The appeal must be in writing, and may be forwarded through the Director of Campus Safety.

### **VIII. Replacement of Parking Decal — Change in Vehicle Use**

Any transfer of ownership such as a purchase, sale or exchange of a vehicle which bears a Trinity registration decal must be reported promptly to the Campus Safety Office.

If the registration decal is damaged or fails to adhere properly, it may be *exchanged* for another permit by applying at the Campus Safety Office.

Vehicles which change in class of use (e.g. staff or faculty vehicle which becomes a student vehicle, special student vehicle which becomes a regular student vehicle, etc . . .) must have their registration changed with the Director of Campus Safety within 48 hours of the change. The fine for failure to change vehicle registration is \$100.00.

### **IX. Vehicle Protection**

Vehicles parked on campus are susceptible to vandals and thieves. The following recommendations will deter some acts of vandalism and thefts from vehicles:

1. Install an audible alarm system. The loud sounding of an alarm will usually cause the perpetrators to flee.
2. Park vehicle in a well illuminated area and, where possible, in a location where there is heavy pedestrian traffic.
3. Do not leave articles in vehicle in clear view. This will attract a thief.
4. Periodically, check on your vehicle and move it to another location. Vehicles parked for several days unattended draw the attention of thieves.
5. In case of vandalism or theft, report the incident to the Campus Safety Dept. and to the Hartford Police Dept.

## **Health Regulations**

### **Policy Regarding Pets**

Undergraduates are not permitted to have animals on the Trinity College campus or in any of its buildings except where a specific disability so requires. That prohibition is designed to protect the health, safety and convenience of all members of the community. Failure to observe that prohibition will result in the levying of disciplinary penalties.

### **Physical Examinations**

All entering students will be required to submit the completed prescribed medical examination form including immunization data in order to receive housing or to register.

All intercollegiate sport team candidates will also be screened by the College physician.

It will be the implied responsibility of each student to determine his or her contraindications for participation in club, intramural, physical education, and recreational sport activities.

### **Student Accident and Health Insurance**

Any student who pays the General Fee is covered by an Accident and Health Insurance Plan. Students enrolling for the 1993-1994 academic year will be automatically covered from August 27, 1993 through August 27, 1994. The Plan is underwritten by the Hartford Accident and Indemnity Company and the policy is administered by the Hartford agency of R.C. Knox and Company. Prior to the start of the academic year each student receives a brochure detailing the benefits of the insurance plan. Additional copies of the brochure are available from the Office of the Dean of Students or the Medical Office.

Claims for benefits must be made on forms obtainable at the Medical Office in Wheaton Hall. Such claims should be filed immediately when possible, and in no instance later than 20 days after the date of accident or commencement of illness.



# College Charter and Notice of Legal Compliances

## The Charter, Statutes and Standing Rules of Trinity College

### Charter of Trinity College as Amended

WHEREAS sundry inhabitants of this State, of the denomination of Christians called The Protestant Episcopal Church, have represented, by their petition addressed to the General Assembly, that great advantages would accrue to the State, as well as to the general interests of literature and science, by establishing within the State another Collegiate Institution; therefore,

I. *Resolved by this Assembly:* That Thomas C. Brownell, Harry Croswell, Elijah Boardman, Samuel W. Johnson, Birdsey G. Noble, Samuel Merwin, Nathaniel S. Wheaton, Elisha Cushman, Charles Sigourney, Thomas Macdonough, Richard Adams, David Watkinson, Ebenezer Young, Jonathan Starr, Jr., Nathan Smith, John Thompson Peters, Asa Chapman, Elias Perkins, John S. Peters, and Luther Loomis, and their successors be, and the same hereby are, constituted a body politic and corporate for ever, by the name of "THE TRUSTEES OF TRINITY COLLEGE," and by that name shall and may have continual succession hereafter and shall be able in law to sue and be sued, implead and be impleaded, answer and be answered unto, defend and be defended, in all courts and places whatsoever, and may have a common seal, and may change and alter the same at their pleasure; and also shall be able in law to take by purchase, gift, grant, devise, or in any other manner, and to hold any real and personal estate whatsoever; *Provided always,* That the clear yearly value of such real estate to be so acquired shall not exceed the sum of fifteen thousand dollars; and also that they and their successors shall have power to give, grant, bargain, sell, convey, or otherwise dispose of, all or any part of the said real and personal estate, as to them shall seem best for the interest of said College.

II. *Resolved,* That the said Trustees and their successors shall forever hereafter have full power and authority to direct and manage the Funds for the benefit of the institution, and also to prescribe and direct the course of study, and the discipline to be observed in the said College; and also to elect from their own number or otherwise, a Board or Committee, to be called the Fellows of the College, to whom they may commit the superintendence of the course of study and discipline; and also to select and appoint a President of the said College, and such Professor or Professors, Tutor or Tutors, to assist the President in the Government and education of the Students belonging to the said College, and such other officer or officers as to the said Trustees shall seem meet, all of whom shall hold their office during the pleasure of the Trustees; *Provided always,* That no President shall be dismissed by the Trustees, without cause previously stated to him in writing, and a full opportunity allowed him for his defense, and by the concurrence of at least two-thirds of the Trustees; and *Provided further,* That no Professor, Tutor, or other assistant officer shall be eligible to the office of a Trustee.

III. *Resolved,* That any five of the said Trustees, lawfully convened as hereinafter directed, shall be a quorum for the dispatch of all business except for the disposal of real estate, or for the choice of a President, or for the election of Trustees, for which purposes there shall be at least a majority of the whole number of Trustees.

IV. *Resolved*, That the President of the College shall always be, *ex officio*, but with vote, a member of the Board of Trustees; and that a Secretary of the Board shall be elected by the Trustees, to hold office during their pleasure.

V. *Resolved*, That the said Trustees shall have power to meet from time to time upon their own adjournment, and so often as they shall be summoned by their Chairman or President, or, in his absence, by the Senior Trustee, whose seniority shall be accounted according to the order in which the said Trustees are named in this act, and shall be elected hereafter; *Provided always*, That the said Chairman, or President, or the Senior Trustee, shall summon a meeting of the Corporation, when required thereto in writing, by three of the members; and *Provided also*, That he cause notice of the time and place of said meeting to be given in such manner as the Trustees shall in their by-laws prescribe.

VI. *Resolved*, That the said Trustees and their successors shall have power and authority to grant all such literary Honors and Degrees as are usually granted by any University, College, or Seminary of learning in this State, or in the United States; and in testimony of such grant, to give suitable Diplomas, under their seal and the signatures of the President and Secretary of the Board, which Diplomas shall entitle the possessors respectively to all the immunities and privileges which, either by usage or by statute, are allowed to possessors of similar Diplomas from any other University, College, or Seminary of learning.

VII. *Resolved*, That the said Trustees and their successors shall have full power and authority to make all Statutes and Standing Rules which to them shall seem expedient, for carrying into effect the designs of their Institution; *Provided always*, That such Statutes or Standing Rules shall not make the religious tenets of any person a condition of admission to any privilege in the said College, and that no President or Professor or other officer shall be made ineligible for or by reason of any religious tenet that he may profess, or be compelled, by any Statutes or Standing Rules, to subscribe to any religious test whatsoever; and *Provided also*, That none of the Standing Rules as aforesaid shall be inconsistent with the Constitution and Laws of the State, or with the Constitution and Laws of the United States.

VIII. *Resolved*, That the Funds which may at any time belong to the Institution now incorporated, shall enjoy the like exemptions from taxation, and the Institution itself, and its officers, shall enjoy the same privileges and exemptions, as have already been granted, or may hereafter be granted to Yale College, its officers, and its Funds.

IX. *Resolved*, That whenever Funds shall be contributed or secured to the said College, to the amount of Thirty Thousand Dollars, and not before, the Trustees may proceed to organize and establish the said College in such town in this State as they shall judge most expedient.

X. *Resolved*, That notwithstanding any provision heretofore contained in the Charter of The Trustees of Trinity College or the Standing Rules of the Board of Trustees of Trinity College, the following provisions dealing with the Board of Trustees of Trinity College shall govern the number, term of office, and manner of election of the Board of Trustees of Trinity College.

SECTION 1. The activities, property and affairs of The Trustees of Trinity College, a corporation specially chartered by the General Assembly, shall be managed by a Board of Trustees of not less than twenty nor more than twenty-seven persons, including the President of the College while in office.

SECTION 2. The Trustees may by majority of votes of the Trustees present at a meeting duly warned at which a quorum is present elect not more than twenty per-



sons to serve as Charter Trustees for such term of not more than five years from the date of election as said Trustees may prescribe. Charter Trustees from herein shall mean Trustees elected on or after March 27, 1982. The Trustees in a like fashion, may fix a retirement age for all Charter Trustees upon the attainment of which the term of office of any such Charter Trustee shall end. Charter Trustees may serve no more than two complete terms successively, but are otherwise eligible for election to The Board of Trustees without absolute limitation on the number of years for which Charter Trustees may be re-elected. Should a Trustee, whose term expires, be serving as or be elected as the Chairman or Secretary of the Board, then such Trustee may serve an additional term beyond the two complete successive terms specified above. The President of the College, while in office, shall be a Charter Trustee, without limitation, and with full voting privileges.

SECTION 3. Trustees Emeriti may be elected by the Board of Trustees in accordance with such provisions as may be prescribed by the Trustees. The number of such Trustees Emeriti shall be at the discretion of the Trustees, and shall not be counted in the membership limitations of the Board as set forth in Section 1.

SECTION 4. The present persons who have been elected to serve as Alumni Trustees shall be Alumni Trustees of Trinity College, together with such other persons who may be elected from time to time as hereinafter set forth. From and after the day next preceding the public Commencement Day in the year 1968, there shall be not more than six Alumni Trustees.

SECTION 5. Any person shall be eligible to serve as an Alumni Trustee who has the qualifications required for voting for that office as set forth in Section 6 hereof, and whose class has for a period of at least five years been admitted to a degree at Trinity College.

SECTION 6. Except as provided in Section 7 hereof, all persons who have been admitted to any degree at Trinity College and all persons who have matriculated at Trinity College in a class which has been admitted to a degree and who no longer are in undergraduate status at Trinity College may cast their votes for an Alumni Trustee of said College, and the person for whom a plurality of such votes which shall on each of these days be cast shall be an Alumni Trustee during the following six years; if the same number of votes is cast for each of two or more persons, one of them shall be designated by lot conducted by the Board of Trustees to be such Alumni Trustee.

SECTION 7. The Board of Trustees, by a majority of votes of those present at a meeting duly warned at which a quorum is present, may elect, upon the death or other vacancy of the place of any Charter or Alumni Trustee, another to complete this term. The Executive Committee of the National Alumni Association shall nominate to the Board of Trustees an Alumni Trustee candidate to fulfill the unexpired term, and the Board of Trustees shall declare elected said Alumni Trustee at a meeting duly warned at which a quorum is present. The Board of Trustees may make and declare vacant the seat of any Charter or Alumni Trustee who shall absent himself for any term of two years or from any four successive meetings duly notified.

SECTION 8. The Board of Trustees may establish, and at its pleasure alter, rules and regulations as to the manner in which votes shall be cast, and such other rules and regulations as it may deem necessary to carry into execution the provisions of this resolution.

*Be it further Resolved:* That any provisions of the Charter of the Trustees of Trinity College or of the Standing Rules of the Board of Trustees inconsistent with the foregoing resolution shall be suspended for such time as said resolution remains in effect.

*Approved May, 1823, Vol. 1, Special Acts, State of Conn., Page 468*

*Amended May, 1845, Vol. 2, Special Acts, State of Conn., Page 67*

*Amended June 23, 1857, Vol. 5, Special Acts, State of Conn., Page 79*

*Amended March 21, 1883, Vol. 9, Special Acts, State of Conn., Page 739*

*Amended March 7, 1889, Vol. 10, Special Acts, State of Conn., Page 809*

*Amended April 14, 1962, Vol. 21, Page 806, Secretary of State's Records of Specially Chartered Corporations*

*Amended April 13, 1971, Vol. 24, Page 371, Secretary of State's Records of Specially Chartered Corporations*

*Amended October 7, 1972, Vol. 25, Pages 29 and 30, Secretary of State's Records of Specially Chartered Corporations*

*Amended March 31, 1980, Vol. 100, Pages 218-221, Secretary of the State's Records of Specially Chartered Corporations*

*Amended June 30, 1982, Vol. 100, Page 1325, Secretary of the State's Records of Specially Chartered Corporations*

## **Statutes of Trinity College 1972**

### **Title I**

#### **Of The Corporation**

SECTION 1. The Board of Trustees is, by the Charter of the College, the supreme governing power.

### **Title II**

#### **Of The Faculty**

SECTION 1. The President and those Professors and other officers who are permanently engaged in the instruction and oversight of undergraduate and graduate students, the Dean of the Faculty and Librarian, constitute the College Faculty, to whom is committed the government of the students.

SECTION 2. The Board of Trustees may appoint, from time to time, a person who, in the absence of the President, shall, for all the ordinary purposes of government, act as President. The Faculty may delegate authority to committees of their own number appointed by themselves.

SECTION 3. A Secretary shall be appointed by the Faculty, who shall keep a correct record of their proceedings, subject at all times to the inspection of the Board of Trustees.

SECTION 4. The Faculty may make rules and by-laws for their own guidance and the administration of matters committed to their charge: provided such rules and by-laws do not conflict with the Charter or Statutes.

### **Title III**

#### **Of The Association Of The Alumni**

SECTION 1. The Association of the Alumni consists of all matriculated members of the College who are no longer in College, all recipients of honorary degrees, and all members of the Faculty under contract to the College.

SECTION 2. The Association has power to make laws and choose officers for its own government; and according to said laws to assemble from time to time, to consult and advise for the benefit of the College, and to exercise such other powers and privileges as are specially ceded by the Trustees.

SECTION 3. The Association has the right of nominating candidates for admission ad eundem gradum.

## **Title IV**

### **Of The Fellows**

SECTION 1. The Board of Fellows shall consist of twelve Fellows, all of whom shall be Alumni/ae of the College. Six shall be nominated by the Executive Committee and appointed by the Trustees. Six shall be elected by the Association of the Alumni. Each Fellow shall continue in office for three years from the time of the election. No Fellow may hold such office for more than two full consecutive terms.

SECTION 2. The Fellows are the official examiners of the College and make an annual report to the Trustees. Their function is to assist in an advisory capacity, the Board of Trustees and the administration of the College in the establishment of College policy. They shall have the right to make reports to the Trustees at any time and they may recommend to the Trustees candidates for honorary degrees.

SECTION 3. The President of the College may appoint a representative to meet with the Board of Fellows and to act as an intermediary between the Trustees and the Fellows.

SECTION 4. The Board of Fellows shall choose a Chairman and a Secretary from their own number.

## **Title V**

### **Of The Academic Year**

SECTION 1. The Academic Year shall be divided into two terms of approximately equal length, named respectively Fall Term and Spring Term with the opening and closing days as well as the other significant dates set by the Trustees.

## **Title VI**

### **Of Admission**

SECTION 1. Candidates for admission shall present testimonials of good moral character, and if from other colleges shall also present certificates of honorable dismissal. Candidates must be at least fifteen years of age, and shall satisfy the prescribed requirements for admission.

SECTION 2. Students who do not propose to pursue all the studies of any of the regular courses, may be permitted, under the name of Special Students, to recite with any class in such studies as they shall be found qualified to pursue. They shall be subject to the rules, and, upon honorable dismissal, shall be entitled to a certificate from the President, stating the time they were members of the College, and the studies pursued during that time.

## **Title VII**

### **Of Matriculation**

SECTION 1. Matriculation shall consist in signing, in the presence of the President and two or more Professors, or his appointee the following promise:

"I promise to observe the Statutes of Trinity College; to obey all its Rules and Regulations; to discharge faithfully all scholastic duties imposed upon me; and to maintain and defend all the rights, privileges, and immunities of the College according to my station and degree in the same."

SECTION 2. The time of matriculation shall be fixed by the President in consultation with the Secretary of the Faculty.

## **Title VIII**

### **Of The Course of Studies**

SECTION 1. The studies shall be arranged in the following courses:

(1.) A course in Arts including such studies as shall be prescribed. Persons recommended by the Faculty as having completed this course, and having fulfilled the other prescribed requirements, will be granted the degree of Bachelor of Arts.

(2.) A course in Science including such studies as shall be prescribed. Persons recommended by the Faculty as having completed this course, and having fulfilled the other prescribed requirements, will be granted the degree of Bachelor of Science.

## **Title IX**

### **Of Collegiate Exercises**

SECTION 1. Every student shall perform such collegiate exercises as shall be assigned him.

## **Title X**

### **Of Rooms and Boarding Places**

SECTION 1. No student not residing with his parent or guardian may lodge in any building not owned or controlled by the College, without permission of the Dean. Such permission may be given upon such conditions and for such time, not exceeding one year, unless the permission is renewed, as the Dean may deem advisable.

SECTION 2. Rooms in the College buildings shall be assigned to the students under the supervision of the officer designated by the President. No student shall remove from one room to another without such officer's permission.

SECTION 3. Every student shall be responsible for all damage done to his room during his occupancy. He shall also be accountable for all improper conduct of any kind occurring in his room.

SECTION 4. Advance notice normally will be given when College authorities seek access to a student room to determine compliance with regulations and rules of the College. When, in the opinion of College authorities, danger to life, safety, health, or property is reasonably anticipated, College authorities may enter and examine student rooms without giving notice to the occupant(s) in advance.

SECTION 5. The students shall board only in such places as are approved by the Dean.

SECTION 6. Residence within the walls is not allowed during vacation, unless by permission of the Dean.

## **Title XI**

### **Of Discipline**

SECTION 1. The Faculty shall keep a record of the progress in study, and general conduct of the students.

SECTION 2. The students shall be ranked in the several classes according to their progress in study.

SECTION 3. The punishments of the College shall be admonition, censure, restriction, suspension, dismissal, and expulsion, together with fines and extra work.

SECTION 4. When a student is suspended he is required to leave the College and vicinity at such time as the President may designate; and a failure to do so shall be considered a ground of additional disciplinary action.

## **Title XII**

### **Of Examinations**

SECTION 1. At the close of the Fall Term there may be examinations upon the studies of that term, in whole or in part, and at the close of the Spring Term there shall be examinations, in whole or in part, upon the studies of that term, or upon the studies, at the discretion of the Faculty, of the whole Academic Year.

## **Title XIII**

### **Of Commencement**

SECTION 1. The exercises of Commencement shall be assigned by the President, and shall be attended by the students in conformity with such arrangement as may be prescribed.

## **Title XIV**

### **Of Academic Degrees**

SECTION 1. Matriculated students who are certified by the Faculty as having met all academic requirements and who have satisfied all financial obligations to the College, may be admitted by the Trustees to the degree of Bachelor of Arts or, in specified fields, the Bachelor of Science.

SECTION 2. The degree of Master of Arts, Master of Science or Master of Liberal Arts may be conferred by the Trustees on holders of the Baccalaureate degree who have satisfied all academic requirements prescribed by the Faculty and who have discharged all financial obligations to the College.

SECTION 3. Degrees shall be conferred by the President of the College, on Commencement Day, or at such other times as the Trustees may specially appoint.

## **Title XV**

### **Of The Library**

SECTION 1. The Library shall be in the charge of the Librarian, who is empowered to make such regulations in regard to access to the Library, and the times and

conditions of borrowing books, as he may deem necessary or desirable, subject to consultation with the President.

SECTION 2. A book shall be kept by the Librarian, in which shall be inscribed the names of all contributors to the Library, together with a list of the books which they have contributed.

SECTION 3. The Librarian shall make an Annual Report to the Board of Trustees on the state of the Library, the increase in the number of books, and the sources from which they were derived, together with such other information as he may deem important.

## **Title XVI**

### **Of College Dues**

SECTION 1. The Treasurer or Comptroller shall collect the charges for tuition and other fees at the beginning of each term. The term bills must be paid prior to registration or the College may deny registration and other College privileges. If additional charges are incurred after registration, payment is due immediately. Non-payment of term bills may result in suspension of the student until such time as payment is made. Any charges for damages to College property, fines, etc., shall be governed by the same rules as apply to the term bills.

Refund of College charges due to withdrawal shall be made in accordance with the refund policy as stated in the College Bulletin.

SECTION 2. A student may not receive a degree or an honorable dismissal until the Treasurer certifies that all the student's College bills are paid. In addition, the student may be denied grade reports and transcript service if the student owes money to the College.

If, in the judgment of the College, it becomes necessary to engage the services of a collection agency or attorney to effect collection or to settle any dispute in connection with the terms, the student is subject to pay such collection agency or attorney's fees, reasonable expenses, and costs as hereby incurred.

## **Title XVII**

### **Of Amendments**

SECTION 1. These Statutes may be amended at any meeting by a two-thirds vote of the Trustees present, provided that ten days' notice of any proposed amendment shall have been sent to each member of the Board of Trustees.

## **Standing Rules Of The Board of Trustees Of Trinity College 1990 (as Amended)**

### **I**

### **The Board Of Trustees**

1. The Board of Trustees shall hold at least three stated meetings each year, one before the Annual Commencement of the College, the other two at such hours and dates as the Trustees on the recommendation of the President shall appoint.

Except in cases where the Charter of Trinity College requires action to be taken by a duly convened meeting of the Board of Trustees, any action required to be taken by the Board or by any committee thereof may be taken by a written consent setting forth the action so taken and signed by all members of the Board or of a committee, as the case may be. Such unanimous written consent must be filed with the minutes of the proceedings of the Board or the committee.

2. In all elections to fill vacancies in the Board of Trustees, except in the case of elections of Alumni Trustees, the names of persons put in nomination for Trustees shall be sent out with the notice of the succeeding meeting.

3. Except in the case of elections of Alumni Trustees to fill unexpired terms, elections of Trustees may be by ballot if requested by any Trustee. All nominations not acted upon at any meeting shall lapse.

4. (1.) The election of Alumni Trustees to fill expired full-term positions shall be held on that day preceding Commencement Day, and declared at a meeting of the Trustees on that day.

(2.) All votes to be cast and counted must be delivered to the Treasurer of the College, by mail or otherwise, on or before the day preceding the election, each vote to be signed by the elector and enclosed in a sealed envelope, addressed to the Treasurer and marked "Vote."

(3.) These votes shall be opened at the said meeting of the Trustees, and the person receiving the highest number of votes shall be declared elected. If any two or more persons shall have the same number of votes, then the person to be declared elected shall be chosen by lot from the said persons having such equal number of votes.

(4.) The Alumni Association through a Nominating Committee selected as the Alumni Association may determine, may place in nomination candidates for office of Alumni Trustee. Nomination for Alumni Trustee may also be made by petition on an official nomination form signed by at least twenty-five (25) persons eligible to vote in accordance with the provisions of the Charter of the College. Any such petition must be received by the Nominating Committee by January 15 in any given year for the name of such person to be placed in nomination for that year. The names of the persons so placed in nomination by the Nominating Committee or by petition shall be certified to the Treasurer of the College in writing by a majority of the members of such Nominating Committee.

(5.) Prior to said meeting of the Trustees, the Treasurer shall send to the electors a circular giving the names of the nominees, together with a blank ballot for the election.

Nothing herein contained shall abridge in any way the right of the electors to vote for any person for the office of Alumni Trustee who is eligible thereto in accordance with the provisions of the Charter of the College.

(6.) Whenever death, resignation or other occurrence prevents the fulfillment of a full term of six years as an Alumni Trustee, the Executive Committee of the National Alumni Association shall nominate to the Board of Trustees an Alumni Trustee candidate to fulfill the unexpired term and the Board of Trustees shall declare elected said Alumni Trustee at a meeting duly warned at which a quorum is present.

5. The term of office of an Alumni Trustee elected for a full term of six years shall commence immediately after the adjournment of the meeting at which the vote is declared. The term of office of a Charter Trustee elected to fill a vacancy shall commence immediately upon the close of said meeting.

6. No person shall be elected as a Charter Trustee, who is 70 or more years of age. All Trustees, except Trustees Emeriti, shall retire from the Board of Trustees at the first regular meeting of the Board following their 72nd birthday.

7. Former members of the Board of Trustees, whose resignation shall have been accepted by the Board, may become Trustees Emeriti. Trustees Emeriti shall be elected by the vote of a majority of the Trustees present at any meeting. Such Trustees Emeriti shall be duly notified by the Secretary of the time of meetings of the Board of Trustees, and shall be entitled to attend all meetings of the Board and to participate in the discussions and deliberations of the Board, but shall not be entitled to vote upon any matter or questions pending before the Board.

8. Trustees Emeriti shall serve for such term as the Board of Trustees may prescribe and may attend all meetings of the Board, but shall have no vote therein.

9. The Board shall elect a Secretary to hold office during their pleasure.

10. The Trustees shall elect annually at the Commencement meeting a Chairman of the Board of Trustees who shall be a Trustee who has not passed a 70th birthday. No person shall be eligible for re-election to this position after serving five consecutive years. The Chairman shall have senior rank after the President at all academic ceremonies and occasions, and shall serve as the adviser of the President in matters that concern the Trustees and shall serve to advise the other Trustees about internal matters that affect the College.

11. The corporation, by the name of the Trustees of Trinity College, is by the Charter of the College the supreme governing power. To further the effective discharge of the Board's responsibilities, the Chairman of the Board of Trustees shall annually, subject to ratification by the Board, appoint from its membership the following Standing Committees and the Chairmen of such committees, to provide service and support to the full Board. The Standing Committees are as follows: an Executive Committee, a Committee on the Board, an Investment Committee, a Joint Committee on Educational Policy, a Joint Committee on Appointments and Promotions, a Committee on Institutional Advancement, a Committee on Student Affairs, a Committee on the Physical Plant, and a Finance and Audit Committee. In addition, the Chairman of the Board of Trustees may from time to time appoint special or *ad hoc* committees and chairmen of such committees. The Chairman of the Board of Trustees, or, if the Chairman is absent, the President of the College, shall preside at Board meetings. Except as otherwise provided, the Chairman of the Board and the President of the College shall be *ex officio* members of all Standing Committees, with vote. When a regular member of a standing committee is unable to attend a meeting of that committee, the Chairman of the Board may designate any other member of the Board of Trustees as alternate to act with full powers for the absent member at that meeting.

Unless otherwise provided, half of the members of a Standing Committee shall constitute a quorum for the transaction of business.

12. The Executive Committee shall be composed of no fewer than seven Trustees. The President, or, if the President is absent, the Chairman of the Board of Trustees, shall be the Chairman of the Executive Committee.

Between meetings of the Board of Trustees, the Executive Committee shall have general supervision of the administration and property of the College except that unless specifically empowered by the Board of Trustees to do so, it may not take any action inconsistent with a prior act of the Board of Trustees, award degrees, alter the



Statutes or Standing Rules, remove or appoint the President of the College, or take any other action which has been reserved to the Board.

The Executive Committee shall have general responsibility for the formulating of the College's long-term objectives and plans. It shall also oversee all legal matters pertaining to the College; shall receive and review all proposed nominations for honorary degrees and recommend such candidates to the Board; shall oversee the civic relations of the College; and shall transact such other business as may be referred to it by the Board of Trustees.

At each meeting of the Board of Trustees, the proceedings and actions taken by the Executive Committee since the last meeting of the Board shall be reported. The Committee shall provide for the safe custody of all valuable papers and records of the College, excepting securities.

13. The Investment Committee shall be composed of no fewer than five Trustees. It shall supervise the investing of endowment and other funds of the College and, as agent for the College, shall have authority to invest and reinvest such funds, purchase or sell securities in the name of the College, engage one or more investment advisors, and delegate to one or more of its members and to the Treasurer authority to sign, either alone or together with such others as the Committee may designate, any documents necessary in such transactions. The Committee shall provide for the safe custody of all securities of the College. The Committee shall supervise the voting of proxies of securities of the College. It shall formulate and report to the Board policies and objectives with respect to spending and investment. The Committee shall keep minutes of its meetings, and at each meeting of the Board of Trustees, it shall report all transactions which it has completed or authorized since the previous meeting.

14. The Committee on the Board shall be composed of no fewer than three Trustees. The Committee shall review and present to the Board of Trustees nominations for Charter Trustees and Trustees Emeriti to be elected by the Board, and for Chairman and Secretary of the Board of Trustees. The Committee shall review and recommend to the Board of Trustees procedures and structure appropriate for the organization and operation of the Board. The Committee shall report annually to the Board of Trustees and at such other times as may be requested by the Board or as may seem desirable to the Committee.

15. The Joint Committee on Educational Policy shall consist of the President and the Dean of the Faculty, *ex officio*, with vote, and of six Trustees and six members of the Faculty, nominated by the Faculty body, and a member of the Board of Fellows to be appointed by the President. This Committee shall consider questions of educational policy and make recommendations to the Board of Trustees. To it will be referred all questions relating to changes in the Course of Study or Curriculum which the President deems to involve College policy. The Committee shall also oversee matters involving library resources and utilization.

16. The Joint Committee on Appointments and Promotions shall consist of the President and Dean of the Faculty, *ex officio*, with vote, and of three Trustees and three members of the Faculty nominated by the Faculty body. To this Committee shall be referred for recommendation to the Board of Trustees all appointments of new members to the Faculty at the level of associate professor or professor, all promotions to these ranks, and all awards of tenure.

17. The Committee on Institutional Advancement shall be composed of no fewer than five Trustees and shall have responsibility for fund-raising and public relations programs. The Committee shall have oversight of the relationship of the College to its various external constituencies, including alumni, parents, friends, corporations, foundations and government agencies. It shall also review and recommend to the full Board ways and means to meet institutional fund-raising needs and goals.

18. The Committee on Physical Plant shall be composed of no fewer than three Trustees. It shall oversee the operation, maintenance, and planning of all physical facilities and grounds of the College, including the Library. The Committee shall review plans and cost estimates for new and renovated facilities and shall recommend appropriate action. The Committee shall review and approve, as to design, location and inscription, any memorial before it is erected or placed in position in the College grounds or buildings, including the Chapel. The Committee shall review the annual operating and capital budgets of the Department of Buildings and Grounds and recommend approval to the Finance Committee. It shall report on its activities annually to the Board of Trustees and at such other times as it may be requested to do so by the Board of Trustees.

19. The Student Affairs Committee shall be comprised of no fewer than five Trustees. It shall oversee policies related to student life, admissions, enrollment planning, and financial aid, and it shall review student services and facilities as to their appropriateness to the educational and social purposes of the College. The Committee shall consult with the Board of Fellows. It shall report and make recommendations to the Board of Trustees on matters for which it is responsible.

20. The Finance and the Audit Committee shall be composed of no fewer than five Trustees. It shall have two major responsibilities. In its capacity as a Finance Committee it shall review and recommend annual operating and capital budgets, and make recommendations with respect thereto for Board approval prior to the opening of each fiscal year. It shall monitor operating results under the budget and inform the Board of operating performance. The Committee shall supervise the capital expenditures of the College. All proposed capital expenditures exceeding \$100,000 and not included in a previously approved budget of the College shall be subject to review and approval by the Committee. All proposed capital expenditures exceeding \$250,000 shall also require review and approval of the Board. In consultation with the Investment Committee, the Committee shall have the power to borrow money for the purposes of the College, to give notes of the College for such loans, and to designate the persons who shall sign these notes. It shall oversee all borrowing arrangements on behalf of the College and report them to the Board. The Committee shall supervise the insurance contracts of the College and such other financial matters as may be referred to them by the Board. It shall oversee compensation and benefit programs for Faculty and Staff, and other business and financial activities of the College. The Committee may establish, and transfer funds to and from, appropriate reserve accounts. In its capacity as an Audit Committee it shall meet at a minimum of once a year. It shall periodically appraise the financial control and accounting systems of the College and recommend any changes it deems appropriate. It shall recommend the designation of an independent auditor each year and shall cause to be prepared and submitted to the Board of Trustees on an annual basis an audited statement of the financial condition of the College as of the close of the fiscal year and of the receipts and expenditures of each year. The Committee may request any designated independent auditor or any officer or employee of the College, to appear before it to report on the financial condition of the College and answer any questions the Committee may have. When meeting as an Audit Committee, the President of the College shall not be an ex-officio member of the Committee, but may upon invitation of the Committee attend any meeting. The Committee shall keep minutes of its meetings, and at each meeting of the Board of Trustees, it shall report all transactions which it has completed or authorized since the previous meeting.

## II Secretary

1. The Secretary shall discharge the duties usually devolving upon such officer.

2. The Secretary shall send to each member of any committee hereafter appointed a copy of the vote appointing such committee, within thirty days after the meeting at which the committee may have been appointed.

### III

#### Treasurer

1. The Treasurer shall have charge of the capital funds of the College, except where otherwise provided. He shall not purchase or sell any securities except with the express approval of the Finance Committee. The Board of Trustees or the Executive Committee may by standing vote authorize the Treasurer to sign documents necessary for the purchase or sale of such securities approved by the Finance Committee. The Treasurer shall be bonded by a corporate surety in such amount as the Board of Trustees may from time to time direct.

2. The Treasurer shall make an annual report to the Board of Trustees of the transactions of the Treasurer's office and of the condition of the funds of the College.

### IV

#### The Faculty

1. All officers of the College hold their positions subject to termination of the contract at the option of either party, reasonable notice being given whenever a change is to be made. The charter provision as to the dismissal of a President shall be observed; and no Professor shall be dismissed or requested to resign except after the presentation to him of a written statement of the reasons for such action, to which statement he shall have opportunity to reply.

### V

#### Amendments

1. These rules may be amended at any meeting of the Board by an affirmative vote of two-thirds of the Trustees present at any meeting.

## **College Policy on the Confidentiality of Student Records, Faculty Records, and Guides to the College on the Matter of Confidentiality**

### Introduction

The board of trustees provides two guides to the faculty on the matter of records. They are:

Title XI, Section 1, of the Statutes of Trinity College: "The Faculty shall keep a record of the progress in study, and general conduct of students."

Title XI, Section 2, of the Statutes: "The students shall be ranked in the several classes according to their progress in study."

The policy and guides set forth below on record maintenance and on confidentiality were prepared by an *ad hoc* committee of administrators and were put into effect by the President of the College after being reviewed by the Student Government Association and a Faculty committee. They are consistent with the Trustee directions cited above and with applicable legislation.

No statement of policy can be made without reference to the manner in which records are maintained by various offices of the College. Confidentiality is dependent not only upon the good judgment of persons who keep information but also upon the kind of information kept and the manner in which it is kept. Consequently, the policy on the confidentiality of student records begins with specific guides to the keeping of specific types of records.

## I

### Guides to the Keeping of Student Records

A) The following types of records will be permanently retained in the student's central file at the Office of the Registrar:

- 1) College Entrance Examination Board scores (aptitude and achievement)
- 2) American College Testing Program test scores and student profile report
- 3) Advanced Placement Test scores
- 4) Secondary school grade record (i.e., "transcript")
- 5) Application for admission
- 6) Previous college transcripts of transfer students
- 7) Any documents from foreign educational institutions
- 8) Transcript from institution attended on Academic Leave of Absence
- 9) Transcript from 12-College Exchange institution attended by Trinity student
- 10) Thesis/Independent Study form
- 11) Grade change letter or form from instructor
- 12) Forms indicating change of information or status regarding an undergraduate; e.g., voluntary withdrawal, required withdrawal, change of address, marriage, name change
- 13) Teaching Assistant/Research Assistant/Tutorial form
- 14) Application and approval for interdisciplinary student-designed major
- 15) Application and approval for interdisciplinary minor
- 16) Internship application and approval forms
- 17) Foreign transcripts
- 18) Student request to see contents of file
- 19) Open Semester application
- 20) Description of student-taught course
- 21) Intensive Study Program description
- 22) Letter notifying a student he/she has been required to withdraw for deficient scholarship

B) The following types of records in the student's central file at the Office of the Registrar will not be available after the student graduates, or if the student withdraws (five years after the date of withdrawal):

- 1) Letter offering admission
- 2) Card signed by student accepting admission
- 3) Supporting documents for admission, such as poems, photographs, etc., submitted by applicant

- 4) Description of Advanced Placement course and teacher's recommendation regarding award of credit
- 5) Dean of Students' report form
- 6) Letter to donor of scholarship
- 7) Letter reporting student's grades to donor of scholarship
- 8) Freshman Adviser's information sheet
- 9) Freshman tentative course selection form
- 10) Freshman application for exemption tests and placement tests
- 11) Freshman information regarding foreign languages
- 12) Appeals to and letters from Curriculum Committee regarding such matters as course credit, additional credit, etc.
- 13) Address change, letter from student regarding same
- 14) Consortium registration form
- 15) Notice of credit awarded transfer student
- 16) Letter requesting readmission and application for readmission after required withdrawal
- 17) Voluntary withdrawal form
- 18) Readmission inquiry
- 19) Letter readmitting student
- 20) Statement of Incomplete grade
- 21) Notice regarding additional charges for six or more course credits
- 22) Notice to student who did not advance—register or register
- 23) Senior Progress toward Degree Clearance sheet
- 24) Senior application for degree
- 25) Graduation Status report
- 26) General Education Distribution Audit
- 27) Form letter regarding release of information to secondary school
- 28) Letter regarding graduation requirements
- 29) Selective Service form 109
- 30) Major Declaration form
- 31) Minor Declaration form
- 32) Integrated Study Track form
- 33) Approval to Alter Integrated Study Track form
- 34) Add/Drop form
- 35) Add/Drop schedule
- 36) Request for Information form
- 37) Directory Release form
- 38) Personal Data form
- 39) Enrollment, good student driver, good standing, etc., verifications (all types)
- 40) Letter to and from student regarding freshman course selection
- 41) Notification of grade change
- 42) Request from Treasurer's Office to hold grades/transcripts for delinquent account. (To be destroyed at the time of graduation or when the bill is paid, whichever comes later.)
- 43) 12-College Exchange application and correspondence
- 44) Trinity College Rome Campus correspondence
- 45) Library request to withhold registration because of overdue books
- 46) Letter regarding academic probation
- 47) Mid-term Grade Progress Report form
- 48) Letter to and from parent regarding student's progress/difficulty

- 49) Permission to be part-time student
- 50) Reference letter for student. (This refers only to a copy placed in the student's central file at the Registrar's Office. Author retains copy as long as he/she chooses.)
- 51) Sealed envelope regarding disciplinary action. (To be destroyed at graduation, unless a different date is specified on the envelope.)

The following records are no longer used:

- 1) Leave of Absence form
- 2) Request for reference letter for student who was required to withdraw
- 3) Reference letters for student applying for readmission
- 4) Age of majority form
- 5) Letter from Registrar to Draft Board
- 6) Freshman change-of-course form
- 7) Medical letter of endorsement regarding application for readmission
- 8) Motor vehicle card
- 9) Worship attendance certificate
- 10) Mid-term report to parents
- 11) Test sheet regarding reading and vocabulary
- 12) Junior Adviser report form
- 13) Freshman parents' letter responding to College Counselor's questionnaire

C) The following types of records, accumulated in connection with the admissions process, will be destroyed between the time the student is admitted and the time he/she enrolls.

- 1) Admissions Office interview notes and phone notes
- 2) Evaluative comments contained on secondary school transcripts, mid-term school reports and final school reports
- 3) Headmaster's or principal's recommendation and secondary school teacher's recommendation
- 4) College faculty and administrator recommendation submitted in support of an application to transfer to Trinity
- 5) Any other letters of recommendation submitted in support of an application for admission
- 6) Letter to or from applicant regarding Admissions Office interview appointment
- 7) Letter from applicant requesting application form, *College Bulletin*, etc.
- 8) Letter to applicant regarding Admissions Office visit to applicant's school
- 9) Form used to report alumni interview of applicant
- 10) Receipt for payment of application fee or note indicating fee has been waived

D) The following schedule of retention will be observed for disciplinary records maintained by the Office of the Dean of Students and/or in the student's central file at the Office of the Registrar:

- 1) Records of disciplinary actions leading to Fines, Pensums, Admonitions and Restrictions will be destroyed at the time the student

graduates, unless a different time of destruction is specified to the student at the time the penalty is imposed. (Certain penalties — Admonition foremost among them — are sometimes imposed for a period of one semester or one year, with the proviso that all records of the action will be destroyed at the end of the specified period if the student commits no new offense.)

- 2) Records of disciplinary actions leading to Censure of a limited duration will be destroyed at the time a student graduates unless the period of Censure continues to a date later than the student's graduation, in which event the records shall be destroyed when the period of Censure ends.
- 3) Records of disciplinary actions leading to *permanent* Censure and to Suspension, Dismissal or Expulsion will be permanently retained.

E) The following Financial Aid Office records will be retained until five years after the student graduates or until the records have been audited by federal authorities, whichever comes later:

- 1) Notice of approval of loan
- 2) Notice of Work-Study employment
- 3) Notice of award of scholarship
- 4) Loan application
- 5) Letter from student accepting financial aid
- 6) Need analysis
- 7) Financial Aid Form/Free application for Federal Student Aid
- 8) Student budget

F) Career Counseling Office records on individual students will be retained according to the following schedule:

- 1) Letters of recommendation placed on file in the Office at the student's request will be retained for ten years following the date of graduation, unless specifically requested otherwise.
- 2) All other materials will be destroyed as soon as the Director of Career Counseling believes they are no longer useful to the student — ordinarily five years after the student graduates.

G) Medical Office records will be retained for seven years.

H) Information provided by a student to the Alumni, Development or Public Relations Offices, or information obtained by these Offices from the public record, will be retained for such periods as the officers in charge deem necessary.

I) All records and forms connected with a student's pre-registration, registration (e. g., change-of-program cards), housing, and participation in the meal plan will be destroyed as soon as they cease to be useful to the administrative offices involved.

J) The files of the Counseling Services office will be available only to members of the counseling staff, and their contents will not be made available to others in or out of the College without the mutual consent of the student involved and the counselor, except under legal compulsion or in cases where the safety of persons or property is involved.

K) It is the responsibility of the Registrar to exclude from the student's central file information which does not bear directly on his/her academic performance or conduct.

L) A designated member of the College staff shall have the opportunity to cull from records scheduled for destruction material of historical value to the College. Such material may be entered into the College archives if approved by the President of the College.

## **College Policy on the Confidentiality of and Access to Faculty Records**

Official information about present or former members of the Faculty is maintained by the Dean of the Faculty. Such information is considered to be confidential. Confidential evaluations and private information should not be released in their original form under any circumstances. All requests for information about a present or former faculty member addressed to members of the College faculty or administration or student body should be referred to the Dean of the Faculty, except when the person receiving the request has been requested to release information about a faculty member by that member himself.

Persons answering requests for information about members of the Faculty should follow the same principles which pertain to the confidentiality of student records.

A Connecticut statute, designated Public Act No. 80-158, in effect since January 1, 1981, has to do with "accessibility of personnel files to employees."

In general, it says that employees are entitled to see their files on reasonable request. As "files" are defined, they include performance evaluations by supervisors, but not letters of recommendation by third parties. Within the context of our personnel procedures, it seems clear that candidates are now entitled to see the letters written by their department chairs, but not letters from external referees.

It is not entirely clear whether, under the statute, letters from students and faculty colleagues within the College are also accessible. Outside counsel has informed us that it would be reasonable to treat these internal letters as confidential, and we shall continue to do so. The Faculty should be aware, however, that this is a relatively new and somewhat ambiguous statute, and a court may someday interpret it otherwise.

## **Notice of Policies Regarding Student Access to Education Records at Trinity College ("The Buckley Amendment")**

In conformance with requirements established by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380, as amended) and Federal Regulations related thereto, Trinity College hereby provides notice of procedures and policies regarding student access to education records maintained by and at the College. It is the intent of Trinity College to comply fully with all provisions of the Act, which is most commonly referred to as the "Buckley Amendment," and for that reason the College's prior procedures and policies have been revised so that they are consistent with the requirements and perceived intent of both the Act and Regulations interpreting the Act. The College's procedures and policies must, of course, remain subject to any future modification made necessary or appropriate as a result of subsequent legisla-



tion, regulations, or judicial and federal administrative interpretations of the Act.

What follows is an explanation of the Act and the Regulations, and a description of the procedures and policies adopted by the College in compliance with the legislation. Questions regarding the legislation and Trinity guidelines should be addressed to the President's Office. Copies of the Act and the Regulations are available for review in that Office.

The purpose of the Act, as it applies to Trinity College, is twofold: (1) to give presently or formerly enrolled Trinity students access to their individual education records maintained at the College, and (2) to protect such students' rights to privacy by limiting the transfer of their records without their consent. "Education records" are defined as those records, files, documents, and other materials directly related to a student which are maintained by the College or one of its agents in the normal course of business.

The Act clarifies that an institution is not required to grant access by students to certain materials, including (1) private notes and other materials created by the individual College personnel, provided they are not revealed to another individual; (2) medical, psychiatric, or similar records which are used solely in connection with treatment purposes and only available to recognized professionals or para-professionals in connection with such treatment (provided, however, that a physician or other appropriate professional of the student's choice may review such records); and (3) law enforcement records which are kept separate from education records, are maintained for law enforcement purposes only, and are available only to law enforcement officials. (In each case, student access to such records is at the sole discretion of the individual who maintains these materials.)

It should also be noted that the Act specifically indicates that the legislation does not alter the confidentiality of communications otherwise protected by law. To ensure that the College does not compromise the rights individuals enjoyed prior to the enactment of legislation, students and alumni will not be permitted access to materials of an evaluative nature that were received or placed in files prior to November 19, 1974. Additionally, as provided by the Act, students shall not have the right to see confidential letters and statements of recommendation placed in education records prior to January 1, 1975, provided that they are used only for the purposes for which they were intended and were solicited or sent with a documented understanding of confidentiality. The Act further stipulates that students do not have the right to see financial records of their parents. Further, the Regulations specify that the Act is not applicable to records which contain only information relating to a person after he/she is no longer a student at the College.

As provided by the legislation, students may voluntarily waive their rights of access to confidential recommendations on or after January 1, 1975, in three areas — admissions, job placement, and receipt of awards. Under no circumstances, however, can a student be required to waive this right. (It should be understood that faculty and administrators are not required to write letters of recommendation on behalf of students, with or without the use of waivers.) To execute a waiver, the student will be asked to sign and date a written form specifying that information to which he/she voluntarily waives the right of access. Such forms are available at various College administrative offices, including the Career Counseling Office and the Registrar's Office. In waiving his/her right of access, the student retains the right to be notified,

upon request, of the name of each person who has submitted such a confidential evaluation or recommendation. Moreover, the recommendation may be used only for the purpose intended. The legislation also stipulates that a waiver may not be required as a precondition of admission to the College, receipt of financial aid from the College, or any other services or benefits. The Act clarifies that the "student" to whom the right of access belongs is defined as any person concerning whom the College maintains education records or personal information, but does not include anyone who has not been in attendance at the College. Thus an applicant for admission to Trinity College who is not admitted is not given the right under the Act to see or challenge letters of recommendation or other records. Additionally, the Act does not give the applicant the right to challenge the College's decision not to admit. The rights provided by the Act only accrue to those individuals who actually enroll at the College.

The legislation also makes it clear that the College has the right to provide to the parent or legal guardian of a dependent student, as defined for Federal Income Tax purposes, information about his or her child without the College's having to seek the student's consent. Thus, at its discretion, the College will provide such information to the extent that it is permitted by law. Such a policy alters previous College policy which gave every student of majority age sole power to decide whether his or her parents are to receive such information as student grades and college bills.

As provided by the Act, the College gives public notice that it retains the right to publish at its discretion the following categories of information with respect to each student presently or previously attending the College: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information such as honors received. Students have a right to inform the College within a reasonable period of time that any or all of this so-called "directory information" should not be released without prior consent. Requests by students to suppress from public distribution the above-mentioned information are made annually to the Registrar's Office. As required by the Act, Trinity College has provided and will in the future provide public notice of its intention to publish such information.

The Act and Regulations thereto contain further information, much of which is technical and not appropriate for inclusion in this notice. The College will, of course, be guided by all sections of the Act and Regulations and not solely by those subjects and requirements addressed in this notice. Again, further clarification and copies of the legislation can be obtained through the President's Office.

In complying with the legislation, the College has adopted the following procedures and policies in addition to those noted above:

- A. Except for those parties stated below, no one shall have access to education records without the written consent of the student concerned. The exceptions to the consent requirement are:
  1. Faculty and staff members determined by the appropriate record keeper to have legitimate educational interests in seeing the records in question. "Legitimate educational interests" may include review

of academic records by faculty and staff representing national honor societies.

2. Authorized Federal and State officials auditing Federally supported education programs and State officials to whom information from student records is required by statute adopted prior to November 19, 1974, to be disclosed.
  3. Persons processing a student's financial aid application, or receipt of financial aid but only to the extent of (1) determining eligibility, amount, and conditions for aid and (2) enforcing such conditions or terms.
  4. Organizations conducting studies on behalf of educational agencies in connection with predictive tests, student aid programs, and the improvement of instruction provided that the identity of students is not revealed to other than representatives of such organizations and the information is destroyed when no longer needed for study purposes.
  5. Recognized accrediting organizations carrying out their accrediting functions.
  6. Parents or legal guardian of a student who is dependent upon such parents or legal guardian for Federal Income Tax purposes (discussed above).
  7. To comply with a judicial order or lawfully issued subpoena provided reasonable notice in advance of compliance is sought.
  8. Officials of another school in which the student seeks or intends to enroll, provided notice requirements are met.
  9. In an emergency, appropriate persons, as determined by the keeper of the records, if the knowledge of information from a student's record is necessary to protect property or the health or safety of the student or other persons. The factors to be taken into account in determining whether personally identifiable information from the education records of a student may be disclosed include:
    - a. The seriousness of the threat to the health or safety of the student or other individuals;
    - b. The need for information to meet the emergency;
    - c. Whether the parties to whom the information is disclosed are in a position to deal with the emergency;
    - d. The extent to which time is of the essence in dealing with the emergency.
- B. Records released to any organization, agency, or individual shall be transmitted with a notice informing the recipient that such information is released only on the condition that the recipient will not permit any other party to have access to such information without the written consent of the student.
- C. Each office which maintains education records shall maintain a record for each student which shall list all individuals (except institution officials described above), agencies, or organizations which have requested or obtained access to such student's education record.
- D. A student may inspect material belonging to his/her education record solely at the office which is responsible for maintaining such information. Any office may require that the student inspect that record only in the presence of the office head who may assist in interpreting the infor-

mation. Each office has the ultimate responsibility for establishing appropriate procedures; however, each office has been instructed to ask that the student's request be made in writing, and where appropriate, in person. On request, the student may be required to properly identify himself/herself in filing a request and prior to having access to his/her records. The student is obligated to examine the record during reasonable hours at the place the record is maintained and not to interfere with the operation of the office in which the record is being maintained.

- E. Under the Act, the College has 45 days from the time of request until it must comply with the request.
- F. In some instances, materials which are a part of a student's own record may include reference to other students. In such cases, the individual student's right to disclosure is limited only to that part of the record that pertains to him/her. The Act does not give the student an absolute right of inspection of all such materials. At the College's discretion, a student can be informed of such materials, as specified by the Act, but may legally be denied inspection of them.
- G. Unless and until the College is provided with a written statement of permission by the author, confidential letters and statements of recommendation received prior to January 1, 1975, and evaluative materials received prior to November 19, 1974, will remain confidential and inaccessible to students. Materials received after these dates will not be treated as confidential by the College and will be accessible to students upon request.
- H. Copies of records accessible to students shall be transmitted to the student upon payment of the established fee for issuing such copies.
- I. A student who believes the information contained in his/her education records is inaccurate or misleading or violates privacy or other rights may request that the College amend them. A student who seeks to question such information will be requested to state the basis for the challenge in writing to the head of the office where the student's records are maintained. The head of the office may, if it is considered that circumstances warrant, alter the material in accordance with the assertion(s) made in the student's challenge. If, however, the office head believes the challenge is not warranted, the matter will be referred in a reasonable period after request to a Board of Inquiry, impaneled by the Dean of Students, for an arbitration hearing. The student shall be given notice of the date, place and time reasonably in advance of the hearing. The purpose of the hearing is to afford the student a full and fair opportunity to challenge and correct any inaccurate, misleading or inappropriate information about the student. The procedures for a hearing will ensure that a decision is rendered by disinterested persons. The Board of Inquiry, composed of one undergraduate, one faculty member and one administrator, will provide the student and the office head full opportunity to present their respective positions and to cross-question one another. Excluded from the panel will be any party who has a direct interest in the outcome of the hearing. The Board will also hear witnesses when appropriate. The student may be assisted or represented by individuals of his/her choice at his/her own expense, including an attorney. The hearing will otherwise be guided by the applicable provision for due process spelled out in the Administrative Procedures in Matters of Discipline

and Dispute, as modified to conform with the requirements of the Act. Within a reasonable time after the conclusion of a hearing, the Board will issue a written decision, copies of which will be provided to the student and the office head. This decision will be binding. The decision of the College shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

- J. If, as a result of the hearing, the College decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the student in writing.
- K. If, as a result of the hearing, the College decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the student of the right to place in the education records a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the College.  
Any such explanation placed in the education records of the student shall:
  - 1. Be maintained by the College as a part of the education records of the student as long as the record or contested portion thereof is maintained by the College, and
  - 2. If the education records of the student or contested portion thereof is disclosed by the College to any party, the explanation shall also be disclosed to that party.
- L. Except as permitted by the legislation, transcripts or information concerning a student's education record will be released to individuals or parties outside the College only with the written consent of the student or under subpoena, in which case the student will be notified. The Act requires that the student's written consent indicate which records are to be released, the reasons for such release, and to whom the copies are to be released. A copy of the material to be released may be requested by the student.

It should be noted that the scope of records maintained for students may vary greatly depending on individual circumstances. In most cases, student files do not contain many of the types of records noted above. While a number of such records have been accessible to students in the past, certain records will remain confidential and not open to students as provided in the Act and Regulations and as explained above. Moreover, the Act does not deny the College the right to destroy any records if not otherwise precluded by law unless prior to destruction the eligible student has requested access. (One of the intentions of the legislation was to encourage colleges and universities to reduce the number of records which they have previously maintained. The destruction of records is not inconsistent with the spirit of the law.)

Finally, the Act requires that a written record be kept with the education records of each student, indicating all parties outside the College who have requested or obtained access to the records. The record must also indicate the legitimate interest that each party has in obtaining the information. As noted previously, the Act does not require the student's prior consent to the release of such files or information to Trinity College faculty or administrators who have a "legitimate educational interest" in seeing the material, or to certain

other persons, agencies, and organizations specified above and in the Act. Access and release forms are available in those College offices which keep student files.

In conclusion, two points should be re-emphasized. First, the College intends to comply fully with the intent and spirit of the Family Educational Rights and Privacy Act and the Regulations related thereto. Second, the policies and procedures of the College remain subject to modification made necessary or appropriate as a result of subsequent legislation, regulations, or judicial and federal administrative interpretations of the Act. Any questions regarding the legislation or the College's procedures and policies should be directed to the President's office.

## **Notice of Nondiscrimination and Appointment of Title IX Compliance Officer**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in all federally funded education programs. The regulation implementing Title IX, effective July 21, 1975, specifies a number of actions that educational institutions receiving federal funds must take in order to be in compliance with the law.

Trinity College supports the language and intent of this legislation, and seeks to comply fully with Title IX requirements. In conformance with such legislation, the College provides notice here to its students, employees, applicants, and others that Trinity College, as required by Title IX and its regulation, does not discriminate on the basis of sex in the educational programs or activities which it operates. This policy and requirement of nondiscrimination extend to both admission to and employment in the College.

Pursuant to Title IX regulation, Trinity College also gives notice of the appointment of Eddie Perez, Director of Community Relations and Affirmative Action, as the officer who is responsible for the coordination of efforts by the College to comply with and carry out requirements and responsibilities under Title IX. Mr. Perez's office is in Williams Memorial.

## **Notice of Nondiscrimination and Appointment of Compliance Officer Pursuant to Section 504, Rehabilitation Act of 1973, as Amended (Nondiscrimination on the Basis of Handicap)**

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination on the basis of handicap in any program or activity receiving federal financial assistance. The regulations implementing Section 504, effective June 3, 1977, specify a number of actions that educational institutions receiving federal funds must take in order to be in compliance with the law.

Trinity College supports the language and intent of this legislation, and seeks to comply fully with Section 504 requirements. In conformance with such legislation, the College provides notice here to its students, employees, applicants, and others that Trinity College, as required by Section 504 and its regulations, does not discriminate on the basis of handicap in the educational programs or activities which it operates. This policy and requirement of nondiscrimination extend to both admission to and employment in the College.

Pursuant to Section 504 and implementing regulations, Trinity College also gives notice of the appointment of Eddie Perez, Director of Community Relations and Affirmative Action, as the officer who is responsible for the coordination of efforts by the College to comply with and carry out requirements and responsibilities under Section 504 and the implementing regulations. Mr. Perez's office is in Williams Memorial.



## **VII. Student Organizations**

### **Student Government**

The following organizations form the basis for student government at Trinity. Most of the voting members of these organizations are elected by the undergraduate student body, but participation in each organization is not limited to elected students. The organizations are constantly seeking expertise and input from any interested student.

#### **Student Government Association**

The Student Government Association (SGA) is composed of students elected from class representatives, at-large representatives, and a non-voting Faculty liaison. The President, Executive Vice President and Vice President of Finance are elected at-large and do not have to be on the SGA. All elections for representatives are held in the third week of September, with vacancies filled in January. The President, Executive Vice President, Vice President of Finance and three at-large Budget Committee members are elected two weeks after spring break for the following year.

The SGA is the centralized, representative body for student government on the Trinity College campus. It deals with a broad range of issues relating to student life on the campus and oversees every recognized student organization as well as its two semi-autonomous committees listed below. It is interested in hearing from students who have recommendations for improving the life of students at Trinity and typically becomes actively involved in most issues on the campus. Interested students should contact the President of the SGA, the Director of Student Activities, or the Student Government Office (Box 1372). All are located in the Student Life Resource Center.

#### **Budget Committee**

The Student Government Association Budget Committee (SGABC), which reports directly to the SGA, is comprised of the Vice President of Finance, three students elected by the student body, four students appointed by the SGA, and the Student Accountant. The committee sets policies and procedures for all recognized student organizations, and handles the daily operation of the Student Activities Fee and organization budgets. Information regarding the Student Activities Budget, the SGABC, or organizations can be obtained from the President of the SGA, the Director of Student Activities, or the Student Government Office (Box 1372). All are located in the Student Life Resource Center.

#### **The Trinity College Activities Council**

The TCAC coordinates an ongoing schedule of diverse activities for the Trinity College community. The TCAC works to promote and ensure the smooth running of all activities such as dances, lectures and special events, including Spring Weekend, working with the Director of Student Activities and the Calendar Office. The TCAC welcomes ideas and help from the student body. Interested students should contact the Director of Student Activities, or the TCAC Office (Ext. 5304).

#### **Student Government Office**

The Student Government Association maintains an office on the first floor of Mather Hall in the Student Life Resource Center.

SGA can be contacted through Box 1372 or ext. 2170.



## The Student Activities Fee

The Student Activities Fee, which is collected by the College at the direction of the Student Government Association, is used to fund co-curricular organizations and activities. Proceeds of the Fee are controlled and disbursed by the SGABC. The SGA set the Activities Fee at \$220 for the 1993-94 academic year.

It is considered a privilege to receive money from the Student Activities Account. In order to provide for effective and efficient operation of the Account, all organizations receiving funds are subject to the rules, regulations and penalties established by the SGABC and the SGA.

## Constitution of the Student Government Association

### ARTICLE I: Name

Section 1. The name of this organization shall be the Student Government Association, hereinafter referred to as the SGA.

### ARTICLE II: Purpose

Section 1. The SGA shall provide for the general welfare of the student body of Trinity College.

Section 2. The SGA shall promote unity of effort among the administrators, faculty, and students of the College.

Section 3. The SGA shall be charged with the responsibility of providing an open forum for students to express their views. The SGA shall also act upon student opinions in that manner which the SGA shall deem advisable.

### ARTICLE III: Powers of the SGA

Section 1. The SGA shall have the power:

- a) to represent the student body through its officers, resolutions, and/or petitions.
- b) to discuss and make recommendations on any matters pertaining to the welfare of the Trinity College student body.
- c) to recognize student organizations, grant ad hoc status to organizations when necessary, and approve constitutions.
- d) to set the size of the Student Activities Fee, with the advice of the SGA Budget Committee.
- e) to be the final authority on matters pertaining to student activity finances, acting upon the advice and decisions of the SGA Budget Committee.
- f) to have final authority on all matters pertaining to the TCAC-sponsored social activities of the College, acting upon the advice and decisions of the TCAC.
- g) to be the final authority on all matters and disputes pertaining to the use of the S.G.A. vehicle, acting upon the advice of the Director of Student Life.
- h) to hold all student elections and make all necessary student appointments.
- i) to provide such direction to student activities as is authorized or requested by the administration, faculty, student groups, and is approved by the SGA.
- j) to create any SGA offices, committees, or other subsidiary groups necessary to execute its purpose.
- k) to have the power to take those steps which it deems necessary and proper for the preservation of the general welfare of the Trinity College student body.

### ARTICLE IV: Structure

Section 1. The SGA shall contain a steering committee composed of:

- a) the officers of the SGA.
- b) three (3) members elected by and from the SGA by majority vote.

Section 2. The SGA legislature shall be composed of no more than forty-eight (48) students and no less than one representative per one hundred students, consisting of:

- a) Seven (7) representatives from each undergraduate class.
- b) Twelve at-large representatives.
- c) One representative member each (with full voting and legislative powers and duties) from the Pan African Alliance, the Interfraternity Council, and the Individualized Degree Program.
- d) Petitions for the placement of additional special representatives (those representing a student organization) upon the SGA shall be heard at any time throughout the year and require a two-thirds majority vote in favor to pass.

Students shall be elected according to the provisions of Article VI. Each representative shall be a member of the constituency which she/he represents. The SGA does not discriminate on the basis of race, creed, color, sex, national origin, or sexual orientation. The events of the SGA are open on a nondiscriminatory basis to the members of the College community.

Section 3. The Student Government Association Budget Committee (SGABC) shall consist of:

- a) the vice president of finance.
- b) the president and exec. vice-president of the SGA, and the student accountant, ex-officio, non-voting.
- c) four (4) students nominated and elected by and from the SGA legislature and three (3) students not on the SGA legislature and elected at large.

#### ARTICLE V: Powers And Duties Of Officers, Delegates, And Liaisons

Section 1. The individual who is president of the SGA shall:

- a) preside at all meetings of the SGA and at all meetings of the Steering Committee.
- b) call special SGA or Steering Committee meetings when necessary, and call for the convening of an all-campus faculty-administrative-student forum.
- c) serve as a non-voting member of the SGABC and TCAC.
- d) have the authority to sign SGA check requests.
- e) represent, or designate someone to represent, the SGA on special occasions or in dealing with other groups.
- f) be responsible for the smooth running of student government at Trinity College.
- g) perform other such duties as the SGA shall deem necessary.
- h) have the power to veto any measure passed by the SGA legislature, subject to overrule by a two-thirds majority of the said membership.
- i) have the power to censure, by appropriate means (i.e., notification of the TRIPOD and of the member's constituency), any member of the SGA who has failed to carry out the duties of his/her office or failed to act in a reasonable and circumspect manner at SGA meetings, subject to approval by a majority of the SGA membership. This is not applicable to a veto by the president.
- j) appoint a parliamentarian and all provisional chairmen of committees except the Budget Committee and the TCAC.
- k) be considered a legislative delegate for the purpose of Section 10 of this Article.

Section 2. The executive vice president of the SGA shall:

- a) perform the duties of the president in the absence of that officer.
- b) serve as a member of each committee and an ex-officio, non-voting member of the Budget Committee.
- c) serve as Chair of the Chairpersons Committee and meet weekly with all chairpersons of each SGA committee.
- d) perform such duties as the SGA deems necessary.

- e) be considered a legislative delegate for the purpose of Section 10 of this Article.

Section 3. The vice president of finance of the SGA shall:

- a) preside at all meetings of the Budget Committee.
- b) serve as the official Budget Committee liaison to the SGA.
- c) have the authority to sign all SGA check requests and have charge of all SGA funds, both collection and disbursement.
- d) maintain an accurate record of all SGA funds.
- e) make monthly reports to the SGA on its financial status.
- f) be considered a legislative delegate for the purpose of Section 10 of this Article.
- g) perform such duties as the SGA deems necessary.

Section 4. The chairperson of the TCAC shall:

- a) preside at all meetings of the TCAC.
- b) serve as official TCAC liaison to the SGA.
- c) be a non-voting member of the SGA.
- d) perform other such duties as the SGA shall deem necessary.

Section 5. The secretary of the SGA shall:

- a) keep the minutes of all SGA meetings.
- b) maintain the attendance records of all SGA meetings and bring complaints before the Steering Board when a member has exceeded the absence allowance.
- c) publish and distribute notices announcing all official SGA meetings and actions.
- d) be responsible for keeping SGA files complete, accurate, and up to date.
- e) distribute copies of the SGA constitution to all members of the SGA upon their election to the SGA and to all first officers of every recognized student organization.

Section 6. The parliamentarian of the SGA shall:

- a) advise the president on parliamentary procedure and SGA precedents.
- b) chair the Constitutions Committee.

Section 7. Representatives on standing and temporary faculty and trustee committees shall:

- a) serve as a liaison between their respective committee and the SGA.
- b) make monthly reports to the SGA on the activities of their respective committees.
- c) be responsible for communicating all relevant SGA opinions or decisions to their respective committees.

Section 8. Legislative delegates shall:

- a) each have one vote.
- b) be entitled to speak or bring before the SGA any business said delegate may feel to be relevant.
- c) be responsible for meeting attendance requirements.
- d) serve on at least one committee.
- e) maintain communication with his/her constituents and actively seek their opinions.

## ARTICLE VI: Elections

Section 1. Election of delegates:

- a) Any full-time undergraduate is eligible for election to the SGA provided that she/he is not on academic probation. In order to be placed on the election ballot, a student must submit a signed petition to SGA no less than one week prior to election dates. A student must enter his/her name on only one ballot per election.
- b) Fall elections shall be held in the third week of the Fall term. Election will consist of seven representatives from each of the four classes.

- c) Elections held in the beginning of the Spring term shall be conducted in the same manner as the Fall elections. However, elections will be held only for those positions which were vacated at the end of the Fall term. Vacancies prior to the start of the Spring semester or after the election shall be considered an 'At-Large' position and be filled by a student appointed by the Steering Committee and confirmed by a majority of the SGA.
- d) The President, Executive Vice President, Vice President of Finance, twelve At-Large representatives, and three at-large Budget Committee members shall be elected in the Spring Executive Elections. Said elections shall be held no later than two weeks following Spring Break and conducted in the same format as the elections described above.
- e) Exact procedures for elections shall be established by the SGA one month before the end of the previous term upon the recommendation of the Elections Committee.

Section 2. Election of officers:

- a) The president, executive vice president and vice president of finance shall be elected by and from the student body in elections held two weeks after Spring Break. Their term of office shall be one year (two semesters) starting on the day of Graduation following the election and continuing to the last meeting in May. Procedure for recall (vote of no confidence) regarding the president shall be instituted at the last meeting of each Fall Term. A vote of no confidence must be passed by a two-thirds governing body vote.
- b) In order to be placed on the ballot for the office of president, executive vice president or vice president of finance, a student must submit to the SGA a written notice of his/her candidacy no less than one week before the election.
- c) The secretary shall be elected by and from the SGA at the first meeting of the entire SGA following Fall and Spring Term elections.
- d) The SGA shall establish the procedures for the election in the previous spring semester upon the recommendations of the Elections Committee.

Section 3. Election of students to standing faculty and trustee committees:

- a) One student member of each standing faculty and trustee committee shall be elected by and from the SGA. The other student members of each standing faculty and trustee committees shall be elected by the SGA but are not required to be members of SGA. Each candidate for election by the entire student body shall submit his/her name to the SGA at least one week before the election.
- b) In matters concerning the selection of student liaisons to positions that require a representative group (minority, male, female, etc.), the Student Government Association shall be guided by the following procedure:
  - A. if the SGA is asked to choose, for example x number of females, x number of males, and x number of minority students, the SGA will attempt to select people from the SGA legislature to satisfy these requirements;
  - B. if there is no interest from one or more groups from within the legislature, the SGA shall send a notice to the corresponding and appropriate student organization(s) and ask them to send one or more representatives to the SGA for possible selection;
  - C. if that particular organization does not respond within a week's time, then any SGA member regardless of race, color or gender, shall be able to run for that vacant position.

ARTICLE VII: Term Of Office

Section 1. Elections are normally held in September and January.

Section 2. The term of office for all elected positions except president, executive vice president and vice president of finance commences immediately following their election and terminates on the day of the election the following academic year. The

term of office for temporary appointments commences immediately after the appointment is made and ends with the filling of that vacancy by election.

#### ARTICLE VIII: Disciplinary Procedures

Section 1. An officer, delegate, or liaison may, subject to the provisions in paragraph two and three below, be removed from office for:

- a) failure to carry out the duties of his/her office.
- b) misusing the powers of his/her office.
- c) violations of either civil or legal rules or laws.

Section 2. Officers, delegates, or liaisons charged by anyone under Section 1 of this article shall have a hearing before the Steering Board. If a majority of the board find that the charges are properly brought under that Section, a hearing before the SGA body will be held. A two-thirds vote of the SGA shall then be required for removal from office.

Section 3. Members of the Steering Board charged under this Section shall be treated the same as delegates and liaisons as in Section 2 above. While the question of removal is being considered, said student shall be suspended from the board.

Section 4. An officer, delegate, or liaison may be censured for failure to carry out the duties of his/her office or to act in a reasonable and circumspect manner at SGA meetings. A majority vote shall be required for censure. The procedure for censure shall include:

- a) an unofficial warning given to the candidate for censure by the president.
- b) one week's notice by the president to the censured student.
- c) presentations on the issue by the president and the candidate for censure at the SGA meeting following the formal notification by the president at least one week earlier.
- d) SGA discussion on the issue which is off the record and closed to outside observers and the candidate for censure.
- e) vote and notification of the decision by the SGA.

#### ARTICLE IX: Meetings

Section 1. The general meeting of the SGA shall be held each Tuesday during periods when classes are in session and additional meetings shall be called whenever they are deemed necessary by the president, two Steering Board members, or one-fifth of the delegates.

Section 2. Except under very special circumstances, all meetings of the SGA will be open to any member of the Trinity College community. If the entire Steering Board and three-fourths of the delegates agree, however, the SGA may hold a closed meeting.

Section 3. Every member of the Trinity College community has the right to express his/her views at the SGA meetings. Only delegates, however, may vote or introduce legislation.

Section 4. Attendance requirements of delegates, officers, and liaisons:

- a) members are required to attend all meetings.
- b) the secretary shall bring a complaint for failure to fulfill the duties of his/her office to the Steering Board for any member who misses more than one meeting per semester.

Section 5. A majority of the members of the SGA shall constitute a quorum.

Section 6. No single SGA member shall hold more than one (1) proxy with full voting powers at a time.

Section 7. In all matters not specifically expressed in this Constitution, the parliamentary authority shall be *Robert's Rules of Order, Newly Revised*.

#### ARTICLE X: SGA Standing Committees

Section 1. The Standing Committee on Constitutions shall:

- a) recognize student organizations.

- b) approve student organization constitutions.
- c) consist of five to ten members elected by and from the SGA.
- d) keep track of all operating procedures established by precedent.
- e) write and present amendments to the SGA constitution as the need arises and make a recommendation to the SGA on all proposed amendments.

Section 2. The Steering Committee shall:

- a) consist of the officers of the SGA and three (3) members elected by and from the SGA.
- b) meet before every official SGA meeting to prepare the agenda and hear all appeals which are to be made to the SGA at the subsequent SGA meeting.

Section 3. The Elections Committee shall:

- a) consist of members elected by and from the SGA and shall elect its chairman from among its members.
- b) recommend procedures to the SGA for all elections and supervise those elections.

Section 4. The Student Government Association Budget Committee shall:

- a) oversee the finances of all student organizations on campus.
- b) perform duties which include:
  - 1) approval of all budgetary allocations.
  - 2) approval of all checks drawn on the student activities account.
  - 3) approval of all expenditures in excess of \$500 which were not in the original budget.
  - 4) make recommendations to the SGA concerning the raising or lowering of the student activities fee.
  - 5) approval of all student organization budgets for the academic year.
  - 6) evaluate each organization's budget at mid year.
- c) No proxies will be allowed to the membership. Members will be automatically dropped from the committee if they miss more than three (3) meetings in any one semester. A position vacated by a member will not be filled until the following semester.
- d) The two officers of the Budget Committee shall be the secretary and the chairperson;
  - 1) the vice president of finance shall serve as chairperson of the SGA Board Committee. The duties of the chairperson shall be to call and preside at all regularly scheduled meetings and to call any meetings which he/she shall deem necessary. The chairperson shall be unbiased in his/her presentation of any financial matters under committee consideration.
  - 2) the student accountant shall serve as secretary of the SGA Budget Committee; however, he/she will hold the status of a non-voting member. The secretary shall take the minutes of all meetings of the committee, serve as the chairperson in that officer's absence, and write letters of warning and expulsion to those committee members who have failed to satisfy attendance requirements.
- e) A quorum shall consist of five-sevenths of the committee membership at any given time.
- f) A majority approval is needed for passage of a motion.
- g) The Budget Committee shall hold meetings no less than bi-weekly. No official meeting may be convened without a quorum. All Budget Committee meetings are open to the public. If, however, the committee shall give five-sevenths approval, the committee may hold closed meetings.
- h) From time to time budgeted organizations may feel that additional allocation (in excess of what was allocated for its annual budget) is necessary. The SGABC will hear appeals for one-time allocations during the year and will judge each individual appeal on its own merits. Groups coming to the Budget Committee with a request for an additional allocation should:
  - 1) have an itemized presentation of the extra expenses.

- 2) present the date, time, location, and description of the event that requires the extra money.
- 3) present an explanation of why the costs were not included in the original budget.
- i) When granting budgets in the spring, and granting extra funds from contingency, the Budget Committee will take the following into account:
  - 1) overall benefit to the College community.
  - 2) uniqueness and freshness of the programs intended.
  - 3) complete adherence to the committee's procedural guidelines.
  - 4) attempts to work with other student organizations in planning and sponsoring events.
  - 5) overall benefit to the Hartford community.
  - 6) expense of the program intended.
  - 7) apparent dedication of the organization.
- j) All student organizations funded by the Student Activities Fund are subject to the complete guidelines and policies of the SGA Budget Committee. A complete listing of the said guidelines are available upon request from the Vice President of Finance or the Student Accountant.

Section 5. The Standing Committee on the Bookstore shall:

- a) communicate concerns, questions or suggestions to the bookstore management bi-weekly.
- b) respond to these concerns, questions or suggestions.
- c) maintain a careful record of activities or findings.
- d) provide input in advance of the renewal of the bookstore contract by reporting on its record.

#### ARTICLE XI: Amendments

Section 1. All SGA members must be notified in writing no less than one week prior to the consideration of proposed amendments to this constitution.

Section 2. Proposed amendments to this constitution shall take effect upon the approval of two-thirds of the SGA membership.

Section 3. The SGA and its Constitutions Committee shall have the power to review, amend, or create a new constitution, when the SGA agrees by a two-thirds majority that its present document is no longer providing for the general welfare of the Trinity College student body.

#### ARTICLE XII: New Constitutions

Section 1. Proposed constitutions shall take effect and nullify this constitution after majority ratification of the SGA legislature, followed by majority ratification in an all-campus student referendum.

#### ARTICLE XIII: Referendums

- a) A student or student group may attempt to have a student referendum in the following manner:
  - 1) The wording of said referendum must be submitted in writing to all members of the SGA at least one week before the SGA vote.
  - 2) The SGA can approve the referendum by a two-thirds majority, in which case the referendum will be held in at least one month.
  - 3) If the referendum fails to receive the two-thirds majority necessary from the SGA, it can then try to arrange a referendum by petition. To arrange such a referendum, the student(s) in question must submit a petition with the signatures of fifteen (15) percent of the Trinity undergraduate student population. If the above condition can be met, then the referendum must be held within a month, the SGA notwithstanding.
- b) For a referendum to be considered valid, the following conditions must be met:

- 1) A position for and against the position expressed in the referendum must be dropped in every student's box at least one week before the referendum is held.
- 2) A meeting open to the student body to discuss the referendum must be held.
- 3) Two-thirds of the student body must cast their ballots, and of those voting a simple majority is all that is needed to pass the measure.

## **Regulations and Procedures Affecting Undergraduate Organizations**

The following are the policies, regulations, and procedures which govern recognized undergraduate organizations as well as groups which seek recognition at the College.

The College encourages the undergraduate to take an active role, when time permits, in those organizations which foster intellectual and academic interests and which afford opportunities to work with and to enjoy the friendship of others.

### **Definition of Undergraduate Organizations**

Trinity College defines an undergraduate organization as some number of full-time undergraduates engaged, under their own direction, in the systematic pursuit of one or more common purposes that are consonant with the educational objectives of the College.

### **Recognition of Undergraduate Organizations**

Official recognition of an undergraduate organization is the acknowledgement by the College that the organization has an existence at Trinity and is allowed to charge fees; to seek funding or other assistance from sources outside of the College; and to request various considerations, such as the opportunity to use College facilities and services and, when appropriate, the name and the tax-exempt status of the College.

The right to apply to the Budget Committee of the Student Government Association for funding from the Student Activities Fee may be granted by the Student Government Association to officially recognized organizations.

### **Application for Recognition**

In order to apply for recognition, an organization must meet these conditions:

- it must have a constitution which sets forth:
  - the purposes of the organization;
  - its governing structure;
  - the qualifications and criteria for membership;
  - the causes for which membership will be suspended or terminated and the procedures to be followed; and
  - the procedures to be followed in the conduct of business, including those having to do with the recruitment and selection of members, and the appointment or election of officers or directors;
- it must provide separately:
  - the names and addresses of the organization's officers (or of those members charged with responsibility for its direction);



an income and expense budget for the first year of operation which will include:

- the sources of and the amounts of any funding which is required to sustain the group's activities; and
- the names and addresses of parent or affiliated organizations to which fees, licenses, rents, dues, etc. are to be paid in the course of the following twelve months, and the amount of the sum to be paid to each;

- the names and addresses of individuals to whom wages or fees for services are regularly to be paid, the amounts of such wages or fees, and the rate (e.g., monthly, weekly, etc.).

It must also, if people other than enrolled Trinity College undergraduates may become (or, at the outset, are) members, designate the functions of and identify by their names and addresses non-undergraduates who are actively involved in one or more of the following:

- financial management
- operation and upkeep of property, equipment, etc.
- governance of the organization
- advisory boards or councils.

Additionally, it must appoint or elect a Trinity undergraduate to counter-sign any requests for funding or payments from the Student Activities Fee and any purchase requests for new equipment or repair of existing equipment if owned by the organization.

It must, if the organization is affiliated with, or is a subsidiary of, a larger state, regional, or national organization, provide the College with copies of the constitution, by-laws, and regulations of the primary organization.

If an undergraduate organization proposes to limit the number of members or restrict membership in other ways, it must state the limit or restriction clearly and explain why it is necessary.

It must provide its proposed calendar of activity for the next calendar year or for whatever period of activity is involved if it is to be less than a year.

To become a recognized organization, the organization must have the approval of the Director of Student Activities, and, if funds are to be sought from the Student Activities Fee, the approval of the Student Government Association. Applications for recognition may be obtained at the Student Life Resource Center. Completed applications may be submitted to the office at any time after September 1 in the Fall Term but no later than April 1 in the Spring Term. Within ten business days after receiving an application, the Director of Student Activities will determine whether it is complete and whether the organization submitting it conforms to these regulations and requirements. If the organization seeks funding from Student Activities Fees, the completed application will be forwarded to the Secretary of the SGA Constitution Committee. Within fifteen days (vacation periods excluded) of receiving notice from the Director of Student Activities, the Secretary of the Constitution Committee will place the application and related papers before the Committee for action. The action of the Committee may be one of three: a recommendation to the SGA legislature to approve the organization; a recommendation to deny approval; a recommendation to the organization that it make particular changes in its proposal.

After a recommendation that the SGA approve an organization is passed from the Committee to the Secretary of the SGA, copies of the Committee's

recommendation, the application, and supporting papers are to be provided each member of the SGA legislature. That body may not vote upon the recommendation sooner than five days after receiving copies of these documents.

### **Requirements for Continued Recognition**

In order to enjoy continued recognition, each organization will, by the end of the first week in May, submit a brief report on its year's activities to the Director of Student Activities.

That report will:

- identify major accomplishments of the organization;
- list various events and activities, including regular meetings;
- provide membership data, specifically the number, by sex and by class, of active members at year end (May 1);
- provide also, in the cases of organizations with selective memberships, the full names of their members;
- update the information required to secure recognition (see above);
- include plans for the following year, a schedule of events, and if funds will be sought from SGA Budget Committee, an estimate of costs;
- provide a summary of income, receipts and expenses;
- list assets and liabilities (i.e., debts, amounts payable, and encumbrances).

The administration will presume that organizations not submitting reports by the end of the first week in May do not seek continued recognition.

### **Obligations of Recognized Organizations**

It is required that the officers and members of all organizations know the College Regulations. It is expected that the officers will firmly discourage breaches of these Regulations and of local, State, and Federal laws within their organization. The administration may place responsibility for breaches of the College Regulations and of local, State, and Federal law upon the organization and/or the officers and/or the membership and/or particular members. An organization's officers and its members may be held responsible for the consequences of the organization's negligence.

### **Membership**

As a general principle, membership in student organizations and groups shall be open to any full-time undergraduate and shall not be restricted on the basis of age, sex, sexual preference, handicap, race, color, creed, religion, or national or ethnic origin. The College encourages undergraduate organizations to reflect the diversity of the enrollment of the College in their own membership. The President of the College may make exceptions to the rule against restriction of membership in rare cases, if an organization can demonstrate to his satisfaction that its interests or activities require particular exclusions.

The administration requires that all undergraduate organizations submit lists of officers and offices held to the Student Activities Coordinator within one week of their election or appointment. Such lists should, in the case of each officer, show the beginning and ending date of the term of office. Within the

first week after Commencement, organizations that will be active on campus during summer vacation will submit the names of the officers or acting officers, their summer addresses and phone numbers, and the date on which their summer responsibilities end.

Trinity College part-time undergraduates and graduate students, as well as people who have no affiliation with the College, may hold full or limited membership (status is dependent upon the requirements of a particular organization); however, in order to secure recognition, or to continue it, an organization must be able to demonstrate that the majority of its membership is made up of full-time Trinity College undergraduates. All organizations with part-time undergraduate members, graduate student members, and/or members who are not Trinity students will submit the names and addresses of such members during the first week of each semester and, if the organization is to be active during the summer vacation, during the first week after Commencement. These lists are to be kept up-to-date during the academic year and, if necessary, during the summer.

### **Proposals for Changes in or Amendments to Purposes, Constitutions, By-Laws, or Requirements for Membership**

Recognized organizations which propose in the course of a year to change their purposes and/or to amend their constitutions, their by-laws, or requirements for membership must have the changes or amendments approved by the Director of Student Activities before the amendments or changes can take effect. Similarly, organizations which have been approved by the SGA must also notify it of proposed changes and have these approved before they become effective.

### **Financial Management**

Financial records are to be kept in a timely and orderly fashion and available on reasonable notice for audit by the Director of Student Activities or other College officers.

Organizations funded through the Student Activities Fee will follow financial procedures established by the Student Government Association Budget Committee. Undergraduate organizations which are not corporations separate from the College do not have authority to enter into contracts for goods or services. Contracts made on behalf of unincorporated undergraduate organizations must be signed by the Director of Student Activities.

Only Trinity undergraduates currently enrolled may sign check requests, obtain cash advances or present contracts for an official signature from the College.

Complaints from creditors or from members about unpaid bills and/or the quality of financial management may lead to an immediate audit by the Director of Student Activities.

Officers of the College will not serve as collection agents for organizations whose members are also its debtors.

### **Facilities and Property**

Organizations using College equipment, facilities, and grounds occasionally or over long periods of time, are to maintain them in good condition.

The cost of repairing damage to equipment, facilities or grounds will be charged to the officers of organizations or to the individuals responsible for organizational governance.

Organizations which own, rent, or otherwise occupy buildings for the use of their members and guests must maintain those buildings and their adjacent land in safe, sanitary, and attractive condition. Organizations regularly occupying property not owned by the College must provide for appropriate insurance for that property and their activities therein. Organizations owning, renting, or occupying property must submit to the Dean of Students' Office:

a copy of the title or lease;

a description of any mortgage or lien on the property if it is owned by an undergraduate organization or a parent group or corporation; a copy of the current certificate of insurance; and the name, address, and telephone number of an individual responsible for the property.

Properties which are rented, owned, or occupied by undergraduate organizations are to be open on reasonable notice to inspection by College officials. College officials will follow procedures described under College Regulation 22a when entering students' rooms or suites.

When College officials seek to enter a fraternity property or other properties occupied by student organizations, they will ordinarily give reasonable notice. However, in emergencies, or when there is a disturbance, College officers and Security officers will have immediate access.

Standards of safety, sanitation, security, and appearance will be based upon standards maintained in College-owned structures, but requirements for a particular building will be influenced also by its age, condition, and structure. In all cases, the administration will determine what standards are to be set and whether they have been met. Modifications to land or buildings adjacent to College property must be approved by the President of the College before work is begun.

When College facilities are to be used during summer and when a fraternity property or private property is to be occupied during the summer, an officer of the organization is to notify the Dean of Students' Office, providing it with the names of the people who will be using or occupying space and the periods of their use or occupancy.

Except when the Dean of Students grants an exception, no building or property is to be used at any time during the year as a residence by or to provide quarters for people who are not Trinity undergraduates. This prohibition applies to fraternity properties as well as to those of the College which are used by undergraduate organizations.

### **Cultural and Social Activities**

It is expected that each organization will sponsor events that enhance the cultural development and education of members and guests. The promotion of social relations among men and women of diverse backgrounds should be an important consideration in the planning and conduct of all events. It is expected that organizations will develop programs that give expression not only to their purposes but also to the diversity of talents and interests represented among their members. Programs may be developed in conjunction with the various offices and departments of the College, alumni, individual faculty, etc. In their programming, organizations are encouraged also to use the many resources of the Hartford region.

## Community Relations

The administration requires that organizations and their members respect the rights of neighbors.

## Student Organizations

### Undergraduate Class Committees

Under the direction of the Assistant Director of Alumni Relations, each undergraduate class at the College is governed by a Class Committee, which serves as the official organizational structure for the class. The four class committees plan events and programs designed to increase class unity and identity, oversee projects which are pertinent to the class, and in general, act as the representative voice for each class.

Each Class Committee is led by the three class officers, who are elected by a vote of each class during the third week of September: for the freshman class elections are held in January. Any full-time undergraduate student may be elected as a class officer, provided that he/she is a matriculated member of the class for which he/she seeks office, and assuming that he/she will graduate with that same class. Interested students must submit a nominating petition of twenty-five (25) signatures to the Assistant Director of Alumni Relations by the designated deadline each year. Students will be notified of the election and the nominating deadline by letter by September 1 each year.

Each class elects a president, vice president, and secretary for the following terms:

*Senior Class:* Elected for a six-year term commencing in September of the senior year and ending at the Class's fifth-year reunion, at which time new officers will be elected (or re-elected).

*Junior and Sophomore Classes:* Elected in September for a one-year term which covers the academic year.

*Freshman Class:* Elected in January for a one-semester term. Class officers will be elected for a full one-year term at the start of the sophomore year.

After the class elections, the officers will issue a general call for the formation of the respective class committees. Any class member may join the committee at any time during the academic year.

Each class receives an operating budget from the Student Activities Fee. By an act of the Student Government Association in 1990, a designated amount of class dues will automatically be directed into the class treasury from the Student Activities Fee. Each class treasury will be administered by the class officers and overseen by the Assistant Director of Alumni Relations. In addition to the class dues, each Class Committee may also request an additional budgetary allocation from the Student Government Association Budget Committee. Any such allocations will be made at the discretion of the Budget Committee, and will be administered under its supervision.

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Most of the following organizations are under the direct supervision of the Student Government Association Budget Committee and the Student Government Association. They have been evaluated and recognized by the SGA and most qualify for funding from the SGA Budget Committee. For interested students, the Student Life Resource Center keeps a list of all recognized student organizations and their officers.

## **Drama**

### **Jesters**

A dramatic organization, the Jesters is one of the College's oldest and most active clubs and has maintained and fostered the dramatic arts at Trinity with a high degree of interest and ability.

The Jesters welcome all who would like to participate in any phase of play production.

## **Informal Sports Organizations**

### **Bicycle Club**

The Trinity Bicycle Club was formed in 1990 to meet the cycling craze on campus. Trinity fields a road club, a touring club and a mountain biking club. The road club competes in criterium and road races. Trinity men and women of all riding levels are encouraged to participate.

### **Cheerleading**

Cheerleading is considered a varsity sport at Trinity. Led by two co-captains, it is an organization that promotes spirit throughout the year. The Cheerleaders are required to cheer at every home football and basketball game. Added responsibilities include daily practices, fundraisers, pep rallies, decorating and community work. This squad of eight to twelve women students is chosen through tryouts held in the fall and winter.

### **Trinity Equestrian Club**

The Trinity Equestrian Club is a group for those interested in equestrian activities. These activities have included riding lessons at the Ethel Walker School in Simsbury, Conn., participation in intercollegiate competitions, and attendance at equestrian events. Anyone may become a member simply by expressing interest to a club officer.

### **Fencing Club**

Founded in 1948, the Fencing Club was established to encourage the art and spirit of fencing. It has been an active and formidable member of the New England Intercollegiate Fencing Association while also competing with Division I and II schools. The Fencing Club welcomes beginners as well as experienced fencers who wish to participate in competition. For further information, contact the Athletic Department.

### **Men's Volleyball Club**

The Trinity Spikers competes with college and local clubs and fields a USVBA team. All Trinity students are welcome to join.

### **The Trinity Juggling Club**

The purpose of the Juggling Club is to teach beginners the art of juggling and for advanced jugglers to exchange tricks.

### **Trinity College Outing Club**

The Trinity College Outing Club provides a wide variety of outdoor activities, including winter camping and climbing, rock climbing, cross-country skiing, and hikes. It also runs special trips, such as a downhill ski week, tubing, scuba diving, and wind surfing. Participation is open to all students, faculty, staff, administration and alumni, providing a unique opportunity for people to share their experiences and expertise. In addition, the Outing Club has equipment that can be rented at a modest fee.

### **Trinity Rugby Club**

Trinity Rugby competes with other small college clubs in weekend matches and tournaments. Members are expected to attend all scheduled practices, which begin in February. (If you have never played rugby before, these early practices are essential!) Rugby and the social activities which accompany it can be a fun part of your spring term. Watch for signs posted in Mather.

### **Trinity Women's Rugby Club**

This club was formed several years ago. Anyone interested should come to initial meetings and get a physical at the training room. Everyone is welcome, and no prior experience is necessary.

### **Trinity College Ski Teams**

The Trinity Ski Team is an entirely student-run organization. There are separate men's and women's teams. Both clubs compete in Division II college racing; the men in the New England Intercollegiate Ski Conference (NEISC) and the women in the Women's Intercollegiate Ski Conference (WISC). The races consist of slalom and giant slalom Alpine events.

### **Ultimate Frisbee**

Ultimate Frisbee is an exciting new sport that is growing rapidly on college and university campuses as a club sport. At Trinity everyone is encouraged to come out and play. Competition is in tournaments held on both weekdays and weekends. Men and women can play for fun at practices, and usually 15-20 people travel to the tournaments. If you like the thrill of catching, throwing and running, no outdoor sport offers more to the individual and group than ultimate frisbee! Even if you aren't sure you would like to play, come out to watch and learn about this fun and challenging game.

### **Water Polo Team**

The Water Polo Team provides a structure enabling those persons interested to participate on a regular basis and in an organized fashion. Practices and games are coed, though an effort is being made to develop fully independent seasons for the men and women. The regular season takes place in the fall during which Trinity competes at the Division II intercollegiate level. An informal spring season is also offered.

## **Musical Groups**

### **After Dark**

Trinity's first all-male vocal group in fifteen years was founded in the fall of 1981. From its humble beginnings as a four-man group, After Dark has

grown in size to ten singers or more and frequently performs for standing room only audiences.

After Dark's repertoire is as varied as the members of the group. Selections range from traditional barbershop to pop tunes with guitar accompaniment and choreography. The best of these songs can be heard on After Dark's debut album "Live at Jesse Field," and the most recent release, "Dreams of Krusty and the Four Foot Prodigy."

After Dark travels extensively doing several local shows as well as performing at other colleges.

After Dark demands and expects fine quality in the singing of the group as a whole and invites individual input from all its members. Tryouts for the group are held every fall immediately following the Freshman Show.

### **Trinity College Gospel Choir**

The Gospel Choir was founded on an inspiration in the fall of 1988. It is a coed singing group which performs both on campus and in various community events throughout the school year. The choir sponsors two benefit concerts per year for community service organizations in the Greater Hartford area.

The approximately 20-member choir rehearses once a week and performs a wide variety of traditional and contemporary gospel music. All are invited to participate, the only requirement being a desire to sing and praise the Lord to the best of one's ability.

### **The Trinity Pipes**

The Trinity Pipes are a small, coed singing group founded in 1938 by four men from St. Anthony Hall. The Pipes are open, by audition, to any undergraduate at Trinity. The group enjoys singing a wide variety of music from 1940s close harmony to modern pop and rock arrangements. The Pipes' variety, versatility and unique use of instruments such as guitar, string bass, and flute distinguish them from other groups. The group has toured extensively. Auditions are held early each fall to replace members who have graduated, and anyone with musical interest who wants a real opportunity for personal input and good fellowship is encouraged to try out.

### **The Trinitones**

The Trinitones are Trinity's first and only all female vocal group. It was formed in the fall of 1987 by two sophomore women. Since that time, it has become a popular group on and off campus; travelling to New York, Boston and many colleges to perform. The Trinitones are an *a cappella* group which sings close harmony ranging from jazzy 1920's music to current popular songs. Although its size varies, it now has 15 full time members. Every fall the Trinitones hold auditions for all interested undergraduate students. The group encourages all women who love to sing, regardless of their musical background, to audition for the group.

## **Publications and Radio**

### **The Ivy**

The *Ivy*, the College yearbook, is compiled during the academic year and published over the summer. It covers the activities of the entire year in addi-



tion to its primary subject, the departing senior class. Books are mailed to the graduates at their homes in the fall. Underclass students and faculty may purchase surplus copies.

The *Ivy* staff is comprised of members of the four classes. Freshmen are encouraged to participate. The *Ivy* offices are located in Jackson Hall.

### **Trinity Observer**

*The Trinity Observer* is a conservative student newspaper published monthly and intended to provide a forum for clever and well-written work. Anyone is welcome to submit articles, cartoons, or other pieces to the *Observer* on virtually any issue at all. However, all articles are printed solely at the discretion of the editorial board of the paper.

### **The Trinity Review**

*The Trinity Review* is a magazine of literature and visual art published biannually. Since its creation in 1977 *The Trinity Review's* purpose has been to stimulate creative interests of the campus and provide an outlet for these interests. One does not have to be an English or fine arts major to join the *Review* staff. The positions of editor, co-editor or art editor are open to all undergraduate students. If you would like to join the staff or submit any works, please contact Box 400.

### **The Trinity Tripod**

*The Trinity Tripod* is the official student newspaper of the College. As such, it provides the most effective and comprehensive communication system within the College. It is published weekly during the academic year.

*The Tripod* attempts to give complete coverage of campus news and is the primary medium for the expression of student opinion and criticism. Contributions from all members of the College are welcomed by the editorial board.

In addition to a fully-equipped darkroom, the *Tripod* offices contain a recently-acquired computer system which has greatly facilitated the publishing of the paper.

All students are encouraged to apply for staff positions. No previous experience is necessary, although those students with newspaper skills are especially encouraged. Students may apply for positions on the news, arts, sports, photography, technical or business staffs.

Offices of the *Tripod* are located in Jackson Hall.

### **WRTC**

WRTC-FM, located at the frequency of 89.3, is Hartford's first noncommercial radio station. With offices and studios located in the basement of Cook B and transmitter facilities atop the Clement Chemistry building, WRTC services not only the College, but the community as well. Programming is diversified and strictly alternative, concerning everything from Portuguese to Punk. WRTC offers an educational experience in broadcasting. Students are always welcome and needed to participate as announcers/engineers or in any of the behind-the-scenes work, including working with the music department, in technical engineering or in production or promotional activities.

## Fraternities and Sororities

### Alpha Chi Rho

Alpha Chi Rho, 114 Vernon Street, was founded in 1895 at Trinity College in Northam 11. At the present time this Phi Psi Chapter is one of the 40 chapters located throughout the United States.

### Alpha Delta Phi

Alpha Delta Phi, 122 Vernon Street, was founded as a literary society at Hamilton College in 1832, and now consists of 29 active chapters in the United States and Canada. The Phi Kappa Society at Trinity was the parent organization from which the Phi Kappa Chapter was established here in 1877.

### Delta Delta Delta

Delta Delta Delta, founded at Boston University in 1888, was the first women's fraternity to be founded as a national organization with complete plans for governmental structure and expansion. The Beta Omega Chapter (Tri-Delta's 122nd) was established at Trinity College in February, 1981.

### The Clio Society

The Clio Society was originally founded at Trinity College in 1878 as a literary society, and as a social alternative to the fraternities existing at that time. It is named after Clio, the muse of history and wisdom in Greek mythology. In 1983 the members of the Alpha Chi Chapter of Delta Kappa Epsilon reinstated the Clio Society in a move to create an organization more amenable to the ideals of equal opportunities for women and men, structural flexibility and the attainment of bonds of friendship within a group. The Clio Society is a literary club, a social club, and a public service organization, open through invitation to members of the sophomore, junior and senior classes. The Clio Society is a local and independent organization, housed at 98 Vernon Street.

### Kappa Kappa Gamma

Kappa Kappa Gamma was established in 1870 at Monmouth College in Illinois, as one of the country's first women's fraternities. The Zeta Theta Chapter was installed at Trinity in May, 1982, becoming the 110th chapter in the U.S. and Canada.

### Pi Kappa Alpha

Pi Kappa Alpha, 94 Vernon Street, an outgrowth of a local organization, Tau Alpha, was established at Trinity in 1953. PiKA, which was founded at the University of Virginia in 1868, is the largest national fraternity represented on campus, with over 170 active chapters throughout the country. The chapter house, built in the 1820s, was formerly the residence of a mayor of Hartford and a President of Trinity College.

### Psi Upsilon

Psi Upsilon, 81 Vernon Street, was founded at Union College in 1833. It is one of the oldest college fraternities in the country. The Beta Beta Chapter was founded here in 1880, being organized from the local society known as Beta Beta.

### **St. Anthony Hall (Delta Psi)**

St. Anthony Hall is a literary society and was founded at Columbia University in 1847. The Epsilon chapter was established at Trinity in 1850. There are other active chapters at Columbia, Yale, Princeton, Brown, M.I.T., and the Universities of Virginia, Pennsylvania, Mississippi, and North Carolina. The Hall is the oldest of the resident fraternities.

### **St. Elmo (Delta Phi)**

St. Elmo (Delta Phi) was founded at Union College in 1823. The Corax Club, which later became the IKA Society at Washington College, is the oldest local fraternity in the nation. In 1917, IKA accepted the St. Elmo national charter while keeping the infrastructure of the IKA intact. The two coexisted on 70 Vernon St. until 1972 when the fraternity went inactive. In 1982, St. Elmo was reactivated and has regained its position of leadership on campus once again.

### **Interfraternity Council**

The Interfraternity Council serves as a vehicle through which the fraternities and sororities can communicate with each other and the College as a whole. Its membership is composed of representatives from each of the fraternities and sororities on campus, and its officers include a President, Vice-President, Treasurer, Secretary, and a representative to the Student Government Association. The I. F. C. seeks to keep the fraternity system integrated with the rest of the campus by devising ways in which the houses can make creative contributions to the social life of the College. The I.F.C. also regulates some aspects of the affairs between fraternal organizations such as the timing of rush events and bid acceptance.

### **PanHellenic Council**

The Trinity PanHellenic Council, a member of the National PanHellenic Conference, serves as a coordinating body whose purpose is to foster better relations among the sororities. PanHellenic is composed of two representatives from each sorority. The council is responsible for rush, coordinating rush dates and rush rules.

### **Special Interest Groups**

#### **AIIESEC-Trinity**

AIIESEC is the French acronym for the International Association of Students in Economics and Business Management. AIIESEC seeks to promote international understanding and cooperation while preparing internationally educated managers to operate effectively in various economic and cultural environments. This is primarily done through an international exchange where students take short-term jobs in businesses at the management level all over the globe. For each job raised locally, an AIIESEC-Trinity student is given the opportunity to work abroad.

#### **Al-Nur**

Al-Nur's function is to help Muslim students at Trinity College to carry out Islamic activities in the pursuance of Islam as a complete way of life. Al-

Nur seeks to create an understanding of Islam for Muslims and non-Muslims alike.

### **Amnesty International at Trinity**

Amnesty International 1) seeks the release of prisoners of conscience, men and women detained anywhere for their beliefs, color, sex, ethnic origin, language or religion, provided they have neither used nor advocated violence, 2) seeks fair and early trials for all political prisoners and 3) opposes the death penalty and torture of all prisoners. At Trinity, Amnesty International focuses on these human rights issues through letter-writing campaigns and through education of the Trinity community via speakers, films and other activities.

### **Art Club**

The Art Club encourages and promotes a greater appreciation and awareness of the fine arts among Trinity students. The Art Club sponsors bus trips, lectures, exhibitions, and workshops.

### **Asian Students International Association**

A.S.I.A. was created to provide a sense of community to Asian students and others interested in Asian cultures. A.S.I.A. attempts to promote awareness of the Asian cultures to the Trinity community. A.S.I.A. is open to both Asian and non-Asian students to participate in a wide spectrum of multi-cultural and social activities, including films, lectures, dinners, field trips, and the annual Asian Food Festival.

### **The Atheneum Society**

The Atheneum Society is Trinity's debate team. The Atheneum Society promotes intramural and intercollegiate debating and speaking competitions and other events on both formal and informal levels.

### **Big Brothers/Big Sisters**

The Big Brother/Big Sister program at Trinity is designed to provide an opportunity for students interested in developing a one-to-one relationship with a child of the Hartford community. The program attempts to integrate students into their surrounding environment by having them exposed to a child with whom they can develop a personal friendship. The program simultaneously is designed to provide an opportunity for young boys and girls in Hartford to develop a close friendship with a mature individual.

Involvement in Big Brothers/Big Sisters requires a time commitment of approximately four hours a week for a minimum of three semesters. First-semester freshmen are not eligible to be part of the program. The student and child are responsible for the planning of their activities, although periodically there will be planned events sponsored by Big Brothers/Big Sisters.

### **The Biology Club**

The Biology Club encourages interaction of students with an interest in biology and faculty of the Biology Department and other biologists from outside the Trinity Community. The Biology Club sponsors lectures, field trips, and social events.

### **The Chess Club**

The Chess Club educates and instructs its members in the recreational and artistic aspect of the game of chess. The Chess Club holds tournaments on campus and seeks to participate in off campus tournaments as well.

### **Cinestudio**

Cinestudio is a student project fostering interest in films at Trinity and in the Greater Hartford community. It is entirely self-supporting through income from admissions to its showings.

Cinestudio was entirely constructed by Trinity students over a period of four years and has continued to be staffed by students. The technical facilities of Cinestudio are matched by only a handful of other theaters anywhere, and its seven-nights-a-week film program is unique among campus film theaters in the country.

The films shown at Cinestudio range from foreign and Hollywood classics to recent popular movies and unusual Hartford premieres.

Participation is open to all members of the College and assistance is welcomed from others. Students who want to learn about film exhibition, theater management, and projection will find Cinestudio an invaluable experience.

### **Le Club Francaise**

Le Club Francaise is Trinity College's French Club. Le Club provides people of French origin as well as French speakers with an opportunity to interact in a manner which lets them appreciate French culture. Le Club seeks to promote French culture among the general Trinity Community.

### **Community Outreach**

Community Outreach is the largest student organization on campus. Led by a staff of students and two full-time Community Service personnel, Community Outreach believes that students have the power to transform their idealism, energy, and concern into meaningful partnerships with the men, women, and children of Hartford. Our purpose is to provide members of the Trinity community with channels for interaction with primarily non-profit agencies and institutions in Hartford in order to address and to learn about community issues and challenges. There are currently over eighteen projects in which volunteers are involved. They include:

AIDS Project, Adopt a Grandparent, Best Buddies, Betances School Tutoring, Burns School Tutoring, Center City Churches, English as a Second Language, Family Life Ministry, Habitat for Humanity, Immaculate Conception, Interval House, Kennelly School Tutoring, Lewis Fox Middle School Tutoring, Scholars Club, St. Elizabeth's Shelter, Trinity Camp for Kids, Youth Emergency Shelter, Youth Under Severe Stress.

If you don't see a project which interests you, then feel free to create your own.

### **The Connecticut Public Interest Research Group**

ConnPIRG is a student directed, statewide organization that focuses its efforts on environmental preservation, consumer protection, and student rights. Since Trinity students established a ConnPIRG chapter on campus twelve years ago, ConnPIRG has been a vehicle through which students have

gained "hands on" experience in investigative research, lobbying, organizing and media work. ConnPIRG students have been responsible for winning such legislation as the lemon law, a household hazardous waste bill, and a bill which gives students two seats on the Connecticut Loan Foundation so that students can have a voice on such issues as financial aid. Membership is open to any interested student.

### **Democrat Club**

The purpose of this club is to serve as a source of information and education, and as a center of opportunities for Trinity students and faculty interested in the Democratic Party on the national, state, and local level.

### **The Fantasy Guild**

The Fantasy Guild is a club for people who share an interest in fantasy and science fiction. The Fantasy Guild has started to create its own library of books, games and movies, and is responsible for bringing guest lecturers to campus to discuss fantasy and science fiction.

### **Gun and Rifle**

Practice target shooting in a controlled and safe environment with the Trinity Gun and Rifle club. Everyone is welcome, and no, you don't need a gun to join.

### **The Indian Cultural Society**

ICS promotes awareness of the Indian culture to the Trinity Community through lectures, performances and other events. ICS is also a support group for Indian students in an atmosphere in which they are able to learn about and practice their cultural heritage and religion(s).

### **International Club**

The International club propagates an awareness of the world and its various cultures through contact with other students interested in the international system. The International Club also provides the Trinity Community with an opportunity to participate in intercollegiate conferences and competitions concerning world affairs.

### **La Voz Latina**

The purpose of LVL is to increase the awareness of Latin American culture, politics and social issues in the Trinity community. It has a commitment with the Hispanic community of Hartford in bringing what they can offer to Trinity and Trinity's Hispanic students.

### **The Libertarian Society**

The Libertarian Society is an alternative to the traditional Republican/Democrat dichotomy. Libertarians hold that governments ought not to interfere with our rights to live in the manner in which we choose. Our rights as individuals supersede any rights claimed by the government to interfere in our lives. If you truly value your rights as an individual, then you may want to consider the Libertarian Society.

### **The Multi-Cultural Society**

The Multi-Cultural Society was founded in the fall of 1989. The purpose of the organization is to expose the campus to the lifestyles of other cultures. It is therefore, not its intention to emulate one specific culture, but to create a diverse campus through interacting and learning about each other's cultural backgrounds. In doing such, the group hopes to rid the campus of the ignorance and lack of understanding often associated with cultural unawareness.

### **National Society of Black Engineers**

NSBE intends to develop intensive programs for increased black and minority participation in the fields of engineering. These programs will be initiated both within the College community and with outside support will serve to strengthen relations among industry, the College and the black and minority community.

### **Neighborhood Posse**

The Neighborhood Posse pairs students with school-aged children from the neighboring community. The Posse intends to bridge the gap between the College community and its culturally and economically different neighbors while helping the neighborhood children reach their full academic potential. Our final goal is to provide the catalyst for long-lasting and meaningful friendships between the College students and the inner-city children through the method of cultural exchange.

### **The Photography Club**

The Photography Club was established to maintain and manage the use of darkrooms and darkrooms' supplies in Mather Hall and to provide an organization through which photographers can meet and work as a whole. The club is open to all students regardless of photographic or darkroom experience. Instruction in basic darkroom techniques is given for the use of the specific equipment found in Mather Hall darkrooms.

### **Progressive Students Alliance**

PSA is a coalition of activists working to promote awareness of current political, social and economic policies in order to arrive at a coherent and responsible program for altering our society.

### **The Psychology Club**

The Psychology Club was formed in an effort to act as a focal point to unify and expand the activities related to psychology at Trinity.

The club's purpose is essentially two-fold: to help those already within the major so that they realize and partake of the opportunities Trinity has to offer; and to sponsor events on campus to provide additional education not found in the classroom and expand interest in psychology within the entire student body.

Membership is open to any individual who expresses an interest and is willing to participate in the club's activities.

### **The Trinity Republican Club**

The Trinity Republican Club has been an active organization on campus since 1979. It is open to all members of the Trinity community, and its purpose is to provide its members with an opportunity to get involved with the Republican party on a local, state, or national level. Events on campus include guest speakers, debates, social activities and Cave discussions. The Club also involves itself in numerous campaigns, both on and off campus, and brings prominent Republicans to speak on campus.

### **Rock Climbing Club**

The Rock Climbing Club offers Trinity students the opportunity to experience the thrill and excitement of rock climbing. We train our members how to use equipment and stress the importance of safety equipment when climbing. Neither experience nor equipment is necessary to join. All you need is the desire to get to the top.

### **Society of Women Engineers**

The Society of Women Engineers (SWE) is an organization within Trinity devoted to the promotion of women in the fields of engineering and computing. Membership is open to both women and men from any major. SWE sponsors lectures, tours, dinners with professionals and career days.

### **Students Organized Against Racism**

The purpose of SOAR is to educate the Trinity community about the problems of racism - in our community, in the larger society and, most importantly, in ourselves. SOAR also has as its goal the betterment of campus life for minority students at Trinity.

### **Tae Kwon Do**

The Tae Kwon Do club is a club sport which instructs its members in the Korean martial art of Tae Kwon Do. Tae Kwon Do teaches self-defense and hand and foot fighting. The club also participates in tournaments and has hosted them as well.

### **Trinity College Activities Council**

The TCAC is the College's programming board. We seek to provide the campus with diverse forms of entertainment. TCAC brings comedians, lecturers, dances, and bands to campus. Comprised entirely of students, TCAC is responsible for events such as Winter Weekend and the huge Spring Weekend show in which we bring national acts to Trinity.

Every member has an equal say in the events which we plan. TCAC is always open to ideas from outside the group. However, the way in which you can have your views best represented is by joining TCAC. The requirements for joining are that you attend the weekly meetings and the events we plan.

### **Community Outreach Group**

The primary function of COG is to promote, maintain and improve relations with the Hartford community through voluntary social service activities. COG also promotes awareness of social issues relevant to the Hartford community, through holding one fundraiser and one lecture each year.



### **Pan African Alliance**

Pan African Alliance was organized for the advancement of Black awareness. The organization has been concerned with educating itself and the College as a whole by raising issues in black arts, history, politics and culture both past and present. In cooperation with faculty, students and administrators it has sought to develop a more cognizant and receptive campus mass effort to make black life at Trinity more meaningful and productive. Many members of the Pan African Alliance involve themselves with organizations on campus and in the Hartford area that are engaged in fostering black rights and achievements. The organization is housed in Umoja House at 110-112 Vernon Street.

### **Terra Firma**

Terra Firma's purpose is to provide a means by which Trinity students may become more familiar with the sometimes confusing operations and underlying importance of the field of real estate.

### **The Trinity Chemistry Society**

The Trinity Chemistry Society (TCS) is a student run, faculty advised organization which is affiliated with the American Chemical Society (ACS). Members are of varying interests and majors. The group holds meetings at the beginning of each month to plan academic and social activities for that month. The activities range from hosting guest lecturer series and participating in ACS regional conferences to cookouts and softball games with rival departments. The club helps establish a strong bond between chemistry faculty and students.

### **Trinity Coalition of Black Women Organization**

Trinity Coalition of Black Women Organization (TCBWO) was founded in the early 1970s to address the issues and needs of black women at Trinity College. Events sponsored by TCBWO such as lectures, films, and social events heighten social and cultural awareness of TCBWO members as well as the College community. TCBWO also co-sponsors many of its events with the Pan African Alliance and other student organizations.

### **Trinity Dance Club**

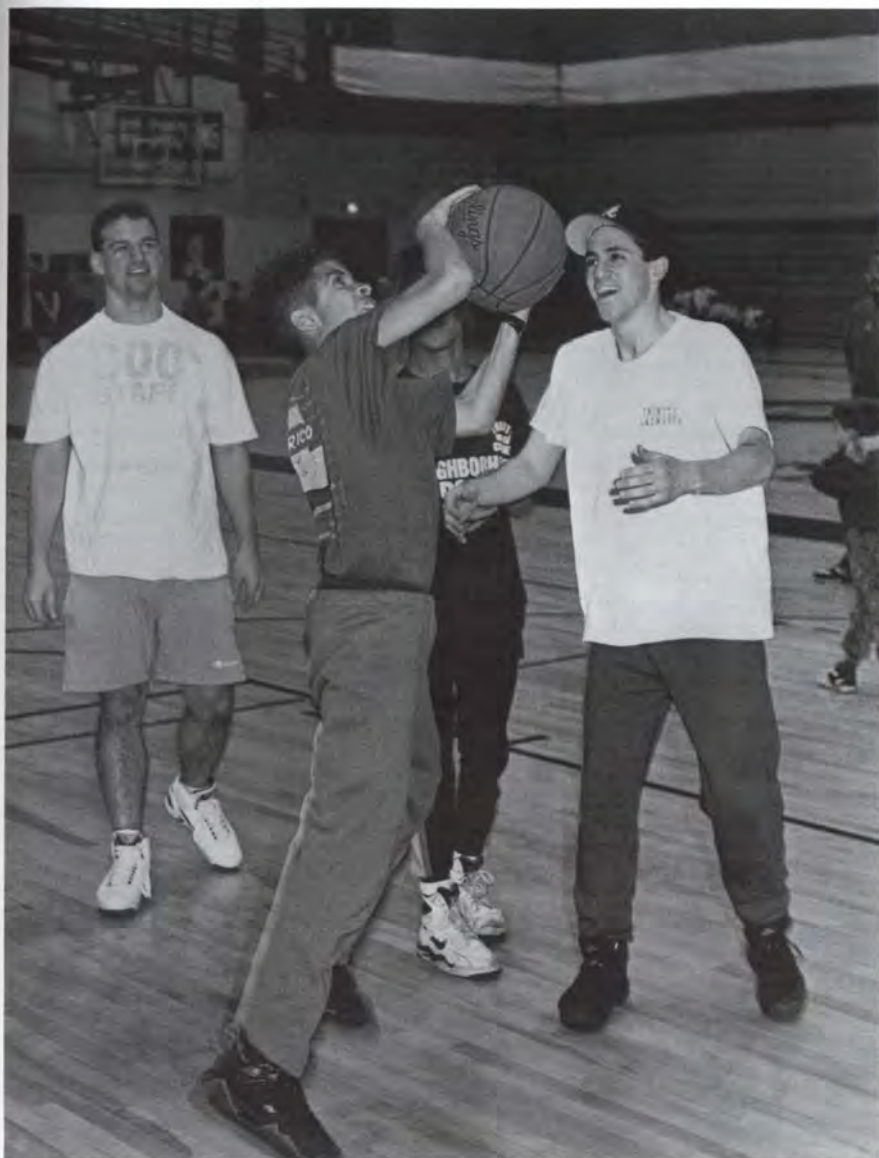
The Dance Club is a group of individuals interested in committing some time each week to working on informal dance performances which will be held throughout the academic year. The repertory is comprised of student choreography and a member of the Dance faculty supervises the progress of the group. Informal auditions will be held for each of the pieces. In addition, the club sponsors master classes and receptions for the faculty and student concerts.

### **Trinity Gay/Lesbian/Bisexual Alliance**

Gay students at Trinity — confused about your sexuality? Feel a little out of place? We are a student support group that meets for informal discussion and events. To contact us, call Diane Martell in the Women's Center or write to Trinity Gay/Lesbian/Bisexual Alliance, c/o The Women's Center.

### Trinity Women's Organization (TWO)

TWO is a *student* organization dedicated to promoting non-sexist attitudes. TWO sponsors various special workshops, lectures, films and social events concerning women's issues. Meetings are held on a regular basis in the Women's Center, an organization with which TWO works closely. TWO welcomes membership from the entire student body.



## NOTES

# Members of the Class of 1997

## FRESHMAN CLASS

as of July 14, 1993

**Sarah Y. Aaberg**

50 Abington Court NW  
Atlanta, GA 30327  
Pace Academy

**Lana-Marcelle Abraham**

9557 Blake Lane  
Fairfax, VA 22031  
Saint Andrew's School

**Nedret D. Abrahamson**

4516 Fremont Avenue S  
Minneapolis, MN 55409  
Blake School Northrop Campus

**Elizabeth R. Alexander**

232 East 68th Street  
New York, NY 10021  
Birch Wathen Lenox School

**Wellesley E. Alexander**

943 East 220th Street  
Bronx, NY 10469  
Mount St Michael Academy

**Katherine W. Altshul**

461 Humphrey Street  
New Haven, CT 06511  
Taft School

**Christine Alvarado**

24 Scott Road  
Terryville, CT 06786  
Terryville High School

**Sharon L. Alzner**

164 Whitehall Boulevard  
Garden City, NY 11530  
Garden City Senior High School

**Anthony N. Ames**

2608 Habersham Road  
Atlanta, GA 30305  
Hotchkiss School

**Katherine M. Anderson**

169 Third Avenue  
Milford, CT 06460  
Academy Our Lady Of Mercy

**Gavin L. Andrews**

19 Valley Brook Road  
Westborough, MA 01581  
Westborough High School

**Scott C. Andrews**

PO Box 1357  
Kamuela, HI 96743  
Hawaii Preparatory Academy

**Gillian D. Angstadt**

89 Andover Court  
Wayne, PA 19087  
Shipley School

**April M. Antunes**

RR 2, Box 75  
Northfield, MA 01360  
Deerfield Academy

**Andrew C. Arsenian**

14 Whitewood Drive  
Cranston, RI 02920  
Moses Brown School

**Montanna B. Atkins**

368 Sudbury Road  
Concord, MA 01742  
Concord-Carlisle Regional H S

**Robert E. Ayer**

10 Victory Street  
Shelton, CT 06484  
Shelton High School

**Joshua T. Ayers**

819 Sherman Street  
Denver, CO 80203  
Kent Denver School

**Gregory E. Bader**

116 Castlewood Road  
Baltimore, MD 21210  
Gilman School

**Frazier L. Bain**

5017 E Valle Vista  
Phoenix, AZ 85018  
Phoenix Country Day School

**Monica R. Baisley**

Apt 5  
22 Watts Street  
New York, NY 10013  
Marymount School  
Of New York

**Charles W. Baker**

24 Quinnehtuk Circle  
Longmeadow, MA 01106  
Longmeadow High School

**Garth A. Ballantyne**

52 Oakland Place  
Summit, NJ 07901  
Lawrenceville School

**Jamen Bangash**

208 Crest Road  
Ridgewood, NJ 07450  
Choate Rosemary Hall

**Cameron M. Banko**

c/o Bank of America  
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## Emergency Information

In case of emergencies, a representative of the Dean of Students' Office is on call daily after office hours and on weekends during the regular academic year, including Open Periods and vacations. In the event of need, the Mather Hall Information Desk (297-2053) will provide the name and phone of the administrator on call.

### Illness

From 8:00 a.m., Monday, to 8:00 a.m., Saturday, the Medical Office in Wheaton Hall is open around the clock, except for the evening mealtime (6:00-7:00 p.m.). During weekend hours the Medical Office is closed. A nurse is "on call" and may be reached by calling the Mather Hall Information Desk (297-2053).

### What to do in Case of Fire

Know the location of the fire box nearest your room.

Do not try to fight a fire; contact the Fire Dept. (911).

Do not panic.

When the fire horn sounds, evacuate the building immediately. Do not pull any more fire boxes.

In case of fire outside your room, leave the door shut. Heated gases and smoke may be on the other side. Feel the door; if it is hot or seeping smoke, block the door and stuff the cracks.

If you must open the door, do so cautiously. Stand behind the door, bracing yourself against it. The next room may contain superheated air under pressure, a blast of which may prove to be fatal. Be ready to close the door quickly, if necessary.

Plan an alternate escape route from each room. Fire and smoke can block your normal escape route. Open a window a crack at the top and bottom for fresh air. Hang a sheet out the window to signal rescuers.

Do not jump.

If a room is filled with smoke, get down on your hands and knees. The air at the lower part of the room is fresher and contains more oxygen, fewer gases.

### You Can Help by Taking the Following Precautions

Do not block fire doors or exits with trunks, furniture, draperies, etc.

Do not tamper with fire boxes or firefighting equipment.

Do not try to fight an electrical fire with water or soda acid extinguishers; you can be electrocuted.

Do not overload electrical circuits.

Do not smoke in bed.

### Procedures in Event of a Bomb Threat

A bomb threat should be taken seriously. Person receiving call should:

- note exact time of call,
- note as correctly as possible the wording of the threat,
- describe any voice characteristics,
- immediately notify Police Headquarters, Investigative Services Bureau, Tel. 527-6300 giving all details,
- then immediately notify Director of Campus Safety, 297-2222, the Dean of Students, Ext. 2154, and a security guard on duty at the time.

If the caller specifies that a bomb is located in a particular building, floor, classroom, auditorium, or other place of assembly, the entire building should be evacuated. Doors and windows should be left open. Should there be an explosion, the gases resulting from detonation (which cause injury and damage) may escape more freely, thus reducing the impact of the explosion.

After the building has been searched by Police, Fire and College officials, and it is ascertained there is no further threat, one of the College officials will announce that the building may be reoccupied.

# IN THE EVENT OF EMERGENCY

Campus Safety .....297-2222

## Medical Office

Days .....297-2018, 2019

Nights, Weekends ...297-2019

Fire .....911

Police .....911

Ambulance .....247-6792

Please see page 89 for where to turn to report or receive counseling confidentially for sexual harassment and assault.



TRINITY  
COLLEGE