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Trinity College, Hartford Connecticut

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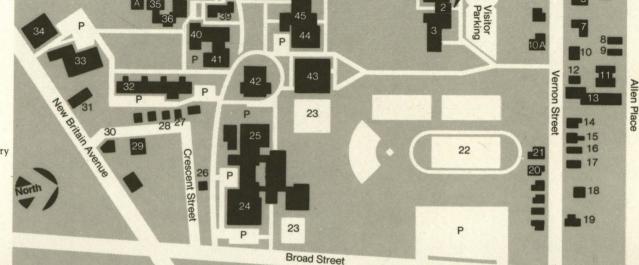


Catalogs, etc.)



KEY TO THE CAMPUS

- Williams Memorial (Administrative Offices)
 Downes Memorial
 College Chapel
 President's House
 Ogilby Hall
 Delta Psi (St. Anthony)
 Alpha Delta Phi
 Allen West
 Allen East
- 10. Alpha Chi Rho
- 10A. 115 Vernon St.
- 11. High Rise Dormitory
- 12. Umoja House
- 13. North Campus Dormitory
- 14. Delta Kappa Epsilon
- 15. Pi Kappa Alpha
- 16. 90-92 Vernon Street
- 17. 86-88 Vernon Street
- 18. 76 Vernon Street
- 19. 70 Vernon Street
- 20. Alumni and Public
- Information Offices
- 21. Psi Upsilon
- 22. Jessee Field
- 23. Tennis Courts
- 24. Memorial Field House
- 25. George M. Ferris Athletic Center
- 26. 30-32 Crescent Street
- 27. 78-80 Crescent Street
- 28. 82-84 Crescent Street
- 29. 111 Crescent Street
- 30. 194-196 New Britain Avenue
- 31. 216 New Britain Avenue
- 32. Albert C. Jacobs Life Sciences Center
- 33. Buildings and Grounds
- 34. CPTV Studio Building



35. Smith Hall
35A. Residence Hall
36. Jackson Hall
37. Wheaton Hall (Infirmary)
38. Elton Hall
39. Jones Hall
40. McCook Math-Physics Center

Summit Street

- 41. Hallden Engineering Laboratory
- 42. Austin Arts Center (Goodwin Theatre)
- 43. The Library

- 44. Clement Chemistry Building (Krieble Auditorium)
- (Krieble Auditorium
- 45. Goodwin-Woodward Dormitory

Administrative and Admissions Offices

(entrance thru Downes Memorial)

- 46. Cook Dormitory
- 47. Mather Campus Center
- 48. Hamlin Hall
- 49. Seabury Hall
- 50. Northam Towers
- 51. Jarvis Hall
- P Parking Areas

To the Trinity 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 CATALOGUE. It is designed to answer many questions which may arise about the operation of the institution. Students should thoroughly familiarize themselves with THE HANDBOOK'S contents.

Each year THE HANDBOOK is revised and updated. The Office of the Dean of Students welcomes suggestions for changes in forthcoming editions.

> Published by Office of the Dean of Students Trinity College Hartford, Connecticut

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 admits students regardless of sex or handicaps and of any race, color, creed and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the College. Trinity College does not discriminate on the basis of sex, handicap, race, color, creed 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 1981-1982

Aug. 7	Friday	All bills for Christmas Term 1981-82 must be paid in full
Aug. 30	Sunday	Freshmen arrive. Residences open to
Aug. 50	Junuuy	new students after 9:00 a.m.
Aug 20	C. Jakistani	
Aug. 30	Sunday	Meal ticket plan (7-day) for Freshmen
in is a male	meal when the	begins with evening meal.
Sept. 1	Tuesday	Upperclassmen arrive. Residences open
		to returning students after 9:00 a.m.
		Meal ticket plan (7-day) for
		upperclassmen begins with lunch.
Sept. 1-2	Tuesday-	Registration for Christmas Term 1981-82
	Wednesday	(Freshmen on Sept. 1; Upperclassmen on
		Sept. 2). The fine for late Registration
		without medical or appropriate
		emergency excuse is \$25. Students will
		not be permitted to register unless
		their bills are paid in full (the
		\$25 late registration fine will
	ergraduate class	also be applied if Registration
		is deferred for this reason).
Sept. 3	Thursday	Undergraduate and graduate classes begin.
Sept. 3	Thursday	All-College Convocation; Address
Sept. S	титзииу	by President James F. English, Jr.
Sept. 7	Monday	Labor Day (classes held as usual)
Sept. 9	Wednesday	Matriculation Ceremony for all
C . 11	Viaria dibping	new students.
Sept. 16	Wednesday	Last day to change courses. Last day to
0	m . Iluini	choose to take a course Pass/Fail.
Sept. 29	Tuesday	Rosh Hashanah (classes held as usual)
Oct. 3	Saturday	Inauguration of James F. English, Jr.
1. IVIEAL	open atter noor	as President of Trinity College
Oct. 8	Thursday	Yom Kippur (classes held as usual)
Oct. 9-10	Friday-	Parents Weekend
	Saturday	
Oct. 16	Friday	Mid-term.
Oct. 19-23	Monday-	Open Period. No regular classes for
	Friday	undergraduates or graduates
Nov. 6	Friday	Last day to drop this term's
		courses or to finish incompletes
		from previous term.
Nov. 13	Friday	Deadline for completion of Trinity
	and graduate d	Term 1981-82 applications for
		Off-Campus Open Semesters, Leaves
	nge courses.	of Absence, and Exchanges.
Nov. 13-14	Friday-	Homecoming Weekend
	Saturday	Pass/Fail.
	Suturning	

Nov. 17-18	Tuesday- Wednesday	Pre-Registration for Trinity Term 1981-82. Any student planning to withdraw voluntarily for the Trinity Term should file a "Notice of Withdrawal" with Registrar by this date. The fine for late Pre-Registration without medical or appropriate emergency excuse is \$25.
Nov. 25	Wednesday	Last day to elect to receive a letter grade in a course being taken Pass/Fail.
Nov. 25	Wednesday	Thanksgiving Vacation begins after last class. Evening meal is last meal on meal ticket plan.
Nov. 25-26	Wednesday- Thursday	Graduate classes will meet on Nov. 25; no graduate classes on Nov. 26.
Nov. 30	Monday	Classes resume. Meal ticket plan resumes with evening meal on November 29.
Dec. 4	Friday	Treasurer's Office mails bills for all students.
Dec. 11	Friday	New applications for financial aid for the Trinity Term 1981-82 due in Financial Aid Office
Dec. 11	Friday	Last day of undergraduate classes
Dec. 14-15	Monday- Tuesday	Reading Days.
Dec. 16-22	Wednesday- Tuesday	Final Examinations. Noon meal on December 22 is last meal on meal ticket plan.
Dec. 17	Thursday	Last day of graduate classes.
Dec. 23	Wednesday	Residences close at noon for the vacation period.
Dec. 28	Monday	All bills for Trinity Term 1981-82 must be paid in full. 1982
Jan. 17	Sunday	Residence halls open after noon. Meal ticket plan resumes with evening meal.
Jan. 18-19	Monday- Tuesday	Registration for Trinity Term 1981-82. The fine for late Registration without medical or appropriate emergency excuse is \$25. Students will not be permitted to register unless their bills are paid in full (the \$25 late Registration fine will also be applied if Registration is deferred for this reason).
Jan. 20	Wednesday	Undergraduate and graduate classes begin.
Feb. 2	Tuesday	Last day to change courses. Last day to choose to take a course Pass/Fail.

Feb. 17-19	Wednesday- Friday	Open Period. No regular classes for undergraduates. Graduate
Mar. 9 Mar. 19	Tuesday Friday	classes will meet. Mid-term. Last day to drop this term's courses or to finish incompletes from
Mar. 19	Friday	previous term. Spring Vacation begins after last class; evening meal is last one on meal ticket plan. No graduate classes during vacation.
April 5	Monday	Classes resume. Meal ticket plan resumes with evening meal on April 4.
April 9 April 15	Friday Thursday	Good Friday (classes held as usual) Financial Aid applications for 1982-83 (initial and renewal applications) due in Financial Aid Office.
April 15		Deadline for completion of Christmas Term 1982-83 applications for Off-Campus Open Semesters, Leaves of Absence, and Exchanges. Applications for the continuance of Trinity College financial aid for an Academic Leave of Absence due in the Office of the Registrar (Domestic) or Foreign Study Advising (Foreign).
April 23	Friday	Last day to elect to receive a letter grade in a course being taken Pass/Fail
April 27-28	Tuesday- Wednesday	Pre-Registration for the Christmas Term 1982-83. Any student planning to withdraw voluntarily for the Christmas Term should file a "Notice of With- drawal" with the Registrar by this date. The fine for late Pre-Registration without medical or appropriate emergency excuse is \$25.
May 7	Friday	Last day of undergraduate classes.
May 10-11	Monday- Tuesday	Reading Days.
May 11	Tuesday	Last day of graduate classes. Honors Day
May 12-13	Wednesday- Thursday	General examinations for seniors.
May 14-20	Friday- Thursday	Final examinations. Evening meal on May 20 is last meal on meal ticket plan.
May 23	Sunday	Commencement Exercises for the 159th academic year.
June 3-6	Thursday- Sunday	Reunion. and a 200 001 aldsufey a visual

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*.

The Campus

When you enter the campus from the parking area through the main arch in Downes Memorial Clock Tower you will pass beneath the President's Office. The entrance in the arch to the right leads to such administrative offices as those of the President, Admissions, and Financial Aid. An information desk is located in the main hallway.

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 on to the Funston Memorial Garden.

To the right of Downes is Williams Memorial. Here are the offices of the Dean of the Faculty, the Vice President, the Registrar, the Treasurer and Comptroller, the Cashier, the Business Office, the Development Office, the Director of Personnel Services, Central Services, the office of the Director of Campus Security and some faculty members.

Turning left in front of Williams Memorial and proceeding down the Long Walk you have 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, 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 College Guest Rooms. These are used by people visiting Trinity on College business. The offices of the Dean of Students and the Director of Residential Services are 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 which houses the campus radio station, WRTC-FM, 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 Krieble Auditorium (Cinestudio).

The Library, located across Funston Court directly behind the Chemistry Building, contains approximately 660,000 volumes and houses Trinity's valuable 130,000-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 William Gwynn Mather Campus Center. It contains a large student dining hall; a snack bar (The Cave); the campus pub (The Iron Pony); student lounges; Game Rooms; Post Office; Bookstore; Women's Center; headquarters for the Student Government Association and other student meeting rooms; the Washington Room, a large assembly hall; and the Alumni Lounge.

To the south of Mather Campus Center 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 New South Campus Dormitory which houses 97 students. The Medical Office is located in Wheaton Hall. The French Dormitory is located in Jackson Hall as are the offices of *The Tripod* and *The Ivy*. Jackson Hall and New South Campus also contain campus laundry areas.

The Hallden Engineering Laboratory and the McCook Mathematics-Physics Center are located to the left of Jones Halrom Bancroft Arch. The Austin Arts Center forms the east side of the Quadrangle.

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

Beyond the Austin Arts Center are found 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 located 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 is the home of the President of the College. The Office of Public Relations and the Alumni Office are located at 79 Vernon, down the street from the President's home. A student residence is located at 90-92 Vernon Street.

I.K.A., a former fraternity at 70 Vernon St., houses faculty offices. X.T.X., a former fraternity at 76 Vernon St., houses the College Counselors, the Upward Bound Program and the Individualized Degree Program.

The fraternity houses, with one exception, 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, and Allen East and West. The High Rise Dormitory contains a campus laundry area.

Residence halls are also located at 194-96 and 216 New Britain Avenue, and at 78-80, 82-84, 92-100, and 111 Crescent Street.

ALMA MATER

'Neath the Elms O mail W ai their woverO

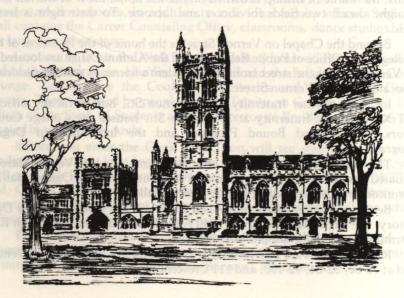
'Neath the elms of our old Trinity, 'Neath the elms of our dear old Trinity, Oh it's seldom we'll meet, In the moonlight so sweet, 'Neath the elms of our old Trinity.

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



Charter of Trinity College as Amended and now in Force

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 defence, 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 either of 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, 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 not summon a meeting of the Corporation, unless 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 ordinances and By-Laws which to them shall seem expedient, for carrying into effect the designs of their Institution; Provided always, That such ordinances or By-Laws 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 By-Law or otherwise, to subscribe to any religious test whatsoever; and Provided also, That none of the By-Laws 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.

SEC. 2. The present persons who have been elected to serve for life as Trustees of Trinity College, and the President while in office, shall be Charter Trustees of Trinity College, together with such other persons as may be elected under the provisions of Section 8 of this Article.

SEC. 3. 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 eight persons to serve as Term Trustees for such term of not more than eight years from the date of election as said Trustees may prescribe. The Trustees may fix a retirement age for Term Trustees upon the attainment of which the term of office of any such Term Trustee shall end, and may provide a limitation on the number of terms for which Term Trustees may be re-elected.

SEC. 4. 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.

SEC. 5. 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.

SEC. 6. 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 7 hereof, and whose class has for a period of at least five years been admitted to a degree in Trinity College.

SEC. 7. All persons who have been admitted to any degree in 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, on the day next preceding the public Commencement Day of said College in the year 1962, and on the day next preceding each subsequent Commencement Day, 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. The Board of Trustees may provide for the election of more than one Alumni Trustee on the day next preceding the public Commencement Day in the year 1962, or in any year subsequent to the year 1962, in which event any Alumni Trustee other than an Alumni Trustee elected for a term of six years shall be elected for such terms not in excess of five years as may be determined by the Board of Trustees of Trinity College.

SEC. 8. 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 Term Trustee, another in his stead. Vacancies of any Charter Trusteeship may be filled in the same manner as that of a Term Trusteeship, except that no such vacancy may be filled until the total number of Charter Trustees is less than 12, at which time said vacancies may be filled only to the extent that no more than 12 Charter Trustees shall be on the Board. Any vacancy of the place of any Alumni Trustee shall be filled by election on the day next preceding the public Commencement Day after such vacancy and in the manner set forth in Section 7 hereof. The Board of Trustees may make and declare vacant the seat of any Charter, Term or Alumni Trustee who shall absent himself for any term of two years or from any four successive meetings duly notified.

SEC. 9. 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

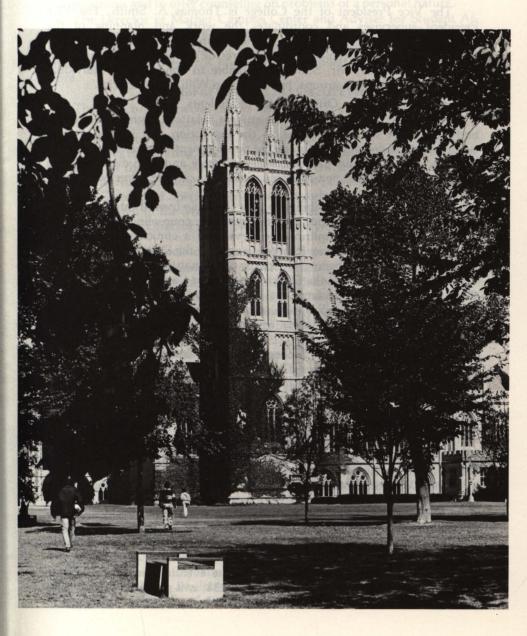
Amended March 21, 1883, Vol. 9, Special Acts, State of Conn., Page 739

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



Advisory Services

There are several administrative officers who are directly responsible for the welfare of Trinity's students. Some of these the freshmen 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.

Vice President of the College

The Vice President of the College is Thomas A. Smith. The Vice President supervises and coordinates the work and planning of the following offices: Buildings and Grounds, Career Counseling, Chaplain, College Counselors, Dean of Students, Director of Special Events and Calendar, and Security. Mr. Smith is available to consult with individual students or with student groups. His office is in Williams Memorial.

Office of Dean of Students

This office concerns itself with student relations within the student body and with student relations to the institution and its non-student subdivisions. 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 non-academic 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.

This office supervises the Director of Mather Campus Center and Adviser for Student Affairs and also administers the Medical Office, the Student Health Insurance Program, and the Administrative Procedures in Matters of Discipline and Dispute, as well as conducting such programs as the orientation of new students.

The Assistant Dean of Students and the Graduate Intern are also available to counsel students.

Within the Office of the Dean of Students is the Director of Residential Services. The Director administers the residence halls and residence hall programming, coordinates the Resident Assistant program, operates the student and staff identification system, and is Foreign Student Adviser.

The Dean of Students is David Winer, the Graduate Intern is Curtiss Rooks, and the Director of Residential Services is Kristina Dow. Their offices are in Hamlin Hall.

The Dean of Students also serves as Counselor to Handicapped 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.

In case of emergencies, a representative of the 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 Campus Center Front Desk (527-3151, ext. 234) will provide the name and phone number of the administrator on call.

Director of Mather Campus Center and Adviser for Student Affairs

Within the Office of the Dean of Students, the Director of Mather Campus Center and Adviser for Student Affairs is responsible for the services and programs in Mather Campus Center. The Director is also the adviser to the Interfraternity Council, the Student Government Association and various other student organizations and activities.

The Director oversees the operation of the Post Office, the Bookstore, The Iron Pony Pub, the Game Room, the Print Shop and the Front Desk. The Director is available to help groups of students initiate new extracurricular programs and to offer counseling on problems of a personal nature.

The Director of Mather Campus Center and Adviser for Student Affairs is Wayne J. Asmus, who maintains his office on the second floor of the Mather Campus Center. Harold Vaughan is the Manager of the Post Office and William Scharnweber is Manager of the Follett Trinity College Bookstore.

Director of Calendar and Special Events

The Director of Special Events and Calendar coordinates the scheduling of lectures, receptions, parties and other events using College facilities, and oversees the operation of the Food Service.

Requests for catering, such as coffee hours or special dinners, should be addressed to the office of the Director, as should all requests for reserved space in the Mather Campus Center and all other College buildings.

The Director of Special Events and Calendar is Janice O. Burr, whose office is located in the Mather Campus Center administrative office suite. Jeff Wilson is the Director of the Saga Food Service.

Associate Administrative Dean of Faculty

The Associate Administrative Dean of Faculty works with students and faculty on such matters as admissions and financial aid policies. In his capacity as Adviser to the Freshman Class, he is also responsible for the development and administration of an integrated program of academic support and counseling for freshmen and, in cooperation with the Freshman Seminar Coordinator, oversees the freshman-year course of study. He is also available to counsel individual freshmen on their academic problems and progress. The Associate Administrative Dean of Faculty is John Waggett, whose office is in Williams Memorial.

Coordinator of Foreign Study Advising

The Coordinator of Foreign Study Advising, Robbins Winslow, is responsible for working with students who propose to study abroad (including Junior Year Abroad). He is Trinity's representative to the Institute of European Studies, and he coordinates the exchange program with the University of East Anglia in England. He is responsible for counseling students concerning foreign study opportunities and providing the administrative support for their applications. He is responsible for assessing foreign study programs to determine whether or not they should be approved for student enrollment from Trinity College.

Mr. Winslow's office is on the third floor of Downes Memorial, and a reading room with information on foreign study is maintained in Williams Memorial 109. He is available for consultations with students concerning foreign study Monday and Thursday from 2:00 to 5:00 p.m.

If students are interested in studying at the Barbieri Center (Trinity College's Rome Campus) they should contact Louise H. Fisher, Director and Admissions Officer for the Individualized Degree Program, 76 Vernon Street, or Professor Michael Campo, Seabury 22.

Office of the Registrar

This office maintains student records and directs registration, mid-year and final examinations. Students who wish to study at any other domestic institution, including the Greater Hartford Consortium (including music courses at Hartt College), Wesleyan or Connecticut College or within or beyond the 12-College Exchange Program should make arrangements through the Registrar's Office.

Students who plan to Voluntarily Withdraw (those transferring to another school, taking a non-academic Leave of Absence, or leaving college completely) are to give the Registrar's Office written notice on a form provided for that purpose and are to make an appointment with the Associate Administrative Dean of the Faculty (see p. 17) to discuss reasons for leaving.

The Registrar is Joanne M. Miller and the Assistant Registrar is Megan Del Baglivo. Their offices are located in Seabury 4-9.

Career Counseling Office

The Career Counseling office is available to students and alumni/ae for the discussion of all aspects of career planning. A vocational interest inventory may be taken free of charge. The office handles part-time off-campus and summer jobs, and supplies application blanks for graduate and professional school admissions tests, civil service exams, Peace Corps, etc. The office maintains a library of occupational information and graduate and professional school catalogues. Along with the Alumni Relations Office, the Career Counseling Office coordinates the activities of over 1,800 alumni and parent career advisers who are available to provide first-hand information about work in a variety of different fields. Admissions Officers from graduate schools, and Employment Interviewers from businesses and government and non-profit agencies visit the Career Counseling Office to interview students. The Director of Career Counseling is Christopher J. Shinkman and the Associate Director is Cheryl Ives Smith.

Faculty Career Advisers

A system of Faculty Career Advisers has been established to offer students additional counseling within each of the academic departments and programs at Trinity. A faculty member in each major department has been designated to serve as a resource person for majors in the department and for underclassmen who are considering the choice of a major. The Faculty Career Adviser is available to offer counseling for graduate study and for career opportunities.

The Faculty Career Adviser system is designed to complement the work of the Career Counseling Office and of the assigned faculty advisers. The Faculty Career Advisers are listed on Page 126.

Advisory Committee for the Health Professions

The Advisory Committee for the Health Professions counsels students about careers in medicine, dentistry, veterinary medicine, hospital administration and related fields. The Committee serves as the liaison between Trinity and the various professional school admissions committees by forwarding letters of recommendation and other information about the applicants. The Committee cannot guarantee admission to professional schools. Freshmen considering the health professions should consult with one of the members of the Committee regarding course selection. They are Professor Edward Bobko of the Chemistry Department, Professor Richard Crawford of the Biology Department, Professor Donald Galbraith of the Biology Department and the Director of Career Counseling, Christopher J. Shinkman.

Pre-Law Advisory Committee

The Pre-Law Advisory Committee counsels students on procedures for applying to law schools and on the choice of law school programs, and on careers in the legal profession. Members of the Committee are Professor W. Miller Brown of the Philosophy Department, Professor Andrew Gold of the Economics Department, Marilyn Denny, the Director of Institutional Affairs, and the Director of Career Counseling, Christopher J. Shinkman.

Advisory Committee for Management Study

An Advisory Committee on Management Study has been established to assist students who plan to apply to schools of business and/or management. Members of the Committee are Professor Ward Curran of the Economics Department, Professor George Doten of the Psychology Department, Professor Richard Scheuch of the Economics Department and the Director of Career Counseling, Christopher J. Shinkman.

Pre-Architecture Advisory Committee

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, graduates of the College have entered programs of this nature and are practicing professionals in these fields, although they have sometimes had to do further work on the undergraduate level before proceeding to graduate programs.

A Committee of faculty has been chosen to aid students in planning for work leading toward the design professions. They include Professor Mardges Bacon of the Fine Arts Department, Professor David Woodard of the Engineering Department, Professor August Sapega of the Engineering Department, Professor Andrew Gold of the Urban and Environmental Studies Department and the Director of Career Counseling, Christopher J. Shinkman.

College Counselors

The College Counselors, Dr. George C. Higgins and Dr. Randolph M. Lee, 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 by the State of Connecticut

as clinical psychologists, and all contact with them, both formal and informal, is legally confidential. According to both Trinity College policy and federal law, information and material gathered by the Counseling Staff are available only to the counseling staff and will not be transmitted to anyone inside or outside the College without the consent of the student.

In addition, the counseling office staff includes Psychology Interns, who are also available to all students. The interns are advanced graduate students with training in dealing with emotional problems. Under the supervision of the College Counselors, contact with the Interns is also entirely confidential.

Dr. Alfred Herzog of Hartford Hospital is the psychiatric consultant to the counseling office.

Chaplain

The Reverend Dr. Alan C. Tull, College Chaplain, is available for conversation or confidential counseling with any student at any time. Chaplain Tull may be reached in his office adjoining the Chapel garden or at his residence, 86 Vernon Street, Apt. #2.

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 nine inpatients.

Dr. Mark W. Izard, the Medical Director, visits the Medical Office Monday through Friday, and is on call for medical emergencies the remainder of the day and night, as well as weekends. Janet Curtis, R.N., N.P., is the Nurse Practitioner in charge of the Medical Office and is present 9:00 a.m. - 5:00 p.m., Monday through Friday.

Monday through Friday a nurse is on duty in the Medical Office around the clock, except for the evening mealtime (6-7 p.m.). A nurse is also in the Medical Office for four hours each weekend, according to a schedule posted at the office. The remainer of the weekend a nurse is "on call" at her apartment on the campus and may be contacted by calling the Mather Campus Center Front Desk (527-3151).

In addition to the regular nursing staff, a full-time nurse practitioner is on duty to provide birth control counseling, to treat gynecological ailments and to assist the Medical Director 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.

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 1981-82 academic year will be automatically covered from August 26, 1981 through August 26, 1982. The Plan is underwritten by the Aetna Life & Casualty Co. of Hartford and the policy is administered by the Hartford agency of Goodwin, Loomis & Britton, Inc. 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.

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.

Physical Examinations

All entering and re-entering students will be required to submit the completed prescribed medical examination form.

All intercollegiate sport team candidates will be screened each year by the college physician or nurse practitioner.

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.

Financial Aid as the each at his block (material

The Office of Financial Aid is located in Williams Memorial. The Associate Director, Anne Zartarian, and the Assistant Director, Katherine Mills, administer all scholarships and loans. The office oversees the College Work-Study program and refers students to on-campus employment. All students may consult the office for information and advice on matters of financial aid.

Director of Campus Security

Michael J. Schweighoffer, Director of Campus Security, has his office in Williams Memorial, Room 112. He is available there weekdays from 9 a.m. to 5 p.m. In case of emergencies, after normal business hours, he can be contacted by calling the Mather Campus Center Front Desk. Earl Moffatt, Assistant Director of Security, is available most evenings. Evenings and weekends security officers can be reached by calling the Mather Campus Center Front Desk.

Security officers stand ready to assist in almost any serious emergency, and they should also be notified in the event of offenses against persons or property on the campus.

In a serious emergency, should a security officer not be immediately available, it is recommended that the Hartford Police Department be notified by telephone (522-0111).

All thefts, assaults, and other criminal acts should be reported to the Hartford Police by the *victim*.

Student Life

STUDENT FACILITIES

Campus Residences

Although on-campus residence is not required of its undergraduates, Trinity is primarily a residential college. The daily associations of student with student and student with faculty are an important aspect of Trinity's educational process.

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. Upperclassmen who wish to reserve accommodations for the full academic year are each required to present a \$150 deposit (\$75 of the deposit is credited toward the resident's fall term rental, while the balance is held for crediting toward spring term rental). Upperclassmen who wish to reserve accommodations for only one semester are required to present a \$100 deposit to be credited toward that semester's rental. When a deposit is forfeited, the full amount of the deposit (including that being held for crediting) is lost by the resident. Financial aid recipients may be eligible to receive a waiver of the deposit.

Prior to and during the spring Residence Selection Process, a variety of residences are reserved for students who will be new to the College. The Director of Residential Services, in cooperation with the Office of Admissions, then collects information concerning new students' preferences and, to the extent that it is feasible, assigns new students to residences that acknowledge those preferences. New students can expect to be informed of their residence assignments sometime during the summer months.

Each residence is equipped with the essential articles of furniture: bed, mattress, wardrobe/closet/bureau, 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 flameproofing 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.

The Southern New England Telephone Company has installed a telephone jack in each residence, and residents make their own arrangements with the Company if they wish to contract for private service. Most residents do contract for that private service.

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 upon being 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 and other matters pertaining to campus residences

should be directed to the Office of Residential Services or to the Department of Buildings and Grounds.

As in the past, the College (through the Department of Buildings and Grounds) will continue to receive and 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. Please be advised that this personal property is not insured by the College and the College disclaims all responsibility for this 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 charged through the Office of Residential Services.

Solicitors, canvassers, salesmen, peddlers and 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 Security or to an officer of the College.

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

The Resident Coordinator/Assistant Program

A select number of undergraduates are appointed as resident liaisons to the Office of Residential Services 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 five residential areas of the campus: the Crescent Street/New Britain Avenue area, the South Campus area, the Elton/Jones area, the Quad area, and the Vernon Street/Allen Place 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.

The Residential Contract 1981-82

I (prospective resident) understand my responsibilities and obligations as a resident of the College and the conditions and requirements of oncampus residence as referenced in the published *Guidelines for On-Campus Residence 1981-82*. 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 1981-82*.

GUIDELINES FOR ON-CAMPUS RESIDENCE

1981-82

Residence on-campus is to be perceived as a privilege, not a right.

Each resident must respect the rights of other residents to privacy and to the conditions necessary for study. Excessive noise and other acts of inconsideration will not be tolerated.

Residents must avoid situations which jeopardize their own or others' safety/security: weapons, explosives, fireworks, the use of fireplaces, and the construction of lofts are prohibited; residents are not permitted on the roof of any dormitory/apartment building; kitchen appliances (with the exception of refrigerators and electric coffee pots) and hot plates or other units with exposed heating or open flame surfaces are prohibited unless provided in residences equipped with kitchen facilities.

Residents are expected to maintain their residences (including multiple-use facilities) in the same state and condition received as reasonable use and wear permits. 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 the prior written permission of the Office of Residential Services. Appropriate furniture removal and storage must be authorized by a Resident Coordinator, Resident Assistant, or the Office of Residential Services.

Residents are expected to occupy the accommodations assigned by the Office of Residential Services. All residence (re)assignments must be approved by the Director of Residential Services before an individual may occupy (new) on-campus accommodations.

Residents are responsible for allowing to reside in their accommodations only other assigned residents or occasional guests of the residents. Residents will be held personally/financially accountable for the actions of their guests.

Residents must make their own provisions for insuring personal property against loss, theft, or destruction. The College cannot be held responsible for personal property located in any of the residences or storage areas.

Residents are required to pay their term rental prior to assuming occupancy and are expected to abide by all published fee and occupancy schedules.

The College will maintain its dormitories and apartment buildings in a reasonable state of repair and will supply custodial service for public areas.

The College will make its accommodations available to residents at least 48 hours prior to the start of each semester's classes. Campus residences will then be closed for the Christmas and Summer vacation periods.

The College's responsibilities under a Residential Contract remain in force only so long as the resident is enrolled as a Trinity undergraduate. Residents who withdraw from the College must vacate their accommodations within

48 hours of the time of their withdrawal.

The College cannot provide its undergraduates with a guarantee of on-

campus accommodations for the duration of their stay at the College.

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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.

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The right of individuals to regulate their personal lives without undue intrusion or interference is essential to human dignity. In matters not involving the immediate physical well-being of a resident, the College does not assume the role of "in loco parentis"; however, the College may rely on its disciplinary procedures should a resident's conduct fail to meet standards of ordinary prudence. In this regard, all College Regulations and authorized penalties described in *The Trinity College Handbook* apply and:

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 Security, 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.

Trinity College does not discriminate on the basis of sex, handicap, race, color, creed, or national or ethnic origin in the administration of its residential programs.

CONTRACT PERIODS OF OCCUPANCY

Christmas Term 8:00 a.m., September 1st to Noon, December 23rd Trinity Term Noon, January 17th to Noon, May 24th

Residents are not permitted to remain in campus accommodations during the Christmas and Summer periods of closure without the prior written permission of the Office of Residential Services. Undergraduates who attempt to enter campus residences during those periods of closure without the prior approval of the Office will be subject to financial penalty.

Residents who do not contract for the Trinity Term must completely vacate their Christmas Term accommodations by the Christmas Term closure date. All residents must completely vacate their accommodations by the Trinity Term closure date.

ASSUMING OCCUPANCY

Residents are responsible for the condition of their residence and its furnishings during their period of occupancy. For their own protection, residents are responsible for obtaining, completing, and submitting a Residence Condition Report to the Office of Residential Services within 48 hours of assuming occupancy of any on-campus accommodation—a Report must be submitted for every residence occupied. Failure to report damages or furniture shortages discovered upon assuming occupancy may result in the resident's being held financially responsible for all repairs/replacements deemed necessary as a result of unreasonable use and wear, and, when such situations arise, the burden of proof is upon the resident, not the College.

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. When such situations arise, the burden of proof is upon the resident, not the College. When an RC, RA, or the Office of Residential Services has authorized furniture removal, the resident is responsible for ascertaining that the item is appropriately stored and then returned to the residence prior to vacating.

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 immediate 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 Services.

Residential common areas are reserved for use by only the unit residents. Under no circumstances may off-campus or campus groups use common areas for their activities.

STORAGE

Storage areas will be made accessible to residents at the beginning and end of each semester. During the semester, residents must arrange with an RC or

RA for access to storage.

Items placed in storage must be tagged by an RC or RA or otherwise clearly labeled with the user's name, class, campus box number, and campus residence. Residents will be required to present identification when removing articles from storage, and, during the summer, the Department of Buildings and Grounds will clear storage areas of College property, and will dispose of unlabeled items, items labeled as for the use of individuals who have graduated or withdrawn from the College, and items which have been left in storage for two years or more.

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.

Solicitors, canvassers, sales/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 Security or the Mather Campus Center Front Desk of any persons whom it is felt do not belong in the residential facilities of the College.

Locking Systems

Exterior doors must always be kept closed and locked, and exterior door combinations are not to be released to anyone who is not affiliated with the College.

Unless neighbors are present, the doors of individual residences should be kept closed and locked. 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 Services 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.

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 will result in payment of damages as well as immediate eviction and indefinite restriction from campus housing.

Out of regard for fire safety, all issued precautions/instructions must be observed and the use of electrical appliances and combustible materials controlled. Cooking in units not provided with full kitchen facilities is extremely hazardous and therefore prohibited. Decorative wall coverings 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.

GUESTS

In permitting the occasional overnight accommodation of guests, each resident is responsible for guaranteeing that the capacity of the residence (as determined by the College at the time of assignment) will not be exceeded. For any such accommodation to be permitted, it must first be agreed to by all parties affected.

PETS

Residents are not permitted to maintain animals in the residences unless a handicap so requires. Failure to observe that prohibition will result in an initial fine of \$50, increasing to as much as \$200 if the pet is not immediately removed. Exceptions may be made for small caged pets (e.g., hamsters, guinea pigs, gerbils, birds, turtles and fish) provided that humane conditions are offered and that danger, noise, odor, or disposal of waste do not present a problem for roommates, neighbors, or any residential/housekeeping staff.

NOISE/HORSEPLAY/VANDALISM

Requests for quiet are expected to be met with understanding.

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.

Theft or willful endangerment, destruction, damage, defacement, or other misuse/abuse of College property or the property of others will not be tolerated. The Offices of Residential Services and the Dean of Students are prepared to fine, pensum, restrict, admonish, censure, and/or suspend undergraduates who wantonly destroy or misuse College property.

In the event that damages occur accidentally, those responsible are encouraged to contact the Office of Residential Services 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.

Residents must adhere to regulations concerning noise and vandalism and which result from ongoing conferences between members of the Administration and representatives of student organizations.

SPECIAL CONSIDERATIONS

The College takes into consideration requests for special accommodations and agrees to provide certain residence assignments that acknowledge special residential requirements. Special consideration is granted to yield the following residential arrangements: Handicapped/Medical/Dietary assignments; Program, Cooking, and Host Group assignments; Resident Coordinator/Assistant assignments. Those special considerations are certified at the time of assignment to a residence, and any misuse/abuse of a special consideration or any change in circumstance which invalidates the need for special consideration allows the College to terminate the Contract and take possession of the assigned accommodations.

WITHDRAWAL FROM A RESIDENTIAL CONTRACT/FORFEITURE OF DEPOSITS

Rental charges and deposit forfeitures 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 Services 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, rental is prorated and, if a deposit must be forfeited, the entire deposit (the semester's deposit and any deposit held for crediting toward a second semester's rental) is forfeited. During or after the eighth week, individuals are required to pay rental for the full semester and, if a deposit must be forfeited, any deposit held for crediting toward a second semester's rental will be lost by the resident.

Forfeiture of a deposit is required unless withdrawal from a Contract is a result of withdrawal from the College or participation in an approved program which requires off-campus residence; however, in any situation, forfeiture of an entire deposit is automatic if written notification of withdrawal from a Contract is not received by the Office of Residential Services by August 1st for the Christmas Term and by December 1st for the Trinity Term.

If a resident fails to occupy a residence within the first week of classes in the term contracted for, it may be assumed that the resident has withdrawn and that a legitimate vacancy exists.

FILLING OF RESIDENTIAL VACANCIES/CHANGES IN RESIDENCE ASSIGNMENTS

In the event that an undergraduate withdraws from a single-occupancy residence, the Office of Residential Services reassigns the vacancy.

In the event that an undergraduate withdraws from a multiple-occupancy residence, the Office of Residential Services 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 Services to negotiate assignment to the vacancy.

To be considered for (re)assignment to a single-occupancy residence or to an unspecified multiple-occupancy residence, a resident must contact the Office of Residential Services.

NOTE: Before a vacancy may be occupied or any change in residence (including switches) made, the written approval of the Director of Residential Services must be secured. Failure of an individual to obtain that approval prior to occupying (new) accommodations will result in a \$10 fine for every day of illegal occupancy.

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ANY FORM OF RESIDENCE SELECTION PROCESS FRAUD (misuse of Priority Numbers, special considerations, etc. as delineated by the 1981-82 Process Instructions) invalidates a Residential Contract.

* * * *

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.

The Chapel A MORI JAWARCH

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 atmosphere 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 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 may use the Chapel on occasion for services; as determined by the Newman Chaplain, Roman Catholic Mass is celebrated in the Crypt Chapel at 5:00 p.m. on Saturdays and on some Sundays in the Chapel.

Within the context of the Canon Law of the Episcopal Church the Chapel and its facilities are available to members of the College for baptisms, weddings, funerals and other special services. Marriages are solemnized in the Chapel by Episcopal clergy and follow the order of service of The Book of Common Prayer; clergy of other denominations can be invited to participate in the service. Either the bride or the groom must be a baptized Christian but it is not necessary for either to be an Episcopalian. In the case of previous marriages the canons provide for certain dispensations within the discipline of the Episcopal Church.

At the Eucharist in the College Chapel those persons who wish to respond to the service and to participate fully in the Eucharist are invited to do so, and this is not understood as a change in their own denominational allegiance.

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, and hymns and prayers are non-denominational in character.

Many musical events 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 Undercroft of the Chapel is available for use by campus groups. The Hillel adviser has his office in this room and keeps office hours there one day a week. The Roman Catholic priest uses this room twice a week. The piano in this room and the organs of the Chapel are available for practice under supervision of the music faculty.

The Chapel often joins campus religious groups in sponsoring such activities of common concern as lectures, Succoth brunches, discussions, etc. The Office of the Chapel tries to assist the religious groups wherever possible. A large portion of the offerings at Chapel services is given to support the ecumenical work of the Greater Hartford Campus Ministry. Weekday services are conducted by members of the College. On Sundays the Eucharist is celebrated at 10:30 a.m. The Chapel often brings prominent Christian thinkers and leaders to the campus to speak in the Chapel or elsewhere on campus.

All members of the College are invited to attend and participate in the services of the Chapel and to share the duties of acolytes, lay-readers and ushers. A student sacristan chosen from each class assists at all services.

The Trinity College Chapel is a community of commitment which witnesses and celebrates the religious perspective and raises the issues which it reveals in contemporary life. With the Trinity Hillel, Newman Apostolate and the Greater Hartford Campus Ministry the Chapel maintains the value for college life of commitment, questioning and conviction within a community and tradition.

Ferris Athletic Center

Use of the Ferris Center by all elements 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 new facilities.

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 one facing west toward the walk up to the Austin Arts Center. This is the door which is immediately adjacent to the wrestling room, and below the locker room complex.
- 2. There will be a student worker at this door who will request identification of all who enter. Students must produce their ID cards, and faculty and administration members should show their Athletic ID cards. (Note: if any member of the faculty or administration has not received his or her Athletic ID card, we will issue one immediately upon notification.) 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 special pass from the Physical Education Department 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. The special exercise room (weight room), wrestling room, steam rooms, and crew tanks will not be open for use on evenings and weekends.
- 6. Issue of locks, lockers, and towels will be limited to undergraduate students, faculty, and staff. Master's Degree candidates and Grad-

uate Scholars, upon payment of a \$60.00 fee in lieu of the undergraduate "General Fee" of \$180.00, will also be entitled to the above privileges.

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 Library

The Library contains over 660,000 volumes and subscribes to 1,635 periodicals. The building is air conditioned and has seating for about 650. The Watkinson Library on the A floor is a collection of special collections and rare books.

HOURS

The Library is open during term time Monday through Friday from 8:30 a.m. to 12:00 midnight; on Saturday from 9:30 a.m. to 12:00 midnight; on Sunday from 12:00 noon to 12:00 midnight. Special schedules are posted for vacations.

LOANS

The loan period is a minimum of one month and a maximum of two months. The date due stamp is set at the first of the month and remains set for the month (e.g., books borrowed in January are due on March 1).

Books may be borrowed for a semester for use in connection with a thesis or other research project by requesting this privilege at the Circulation Desk. The Circulation Department reserves the right to limit the number of books borrowed for this period by any one borrower.

Any book is subject to recall from any borrower for another reader. The former is allowed 7 days from the date of recall in which to return the book.

FINES

Fines for overdue books are payable at the Library when the books are returned. Failure to pay a fine at the time that it is due results in the fine continuing to mount to a fixed maximum until it is paid.

The fine for a stack book is 10¢ per day for each day overdue until the book is returned. If the fine is not paid when the book is returned, it increases at 5¢ per day until payment. The maximum fine for a stack book is \$10.00.

The fine for a closed reserve book, i.e. a two-hour or overnight reserve book, is \$1.00 per hour for each hour overdue until the book is returned. If the fine is not paid when the book is returned, it increases at 50¢ per hour until payment. The maximum fine is \$10.00.

Fines are not initially chargeable to a student's General Deposit account. However, if a student allows a fine to run to the maximum charge without making payment, it remains as a charge against him/her and is sent to the Treasurer's Office to be charged to his/her General Deposit at the end of the academic year.

FAILURE TO RETURN LIBRARY BOOKS

A student who fails to return overdue or "re-called" books receives one notice from the Circulation Department. Failure to respond to this notice results in a letter from the Librarian. If a student still fails to fulfill his/her library obligation, the Registrar is requested to withhold his/her registration for the next semester. Transcripts will be withheld for graduating students until their library obligations are fulfilled. The diploma may be withheld for students with an inordinate amount of unreturned material.

LOST BOOKS

The replacement cost for an "in-print" book reported lost is the list price of the book plus a \$5.00 processing charge to cover the cost of reordering and re-cataloging the book. The replacement cost for an "out-ofprint" book reported lost is \$20.00 plus a \$5.00 processing charge. Replacement costs may be charged against a student's General Deposit account.

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.

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.

USE OF OTHER LIBRARIES

Trinity students from Connecticut may use their home public library cards to borrow at Hartford Public Library under the Connecticard Program. Students from other states should consult the Lending Department at Hartford Public Library for borrowing privileges.

Reference privileges are available to Trinity students at Connecticut State Library, Hartford Public Library, Institute of Living Library, Hartford Graduate Center Library and University of Connecticut Health Center Library. Trinity students wishing to use other academic libraries should consult the Reference Librarian. In some cases a letter of introduction may be required.

INTERLIBRARY LOANS AND PHOTOCOPY REQUESTS

Interlibrary loan requests are limited to graduate students and those undergraduates writing theses or involved in other major research projects. Photocopies will be obtained for undergraduates. Any exception to these guidelines is made by the Librarian. The Library participates in a teletype network to facilitate interlibrary loans and photocopy requests.

There is no charge for interlibrary loans. The charge for photocopies received through the teletype network is 10¢ per page, \$1.00 minimum. Libraries not on the teletype network charge for photocopies according to their individual billing policies.

Information sheets describing Library policies in fuller detail and Library resources are available from the information stand in the Library lobby. In addition, the Library publishes a monthly Newsletter.

Study Areas

Study areas generally available throughout the night are located in the Wheaton-Jackson-Smith Bridge Lounge. Students are expected to maintain those facilities in good order.

William Gwynn Mather Campus Center

Mather 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.

The Mather Campus Center administrative offices, Director of Mather and Adviser for Student Affairs and Director of Calendar and Special Events, are located on the second floor at the north stairwell.

DINING FACILITIES

Meal tickets are available to all students. Dining hours in the dining hall are: Monday through Friday, breakfast, 7:30 to 9:00 a.m.; continental breakfast, 9:00-9:30 a.m.; lunch, 11:30 a.m. to 1:15 p.m.; and dinner, 5:00 to 6:45 p.m.; Saturday and Sunday, brunch is offered from 11:00 a.m. to 12:30 p.m., and dinner from 5:00 to 6:30 p.m.

Meal tickets are not to be honored during Thanksgiving Vacation, from the end of exams until the first day of the following semester, and during Spring Vacation.

A snack bar, the "Cave," is open Monday through Thursday, 8:00 a.m. to 11:00 p.m.; Friday, 8:00 a.m. to 7:00 p.m.; Saturday, 10:00 a.m. to 7:00 p.m.; and Sunday, 11:00 a.m. to 11:00 p.m.

There will be no food service provided during Thanksgiving Vacation, during Christmas Vacation, and in summer when Summer School is not in session.

Shoes must be worn in the dining halls, snack bar, and Pub.

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

The Director of Mather oversees the following service areas:

Front Desk: The Front Desk Information Center is operated 24 hours a day, seven days a week. This area has student directory assistance, class schedules, campus activity information and sports information (game schedules and scores when available). This area also posts special information such as housing lottery numbers, schedule of finals, senior graduation packets, to list a few. The Front Desk is the security line on campus after 5:00 p.m. Monday through Thursday and Friday from 5:00 p.m. - 8 a.m. Monday. Emergency Telephone Number 522-6557 after 5:00 p.m. week-days, all day Saturday and Sunday.

Lost and Found: Located at the Front Desk, Lost and Found will forward any item of value — wallets, jewelry, cameras, etc. — to Security when the item is turned in. Books, gloves, jackets, etc. will only be kept for 30 days. If a name is listed on an item, attempts will be made to locate the owner.

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

Game Room: The Game Room is located in the basement of Mather. Billiard tables and cues are also available for a nominal charge. Several pinball machines are also located in this area. Refunds will be given out only during business hours.

Print Shop: Poster making, ditto and duplicating services, including color reproduction, are available at the print shop located in the basement of Mather Campus Center. Completion of posters is guaranteed within seven days of the order, dittos within 24 hours, and duplicating services within 48 hours of the order except for large requests.

The print shop operates on a "break-even" basis with the charges covering the cost of material and labor. To prevent unnecessary billing, only organizations that have money allocated from student activities funds to a College account, and College departments may charge for work done at the print shop. Please provide your account number when placing an order.

Sound and Lights: The Mather Campus Center maintains and operates sound and lighting equipment. This equipment can be reserved on a firstcome, first-serve basis by recognized student organizations. There is a nominal fee charged for maintenance and repair. Private parties may also use this equipment for a small rental charge covering technicians. A two week notice must be given to insure use. Requests involving less than two weeks notification may not be honored.

Iron Pony Pub: Located in the small dining hall, the Pub is open Monday through Thursday 9:00 p.m. to 1:00 a.m.; Friday and Saturday 9:00 p.m. to 2:00 a.m., except during vacation and special holidays. Special early hours can be arranged through the Director of Mather for private parties or meetings of more than 40 persons. The Pub follows Connecticut state laws concerning the dispensing of alcoholic beverages. ID's are required.

"The Other Place" Coffee House: Located in Mather Campus Center in Wean Lounge, "The Other Place" is open Tuesday, Thursday and Sunday from 9:00 p.m. to 1:00 a.m. Coffee, tea and pastry or cookies are available, and there's free entertainment. Student acts of all kinds are encouraged to try out at "The Other Place."

Vending Machines: These machines are owned and operated by private companies. Should any of these machines malfunction or appear to be vandalized please call Mather Campus Center. (During business hours — 9 a.m. - 5 p.m., Monday through Friday — call ext. 273. All other times report to Mather Front Desk.) Refunds will be available during regular business hours.

LAUNDRY FACILITIES

There are coin-operated laundromats open 24 hours a day in ten areas: Jackson Hall, New South Campus, 216 and 194 New Britain Ave., 78-80, 92-100 and 111 Crescent St., 90-92 Vernon St., High Rise and Cook. If problems arise with any of these machines, please call Mather Campus Center, X273 during regular business hours. All other times report to Mather Front Desk, X234.

STUDENT BUSINESSES

Concessions:

Soliciting, buying and selling on the campus is open only to Trinity undergraduates who may act as agents of outside firms. 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.

Written permission must be obtained from the Director of Mather Campus Center. Permits must be renewed annually. Failure to obtain a permit before conducting business or failure to adhere to the rules herein will result in administrative action. Concessions may not be sold.

There are two groups of concessions: closed and open. (1) Closed — those which have such a limited market that one person is granted the right of monopoly. (2) Open — all other concessions which are general in nature. The question of open or closed concessions is left to the discretion of the Director of Mather Campus Center.

These concessions are open solely to the Trinity College undergraduates.

Fraternities shall handle the problem of solicitation in any manner they see fit.

Raffles:

Any student, sport team or student group planning a raffle or lottery must adhere to State laws governing these activities. The procedure can be explained by the Director of Mather Campus Center.

THE FOLLETT TRINITY COLLEGE BOOKSTORE

The Trinity College Bookstore is leased and operated by the Follett Corporation of Chicago, Illinois. It is located on the lower level of Mather Campus Center and is open during the regular academic year Monday through Friday, 9 a.m. to 5 p.m. Additional extended hours are offered at the term openings and on special Saturdays which are noted in the weekly calendar.

The primary function of the bookstore is to make all required textbooks and classroom supplies available. In addition the bookstore stocks reference materials, general reading books, sundries, magazines and souvenir items. Special services available to students are: (1) special ordering of books, (2) book-buying at the end of each term, and (3) check cashing.

Since the check-cashing service is of vital interest to students, it is appropriate to list the regulations: (1) a Trinity ID is required to cash checks; (2) checks may be cashed between the hours of 9:00 a.m. and 3:00 p.m. Monday through Friday; (3) there is a \$50.00 limit for personal checks, none for payroll checks unless store funds dictate a ceiling; and (4) there is a nominal service charge per check cashed. Cashing checks is a privilege for students — and habitual "bouncing" of checks will result in revocation of the privilege.

POST OFFICE

The Post Office, under the supervision of the Director of Mather Campus Center, is located on the lower level. The office is open for all postal services between 9:00 a.m. and 4:00 p.m., Monday through Friday. The post office is equipped to handle money orders, special delivery, certified, insured and registered mail, parcel post and the sale of postage stamps.

Mail arrives on campus at approximately 9:00 a.m. on Monday through Saturday. The outgoing mails are at 12:15 and 3:00 p.m. on Monday through Friday; 5:00 p.m. Saturday from the mailbox in the basement of Mather Campus Center. Parcel post comes in only once in the morning, Monday through Friday, and is not delivered on Saturdays. Stuffing of mailboxes is permitted with prior permission from the postmaster. NO one is admitted in the post office before 10:00 a.m. Arrangements for special return boxes for questionnaires, volunteer work, etc., should be made with the Director of Mather Campus Center. General publicity for activities should be placed on the distribution table, Mather basement.

No money should be placed in campus mail. You may get permission to place it in the box yourself.

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 in care of the postal 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. Local express companies will not deliver to individual dormitory rooms. Address such packages c/o postal box of student. The student is responsible for picking up such shipments in the post office.
- 4. Parcel post delivery is made to the post office each morning. Notices will be placed in addressee's mailbox.
- 5. Special delivery mail arriving after the post office is closed will be delivered to the Front Desk of Mather Campus Center. The student on duty will make every attempt to notify the addressee. If the addressee is not reached, the mail will be processed through the College post office during regularly scheduled hours of operation.
- 6. Themes, term or test papers cannot be accepted for distribution through the campus mail unless put in an envelope and addressed.
- When the College is closed for vacation or semester breaks, notify magazine and newspaper companies since the post office has no facilities to store newspapers or magazines. First class mail will be forwarded.
- 8. When going on Open Semester or the Exchange Program, notify all correspondents of the new address.

- B. Post Office Stuffing Policy
- 1. No blanket stuffing of mailboxes is permitted. A distribution table on the first floor of Mather Campus Center should be used for flyers, publicity, etc.
- 2. Questionnaires or other notices that are to be filled out and returned to a certain individual cannot be handled by the post office unless the returning information is in envelopes with box numbers. Space is available at the Front Desk of Mather. Campus Center or at survey boxes in the basement of Mather to any student or organization for such returns. These boxes are available on a first-come first-serve basis. Make arrangements with the Director of Mather Campus Center.

CAMPUS SECURITY Motor Vehicles on Campus

PARKING RULES, REGULATIONS, AND PENALTIES

Trinity College appreciates the cooperation and courtesy shown to one another by students, staff, faculty and friends who observe the established rules and regulations.

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 or in the immediate vicinity of the campus by students, faculty, administrators and staff must be registered with the Director of Campus Security of Trinity College and must display a college decal. Students must display one of two college decals either a campus parking permit or an off-campus registration. Registration is essential so that the Security Office can assist in cases of theft, fire, vandalism, motor vehicle accidents and in the control of traffic on campus. The Security Office may be unable to assist in such cases if the vehicle is not registered.
 - 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 spaces will be reserved for special events.
 - 5. Cars found abandoned or improperly parked or without state registration may be towed at the owner's expense.
- 6. One is responsible for on-campus parking of any vehicle registered in one's name even though it is driven by another person.
- 7. All personnel and students should obey the traffic control signs which are displayed on campus for the safety of pedestrians and to facilitate the movement of traffic.

8. The speed limit on any College roadway is 15 M.P.H.

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, or 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.

III. Faculty, Administration and Staff Registration

Faculty, administration and staff must register with the Director of Campus Security, Room 112, Williams Memorial, extension 264. They may park in any authorized parking lot, between the designated white lines.

IV. Student Registration and Campus Parking Permits

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, one must operate a vehicle that is not registered with Trinity College, he/she should contact the Security Office within 48 hours and give the necessary information so the vehicle will not be tagged for failure to register.

The fee for an undergraduate parking permit, resident or non-resident is \$24 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 \$12 for the second semester. Students using any college parking facilities (those living in College Apartment housing) must have an "ON CAMPUS" parking permit. Decals may be obtained in the Security Office, Williams Memorial Building, Room 112.

In order to obtain a campus parking permit decal, the year, make, model, plate number of the vehicle and the vehicle identification number is required. No decal will be issued until the fee is paid.

Off-campus registration decals are issued for those who will use fraternity parking lots and to others who wish to use off-campus parking facilities near the College. Such vehicles may not be parked on any of the College-owned parking areas at any time. The registration fee is \$4.

Failure to register will result in a \$24 fine. Temporary parking permits (a maximum of seven consecutive days, not exceeding two weeks per year) will be issued at a cost of \$2.

Daily courtesy parking permits (not exceeding three consecutive days) will be issued without cost.

Due to lack of space the above restrictions must be observed, and the cooperation of all will make it possible for each motor vehicle owner in the Trinity community to have a suitable space in which to park.

Special students must also register with the Director of Campus Security in order to receive a campus parking permit. The registration fee is \$5. See Section V on student parking.

Students enrolled in other institutions in the Greater Hartford Consortium — University of Hartford, St. Joseph College, Hartford College 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 College are also included.

Trinity students taking courses at colleges in the Consortium with 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.

Graduate and *summer school students* shall register with the Graduate Office in order to receive a campus parking permit. The fee is \$5.

Graduate and summer school and special students must follow the parking rules and regulations applicable to all students during the hours of 8:00 a.m. to 5:00 p.m. daily. After 5:00 p.m. they may use any lot which is most readily available to them. See Section V.

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 and not bearing 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 Apartment housing must have "ON CAMPUS" stickers.
- 2. Students with valid "ON CAMPUS" stickers may park at any time, 24 hours a day, only in the following authorized parking areas and within the designated white lines.

Austin Arts Center, rear

North Campus Lot, east of building

South Campus Lot, west of Buildings and Grounds

Field House Parking Lot, east and south side of building

Life Sciences Building, rear, south end

High Rise Lot, north side of building

Ferris Gym, west side

Broad and Vernon Street Lot

Allen East and Allen West Lot, rear

Trowbridge Lot, south of swimming pool

3. No undergraduate student parking is permitted in the Chemistry or 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, evening classes and other evening affairs.

- 4. Upperclassmen may use all other lots *except* Chemistry and Library from 5:00 p.m. to 8:00 a.m. Monday through Thursday and from 5:00 p.m. Friday to 8:00 a.m. Monday.
- 5. The roadway by Mather Campus Center will be closed to all traffic. There will be a Loading and Unloading Zone for College business only. The 15 minute parking zones are a student convenience, to maximize turnover for those students on limited business at Mather Hall. The time limitation will be strictly enforced.

ALL OTHER PARKING IN THIS AREA IS FORBIDDEN.

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.) Security suggests that students use the campus parking facilities.

WARNING: The roadway in front of the Life Sciences Building is not an authorized parking area.

VI. Penalties Applicable to Regulation Violations

The Security 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. Overtime parking	\$ 3
2. Other improper parking	
3. No parking/Restricted area	\$ 3
4. No parking on road/access area	\$ 3
5. Failure to display decal	\$ 5
6. Blocking parked vehicles	\$ 5
7. Driving M/V in pedestrian area	\$10
8. Violation of fire laws	
9. Parking in handicapped zone	\$20
10. Reckless driving	\$20
11. Speeding active manual check system and a	\$20
12. Driving M/V on lawn	\$20
13. Misuse of parking decal	\$24
14. Failure to register/change registration	\$24
15. Excessively loud sound device (stereos, radios,	etc.) \$10
16. Littering	\$15
17. Discharging of fireworks	\$15
4 DESERVED AND AND DOTTABLE ON VERWEY.	I A MACHDIALA D

Payments are to be made in cash or by check to the Security Office. The indicated fine must be paid within 10 days of the dated violation. Responsibility for receipt of payment rests with the violator. Failure to pay within 10 days will double the fine and result in charges through the appropriate disciplinary mechanism.

Responsibility for prompt payment rests with the violator.

Students with unpaid fines outstanding at the end of any semester will not be permitted to register in courses for the following semester until their fines are paid. Seniors must pay their fines before graduation.

VII. Appeals

Anyone questioning the validity of a parking violation may appeal to the Director of Campus Security. The appeal must be made within 5 days of the dated violation — Saturday, Sunday, and holidays excluded. Appeals denied can be brought before a designated appeals board, in writing, forwarded through the Director of Security.

VIII. Replacement of Parking Decal - Change in Vehicle Use

Any transfer of ownership such as purchase, sale, or exchange of a vehicle which bears a Trinity registration decal must be reported promptly to the Security Office.

If the registration decal is damaged or fails to adhere properly, it may be *exchanged* for another permit by applying at the Security Office.

Vehicles which change in class of use (e.g., staff or faculty vehicle which becomes student vehicle, special student vehicle which becomes a regular student vehicle, etc.) must have their registration changed with the Director of Security within 48 hours of the change. The fine for failure to change vehicle registration is \$24.

PERSONAL SAFETY AND PROTECTION

There is a fine line between trying to make people more conscious of their personal safety and frightening them into unproductive paranoia. The attempt here is not to frighten, but to persuade people to take their own safety and that of others very seriously.

We have been fortunate at Trinity in that we have not had many of the serious problems that so many other colleges have experienced. In general, the incidence of crime at Trinity over the past several years has declined, the result not only of the efforts of our campus security force, but also of our becoming more security-conscious and less inclined to take chances with our own safety. Learning how to be alert, to use common sense, to prevent unnecessary threats to one's safety and to that of others in the community is a part of one's education. Emergency numbers are listed below as well as on the back cover of this book. Keep these numbers handy; call them when there is need:

CAMPUS SECURITY

CAMPUS SECURITI	Ext. 204 of 492. At fight Mather	
	Campus Center Front Desk at 527-	
	3151 or ext. 234 will contact	
change registration batenalash an \$24	Security for you.	
HARTFORD POLICE DEPARTMENT	522-0111 (emergency only)	
HARTFORD FIRE DEPARTMENT	522-1234	
INFIRMARY	246-3932 or 527-3151, ext. 231 or	
cash or this chedle to the Security Office.	380	
AMBULANCE	247-6792	

Ext 264 or 492 At night Mather

Note: Four campus phones have a direct line to the Mather Front Desk. They are located in the lobby of McCook Math-Physics Center, the far north-end wall of the first floor of the Life Sciences Center, in the basement of Seabury 22-29 on the wall directly opposite the stairway by the entrance, and in Hallden Lab in the hallway across from the computer room.

PERSONAL SECURITY PRECAUTIONS

There are precautions which you can take to lessen your chances and those of others of becoming victims of crime. Prevention is the best and first defense against crime. *REMEMBER THE COLLEGE CAMPUS IS NOT IMMUNE. ON THE CONTRARY, IT OFTEN ATTRACTS CERTAIN KINDS OF CRIMINALS, ESPECIALLY THOSE WHO, BECAUSE OF AGE AND APPEARANCE, ARE UNOBTRUSIVE.* Always keep your ID card handy. If you are asked to identify yourself, please cooperate.

- 1. Be alert, observant, and aware of any out-of-the-ordinary occurrence or of any unknown person. Avoid dark, vacant areas and dangerous short cuts (especially in areas which afford hiding places for a would-be assailant). If you are being followed, head quickly for a lighted area or towards a group of people.
- 2. Never walk alone at night. Don't be embarrassed to ask another person to accompany you. If you must travel alone on campus after dark, please use the Escort System explained below. Should you use empty classrooms for study at night, don't study alone. If you use your office late at night, it is advisable to notify Security of your presence and to keep your door locked.
- 3. Keep your door locked at all times whether you are in the room or not. Never prop your door open. If you are leaving the room for even a few minutes, lock your door. 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. If unable to do so, ask the caller to slip an ID card under the door. While this may seem extreme, it is for your own protection.
- 4. Security Alert alarms and whistles are available in the Security Office. They should be used only in emergencies and not as toys. Should you hear someone cry for help, get aid immediately. If attacked, whether you are a man or woman, scream and, if possible, run.
- 5. If you remain on campus over holiday periods or when most students are away, room with another student. Determine who else is staying on the same floor and arrange a mutual check system with them. Leave your name with the Mather Front Desk.
- 6. Draw shades after dark and NEVER dress or undress in front of windows.
- 7. While driving in urban areas, 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.
- 8. Be alert when you enter an elevator. It may be better to wait for an empty car than to get on with a stranger.
- 9. Do not hitchhike or pick up hitchhikers. Even in the company of another student this is a dangerous practice.
- 10. Use only your last name on mail boxes, door plates or your listing in the telephone directory.

Of utmost importance in averting the possibility of physical assault is not to run risks. This means avoiding dark and isolated areas in which an assault is possible; maintaining a safe distance from suspicious persons; and not opening the door to your residence before positively identifying the caller.

IF ATTACKED .

It is difficult to know how best to respond in the face of a serious threat of violence. Confronted by such a threat, you must consider which of many possible responses seems most appropriate under the circumstances. Frequently a calm, passive, "cool" response puts off or disarms such a threat. If actually attacked, your response will also depend on the circumstances. In some cases, a passive response has prevented a bad situation from becoming worse; in others, a violent reaction to violence has frightened off the aggressor. If compelled to resist an attack, do the best you can with your hands, feet, knees, and elbows, while screaming as loudly as possible to attract help.

SECURITY ESCORT SERVICE

It is not advisable to walk alone, either on or off the campus. Whenever possible, one should seek out another who is heading in the same direction; students walking in pairs are less likely to be approached by muggers or rapists.

Trinity's Security Office provides an escort service for students wishing to go from one point *on campus* to another during the hours of darkness. You are encouraged to use the escort service, which may be by car or on foot. The College is unable to provide escorts off campus. The following are guidelines for using the escort service:

- 1. Escorts for security purposes only are available by calling Mather Campus Center, 527-3151. Identify yourself and give your campus location and destination. Mather Campus Center will contact Security and then tell you approximately when a security officer will arrive. Meet the security officer upon arrival. Do not keep the officer waiting.
- 2. Those seeking an escort from a campus parking lot should contact the Mather Campus Center to request that a security officer meet them at the parking lot. You will be asked to give your name, make of car, and its license plate number. Mather Center will contact a security officer and tell you approximately when an officer will be available. When you arrive at the parking lot, stay in the car and keep the doors locked until the officer arrives.
- 3. Escorts will *only* be provided to a man or woman traveling alone or to two women.
- 4. Boundaries for escorts are:

Summit Street south to New Britain Avenue

New Britain Avenue east to Broad Street

Broad Street from New Britain Avenue north to Allen Place

Allen Place west to Summit Street

Emergency transportation will be provided to and from Hartford Hospital.

PREVENTION OF PROPERTY LOSS

Property theft is the most common type of reported crime at Trinity. In the past few years the incidence of theft has increased. The College does not

take responsibility for the loss of personal property. Take the following precautions to decrease your chances of property loss:

- 1. Keep your doors LOCKED AT ALL TIMES.
 - Even if you leave for "just a minute." It takes only 20 SECONDS to burglarize a room, 6 SECONDS to rip off a locker.
 - Even if you are in the room with one or more friends. Armed robbery is not a pleasant experience.
- 2. Don't give out your room or building combination to anyone! This includes your pizza man. These locks are for students' protection. Students may obtain combinations from Residential Services.
- 3. Identify callers before opening the door. Unpleasant incidents have occurred because students were careless in this respect. If you live in campus apartments, don't "buzz" callers in, go to the front door.
- 4. *NEVER* prop open dormitory doors or otherwise frustrate the lock system. If a door is propped open, close it. Report broken locks at once to Security or to Buildings and Grounds. If you encounter persons who are damaging locks or propping doors, report them to Security.
- 5. Don't leave valuables lying about in your room during the term or during vacations. Valuable belongings carelessly left about invite thieves.
- 6. Record the make, model and serial number of all typewriters, calculators, stereo equipment, television sets, radios and all other expensive items. Keep a description of other valuables, watches, rings, jewelry, etc.; if you possess expensive items in the last category, it is best to leave them at home or hide them carefully in your dormitory room.

The Security Office has "Operation Identification" forms and free pen engravers available to assist you. By investing a few minutes of your time, you will have a permanent record on file in Security. The Security Office also has forms and stickers for motor vehicle and bicycle registrations.

- 7. Don't leave valuables in your car. If you must, put them in the trunk. Keep car doors locked and check your car daily to make sure it is all right. It is advised that your vehicle be equipped with an auto alarm or hidden disabling switch. These devices have been proven effective in preventing auto intrusion and car thefts.
- 8. Report suspicious persons and circumstances to Security immediately. Don't be afraid of being overcautious. If there is time, obtain good descriptions of such people and if a vehicle is used, jot down the license plate number, the make and the color of the car.
- Solicitors are never officially allowed in dormitories or other College housing. For your own protection, do not permit someone who purports to be selling something into your room, and report such people immediately to Security.
- 10. Never leave purses or wallets lying around, especially when making a purchase on or off campus.
- 11. Encourage others to take these same precautions.
- 12. 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.

13. In the event that you should become victim of crime, report it immediately to Campus Security.

FIRE PREVENTION AND SAFETY

- 1. Know the location of the fire alarm and exit nearest your room.
- 2. Do not tamper with fire alarms or fire extinguishers.
- 3. Do not smoke in bed.
- 4. Keep flammable materials away from all heat sources. Do not use makeshift 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 out the plug by the plug, not by the wire. Never use water to put out an electrical fire.
- 7. Do not leave open flame sources unattended. All open flames should be extinguished even if left alone for the shortest time.
- 8. Do not clutter corridors and stairs; bicycles, chairs, desks, and storage are prohibited by law in all exit ways.
- 9. Do not store flammable liquids, gases or chemicals; this is only permitted in laboratories.

If you discover or suspect a fire:

- 1. Do not try to put the fire out. Sound the alarm in the building then evacuate the building immediately.
- 2. Call the Hartford Fire Department (522-1234) first and then Trinity Security (527-3151 ext. 264 or 492). Give as much information as you can:
 - a) the exact location,
 - b) your name,
 - c) 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 help is needed to leave the building.

If you are in a burning building:

- 1. Do not panic, THINK. a slower s to be slove slove
- 2. If there is smoke in the room, keep low to the floor, where the air will be fresher. Put a towel, wet if possible, over your mouth and nose.
- 3. Before passing through any doors, feel the metal doorknob. If it is hot, do not open the door. Attempt to exit through a window.
- 4. Open the windows slightly from the top, if possible (to let out smoke and heat) and from the bottom (to let in fresh air). Hang something (pillowcase, sheet, or shirt) to signal the Fire Department. DO NOT JUMP.
- 5. If you can open the door, first check to see that it is not hot to the touch. Then brace yourself against the door and open it slowly to make sure there is not flame or heavy smoke on the other side. If there is, close the door quickly.

- 6. If you are able to leave the room, close the door as you exit.
- 7. 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 an alternate exit.
- 8. If all exits on the floor are blocked, go back to your room, close the door, open the windows as described, wave something out the window and shout for help.
- 9. After evacuating the building, stand clear. Allow firefighting equipment to maneuver.
- 10. Follow the directions of the College Security and the Fire Department to maximize effectiveness in fighting the fire.
- 11. There will be fire drills held at various times. All occupants of the residence halls must cooperate with the speedy and orderly evacuation of the building when the fire alarms sound.

AGAINST RAPE

Women students on college campuses, whether urban, suburban, or rural, have always had to be concerned about the possibility of sexual assault. Trinity is no exception. The following gives basic information about assault prevention and the procedure to follow should an assault be attempted or actually occur.

REPORT ATTEMPTED OR ACTUAL ASSAULTS TO:

- 1. CAMPUS SECURITY, 527-3151, Ext. 264 or 492 (days);
- 2. MATHER FRONT DESK, Ext. 234 (Nights);
- 3. HARTFORD POLICE, 522-0111;
- 4. THE SEXUAL ASSAULT CRISIS SERVICE, 522-6666.

Security alerts others on campus; The Crisis Service counselor will escort you to the Hospital and offer counseling on what to do to protect yourself from the emotional, physical or legal consequences of a sexual assault. The Service has a 24-hour hot line service. They offer support. (The police may be able to apprehend the assailant if you notify them immediately.) Police notification is essential if you later decide to press charges against your assailant in court, and it may remove a rapist from the campus and the streets.

PREVENTION OF SEXUAL ASSAULT

1. Rape is a crime of violence, primarily against women.

2. Most sexual assaults are planned in advance. Only the victim is surprised. Being alert is excellent prevention. Trust your intuition. If you are confronted by someone who makes you feel uncomfortable, don't argue with yourself. BE RUDE, DON'T BE RAPED! Report a person whose behavior is suspicious to the Security staff.

3. Self-confidence is a vital asset in defense against sexual assault. Walk confidently. Wear shoes that allow you to stride authoritatively and to move quickly. If a car slows up or pulls next to you, turn and run the other way if the occupants look suspicious. Anyone can run faster than a car can change directions.

4. Do not hitchhike or pick up hitchhikers. The savings in time or money are not worth the exposure to danger. You have no control of the situation once a car takes off. The Mather Campus Center is a good place to advertise for rides, but if you accept transportation be sure it is with someone you or your friends know.

5. At night, never walk alone. Escorts are available during hours of darkness from Security. Call Mather Campus Center, 527-3151, Ext. 234.

6. Half of all rapes happen indoors, frequently in people's homes. *Keep your door locked at all times, while you are in your room and even if you are leaving the room for only a few moments.* Identify callers before you unlock the door. If you don't recognize the name or voice, ask the person to slip an I.D. under the door. If the person won't, don't feel foolish about keeping the door locked, and notify Security to investigate.

7. Keep windows on ground floor closed and locked at night.

8. If you live off campus, use only your last name on the mailbox; invest in a peephole; insist that your landlord light corridors adequately; and install dead bolt locks. Call the Hartford Health Department Building Code Enforcement Division if your landlord does not comply. Leave a radio on or use a timer light to discourage intruders when you are out.

9. All 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. Keys can be used as an effective weapon if held in your fist with the keys protruding from between your fingers.

10. While driving, keep all doors locked. If you must stop, be sure windows are nearly closed. If threatened, blow the horn and drive away.

11. Take a self-defense class. They are offered by the Trinity Women's Center, Neighborhood Women Against Rape (525-2382), the YWCA (525-1163) or the Trinity Athletic Department. These classes will help you to feel strong and self-confident.

12. Know yourself, your limitations and strengths. Think about the possibility of an attack seriously. Try to figure out what your reactions might be.

IF YOU ARE ASSAULTED . . .

It is difficult to know how best to respond in the face of a serious threat of violence. Your goal is to escape safely, not to stick around and beat up your assailant. Use your judgment, assess the problem confronting you, and adapt your tactics to that situation. Obviously, you won't use the same tactics on an armed man that you would on an unarmed one. REMEMBER YOU WANT TO GET AWAY — SAFELY!!

The following tactics have worked for others; you may wish to consider one or more of these options.

1. If you feel rape may be imminent, SCREAM! Screaming will attract attention, and it will also help you to build up your adrenalin for further defense.

2. Some would-be rapists have been persuaded or discouraged from persisting in an attack by a victim who has been quick or lucky enough to gauge an individual assailant's personality and speak to his fears or hopes. If possible, talk sanely, try to maintain composure. Some strategies that have been successful in the past include: "I have my period," or "I've got V.D." Or, remind your assailant that you have feelings, that you're a human being, that you don't want to be beaten, maimed or killed. It is important to think about various approaches in advance and to use only those you can do convincingly.

3. Items you may carry and use to defend yourself include:

- A. A shrill alarm, which can be purchased in the Security Office or the Women's Center.
- B. A shrill whistle secured to your wrist around your neck it becomes a noose!
- C. Pencils and pens.
- D. Keys held in your fist with the keys protruding from between your fingers. Keys can be used to scratch and poke.
- E. Lighted cigarette squash it out in his face.
- F. Heavy ring wear with the stone inside; go for a strong slap in the face.
- G. A plastic lemon or aerosol can aim for the eyes. Temporary blindness will give you valuable getaway time.
- H. An umbrella jab it into the chest.

4. Weapons that are always with you are your head, hands, mouth, feet and elbows. Here are a few guidelines to help you use them most effectively:

- A. Don't throw your hands out or fling them aimlessly in the air they can be grabbed and used to force you down.
- B. If you are grabbed around the neck from behind by:
 - a) a forearm; turn your throat into the crook of the assailant's elbow to stave off choking;
 - b) the hands; wrench the little fingers backward with a swift motion.
- C. A sudden, sharp, well-placed kick in the knee not necessarily in the groin, will knock your attacker off balance, as well as cause a great deal of pain.
- D. A sharp jab aimed at the solar plexis may momentarily knock the wind out of your assailant.
- E. If you must use your hands, aim for the face; eyes, ears, nose and cheeks are particularly vulnerable and sensitive to scratches.
- F. Use your first two fingers and your thumb to jab into the eyes and nose.

AFTER AN ATTEMPTED OR ACTUAL ASSAULT ...

1. Notice the direction and means of tranportation the assailant took, then leave the scene of the assault and go someplace safe. Call Campus Security (527-3151, Ext. 234 or 264), the Hartford Police (522-0111), and the Sexual Assault Crisis Service (522-6666). As soon as you are able, write down a description of the attacker, the scene of the attack, details of what occurred — whatever you can remember. These may seem insignificant at the time, but may later support your case in court.

2. More than half of all sexual assaults are by people known to the victim. These assaults are the most awkward to report. They can be stopped most effectively. A person who rapes generally does so many times. Reporting assaults by "friends" or acquaintances is essential for your own protection and for others.

3. Reporting any assault is difficult but it will fulfill your responsibility to others.

4. It is imperative that a rape victim be examined by a physician as soon as possible in order to safeguard against venereal disease.

NO ASSAULT IS THE VICTIM'S FAULT. EVEN IF A PERSON HAS BEEN INCAUTIOUS SHE DOES NOT DESERVE TO BE SEXUALLY AS-SAULTED. THE CRIME IS ENTIRELY THE ASSAILANT'S. THE PUN-ISHMENT SHOULD ALSO BE HIS.

THE BUSINESS OFFICE (Payment of College Bills)

The Business Office is concerned with the handling of College bills, student emergency 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 — approximately two weeks prior to the start of each semester. Supplementary and miscellaneous bills are payable within two weeks.

No student may receive his/her grades and course credits, degree, or an honorable dismissal until this office certifies that all his/her bills have been paid.

TRINITY COLLEGE REFUND POLICY

Tuition and Fees Refunds

In all cases 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 dollars (\$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 70
student body, but participation in each asw brid	
Fourth week of an another instruction of I wanted bat	00 70
Fifth week	80%
After fifth week with the which is collected by t	no refund

Any appropriate refund will be credited first against financial aid awarded by the College, if any.

The date of withdrawal is established when the Registrar receives written notice from the student. Freshmen and transfer students withdrawing prior to the start of classes should submit such notice to the Director of Admissions.

The general deposit, less any amounts due the College, is refundable upon graduation, or earlier upon notification to the Registrar of withdrawal

Board Contract Refunds

Board fees will be refunded on a pro rata basis subject to the approval of the Food Service Director.

Room Deposits and Charges

Rental charges and deposit forfeitures 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 Services 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, rental is prorated and, if a deposit must be forfeited, the entire deposit (the semester's deposit and any deposit held for crediting toward a second semester's rental) is forfeited. During or after the eighth week, individuals are required to pay rental for the full semester and, if a deposit must be forfeited, any deposit held for crediting toward a second semester's rental will be lost by the resident.

Forfeiture of a deposit is required unless withdrawal from a Contract is a result of withdrawal from the College or participation in an approved program which requires off-campus residence; however, in any situation, forfeiture of an entire deposit is automatic if written notification of withdrawal from a Contract is not received by the Office of Residential Services by August 1st for the Christmas Term and by December 1st for the Trinity Term.

If a resident fails to occupy a residence within the first week of classes in the term contracted for, it may be assumed that the resident has withdrawn and that a legitimate vacancy exists.

Payment of Refunds Refunds will be made within 40 days of withdrawal and will be prorated among sources of payment.

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 dormitories, class representatives, at-large representatives, and one representative each from the Trinity coalition of Blacks and the Interfraternity Council. The President and Vice-President are elected at-large and do not have to be on the SGA. All elections are held in the third week of September, with vacancies filled in January.

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 summer term chairman of the SGA, the Director of Mather Campus Center, or Box 1388.

Budget Committee

The Student Government Association Budget Committee (SGABC), which reports directly to the SGA, is comprised of three students elected by the student body, four students appointed by the SGA, and representatives of the College administration The committee sets policies and procedures for all recognized student organizations, and handles the daily operation of the Student Activities Fee and organization budgets. The SGABC also makes recommendations to its parent body, the SGA, concerning student activities which are not within the committee's jurisdiction. Information regarding the Student Activities Budget, the SGABC, or organizations can be obtained from the Director of Mather Campus Center Office or the Student Government Office.

Student Government Planning Board

The Student Government Planning Board (SGPB) is comprised of students who petition for membership and the Director of Mather Campus Center serving in an advisory capacity. The Board's purpose is to provide a balanced schedule of diverse social and cultural activities to meet the varied interests of the Trinity College community. It does this through sponsorship or co-sponsorship of lectures, dances, and special events including Spring Weekend. It is a committee of the SGA in that it must report to that body periodically. The SGPB welcomes ideas and help from the student body. Information can be obtained from the Director of Mather Campus Center Office or the Student Government Office.

Student Government Office

The Student Government Association and the three committees listed above maintain an office in Mather Campus Center.

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 extracurricular organizations and activities. Proceeds of the Fee are controlled and disbursed by the SGABC.

It is considered a privilege to receive money from the Student Activities Account. In order to provide for effective and efficient operation of the Student Activities Account, all organizations receiving funds are subject to the rules, regulations, and penalties established by the SGABC and the SGA.

In the Spring of 1981, the SGA set the Activities Fee at \$82 for the 1981-82 academic year. An additional two dollars in the first semester will be charged to each student to complete the fulfillment of our contract to fund the Connecticut Public Interest Research Group (ConnPIRG) chapter on campus. This \$2 may be refunded at the request of the student at the start of the fall semester. The special contract will be terminated in January, 1982 as ConnPIRG will be funded through the Student Activities Fee and not through a special fee.

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION ARTICLE I: Name

Section 1. The name of this organization shall be the Student Government Association, hereafter to be 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, new fraternities and sororities, 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 Student Government Planning Board-sponsored social activities of the College, acting upon the advice and decisions of the Student Government Planning Board.
 - g) To be the final authority on all matters and disputes pertaining to any student transportation service, acting upon the advice and decisions of the SGA Transportation Committee.
 - 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 consisting of:

- a) representatives elected on a federalist basis by separate electorates determined according to the population of the dormitories. Students not residing in the dormitories shall be represented also. Electoral districts shall be defined each spring by the incumbent SGA members. The SGA legislature shall contain no less than one (1) representative for every one hundred (100) students to include no less than one representative for every dormitory holding over fifty-five (55) students. The SGA shall review to reapportion annually at its last meeting of each academic year. In conducting this review, the ratio of one representative per student shall be a guideline.
- b) one representative member each (with full voting and legislative powers and duties) from the Trinity Coalition of Blacks and the Interfraternity Council. The SGA reserves the right to revoke such grants of membership, and shall review those grants of membership every April.
- c) four at-large representatives.
- d) one representative from each undergraduate class.

Students shall be elected according to the provisions of Article VI. Each representative shall be a member of the constituency which he represents. The SGA does not discriminate on the basis of race, creed, color, sex, national origin, or sexual preference; and furthermore, the events of the SGA, when public, 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) a chairperson who shall be elected from within the SGABC by its members.
- b) a designated member of the Treasurer's Office, ex-officio, non-voting.
- c) the president and vice-president of the SGA, ex-officio, non-voting.
- d) 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.

Section 4. The Student Government Planning Board (SGPB) shall consist of:

- a) a chairperson who shall be elected from within the SGPB by its members
- b) the president and vice-president of the SGA, ex-officio, nonvoting.
- c) any full-time Trinity undergraduate student who has submitted petitions of approval containing the signatures of thirty (30) full-time undergraduate students.

ARTICLE V: Powers and duties of Officers, Delegates, and Liaisons

- Section 1. The 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-administrativestudent forum.
- c) serve as a non-voting member of the SGABC and SGPB.
 - d) have the authority to sign SGA check requests.
 - e) represent, or designate someone to represent, the SGA on special occasions or in dealings with other groups.
 - 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 failure 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 elect all provisional chairmen of committees except the Election, Transportation, and Budget Committees and the Planning Board.

Section 2. The vice president of the SGA shall: to end on the SGA

- 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, Transportation, and Elections Committee and the Planning Board.

c) perform other such duties as the SGA shall deem necessary. Section 3. The chairperson of the SGABC shall:

- a) preside at all meetings of the SGABC
- b) serve as the official SGABC 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 4. The chairperson of the SGPB shall:
 - a) preside at all meetings of the SGPB.
 - b) serve as the official SGPB 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 treasurer/office manager of the SGA shall:
 - a) serve as the manager of the Student Government Office.
- b) have the authority to sign all SGA check requests and have charge of all SGA funds, both collection and disbursement.
- c) maintain an accurate record of all SGA funds.
 - d) make monthly reports to the SGA on its financial status.
- e) submit the treasurer's book to the SGA or SGABC on demand.
- Section 6. The secretary of the SGA shall:
 - a) keep the minutes of all SGA meetings. a subsequence 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 committee.
 - Section 7. The parliamentarian of the SGA shall:
- a) advise the president on parliamentary procedure and SGA precedents
 - b) chair the Constitution Committee
- Section 8. The transportation chairman shall:
- a) be the officer responsible for the day-to-day working of the student transportation service, including but not limited to billing, rental, and maintenance
- b) be responsible for carrying out the decisions made by the Transportation Committee on all matters pertaining to the student transportation service
 - c) report each week to the SGA Transportation Committee, the SGA, and the advisor to the SGA
- d) have the right to make discretionary decisions in regard to matters pertaining to the student transportation service, subject to review upon appeal to the SGA Transportation Committee.
 - e) be a member of the SGA and the Transportation Committee, chair that committee and be elected for one full year term at the meeting closest to October 1
- f) receive monetary compensation for his/her service at an amount to be set by the Steering Board

Section 9. Representatives on standing and temporary faculty and trustee committees shall:

- a) serve as a liason 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 10. 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 legislature. In order to be placed on the dormitory or off-campus ballot in the fall election, a student must give the SGA written notice of his/her candidacy no less than one week before the dormitory election date. A student may enter his/her name on only one dorm ballot or off-campus ballot
- b) fall dormitory elections shall be held in the third week of the Christmas term
- c) election held in the Trinity term shall be conducted in the same manner as the fall elections. However, elections will be held only in those dormitories with appointed members or vacant positions. Elections will also be held for vacant positions other than those vacant in dormitories as well as for recall elections, if necessary. Vacancies prior to the start of the spring semester or after the election shall be filled by a member appointed by the Steering Board and confirmed by a majority of the SGA. All candidates for the spring election must give the SGA written notice of their respective candidacies no less than seventy-two hours before the election in which they wish to be entered.
- d) the procedures for all 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 and vice-president shall be elected by and from the student body in elections held during the third week of September of each school year. Their term of office shall be one year (two semesters) starting on the date of the first meeting held after the elections and continuing to the last meeting in May, at which point a summer pro tempore chairman shall be elected by the SGA. Procedure for recall (vote of no confidence) regarding the president shall be instituted at the last meeting of each Christmas term. A vote of no confidence must be passed by a 2/3 governing body vote.

- b) In order to be placed on the ballot for the office of president or vice president 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 and treasurer/office manager shall be elected by and from the SGA at the first meeting of the entire SGA following Christmas and Trinity term elections
 - d) The SGA shall establish the procedures for the election in the previous spring semester upon the recommendation of the Election 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. All additional student members of faculty and trustee committees shall be elected by the entire student body in the same election as that for SGA representatives. 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 and vice president 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 finds 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 missed 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) be chaired by the vice-president, who shall be a member of that committee.

- e) keep track of all operating procedures established by precedent.
- f) 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) serve as the student representative to the all-campus facultyadministrative-student forum. This forum shall consist of a panel of administrators, the Steering Board, and administrators, students, and faculty members who wish to attend meetings. This forum shall meet no less than tri-weekly in order to assure a constant twoway flow of information between the constituencies of the College.
 - b) report the minutes of the meetings of the above-stated forum to the SGA.
- c) consist of the officers of the SGA and three (3) members elected by and from the SGA.
- d) 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 selected 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 Transportation Committee shall:
- a) establish all procedures, rules and regulations necessary for the efficient and judicious operation of any student transportation service.
 - b) oversee the transportation service and the transportation chairman.
 - c) attempt to adjudicate all disputes arising from the transportation service, subject to change by the SGA.
- d) report its activity to the SGA and the advisor to the SGA each week.
- e) consist of no more than six (6) members of the SGA, including the transportation chairman.
- f) be chaired by the transportation chairman, include the vice president as a non-voting member, and meet at least once a week.

Section 5. 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) granting of all checks drawn on the student activities account
- 3) approval of all changes in the itemized budget summary.
 - 4) granting of all funding for ad hoc groups.
- 5) make recommendations to the SGA concerning the raising or lowering of the student activities fee.
 - 6) drawing up of all student organization budgets for the academic year.
 - 7) review of 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 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;
 - the chairperson shall be elected at the first meeting of the committee each semester at which a quorum exists. 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 secretary shall be elected at the first meeting of the committee each semester at which a quorum exists. 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.
 - 3) both officers shall be elected by majority vote.
- 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) a quorum is not needed when the committee is considering the approval of an event the cost of which is already within that event's sponsor's budget.
- h) 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 a closed meeting.
- any student group seeking to use College facilities on a temporary basis may appeal to the Budget Committee for financial backing as an ad-hoc activity. Recognition of ad hoc status will be granted by the Budget Committee if it is within the committee's power to finance that group. The committee will decide upon the amount of financing to be given to an ad hoc group on a case-by-case basis.
- j) When presenting an event to the College community which is financed through the Budget Committee, an organization shall, if the event's projected costs exceed \$100.00:
 - 1) bring an organized estimate of the event's projected expenditures to the SGABC.
 - 2) if the event's cost is within the organization's budget, the committee shall grant approval for the presentation of that event.
 - the sponsoring organization shall then proceed in that manner which it feels most effective in the presentation of the approved event.
 - 4) the Budget Committee makes the assumption that groups sponsoring events will use common sense in the scheduling of events so as to avoid any conflict with previously-scheduled events.
 - 5) if the group fails to follow the above procedure in presenting

an event, the event will still be allowed to occur, but the SGABC will fine the event's sponsoring organization fifty percent of the cost of that event. The fine will then be placed in the Contingency Fund.

- 6) if an organization appeals the Budget Committee decision to the SGA, then Budget Committee members will not be allowed to take part in any SGA vote concerning that appeal. All organizations have the right of appeal to the SGA concerning Budget Committee decisions.
- k) 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 such 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.
 - when granting budgets in the spring, granting requests for ad hoc status, 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 events.
 - 5) overall benefit to the Hartford community
- 6) expense of the program intended.
 - 7) apparent dedication of the organization.

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 ²/₃ majority that its present document is no longer providing for the general welfare of the Trinity College student body.

ARTICLE XII: New Constitutions

Article 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.

FRATERNITIES/SORORITIES

The College has written a series of expectations and requirements concerning the fraternity and sorority system to clarify the relationship that exists between them and the College. The College and the Interfraternity Council will work in concert to insure that these guidelines are followed by the members of the Greek system.

STATEMENT ON THE RELATION OF FRATERNITIES AND SORORITIES TO TRINITY COLLEGE

The College hopes, but cannot insure, that membership in a fraternity or sorority will provide opportunities for students to broaden their educational experience and to develop interests and friendships that will endure for many years beyond college. In order to help organizations fulfill these hopes the College seeks to make these expectations and requirements clear.

National and Local Recognition: In order to secure recognition as an 1. organization eligible to function at the College, a fraternity or sorority must first present its local constitution to the Advisor for Student Affairs. Together with the Dean of Students, the Advisor will determine whether the constitution is satisfactory, whether the organization seems viable and whether its purposes are appropriate to the College. If these two officers agree that the new organization should have recognition, then they will recommend it to Student Government, which body will vote at one of its regular meetings on whether recognition is acceptable to it. Recognition will not be granted should Student Government not find a request acceptable. It is expected that fraternities and sororities will keep current local constitutions and by-laws on file with the administration and with Student Government. The local constitution must a) include a statement of the organization's purpose, b) define its structure of government and the functions of officers, c) require the governing body and membership to meet at least once per term and state the normal dates for those meetings. Additionally, chapters will submit to the Advisor for Student Affairs the names and titles of their executive officers and executive terms of office, the names of their Interfraternity Council representatives and their terms of office. A chapter must appoint or elect two advisors who are not undergraduates; one of these will be a graduate of the College living within twenty miles of Trinity College. Finally, the College recognizes that members of the fraternities or sororities are first members of a residential, academic organization, and it is expected that the chapters will in their constitutions place themselves under the jurisdiction of the College Regulations and Administrative Procedures (see pp. 70-81, College Handbook for 1981-1982). It is further expected that each chapter will state in its constitution that it admits to membership undergraduates regardless of handicap, race, color, creed, national or ethnic origin.

Once recognized by the administration and Student Government, a fraternity or sorority may make use of College facilities, participate in various activities open to other such organizations and be represented in the Interfraternity Council.

2. Rules and Regulations: It is expected that all fraternity and sorority officers and other members are aware of the College Regulations. Further, it is expected that the officers and leaders will discourage

breaches of these Regulations and of local, state, and federal laws within their chapters.

- 3. Scholarship: It is expected that chapters will provide an environment that will promote academic excellence and provide ways to encourage members in their academic pursuits. Whenever a significant number of members fails to meet academic obligations, the administration will question the contribution of the fraternity or sorority to its members and to the College.
- 4. Finances, House Operations and Maintenance: Financial obligations should be met. Members should pay their own chapter bills promptly, and the chapter should meet its financial obligations promptly. It is expected that each chapter will maintain its property and buildings at standards set by state and local authorities and that the chapter will also meet standards the College maintains for its buildings and grounds. Chapter properties will meet College standards for safety, and chapters will comply with recommendations from the College affecting safety, health and property upkeep. The terms safety, health and property upkeep refer to: equipment for the detection of fire and smoke, electrical, plumbing and heating systems, waste disposal systems, structural upkeep of the interior and exterior of the house/lodge and surrounding grounds.
- 5. *Rush:* It is expected that the chapters will re-examine their rush programs on a regular basis to insure that they are not discriminatory (see #1 above) and that those considered for membership are introduced to the full range of the fraternity and sorority activities. Rush programs, in other words, ought to be in keeping with constitutional anti-discrimination statements and should be more than a series of entertainments.

The College requires that rush programs be closed to members of the freshman class. This will allow freshmen to settle into their new roles as students and provide them, as well as the chapters, with time to make informed decisions about fraternity or sorority membership. (See Appendix I.)

- 6. *Pledging:* It is expected that the chapter will integrate pledges into the chapter and the College as actively contributing members. Hazing of any form is not acceptable on this campus. Equally unacceptable are events that lead to the harrassment of other individuals and groups, or that disrupt other College activities. It is expected that each fraternity or sorority will annually reevaluate the purposes and aims of its pledge program to insure that it reinforces the close and friendly associations that are appropriate to their intra- and extramural relations. (See Appendix II.)
- 7. Social Activities and Programming: It is expected that in addition to closed events each chapter will sponsor open events that will enhance the overall cultural development and education of members and guests. The promotion of positive social relations among men and women and majority and minority groups should be an important consideration in the planning and conduct of all open events. It is expected that fraternities and sororities will develop effective programs to give expression to the diversity of talents and interests represented among their members. These programs could be developed in conjunction

with offices of the College, house alumni, faculty, Student Affairs staff, etc., and chapters are encouraged to utilize in their programming not only the resources of the campus but also those available in the Hartford region. Whenever possible programs should be public or should be open to appropriate audiences.

- 8. Community Relations: It is expected that the members and chapters will be concerned about their relations with their neighbors; they will respect the needs of individual members, members of the Trinity community and the citizens of Hartford. It is expected that fraternities and sororities will strive to promote good relations and to improve the community of which they are a part.
- 9. Supervision and Evaluation of Fraternity-Sorority Affairs: It will be primarily on the basis of the expectations and requirements stated above that the administration of the College will evaluate fraternities and sororities, recommend changes, and report to national representatives and alumni. Each fraternity or sorority that is recognized by the College will prepare an annual report that will summarize its activities over the previous year; it is to be submitted in June to the Advisor for Student Affairs.

NOTE A

Within the College several groups and individuals have the responsibility to see to it that fraternities and sororities abide by their constitutions and conduct their business, programs and activities in ways that are consonant with the interests and purposes of Trinity College. The Interfraternity Council is primary among these groups. Its purpose is, generally, to further the interests of the fraternity-sorority system on the campus and be its critic as well as its advocate. In order to be effective in this respect, it must be able to demonstrate that its advice and criticism is heard among the fraternities and sororities and in various offices that have authority over and influence upon fraternity-sorority affairs. One method of strengthening the IFC in the role of critic and advisor would be the issuing of documents of understanding by the individual chapters giving jurisdiction to the IFC in any matter affecting either the Greek system generally or chapters individually. In the absence of these documents of understanding the IFC may remain perceived only as an advocate of the Greek system without any viable controls over member chapters.

The Student Government Association is another, and while it may have no direct authority over the conduct of fraternity affairs, its opinions and recommendations, when presented to the administration in the form of resolutions, will bear considerable weight. Such resolutions may address themselves to the system in general or to particular fraternities or sororities, their policies and practices.

The faculty, like Student Government, has no direct charge to supervise fraternity affairs. On the other hand, it can, like Student Government, take positions on almost any aspect of student life and activity, and those positions will be carefully considered when presented to the administration.

The Trustees charge the President of the College to see to it that both order and justice prevail on the campus. The President, in turn, assigns certain direct responsibilities to others. Those officers of the College charged with responsibility for fraternity supervision are the Vice President of the College, the Dean of Students and the Advisor for Student Affairs. The Directors of Security, Buildings and Grounds, Alumni Relations and Public Relations are also interested in the fraternity-sorority system and its members and all members of the administration may be called upon for advice on the conduct of an organization's activities and programs.

NOTE B

The College recognizes that the organizations dealt with in this statement are considering how best to address the question of discrimination on the basis of sex as far as their membership is concerned (see Regulation #12). We look forward to their response, to be sent to the President by April 15, 1982.

APPENDIX I

Rushing — Minimal Procedural Guidelines.

- 1. The Interfraternity Council shall set up an ongoing Rush Committee to both oversee the rush process and review and recommend changes in chapter procedures.
- 2. Students will become eligible to take part in the fraternity rush on June 1st at the close of their freshman year. Prior to that date freshmen may attend any open fraternity function, IFC meeting or event. Fraternities/sororities may invite members of the freshman class for a total of four (4) meals, two of which must be lunch, none of which may occur on Friday or Saturday. During this period no alcoholic beverage of any kind may be consumed on the fraternity premises. Invitations may be extended between the end of spring vacation and the last day of undergraduate classes Trinity Term. Invitations will be given to the Rush Committee whose responsibility it will be to monitor the number of invitations an individual receives.
- 2a. The Tri Delta women's fraternity may organize one rush period during the 1981-82 academic year aimed at recruiting members of the Class of 1985 for the purpose of increasing their membership base. This exception is the only exception granted under these guidelines.
- 3. Chapters would be wise to notify prospective members (rushees) prior to the beginning of the term of the advisability of waiting to sign up for the Food Service Meal Plan until they have accepted a bid or membership.

APPENDIX II

Pledge Program

The College recognizes the importance of the pledge period as a time in which pledges are incorporated in the brotherhood/sisterhood as full members. It is expected that the chapters are as concerned with the health and well being of their pledges as is the College. In order to insure that the pledge period is a productive period for the pledges as well as the chapter, the College will require that:

- 1. The IFC will form a committee to evaluate pledge programs and recommend changes where appropriate.
- 2. The IFC Pledge Committee will investigate and report in writing to the Advisor of Student Affairs all reports of inappropriate behavior during the pledge period as defined by the AFA statement on Hazing, the National Charters, College and IFC policy. Reports of inappropriate

behavior may come from within or from without the fraternity system.

3. Individual chapters will submit the lists of new members after each initiation and a list of graduating members or members who have become inactive at the end of each academic year. Additionally, in the fall of 1981 each chapter will submit a total membership list including both active and inactive members.

CALENDAR AND SPECIAL EVENTS (Use of College Facilities)

With an average of over 3,000 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, when possible, conflicts. The Calendar Office is located in Mather Campus Center.

I. POLICY

All events, whether a meeting for five or a dance for five hundred, whether scheduled to be held in Mather Campus Center or anywhere else on campus, are to be cleared through the Calendar Office. Any request for food service, such as coffee hours or dinners, is handled at the Calendar Office as well. Check the Calendar before planning an event to see if the facility is available. Make reservations early. Scheduling is to be done Mondays through Fridays from 9:00 a.m. to 4:30 p.m.

Any student club or organization may sponsor an activity on campus, depending upon the availability of a facility or other events already scheduled. When an organization plans an event, it should assign one student to be in charge of making all arrangements and assuming responsibility for the facility used.

Most inquiries concerning activities from both members of the College and off-campus individuals are received by the staff of Mather Campus Center. Give all details (name of lecturer, title of event, special equipment needed, etc.) when scheduling the event. If an event is cancelled or postponed, notify the Calendar staff. All facilities must be left in good order.

The Calendar Office and the Director of Mather Campus Center will aid in planning, presenting and evaluating all programs. Staff offices are located on the second floor of the Center.

II. TYPES OF FACILITIES AVAILABLE

The College offers a wide variety of facilities that are open for use. Check with the Calendar Office for assistance in selecting the best facility for your event.

Dormitory lounges are used primarily as study halls and social centers of dormitories. These lounges cannot be reserved by clubs for closed meetings or activities. They may be used by groups within the dormitories for social activities.

Facilities may be booked on a first come, first serve basis by the following schedule: College departments and recognized student activities may book up to two months in advance of the needed date; campus sponsors of events related to College programs may book up to 6 weeks in advance of needed date; private parties and campus sponsors of events unrelated to College programs may be booked 4 weeks in advance.

Planned programs in any College facility including dormitories and fraternity houses must be listed at the Calendar Office to avoid conflicts and to enable the staff to answer inquiries. Events must be registered at Mather Campus Center at least seventy-two hours 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. Outdoor concerts and parties must end no later than 11:00 p.m. Security guards will be required for social events of more than 75 people. A guard or guards will be hired by the Calendar Office at the time of the booking. The cost for this service is \$54.00 per guard. The Director of Security will make the final determination on the number and deployment of guards used for social functions. The guard's primary purpose will be for the safety of persons attending the social event and for the protection of the College's physical plant and furnishings.

During Reading Days and finals students may reserve usual facilities but curfews will be moved up by one hour (midnight, Sunday-Thursday nights, and 1:00 a.m., Friday and Saturday nights). Attendance in each facility will be limited to 100 people.

Some classrooms are available for meetings in the evening. Inquire about classroom use at the Registrar's Office.

III. PUBLICITY

Recognized student groups and organizations can obtain help in advertising and promotion by checking in with the Director of Mather at the time the facility is reserved. There are various bulletin boards in Mather Campus Center and throughout the campus.

With the large number of publicity requests, notices, etc., it has become necessary to allocate some bulletin boards in Mather Campus Center for specific purposes. This has been an aid to all students since posted material can be located easily at specific places throughout the building. It would be appreciated if all would cooperate by becoming familiar with the bulletin board scheme and would post material in the proper places. Since new material is posted regularly, please check bulletin boards as often as possible.

- 1. All publicity, including posters and flyers to be posted in Mather Campus Center, must be validated by the secretary in the Director's office on the second floor.
- 2. Since there are adequate bulletin boards and publicity facilities in Mather Campus Center, 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. There is a minimum *fine of \$5* per sign posted in Mather on any surface other than bulletin boards.
- 3. 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 14 × 22) per activity in Mather Campus Center.
- 4. Special advertising requests that cannot be handled on existing space allotted for the use should be cleared with a staff member of Mather Campus Center *before* the project is begun.
- 5. The Public Relations Office will be notified by the staff of Mather Campus Center 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 first priority for all events.

6. Advertising for socials/parties may not include any words describing the types of, amount of, or existence of alcohol or alcoholic beverages that will be served at the social/party.

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. Therefore, the following guidelines have been developed:

- 1. The term "the public" is understood to mean any individual, group, or agency not connected with the College.
- 2. Requests will be considered and granted, whenever possible, in the following priority:
 - a. Nonprofit and tax-exempt educational efforts both individually and organizationally sponsored.
 - b. Neighborhood groups and associations in Hartford, priority according to their proximity to the College and their degree of need for the use requested.
 - c. The City of Hartford school system, other governmental agencies, various state and federal agencies with special responsibilities in urban and educational affairs.
 - d. Groups which make direct contributions to the cultural development of the region.
- 3. No requests for use can be considered when they come from individuals or organizations, which seek to use facilities for fund raising not connected with Trinity, or which are political parties, and which are not centered in the Capitol Region.
- 4. Public use of college facilities will not be granted when such use might conflict with or intrude upon normal activities of the College or might cause excessive wear upon or damage to the facilities.
- 5. Most college facilities and areas are available for public use during the academic year, with the following exceptions: residence halls and their lounges; areas set aside for faculty, administrative and staff use; the Quad and other areas adjacent to the residence halls; laboratories and any other areas not considered safe or suitable.
- 6. When a request for continuing use is made, it may be granted for no more than one semester and never for more than one year. Any further use beyond that must be approved by the President of the College based upon a recommendation of the Vice President and the Director of College Relations.
- 7. As with campus organizations, any costs incurred for special services will be paid for by the public group using college facilities. Fees vary with the size of the facility and the types of services required.

8. The Library has its own policy on its use by the public.

Requests for use of College facilities should be directed to the Director of Special Events and Calendar. Requests for use of the facilities during the summer months should be directed to the Calendar Office, with final approval by the Director of College Relations.

College Regulations

The regulatory system of a residential college such as Trinity should contribute to the creation and to the maintenance of an environment in which teaching, learning, research and other activities related to these pursuits may be undertaken freely and responsibly. In order to provide this environment, it is imperative that each member of Trinity College shall have concern for himself/herself, for others, and for the welfare of the community.

Trinity College offers members of its community the opportunity to meet and interact with people of diverse interests, beliefs, goals, backgrounds, needs, races, nationalities, etc. This opportunity should be considered one of the chief attractions and advantages of the College environment and, within that environment, each member of the College, in private and in public, is expected to act with prudence and with sensitivity toward feelings of others.

A primary function of the College is to maintain an atmosphere in which knowledge can be acquired and imparted. To accomplish this function, the opportunity must be afforded for the free interchange of ideas. Thus, the College holds firmly to the principle that all individuals have the right to freedom of expression and inquiry. To prohibit free expression necessarily deprives some members of the right to listen to views occasionally offensive to others. It is the obligation of Trinity members to protect their right to freedom of expression and inquiry and to be sensitive to the same constitutional rights of others.

The College Charter provides that the disciplinary responsibility and authority of Trinity College reside in the Boa d of Trustees. The Board of Trustees charges the President of the College as its chief executive officer to see that both order and justice prevail, and also to keep the Board of Trustees closely advised if problems arise in either of these areas which would call for action by the Trustees.

Complaints arising under College Regulations are handled through the Administrative Procedures in Matters of Discipline and Dispute (see below).

The following Regulations are presented for the information of members of the community, who are expected to be familiar with them.

- A. 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, or at student organization events held off campus:
- 1. 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 fire alarm.
- 4. Tampering with or rendering inoperable any structures, equipment or supplies that are for the common safety and welfare or otherwise

committing acts which threaten the common safety and welfare.

- 5. Dishonesty such as forgery, or unauthorized alteration, 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. (See section on *Academic Dishonesty*, below.)
- 6. Misuse of instruments of identification or refusal to relinquish one's Trinity College identification card when requested by a College officer or a member of the Security staff.
- 7. Knowingly furnishing false information to or of 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 race, handicap, creed, color, sex, or national origin.
- 13. Theft or willful destruction, damage, defacement, or misuse of College property or of the property of others.
- 14. Unauthorized entry into College buildings, rooms, or storage areas.
- 15. Repeated violation of campus regulations on the operation and parking of vehicles.
- 16. Interference with authorized recruitment.
- B. Offenses applicable to special groups or special occasions, including among others:
- 17. a. Violation of administrative regulations concerning dances, parties, organized social affairs, including those sponsored by fraternities, etc.
 - b. Violation of the special administrative regulations in force during vacation periods.
- 18. The uses of alcoholic beverages:
 - a. Students are expected to observe the Connecticut law prohibiting the purchase of alcoholic beverages by a minor and the serving of alcoholic beverages to a minor by a person other than his/her parent or guardian.
 - b. The possession of alcoholic beverages by students under 18 years of age, even in the event that such beverages have been purchased legally in another state, is strictly prohibited by Connecticut law.
 - c. Students 18 years of age may consume alcoholic beverages on campus only in their fraternity houses or dormitories.
 - d. No member of the community shall be required to contribute to any arrangement for the purchase of alcoholic beverages as a condition of his/her membership in any college-associated organization or activity.
 - e. Common courtesy requires that non-alcoholic beverages be available at all social functions at which alcoholic beverages are served.
 - f. Public display of drinking is not permitted on the Trinity campus.
 - g. Intoxication in no way releases an individual from full responsi-

bility for the consequences of his/her actions.

- 19. Students are expected to observe all local, state and Federal laws and ordinances relating to gambling.
- 20. Essential to any ordered community is the right of individuals to regulate their own personal lives without undue interference or intrusion. Thus it is sensible that Trinity College strive to protect the interests of its community members in upholding the principle of privacy while expecting compliance with those regulations that govern the corporate life of the College. The preservation of this principle and the accompanying respect for these responsibilities are integral parts of the College's general concern for the quality of life on campus.

Each individual must make decisions which involve moral judgments and which often affect others as well as himself/herself. It is recognized that no set of regulations can enforce morality, but the College has an obligation to assure an environment in which members of this community can work out a system of values appropriate to the dignity of the human person. The community expects its members to strive toward a quality of human relations which inspires a high regard for one another as mature persons. As long as there is manifest support of this ideal by the members of our community, actions in private that do not violate the law or do not abuse the rights of others will be protected against official intrusion. 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 student should be notified in advance of such planned entry and should be permitted to be present. If the student is not present, then a disinterested person will be sought 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 does not require advance notice. In all cases entry should be signalled by a knock on the door. Whenever a student's room has been entered by a College official, and the occupant was not present, then the occupant will be notified as soon as possible thereafter by the appropriate official.
- 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 should recognize that the following provisions must be upheld:
 - 1) federal, state, and local laws and such College regulations as apply shall be observed;
 - 2) no disturbance which constitutes a public nuisance or infringes upon the rights of others in the building shall be condoned;
- 3) no exploitation or coercion of any other person shall be allowed;
- 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 can exist only when people conduct their lives with ordinary prudence. Collective responsibility requires action by offended parties. Therefore complaints by a community member should be made promptly to the appropriate official.

21. Motor Vehicles: Motor Vehicles shall be operated in a manner which regards the safety of the members of the Trinity community and the larger community. As improper parking of motor vehicles on campus may infringe upon the rights of other persons, endanger the common safety, and interfere with the orderly conduct of College business, published and/or posted parking regulations are effected for the welfare of the community, and are to be strictly observed. See section on *Motor Vehicle Regulations*.

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 him/her from participating in some aspect of the College's operations and life.

Admonition is a formal warning of the incurrence 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 chairman 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.

Dismissal is the permanent separation of a member from the College.

Expulsion is dishonorable dismissal.

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

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

ADMINISTRATIVE PROCEDURES IN MATTERS OF DISCIPLINE AND DISPUTE

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/she should bring a complaint before the Dean of Students. 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) After discussing the matter with the complainant, and after completing such investigation as he/she deems necessary, the Dean will arrange a conference with the complainant and the person complained against, referred to hereafter as the respondent. At the 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. Resort to formal hearings will be avoided whenever possible. When, however, either the complainant or respondent is not satisfied with the resolution suggested by the Dean, he/she 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 stemmed 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 him/her a copy of the

complaint, 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 his/her 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 will govern all hearings:

A) Neither a complainant nor a respondent may peremptorily disgualify a member of a Board of Inquiry, but if either party objects to one of the Dean's selections for the Board, he/she 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 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; and the latter may appear at any time in the proceedings that the presiding officer thinks proper. 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 factual 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.

respective 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 Vice President of the College in writing within 48 hours; and that officer 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 Vice President will furnish the Board 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 procedures outlined above, except that the Vice President will have the responsibilities of the Dean of Students.

The Board will have the authority to recommend to the Vice President modifications of the Dean of Students' decisions or actions, or it may recommend that the Dean be upheld. Within a reasonable time after the Board reports its recommendations to the Vice President, he will either concur and implement them, or he will reconvene the Board and proceed in a manner identical to that followed by the Dean of Students in a case of nonconcurrence with a Board of Inquiry. 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, involving a possible violation of the published regulations of the College, pertains to student behavior in dormitories, the Dean of Students may authorize the Assistant Dean of Students, the Director of Residential Services or the Director of Mather Campus Center 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 Adjudicative Panel. The Board of Reconsideration Panel, from which the Vice President 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 Adjudicative 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) The relation of the Vice President to a Board of Reconsideration will be the same as that of the Dean to a Board of Inquiry.

F) Boards of Inquiry will function only during those periods when classes are in session at the College and during Open Periods. During vacations and examination periods 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.

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

H) 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.

I) It must be recognized that the above administrative procedures are not capable of application to instances arising out of 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.

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 nonconcurrence 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.

SEXUAL HARASSMENT

The College will publish policies and procedures affecting complaints of sexual harassment during the academic year 1981-82.

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.

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 shall 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 shall attend all hearing sessions, may concur with and implement the Board's recommendation or he may, after conferring with the Board, state his nonconcurrence 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, shall 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 shall attend all hearings, may concur with and implement the panel's decision or he may, after conferring with the panel, state his nonconcurrence 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 shall 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 shall 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 Vice President's 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 shall invoke the procedures outlined above.

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

REGULATIONS ON DRUG USAGE

The use of drugs has become so widespread a danger in society that no college or university can ignore the problem. Thus, certain members of the College staff are available to those who become involved so that they may obtain appropriate confidential counseling and medical assistance. Their services have been effective, and the College encourages their use by students who find need for them. The College is concerned with preventing the serious difficulties which arise for the individual from illegal drug usage and from illegal drug distribution.

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, barbituratetype, 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 and continuance of a search for effective means to solve this problem.

Pets

Undergraduates are not permitted to have animals on the Trinity College campus or in any of its buildings unless a handicap 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. (Violators may be removed from College housing, since the Residential Contract specifies that no animals are permitted.) Exceptions may be made for small caged pets (e.g., hamsters, guinea pigs, gerbils, birds, turtles, and fish) provided that humane conditions are offered and that danger, noise, odor, or disposal of waste do not present a problem for roommates, neighbors, or any residential/housekeeping staff.

Age of Majority

Since October 2, 1972 eighteen has been the age of majority under Connecticut law. As a consequence of the new age of majority, the Trinity College Council made the following recommendations to the President of the College, and they were subsequently approved by the Trustees as College policy:

1) 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, 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 request of the student, provide bills and information on academic progress and academic and disciplinary status to parents and guardians.

2) That each newly admitted student who signifies his/her intent of enrolling at the College be requested to make known, in the event he/she is not to be the sole recipient of bills and academic and disciplinary status reports, etc., the persons other than himself/herself to whom any one or all of the following are to be sent during his/her student career: a) bills owed to the College; b) grade reports; c) notices of academic probation; d) notices of faculty actions other than probation affecting student status; e) notices of disciplinary actions, more serious than "admonition," affecting student status.

Each year the Registrar provides students with a form on which to signify to whom they wish each of the items in Number 2, above, to be sent.

It should be noted that under Federal law the parent or legal guardian of a student who is classified as a dependent for income tax purposes has a right to information about that student without the College having to seek the student's consent. Thus, at its discretion, the College will provide such information to the extent permitted by law.

Statement On In-Loco-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 an in-loco-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.

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 social events must be registered with the Calendar Office in Mather Campus Center at least three days prior to the event. If College facilities are needed for the event, they may be reserved through the Director of Special Events and Calendar.
- 2. Parties, concerts and similar activities may not be held while classes are being held. Classes are usually over by 4:00 p.m.
- 3. All indoor parties must end by 1:00 a.m. (except as noted on page 68) and all outdoor parties by 11:00 p.m.
- 4. The proper conduct of a party or other social event is the responsibility of the officers of the sponsoring organization. In the event a party or other social event is not sponsored by an organized group, the student or students who reserve the facilities being used are responsible for the conduct of persons in attendance.
- 5. Fund raising cocktail parties given by students, student organizations, sports teams or residential units will file a copy of their Liquor Permit from the State Liquor Commission with the Director of Mather Campus Center. At all events of this type non-alcoholic beverages must be readily available.
- 6. When liquor is served at a party, it can only be served until 12:30

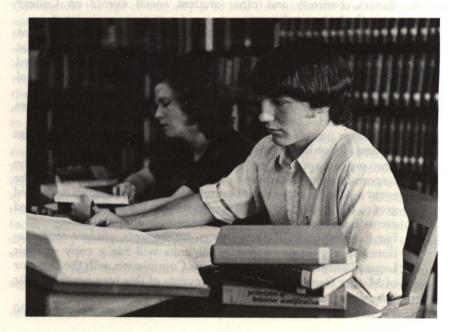
a.m. It is expected that Connecticut law against serving liquor to under-age persons will be observed; it is also expected that laws concerning drugs and gambling will be observed.

- 7. The officers in charge of each party, or the persons responsible for the party if it is not sponsored by an organized group, will make themselves known to any guests.
- 8. At the close of each party it is the responsibility of the officers or other responsible students in charge to persuade the guests to leave guietly and expeditiously.

The normal penalty for violation of the above regulations is Censure for one year.

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 Security 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 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 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.



Academic Procedures and Regulations

Registration

Toward the end of each semester students designate the courses they intend to take the following semester. This process, pre-registration, involves selecting courses, obtaining the approval of the faculty adviser and instructors, and presenting the properly completed forms to the Registrar. There is a substantial fine for late pre-registration or registration.

Registration occurs just prior to the beginning of classes and is, essentially, a confirmation of the information submitted at pre-registration. Students with grades of incomplete in three or more courses during a term may not register for more than three courses in the succeeding term.

The first two weeks following registration are designated Change of Program period (10 days for Physical Education), and during this time students may drop or add courses with the permission of their faculty adviser and the instructor of the course added. Courses dropped during the Change of Program period are not entered on the permanent record card. Following the Change of Program period and for the first two-thirds of the semester, courses dropped are entered on the permanent record card and are marked Drop. Courses may not be dropped during the final one-third of the semester.

Each semester any full-time student may take one academic course on a Pass/Fail basis, provided the course is not required for the major and provided that the student was not on academic probation for either of the two preceding semesters. (Physical Education courses may be taken Pass/Fail in addition to the one academic course.) The Pass/Fail designation is made during the first two weeks of classes. After the first two weeks and prior to the last two weeks of classes the student may notify the Registrar that he/she wishes to receive a letter grade in his/her Pass/Fail course. After the first two weeks of classes the student may not convert to Pass/Fail a course which he/she had elected to take for a letter grade. 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 these courses and for another academic course in the same semester.

Graduate courses may be taken by undergraduates with the permission of the faculty adviser, the instructor, and the Graduate Office. Students who register for six course credits are charged an additional fee. Courses may be audited by degree candidates with permission of the instructor. No examinations or credit are given for audited courses, and no entry is made on the permanent record.

Attendance

While students are expected to attend regularly and promptly all their classes, college appointments and exercises, attendance at classes shall be evaluated in terms of its effects on adequate learning within the academic setting of classroom and laboratory. Therefore, the instructor will define the attendance requirements of each course and will announce them to the class at the beginning of the term.

Penalties for excessive cutting will be determined by the course instructor and may, at his/her discretion, include the issuance of a failing grade for the course.

Student-Taught Courses

Information for Students Preparing Proposals

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 Outside 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 9, 1981, for a course to be taught in the Trinity Term, 1982; March 1, 1982, for a course to be taught in the Christmas Term, 1982.
 - 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.
- A written statement from the Outside Examiner indicating 2. his/her willingness to evaluate the students who take the course.
 - 3. A written comment from the chairman 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:

I.

Name of student:

Class:

Campus address:

Title of proposed course:

Name of Faculty Supervisor:

Name (and address) of Outside Examiner:

- A. Course description
 - 1. Objectives of the course
 - Outline of the course including a timetable 2.
 - 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. 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
- D. 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 Outside 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 (see the Recorder).
 - 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 chairman does when an instructor in his department must withdraw from a course before it is completed.

A coordinator of Student-Taught Courses will be designated by the Curriculum Committee. Procedures for application and preparation of a proposal should be discussed with him/her before submission to the Committee. See J. R. Spencer, Secretary of the Committee, for the name of the coordinator.

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 chairmen 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* such as a carefully devised thesis project and/or appropriate comprehensive examination. Fulfillment

of the major should not be 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 obviate any later difficulties if courses included in the interdisciplinary major proposal are not then offered at Trinity or if faculty strategic 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.

Each proposal must contain no fewer than twelve courses. It is not anticipated that more than eighteen courses will 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 established as a regular major at the College already 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. A copy should be sent to each member of the Committee.

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

The coordinator of individually tailored interdisciplinary majors for the Curriculum Committee is J. Ronald Spencer. Each proposal must 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; e.g. thesis, comprehensive examination):
- V. Names of faculty members from two different departments who will evaluate the synthesizing agent:

VI. Further comments or explanation:

Signature of student:

Signatures of faculty sponsors:

Signatures of department chairmen:

Open Semester Procedures

- 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 is finally responsible for the evaluation of your work for academic credit.
- 2) Meet with J.R. Spencer, 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 chairman 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 his/her major either through using course credits from the Open Semester or through completing necessary courses in his/her 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 Trinity Term, 1982: November 16, 1981; Off-Campus Open Semesters for Christmas Term, 1982: May 3, 1982. 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.

- An Open Semester is taken for four course credits. Other courses may not be enrolled in concurrently without special permission obtained through the coordinator.
- 11) Open Semester grading is Pass/Fail. The Open Semester Adviser has the option of awarding a Pass for one, two or three course credits if the Open Semester is less substantial than planned.
- 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 possiblity for the exercise of your own initiative, creativity, imagination, and responsibility.

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

An Academic Leave of Absence is defined by Trinity College as a voluntary absence to undertake academic work in another college or university or in a study-abroad program of another college or university with which Trinity does not have a formal Exchange Program. Normally, an Academic Leave of Absence is taken for one or two terms. For foreign study, consult the Coordinator of Foreign Study Advising. For domestic study, consult the Registrar.

A small administrative fee (\$15 for one term or \$25 for the academic

year in 1981-82) is charged those students who study abroad in a non-Trinity program.

All permissions for an Academic Leave of Absence for the Trinity Term, 1982, must be secured by November 13, 1981, and all permissions for an Academic Leave of Absence for the Christmas Term, 1982, must be secured by April 15, 1982. The student should discuss his/her proposed program with the Coordinator of Foreign Study Advising (the Registrar for domestic study). The Coordinator or the Registrar, 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 apply for an Academic Leave of Absence using the proper forms available, respectively, from the Coordinator and Registrar, in order to receive transfer credit for specific courses.

Permissions for summer study should be secured before the end of the preceding Trinity Term. However, the actual form listing the courses to be taken away from Trinity need not be completed by a specific date. It *should* be completed by the student, he/she should obtain the proper signatures on it and he/she should file it with the Coordinator of Foreign Study Advising (for foreign study) or the Registrar (for domestic study) at Trinity *before* beginning his/her study away from Trinity. The proper form may be obtained from the Registrar's Office or the Coordinator of Foreign Study Advising.

A student who wishes to spend all of his/her senior year away from Trinity must secure the permission of his/her major department chairman, of the Coordinator of Foreign Study Advising (for foreign study) or the Registrar (for domestic study), and of the Dean of the Faculty.

Work of C- (70) grade or better done at an accredited college may be counted toward satisfying 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 or 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.

A student is limited to receiving five course credits in a non-Trinity program for a period of study equivalent to a term at Trinity during the regular academic year.

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 Coordinator of Foreign Study Advising, with the concurrence of the chairman 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 in a British university.

If a student enrolls for academic work elsewhere, he/she must complete any Trinity course work graded "Incomplete" during the first two-thirds of the term in which he/she is enrolled elsewhere. Otherwise, the Incomplete grade will be changed to a final grade of F on the student's permanent record card.

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.

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 Registrar or the Coordinator of Foreign Study Advising 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 by the Registrar or the Coordinator as unacceptable according to the faculty guidelines, the student may request the full 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 chairman 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.

Under certain conditions, students on Academic Leave of Absence may be eligible for a continuation of their financial aid from or through Trinity College. Consult the Coordinator of Foreign Study Advising (for foreign study) or the Registrar (for domestic study) and see section, *Use of Trinity College-Controlled Financial Aid for an Academic Leave of Absence*, below.

Please follow this procedure for study away from Trinity:

1. By mid-October (for a spring term program) or early March (for a full year or fall term program) or early May (for a summer session), discuss your plans with your faculty adviser and the Coordinator of Foreign Study Advising (for foreign study) or the Registrar (for domestic study).

2. Read the section on Special Curricular Opportunities in the Trinity Catalogue.

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

4. Obtain a catalogue from your host institution or program that contains official course descriptions of courses you list on your form for requesting credit.

5. Submit the proper form (available from the Registrar for domestic study and the Coordinator of Foreign Study Advising for foreign study) and the appropriate catalogue to your adviser for his or her signature.

6. If you wish credit from any course applied to your major, submit this form and the accompanying catalogue to your department chairman.

Be sure to list specific courses you wish approved for major credit.

7. Submit this form and the accompanying catalogue to the Coordinator of Foreign Study Advising (for foreign study) or the Registrar (for domestic study).

8. Photocopies of the completed form, when signed by the Coordinator or the Registrar, will be sent to you and your department chairman. 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 or her to do #6 and #7 for you.

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 will come to you by April 15 or November 13, 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 credit). 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 Trinity.

Read the entry on Grades and that on Grade Point Average and Rankin-Class on pages 101-102.

Use of Trinity College-Controlled Financial Aid for an Academic Leave of Absence

1. Any student may request the continuance of his/her Trinity College-controlled financial aid for an Academic Leave of Absence by submitting a *specific* description of his/her proposed program and projected course of study (though he/she may only have applied and not yet been accepted by the host institution) to Robbins Winslow for Foreign Study, or Joanne Miller, Registrar, for a Domestic Leave-of-Absence by the deadline established for arranging an Academic Leave of Absence. The student should certify that the proposed course of study is integral to his/her major and is not available at Trinity through a Trinity program or through a program Trinity participates in. This description must be approved and signed by the student's faculty adviser and major department chairman. A current catalogue of the prospective host institution or program should accompany the request.

2. The proposed program must offer the opportunity for the student to maintain normal progress toward the Bachelor's degree and to earn the equivalent of at least four course credits per term from an accredited institution of higher education. Students will be expected to complete at least one full term enrolled in courses at Trinity College in Hartford upon the termination of their Academic Leave of Absence.

3. The student must be in good academic standing at the time of his/her request and during the remaining period preceding his/her proposed

Academic Leave of Absence.

A detailed statement of conditions and procedures is available from the Office of Financial Aid.

Guidelines for Awarding Academic Credit to Teaching Assistants

1. Since credit for Teaching Assistants (TA) is analogous to credit for regular course work, a TA should demonstrate to the instructor's satisfaction that he/she has acquired new knowledge or deepened his/her grasp of previously learned subjects. A TA can achieve this end a) by working with the instructor in preparing the course, b) by reading interpretative papers (as opposed to checking multiple-choice tests) and thereby sharpening his/her critical ability and understanding of the subject matter, c) by making up tests which should further the TA's grasp of the materials and require him/her continuously to evaluate his/her own knowledge, d) by having to answer students' questions that demand not merely understanding an area but also explaining it to others and, e) by evaluating students' progress.

Credit should not be granted for merely non-academic duties such as scoring objective tests, clerical work, photo-copying of books, and looking up of references. But a TA receiving academic credit may, from time to time, be asked by the instructor to perform such non-academic duties.

- 2. Other specific guidelines:
 - a. A TA should have a superior overall academic record.
 - b. A TA should have demonstrated a competence beyond the level of the course in which he/she is assisting.
 - c. A TA can receive credit only once for assisting in a particular course. If the instructor wishes that a TA assist him/her again, he/she should apply for pay for the TA.
 - d. Letter grades should be used for evaluating a TA's work.
 - e. A TA can receive a maximum of one course credit per course for successful completion of his/her duties.
- f. A TA must be approved by the instructor in the course and by the chairman or program director. Specific notification of enrollment as a TA must be provided at registration on the appropriate form.
 - g. The Registrar will report on the use of TAs by Trinity faculty to the Curriculum Committee at least once a year.
- h. An instructor using TAs should indicate that fact in the course description or syllabus.

Voluntary Withdrawal

A student in good academic standing who believes that he/she might benefit from an interruption of his/her academic progress, or who otherwise wishes to discontinue his/her enrollment, may voluntarily withdraw.

Such a student is expected to inform the Registrar of his/her withdrawal at the time he/she withdraws.

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

It is understood that in extraordinary cases, where the Registrar has

reason to believe that the student's proposed return would jeopardize the welfare of the College, she 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 her 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.

Students considering a voluntary withdrawal are expected to discuss the matter with their academic adviser and/or the Assistant Dean of the Faculty. Loss honey be avoid intentional plagiarism, a student must be honey and any faculty.

Directory of Terms Used in the Administration of Education at Trinity College

INDEPENDENT STUDY

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. Sometimes known as a tutorial. (Internships are one type of independent study.) VOLUNTARY WITHDRAWAL

A discontinuance of all classes, through written notification to the Registrar. Trinity students on Exchange or Academic Leave of Absence do not withdraw. OPEN SEMESTER a most lateration exceedings and redword land

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

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

TRANSFER STUDENT amore on pages drugses a relative area the student with the

A student who withdraws from one college and enters another in order to complete his/her bachelor's degree in the second college. CROSS REGISTRATION

Concurrent enrollment at Trinity and in a course (on a commuting basis) at another of the colleges in or near Hartford with which Trinity has a formal cooperative arrangement.

ACADEMIC PROBATION

The student status caused by unsatisfactory scholarship and designated "Academic Probation" on the permanent record card. REQUIRED WITHDRAWAL

Suspension from the College because of academic deficiencies. At the end of the Christmas Term required withdrawal is voted by the Faculty upon the recommendation of the Academic Affairs Committee; at the end of the Trinity Term, the Academic Affairs Committee votes required withdrawal.

Tutorial

See Independent Study. Los Mardord Come White probability of portroit of the book at

The student, in all his/her college courses, should maintain his/her intellectual honesty. He/she should be willing, and in fact proud, to abide by his/her own conclusions and beliefs. To maintain his/her intellectual honesty, a student must do his/her work himself/herself, in and out of class. When in writing a paper he/she turns for information or ideas to another person — another student, an instructor, a writer — he/she should give that person's work and thought the credit it deserves.

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."¹ In order to insure his/her giving due credit to others, the student should also keep in mind the fact that whether he/she quotes directly or paraphrases the words of another person, or uses "the sequence of ideas, the arrangement of material, the pattern of thought (or the observations and opinions) of someone else,"² he/she should be sure to acknowledge his/her debt (to a book, a newspaper, a columnist, an instructor, a relative, a fellow-student, or whatever) in a footnote or a parenthesis, or should refer precisely to the source in the body of his/her 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, electragist for electrical contractor, ... so on.³

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 might write thus:

As Mencken says, "The American, probably more than any other man, is prone to be apologetic about the trade he follows."⁴

The student may, of course, wish to quote even more from Mencken, which he/she is quite free to do, but as long as he/she uses Mencken's exact words, he/she must put them in quotation marks (and acknowledge his/her source in a footnote, of course).

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

² Birk and Birk, Understanding and Using English, pp.696-697.

³ 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.

⁴ Mencken, The American Language, p. 284.

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.¹

Technically, this is plagiarism, despite the reference to Mencken; if the student had written this sentence, he/she would have been using verbatim the words of his/her source without fully acknowledging the fact — even if he/she had used a footnote reference to the text (as he/she should even with a paraphrase). When the student wishes to paraphrase, he/she should absorb the material he/she reads and then restate it "in other words," in his/her own diction and style, not in that of the original. 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.²

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 he/she mentions Mencken by name or not, the student is indebted to him for an idea and should acknowledge the debt.³

It is the responsibility of each student to make sure he or she is fully aware of the rules on intellectual honesty which apply to every test, paper or other academic exercise submitted for evaluation in a course at Trinity College.

Academic Discipline

The Determination of Academic Standing

All courses for which a student is registered two weeks after the beginning of 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.

Any courses dropped prior to the final deadline for dropping courses in any semester are marked "drop" on the permanent record. These courses do not count as "completed courses."

A student is normally expected to complete four courses for full course credit in four of the eight semesters and five courses for full credit in the remaining four semesters. A student may not complete less than three

¹ Mencken, The American Language, p. 284.

² Mencken, The American Language, p. 284.

³ 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.

courses in any one semester or less than seven courses in any two consecutive semesters and remain in good academic standing. In special cases, this rule may be waived by the Academic Affairs Committee.

Continuance in good academic standing presupposes that an undergraduate student will:

 if completing only three onecredit courses or the equivalent,

 if completing four one-credit courses or the equivalent,

 if completing five or more onecredit courses or the equivalent,

if completing fewer than three one-credit courses,

have completed four courses in the previous semester, and in the current semester receive a passing grade in each course, and a letter grade of C- or better in two;

receive three passing grades, inincluding two letter grades of C- or better;

receive four passing grades, including three letter grades of C- or better;

have had the prior permission of the Academic Affairs Committee and receive a grade of C- or better in each;

 and, if enrolled in an Open Semester receive a "Pass" for three or more course credits.

At the close of both the Christmas and Trinity Terms, the record of each student is reviewed. If for any student the determination of academic standing is precluded due to the existence of provisional grades, the review of the record for that term shall be deferred until one or more final grades are given.

Academic Probation

A student will be placed on academic probation a) if he or she does not maintain good academic standing as defined above; or b) if he or she fails for three consecutive terms to attain an average of at least C -; or c) by vote of the Faculty if at any time it is determined that work has been neglected.

A student studying away from Trinity on the 12-College Exchange or an Academic Leave of Absence will have the record for the period of study away reviewed upon return. A student will be placed on academic probation at Trinity for the period of study away if the record for that period is probationary 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 Academic Probation, notice of this action will be given the student and the adviser. An entry specifying Academic Probation will be made on the student's permanent record.

Any student on Academic Probation shall not be permitted to take a Pass/Fail course during the next two semesters of enrollment after the Probation is incurred.

Required Withdrawal

If a student incurs two academic probations in any three consecutive terms of enrollment at Trinity or on the 12-College Exchange or an Academic Leave of Absence, he or she will be required to withdraw from the College for one year. In exceptional cases the student may petition the Academic Affairs Committee for readmission after one semester.

A student will also be required to withdraw from the College for one year if at any time, in the opinion of the Faculty, neglect of work warrants suspension.

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 recommend the waiver of required withdrawal, as well as the fulfillment of special conditions during the succeeding term(s).

If, during a period of required withdrawal, a student wishes to do work at another accredited college and have it counted at Trinity College, the Registrar's approval must first be obtained for specific courses to be taken. A student may petition the Academic Affairs Committee to have such work credited, 1) after he or she has been in residence at Trinity College for one term following the period of required withdrawal, and 2) if work of C - orbetter in at least four Trinity College courses has been recorded during this term.

Readmission After Required Withdrawal

Students required to withdraw for any of these reasons are eligible to apply for readmission. However, each application will be considered on its merits, and readmission will not be automatic. The student should submit a petition for readmission through the Registrar to the Academic Affairs Committee, to reach the Committee not later than March 1 or November 1, whichever date immediately precedes the term in which the student intends to return. Blank petition forms are available in the Office of the Registrar.

Academic Dishonesty

I. 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.

II. 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.

INFORMATION FOR THE FACULTY AND STUDENTS ON PROCEDURES ALREADY ESTABLISHED BY THE ACADEMIC AFFAIRS COMMITTEE

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.
 - 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 of the hearing.
- f) In cases where more than one student have 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.

 As a rule a student found guilty of academic dishonesty shall be assigned one of three penalties — Censure, Suspension or Expulsion — depending on the severity of the offense. The schedule of penalties applied to cases of academic dishonesty is listed below with typical offenses:

> *CENSURE:* for an initial offense reported to the Committee when the act of academic dishonesty is an isolated situation on a quiz, examination, paper, etc.

> SUSPENSION: for an offense after the instructor has warned the student, whether reported to the Committee or not; or for plagiarism or repeated cheating on a quiz or examination; or for a second Censurable offense; etc.

EXPULSION: when a second Suspension is warranted.

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.

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.

Grades

Passing grades are A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-. Grades below \dot{C} - are unsatisfactory. F denotes failure. In computing a student's average, a numerical value from zero to twelve is substituted for each letter grade from F to A+.

At the end of a semester an instructor may, if a student is prevented from completing course work by circumstances beyond his/her control, grant a grade of Incomplete. The instructor will set a date for the completion of the work and communicate it to the student; in no instance will this date extend beyond two-thirds of the next semester in which the student is enrolled for academic credit at Trinity or elsewhere. If the work is not completed by the deadline, a final grade of F will be recorded.

At the close of each term the student receives a grade report. A grade report will also be sent to a parent or guardian if the student so instructs the Registrar. (See section on Age of Majority, above.)

Grades for approved courses taken outside of Trinity after matriculation are normally included in a student's grade point average.

Grade Point Average and Rank-in-Class

All courses taken at Trinity and all courses taken outside Trinity after matriculation but with the prior approval of the appropriate Trinity faculty adviser and the Registrar or Assistant Registrar shall be recorded with applicable credits and grades on the Trinity Permanent Record Card. 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 Greater 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 weighted accordingly in this conversion.

Rank-in-class is computed annually and also cumulatively at the end of a student's third and fourth years. The roster of students comprising any group when rank-in-class is computed changes for various reasons (i.e., students transfer to Trinity, leave Trinity, participate in programs for which grades are not received, etc.).

Mid-Term Grades

At mid-term Faculty will 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 it. This will apply to freshmen as well as upperclassmen.

A copy of all "U" and "ABS" grades will be sent to the student and the student's adviser, but not to parents or guardians.

Absences from Class

Trinity's attendance policy states that students are expected to regularly attend class. 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 professorial discretion in determining attendance requirements most appropriate to the style in which subject matter is presented.

During the first class meeting, course instructors inform students of their attitude toward absenteeism for medical reasons.

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 a student must be absent from a class meeting in which there has been a quiz or examination, or an oral presentation or paper due, or other scheduled activity which was to be graded, the student must personally go to the Medical Office and, after confirmation of the medical problem, fill out a card which states that class absence on the specific date was due to illness or injury. If the student is too incapacitated to go the Medical Office during the illness, the nurse can be notified by telephone that, immediately upon recovery, a visit will be made to the Infirmary to fill out the card.

If the student is absent for an extended period of time for medical

reasons, it is incumbent upon the student to have a friend or family member contact the Medical Office in order that excuses can be forwarded to professors.

A student confined to the Infirmary for any length of time may fill out the excuse cards while "residing" there.

In non-medical cases of unavoidable absence from the class the student may contact the Dean of Students Office to secure a Dean's Excuse. Dean's Excuses are also available for students who must miss class because of recognized religious holidays.

When a student has been granted an excused absence, it is his or her responsibility *promptly* to contact the instructor to arrange to make up the missed work. Unnecessary delay in making these arrangements cancels the instructor's obligation to permit the student to make up the work.

Transcripts

Requests for transcripts should be made to the Transcript Secretary in the Office of the Registrar. Official transcripts will not be given to students, although they may secure unofficial copies of their records for their own personal needs.

All requests must be made in writing. Requests 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 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. One day service is provided for \$2.50.

Credentials Files

Seniors are strongly urged to see that two (2) or three (3) letters of reference from faculty or administration and a resume are sent to the Career Counseling Office before graduation. Students and alumni may then request that this packet of credentials be sent out whenever needed. Credentials are only sent at the request of the student or alumnus, or when it is clear that he/she is actively seeking employment, admission to graduate school, or a fellowship. Requests for academic information or transcripts should be directed to the Registrar.

Reading Days

Toward the end of each semester a block of 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. Regulations for use of college facilities for social activities during reading days can be found on p. 68.

Spouses of Undergraduates

Spouses of undergraduate students may audit courses without having officially registered for them. This would only require permission of the instructor in a particular course. If spouses should wish to take courses for credit, they can be admitted as special students and charged the same rate as special students are charged for individual courses.

College Policy on the Confidentiality of Student Records, Faculty Records, and Guides to the College on the Matter of the 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, punctuality in attendance, 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) Independent Study form
 - 11) Letter from instructor requesting grade change
 - 12) Registrar's form indicating change of information regarding an undergraduate; e.g., voluntary withdrawal, required withdrawal, change of address, marriage, name change
 - 13) Teaching Assistant form
 - 14) Application for interdisciplinary major

- 15) Foreign transcripts
- 16) Student request to see contents of file
- 17) Open Semester application
- 18) Description of student-taught course
- 19) Intensive Study Program description
- 20) Letter notifying a student he/she has been required to withdraw for deficient scholarship

The following types of records in the student's central file at the Office B) of the Registrar will be destroyed when the student graduates, or in the event 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 placements 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) Leave of Absence form
- 17) Letter requesting readmission and application for readmission after required withdrawal
- 18) Readmission inquiry
- 19) Letter readmitting student
- 20) Request for reference letter for student who was required to withdraw
- 21) Reference letters for student applying for readmission
 - 22) Statement of Incomplete grade
 - 23) Notice regarding additional charges for six or more course credits
 - 24) Notice to student who did not pre-register or register Any other letters after
 - 25) Senior check-out sheet
 - 26) Senior application for degree A string to be front applicant restart
 - 27) Age of majority form
 - 28) Form letter regarding release of information to secondary school
 - 29) Letter regarding graduation requirements
 - 30) Selective Service form 109
 - 31) Letter from Registrar to Draft Board
 - 32) Application for major
 - 33) Freshman change-of-course form
 - 34) Letter to and from student regarding freshman course selection
 - 35) Medical letter of endorsement regarding application for readmission

- 36) Notification of grade change
- 37) Motor vehicle card
- 38) Worship attendance certificate (no longer used)
- 39) 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.)
- 40) 12-College Exchange application and correspondence
- 41) Rome Campus and Barbieri Center correspondence
- 42) Library request to withhold registration because of overdue books
- 43) Letter regarding academic probation
- 44) Mid-term report to parents (no longer used)
- 45) Mid-term report to student
- 46) Letter to and from parent regarding student's progress/difficulty
- 47) Permission to be part-time student
- 48) 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.)
- 49) Test sheet regarding reading and vocabulary
 - 50) Junior Adviser report form (no longer used)
 - 51) Form letter regarding condition of room and related matters
 - 52) Questionnaire regarding housing, roommate preference, religion, secondary school activities, hobbies, etc.
 - 53) Freshman parents' letter responding to College Counselor's questionnaire (no longer used)
 - 54) Sealed envelope regarding disciplinary action. (To be destroyed at graduation, unless a different date is specified on the envelope.)

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 or 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) Letter from Admissions Office to student acknowledging that he/she has accepted a place in the class
 - 4) Headmaster's or principal's recommendation and secondary school teacher's recommendation
- 5) College faculty and administrator recommendation submitted in support of an application to transfer to Trinity
 - 6) Any other letters of recommendation submitted in support of an application for admission
 - 7) Letter to or from applicant regarding Admissions Office interview appointment
 - 8) Letter from applicant requesting application form, College *Bulletin*, etc.
 - 9) Letter to applicant regarding Admissions Office visit to applicant's school
 - 10) Form used to report alumni interview of applicant
 - 11) Receipt for payment of application fee or note indicating fee has been waived
 - 12) College Entrance Examination Board writing sample

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:

- 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) Parents' Confidential Statement
- 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 at the Office at the student's request will be retained permanently, as will the registration form the student completes during his or her first visit to the Office.
- 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 permanently retained.

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 College Counselors 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 College 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 or 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.

NOTICE OF POLICIES REGARDING STUDENT ACCESS TO EDUCATION RECORDS AT TRINITY COLLEGE

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 frequently 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 legislation, 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 the 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 or 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 or 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 or 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. 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 guestion.
- 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.
- 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 in-

tends 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 the 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 or 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 information. 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 or herself in filing a request and prior to having access to his or 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 references to other students. In such cases, the individual student's right to disclosure is limited to only that part of the record that pertains to him or 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.
- A student who believes the information contained in his or her L 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 or her choice at his or 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 of 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 reemphasized. 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 Marilyn M. Denny, Director of Institutional Affairs, 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. Ms. Denny has an office in room 203 of Downes Memorial Clock Tower. Her office extension is 472.

NOTICE OF NONDISCRIMINATION AND APPOINTMENT OF COMPLIANCE OFFICER PURSUANT TO SECTION 504, REHABILITATION ACT OF 1973, AS AMENDED

(NONDISCRIMINATION ON THE BASIS OF HANDICAP)

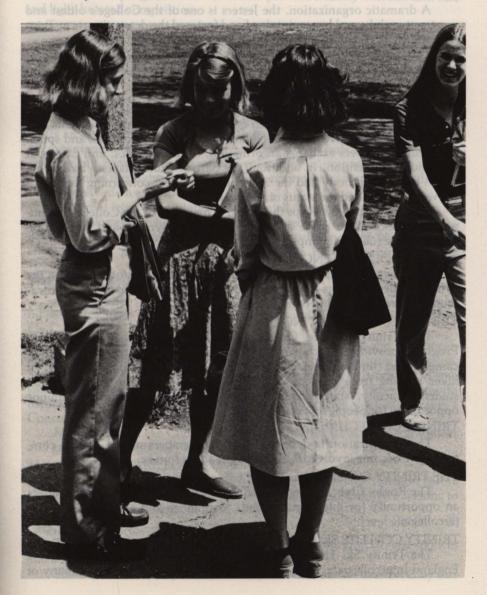
Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination on the basis of handicap in any program or activity receiving federal financial assistance. The regulations implementing Section 504, effective June 3, 1977, specify a number of actions that educational institutions receiving 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 Marilyn M. Denny, Director of Institutional Affairs, 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. Ms. Denny has an office in room 203 of Downes Memorial Clock Tower. Her office extension is 472.

College Policy on the Confidentiality of 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.



Student Organizations

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 Calendar Office and Mather Campus Center keep 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

BANTAM BARBELL CLUB

The Bantam Barbell Club is an organization made up of students and faculty interested in weight training and weightlifting for fitness and sport. The Club's members exchange information, conduct clinics, and carry out an annual competition. In addition, the Barbell Club acts as a liaison between the student body and the Athletic department concerning the use of the weight room and the status of equipment.

As a fitness boom sweeps the country, members of the College community are welcome to come and discover the enjoyment and satisfaction which can be found in pumping iron.

TRINITY COLLEGE FENCING CLUB

TCFC was established to encourage the art and spirit of fencing on the Trinity College campus through participation in and sponsorship of intramural, intercollegiate and regional competitions.

TRINITY COLLEGE OUTING CLUB

The Trinity College Outing Club (formerly the Trinity Outing Program) provides a wide variety of outdoor activities, including winter camping and climbing, rock climbing, cross-country skiing, and a variety of hikes ranging from one day to five weeks. Participation is open to all students, faculty, staff, administration and alumni, providing a unique opportunity for people to share their experiences and expertise.

TRINITY COLLEGE RIDING CLUB

This organization is designed to allow members of the Trinity community to become involved with and learn about horses.

THE TRINITY COLLEGE RUGBY CLUB

The Rugby Club, in cooperation with the Athletic Department, offers an opportunity for interested students to practice and compete on an intercollegiate level.

TRINITY COLLEGE SKI TEAM

The Trinity Ski Team competes in the Osborne Division of the New England Intercollegiate Ski Council against some 8 other schools (many of

which are Division II). The team provides this competition to all interested skiers that have some level of skiing or ski racing proficiency. The season starts at the beginning of the Trinity term. However, fund raising for the team starts in the fall, and participation in this is necessary for each prospective member. Contact team leaders through Mather Campus Center....Go for it!

TRINITY COLLEGE ULTIMATE FRISBEE CLUB

The Trinity College Ultimate Frisbee Club (TCUFC) is an organization which provides an opportunity for any member of the Trinity community to participate in some alternative athletic activities to the varsity and intramural sports programs. The activities provide healthy exercise and fun and light-hearted competition.

TRINITY COLLEGE WATER POLO CLUB

The Water Polo Club, in cooperation with the Athletic Department, offers an opportunity for interested students to practice and compete on an intercollegiate level. Practice and games are limited to the fall season.

Musical Groups

STAGE BAND (TRINITY INSTRUMENTAL MUSIC PROGRAM)

This organization was founded in 1974 to give interested Trinity students an opportunity to perform on their respective instruments. Traditional to contemporary jazz styles are explored. Rehearsals are held weekly to develop big band and small combo ensembles in preparation for various performances throughout the year. Past performances have been enthusiastically received on and off campus.

A formal letter of invitation is sent to all freshmen, followed by an organizational meeting held during the first week of classes. Students who have had experience in high school bands or other performing groups are encouraged to participate. Credit is available by registering for Music 109/110.

THE CONCERT CHOIR

Formed when Trinity became coeducational, the Concert Choir has established for itself an excellent reputation as one of the finest groups of its kind.

The Choir regularly is heard in campus concerts, radio and TV appearances, on recordings, and in performances at other colleges and cities. Members of the Choir develop skills in performing a great diversity of music ranging from intricate Renaissance polyphony to the newest in multimedia works. Customarily, during the Spring Vacation the Choir makes a Concert Tour either in the States or abroad.

Membership in the Choir is by audition in the fall. All undergraduates and graduate students may apply.

THE GUILD OF CARILLONNEURS

This group plays the Chapel's 49-bell Plumb Memorial Carillon before all Chapel sessions as well as on special occasions and gives free lessons to all Trinity students desiring to learn to play the Carillon.

CHAPEL SINGERS

The Chapel Singers provide music for Sunday morning Chapel services and at other selected occasions.

The ensemble is composed of Trinity students and admission is by au-

dition with the College Organist and Director of Chapel Music.

The choral repertoire of the group consists of a wide cross section.

THE PIPES

The Trinity Pipes date back to 1938, when four men from St. Anthony Hall formed an *a cappella* quartet. Over the years the group has grown in size and added instrumental accompaniment. When Trinity College became coeducational in 1969, The Pipes expanded to include women.

Today, The Pipes are known as one of the most popular college singing groups in New England. Their recording sessions and live performances have delighted audiences throughout the East Coast and Bermuda. The group combines its careful and varied vocal blending with sophisticated arrangements of popular songs of today and many folk songs and spirituals, as well as a number of original compositions.

The Pipes continue to change their style and repertoire as the tastes, desires, and members of the group change. Auditions are held early each fall to replace members who have graduated.

TIMBREL

Timbrel, a small singing group at Trinity College, was founded under its present name in 1976. It is a very active, student-run group which sings music primarily from the 15-17th centuries. Timbrel performs on campus each semester in addition to several concerts in and around the Hartford area, and has steadily gained success and acclaim for its vitality, wit, and musicality. The group can be contacted through Box 1018 or 325.

STUDENTS FOR MUSIC AT TRINITY (SMAT)

SMAT was organized to advance and generate interest in the serious performance and enjoyment of music of all periods and types. Its activities include student recitals, guest artists in lecture and recital, and student performing groups.

Publications and Radio

THE TRIPOD

The Tripod is the official student newspaper of the College. As such, it provides the most effective and comprehensive communications within the College. It is published weekly during the academic year.

The Tripod attempts to give complete coverage of campus news and to provide an opportunity for the expression of student opinion and criticism.

All students, regardless of previous experience, are encouraged to apply for positions on the news, arts, sports, technical or business staffs. The editorial board welcomes contributions from all members of the College.

Offices of The Tripod are located in Jackson Hall.

WRTC-FM

WRTC-FM, Hartford's first non-commercial radio station, maintains studios in the basement of Cook-B dormitory. Radio Trinity offers an educational experience in broadcasting by airing some of the most diversified programming in the area. Among the opportunities available at WRTC-FM are announcing for Classical, Jazz, Rock, New Wave, and Alien music slots, as well as sportscasting, technical engineering, production work, and newscasting.

WRTC-FM is owned by Trinity College and operated by volunteers

from the Trinity community who can participate in the station regardless of previous experience.

THE IVY

The *Ivy*, the College yearbook, is available to all sophomores, juniors and seniors in the fall. It is published during the summer and includes activities of the entire year. Books are mailed to the members of the graduated senior class at their homes in the fall. Freshmen and members of the faculty may purchase surplus copies.

The *Ivy* staff is composed of members of the four classes. Freshmen are encouraged to participate. The *Ivy* offices are located in Jackson Hall; or send inquiries to Box 3028 in Mather Campus Center.

FREE SPIRIT

The Free Spirit is a third world publication started in 1974. It is an expression of minority students' literary and artistic talents. It is published every spring.

THE TRINITY REVIEW

The purpose of *The Trinity Review* is to stimulate an interest in writing and to provide an outlet for the creative efforts of undergraduates, graduate students and members of the faculty and administration.

The Review is published once each semester and the Board of Editors will consider all material submitted.

SILENCES

SILENCES, Trinity's "underground" newspaper, was first published in the spring of 1979. Its purpose is to take up where other publications leave off. It is a "graffiti board" for the Trinity community's thoughts, ideas, suggestions, whatever.

Religious Groups

COMMITTEE OF THE CHAPEL

This committee, consisting of members of the student body, faculty, and administration and the Chaplain, plans and directs all of the activities of the Chapel. Students are elected to it in the spring of each year. The Committee is assisted in this by the following organizations which are responsible for various areas of the life of the Chapel.

ACOLYTES

Students serve at all of the services of the Chapel in such capacities as torchbearers, assisting at the Eucharist, etc.

CARILLONNEURS, CHAPEL SINGERS, AND CHOIR

Listed under Musical Groups.

LAY READERS

The responsibility of leading the services of the Chapel is shared by members of the College. Students and faculty members conduct weekday services and read the lessons at the Eucharist and College Vespers. CRUCIFERS

Each year certain members of the Senior Class are given the responsibility and honor of carrying the Processional Cross of the Chapel at the services.

USHERS

Students usher at the Sunday service and special events in the Chapel,

as well as take up the offering and assist the congregation.

THE GREATER HARTFORD CAMPUS MINISTRY

The Greater Hartford Campus Ministry is affiliated with the New England Christian Movement. Directed by an ecumenical board, this ministry provides a campus minister who serves the colleges and universities of the area.

HILLEL SOCIETY

Hillel offers to the Jewish students at Trinity a program of religious, cultural and social activities. Included are lectures, discussions, films, Friday evening services, bagels and lox brunches on Sunday morning, and several mixers with Hillel Societies at neighboring colleges. Hillel House, located at 30 Crescent St., provides facilities for religious services, kosher cooking and organizational activities. Hillel is sponsored by B'nai B'rith of Hartford.

NEWMAN CLUB

The Newman Club (formerly Newman Apostolate) is designed to bring together members of the Roman Catholic Church as well as those on campus of other Christian faiths. Under the supervision of Father John Gatzak, Newman Chaplain for Trinity and the University of Hartford, both religious and social activities, including Sunday and Saturday evening Masses, holiday brunches, dances, discussion groups, lectures, and semi annual retreats are held. These activities are often in conjunction with the University of Hartford. All are welcome to participate.

TRINITY CHRISTIAN FELLOWSHIP

The Trinity Christian Fellowship in coordination with the Chapel fellowship provides an opportunity for Christians on campus to meet on a regular but informal basis and supports a campus-wide outreach for interested students. Their activities include multi-media shows, a series of lectures and many Hartford community-service projects.

Social Clubs and Fraternities

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 21 chapters located throughout the United States.

ALPHA DELTA PHI

Alpha Delta Phi, 122 Vernon Street, was founded at Hamilton College in 1832, and now consists of 29 active chapters in this country and Canada. The Phi Kappa Society at Trinity was the parent organization out of which the Phi Kappa Chapter was founded here in 1877.

DELTA KAPPA EPSILON

Delta Kappa Epsilon, 98 Vernon Street, was organized at Yale University in 1844 and was among the first of the national fraternities chartered at Trinity College. The Alpha Chi Chapter, founded here in 1879, is one of the 49 chapters of DKE in the United States and Canada. The Alpha Chi Chapter is open to both men and women.

PI KAPPA ALPHA

Pi Kappa Alpha, 94 Vernon Street, an outgrowth of a local organiza-

tion, 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

St. Anthony Hall, 340 Summit Street, was established at Trinity in 1850, three years after the fraternity was founded at Columbia University. There are active chapters at M.I.T., Yale, Columbia, Virginia, North Carolina and the Universities of Pennsylvania and Mississippi. The Hall is the oldest of the resident fraternities.

TRI-DELTA

Tri-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.

INTERFRATERNITY COUNCIL

The Interfraternity Council is composed of two representatives from each of the fraternities at Trinity. It serves as a vehicle of communication through which the fraternities can manage their affairs and coordinate their activities. The IFC also helps to integrate the fraternities with the rest of the campus by devising ways in which the houses can make creative contributions to the social life of the campus.

Special Interest Groups

ASSOCIATION INTERNATIONALE DES ETUDIANTS EN SCIENCES ECONOMIQUES ET COMMERCIALES

AIESEC Trinity seeks to promote international understanding and cooperation. This is done primarily through an international exchange where students take short-term jobs in business at the management level, in foreign countries. For each job raised locally an AIESEC-Trinity student may go abroad. The office is located in the basement of Mather, phone 278-4232.

AMNESTY INTERNATIONAL AT TRINITY

Amnesty International 1) seeks the release of 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.

THE BIG BROTHER AND SISTER PROGRAM

The Big Brother and Sister program at Trinity College is designed to provide an opportunity for young boys and girls in Hartford to develop a close friendship with a mature individual. Emphasis is placed on a one-toone relationship which extends beyond the child's family and peer relationships. While providing an enriching experience for the child, it can be a very rewarding way for the Trinity student to become involved with the Hartford community.

Participation in the program will include many planned group events such as cookouts, parties and games as well as opportunities on campus and in the area for individual activities. Organizational meetings will be held at the beginning of each semester.

For more information contact the Internship Office in Seabury 43C, \times 419.

CERBERUS

Cerberus is a campus service organization whose members help with freshman orientation, and perform service functions for such offices as Development and Student Services. Membership is open to all undergraduates.

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.

CONNECTICUT PUBLIC INTEREST RESEARCH GROUP (CONNPIRG)

ConnPIRG, the Connecticut Public Interest Research Group, is a student-funded, student-directed organization which conducts research and takes action in areas of social, consumer and environmental concern. ConnPIRG enriches the Trinity education by permitting students to seek practical educational experiences in public interest work. Through its affiliation with a state-wide organization, ConnPIRG is linked to a network of groups dealing with issues of public concern at local, state and national levels. Each semester \$2.00 of the Student Activity Fee is allocated to finance this research. Those students who do not wish to have their money used for this purpose will be able to have this amount refunded at the beginning of each semester.

COMMITTEE FOR CHANGE AT TRINITY (CCAT)

CCAT is an organization made up of students whose purpose is to stimulate and improve the intellectual community of the College through as many imaginative and workable actions as possible. Weekly Cave discussions are conducted on a number of issues of concern and interest to the student body. A Free University is also sponsored each semester offering subjects as diverse as calligraphy and automobile mechanics.

CROWN INVESTMENT LEAGUE

The Investment League was formed to distribute and administer a \$4,000 fund given by the Crown Foundation in a securities portfolio. Students have complete control of the fund. Membership is open to any interested student. See Prof. Curran in Economics.

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 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 the Chaplain or write to Trinity Gay Alliance, c/o Box 1373.

LA VOZ LATINA

LVL was established to propagate a cultural awareness among the Latin American students at Trinity College; foster an awareness of a Latin American presence through the various activities of these students within the College community; increase the contact with the Hispanic speaking community; and instruct its members in the skills necessary for the furtherance of their educational and cultural development. Office is in the basement of Mather Campus Center, \times 416.

THE PHOTOGRAPHY CLUB

The Photography Club was established to maintain and manage the use of darkrooms and darkroom supplies in Mather Campus Center 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 the Mather Campus center darkrooms. Contact the Student Government Office or Student Services Office, Mather Campus Center for further information.

THE PSYCH CLUB

The Psychology Club was formed in an effort to act as a focal point to unity 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. For more information, contact Box 7000.

THE SOCIETY ON HUMAN/ANIMAL ECOLOGY

This is the only group on campus that concerns itself with the welfare of animals as well as of humans. Our main purpose is to prevent animal and child abuse; however, we are concerned with preventing the suffering of all who cannot speak on their own behalf. We work closely with the Humane Society of the United States and other national welfare groups. We are also trying to form ties with local organizations.

SPANISH CLUB

The Spanish Club is an organization designed to provide past and present students of Spanish with an opportunity to utilize their knowledge of the language in activities dealing with aspects of both literature and culture. The club, which is run by students independent of the Modern Language Dept., offers films and lectures open to the entire Trinity community.

THE STUDENT COALITION

The Student Coalition is an organizational outlet for students who feel the need to act on issues which affect the majority of the Trinity community. While the Coalition does not represent a particular type of student, other than those who wish to be politically active, it works with members of special interest groups such as TWO and TCB in order to better the quality of campus life. The overriding goal of the Student Coalition is to unite students with each other and with the faculty and the administration to affect changes in Trinity's policies, according to the needs of the students. Unification of diversity brings strength. The Awareness Day of spring, 1981 was a perfect example of student action through unification.

TRINITY CHAPTER OF CONNECTICUT INTERCOLLEGIATE STUDENT LEGISLATURE

The Trinity chapter of the Connecticut Intercollegiate Student Legislature was established in the fall of 1977 when a group of freshmen studying politics and oral communication felt the need for opportunities to put their theories into practice. Within two years these Trinity students had assumed positions of leadership within Connecticut Intercollegiate Student Legislature and made the Trinity chapter one of the strongest in Connecticut.

The purpose of CISL is to give college students an opportunity to work with students from other colleges and universities in identifying important public needs, drafting legislation, working within committees, and then defending particular bills on the floor of the House in the Connecticut General Assembly. Monthly meetings are held at various colleges in preparation for the mock legislative session. Members of CISL have a variety of opportunities to meet the leaders of the Connecticut legislature. Prof. Clyde D. McKee, Jr. serves as a faculty advisor to the Trinity Chapter.

TRINITY COALITION OF BLACKS (TCB)

The Trinity Coalition of Blacks was organized for the advancement of Black awareness. TCB 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 Coalition involve themselves with organizations on campus and in the Hartford area that are engaged in fostering Black rights and achievements. The TCB is housed in Umoja House at 110-112 Vernon Street.

TRINITY COALITION OF BLACK WOMEN ORGANIZATION

TCBWO is a group of active female TCB members. TCBWO helps in coordinating TCB affairs and sponsoring events.

TRINITY FILM SOCIETY

The Trinity Film Society is the parent organization of Cinestudio, its membership is automatic for all Cinestudio workers and open to any other interested students.

In addition to overseeing the general operation of the theater, the Trinity Film Society each year plans the Summer Cinema series, organizes occasional motion picture festivals and represents student interests in all administrative decisions pertaining to academic feature film use on campus.

TRINITY HUNGER RELIEF ORGANIZATION

This organization is designed to address the problems of hunger nationally and abroad. The purpose of the Trinity Hunger Relief Organization is to help hunger victims through publicity and fund-raising efforts while at the same time raising student and community consciousness. Membership is open to all interested parties from the College community.

THE TRINITY REPUBLICAN CLUB

The Trinity Republican Club was refounded in 1979. It is open to all members of the College community and its purpose is to provide the members with an opportunity to get involved with the Republican party on a local, state, or national level. The club also tries to bring Republican candidates to speak on campus. Recently, the Trinity Republican Club acted as a co-sponsor to President Ford's visit to Trinity.

TRINITY WOMEN'S ORGANIZATION (TWO)

TWO is an organization dedicated to promoting personal growth among women. This year TWO sponsored Women's Week and various special workshops. Meetings and rap sessions are held on a regular basis in the Women's Center, an organization with which TWO works closely.

WOMEN'S CENTER

The Trinity Women's Center is a collectively run organization committed to promoting personal growth and community among women. It was established by a group of Trinity women in September, 1977, with funding from the College. The desire for a Center grew out of the conviction that women have special needs, interests and problems that are not always met in the male-dominated culture; the Center is a separate space where Trinity women can gather as women.

The Center sponsors lectures, discussions, courses, exhibits, and social events designed to heighten awareness of and involvement in women's issues. Through its various activities, the Center strives to meet the needs of all Trinity women and women in the Greater Hartford community. Located on the third floor of Mather Campus Center, the facilities include lounge space, a library and kitchenette.

WORLD AFFAIRS ASSOCIATION

The World Affairs Association is a student-run organization which provides students with the opportunity to take part in events of an international relations nature. The aims of the WAA are to allow students to experience, through personal participation and observation, the importance and variety of world affairs. The group attends Model United Nations at both Harvard and UPenn, as well as arranging to have films and speakers here on campus. Additionally, trips to the United Nations are offered in coordination with the Political Science Department.

YOUNG DEMOCRATS

This organization sparkplugs campus activity in elections by posters and debate supporting the candidates.

The highlights each year are campaigning and canvassing for local and national political figures, working as a general organizer for the party, and sponsoring local and party leaders as speakers.

1981-82 FACULTY CAREER ADVISORS

American Studies - Professor John H. Chatfield, Seabury 12F, X237 Biology — Professor Craig W. Schneider, Life Sciences Center 223, X336 Chemistry - Professor Henry A. DePhillips, Clement 111, X324 Classics - Professor John C. Williams, Seabury 44B, X201 Economics - Professor Richard Scheuch, Williams Memorial 303, X259 Engineering - Professor August E. Sapega, Hallden, X202, or X456 English - Professor Dirk A. Kuyk, Jr., 115 Vernon St., X329 Fine Arts - Professor Michael R.T. Mahoney, Austin Arts Center 311, X230 or X415 History - Professor J. Ronald Spencer, Williams Memorial 211, X208 Intercultural Studies - Professor James Miller, 115 Vernon St., X477 Mathematics - Professor Marjorie Butcher, McCook 318, X347 Modern Languages — Professor Gustave Andrian, Seabury 42F, X283 Music - Professor J. Wainwright Love, Austin Arts Center 102, X389 Philosophy – Professor Bill Puka, 70 Vernon St., X466 Physical Education - Professor Chester H. McPhee, Ferris Athletic Center, X437 Physics - Professor Albert J. Howard, McCook 111, X344 Political Science — Professor Clyde McKee, Seabury 25B, X318, or X295 Psychology — Professor George Doten, Life Sciences Center 207, X405 Religion - Professor John A. Gettier, 70 Vernon St., X379 Sociology — Professor John Brewer, Life Sciences Center 230, X440 Theatre Arts - Professor George Nichols, Austin Arts Center 230, X445 or X250

MEMBERS of the Class of 1985 **FRESHMAN CLASS**

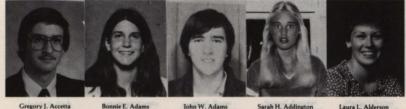
as of July 31, 1981

Abbreviations for the dormitories are:

AE-Allen East AW-Allen West C-Cook (A, B and C) CR-78-80, 82-84. 111 Crescent St. E-Elton G-Goodwin

HR-High Rise J-Jarvis **JH**—Jones Hall IK—Jackson Hall N-Northam Towers NB-194 or 216 New Britain Ave.

NC-North Campus NR-Non-Resident NSC—New South Campus SM—Smith Hall 90-92V-90-92 Vernon St. W-Woodward WH-Wheaton Hall



gory J. Accetta 25 Hazelton Street Cranston, RI 02920 Cranston High School West E-302

nnie E. Adam 220 Cathcart Road Gwynedd Valley, PA 19437 Germantown Academy E-207

John W. Adams
 Joint W. Addings
 Jarah H. Addington

 743 High Street
 2430 Lakeview

 7 Dedham, MA 02026
 Chicago, IL 60614

 Noble & Greenough School
 Francis W. Parker School

 JH-317
 WH-222

Sarah H. Addington

68 Webster Court Newington, CT 06111 Newington High School WH-223



John C. Allen, Jr. 61 Morse Road Newtonville, MA 02160 Newton North High School JH-209

Marianne F. Allessio Marianne F. Allessio 113 Shannon Lane Westfield, MA 01085 Westfield High School JH-322



Joseph E. Amat 55 Southwood Drive West Hartford, CT 06110 Northwest Catholic High School E-307

Lori E. Anastasia 1240 North Grand Street West Suffield, CT 06093 Suffield High School E-402

Robert D. Anderson Village Green Norfolk, CT 06058 Northwestern Regional High School J-338



rvetussa J. Andora 211 Sagamore Lane Franklin Lake, NJ 07417 Indian Hills High School CC-32 IH-218 Indian Hills High School CC-32 IH-218 Indian Hills High School IH-218 Indian Hills High School IH-218 INorma Aresti 44 S. Stonybrook Drive Harlborough, CT 06447 Indian Hills High School IH-218 INOrma Aresti INORMA INOR



Elizabeth R. Arnold Birchwood Drive Cumberland, RI 02864 Cumberland High School I-305



Victoria V. Arvanitis 22 Palmer Avenue West Long Branch, NJ 07764 Shore Regional High School NC-203



Judy L. Avioli 63 Grayridge Street St. Louis, MO 63124 John Burroughs School NC-207



Lisa G. Bakanas 11 Keeney Drive Bolton, CT 06040 East Catholic High School IH-223

Thomas N. Baker Perkiomen Schoo Pennsburg, PA 18073 Perkiomen School IK-101



Brooke B. Baldridge 487 Old Post Road Fairfield, CT 06430 Roger Ludlowe High School E-202



Shawn L. Barker 30 South Manning Hillsdale, MI 49242 Hillsdale High School JK-319

Eliza eth A. Barnett 51 Holland Road Brookline, MA 02146 Brookline High School J-235

J. Hunter Barr J. Hunter Barr 2150 Robinson Road East Grand Rapids, MI 49506 East Grand Rapids High School JH-109

Letitia H. Barroll Letitia H. Barroll 734 Chapel Ridge Road Timonium, MD 21093 Bryn Mawr School NC-202 Christopher L. Barry Driftwood, Cliff Avenue Newport, RI 02840 St. George's School E-103



David M. Barry, Jr. 473 East Center Street Manchester, CT 06040 East Catholic High School **CB-12**





Stephen R. Baum Old Village Road Sturbridge, MA 01566 Tantasqua Regional High School JH-113

David W. Bayliss David W. Bayins 170 Wyngate Drive Barrington, IL 60010 Barrington Consolidated High School E-314

Kristin P. Bennett 6226 East Mercer Way Mercer Island, WA 98040 Mercer Island Senior High School J-316



Wade K. Bennett P.O. Box A, 1893 Fox Hill Lane Paoli, PA 19301 Haverford School E-117

Alison J. Berlinger 728 King Street Port Chester, NY 10573 Greenwich Academy JK-304 Robert M. Bienkowski 3 Cedar Hill Road Dover, MA 02030 Roxbury Latin School WH-325

Martin B. Bihl Martin B. John Diane W. Bisnop 383 Central Drive 2 Indian Road Briarcliff Manor, NY 10510 Cranston, RI 02905 Briarcliff Manor High School East J-131 E-410

Diane M. Bishop



Meg E. Bishop 8 Rebel Lane Darien, CT 06820 Darien High School JK-305

Andrew C. Bivona 3 Lynn Place New Paltz, NY 12561 New Paltz Central High School WH-116

Robin S. Black 14 Palmer Road Beverly, MA 01915 Beverly High School CC-32





Susan G. Bloomquist 11 Canterbury Court Toledo, OH 43606 Ottawa Hills High School JK-312



David M. Blyn 71 Greystone Road Rockville Centre, NY 11570 Oceanside Senior High School **CB-12**



Laurence G. Bodkin 9 Homer Avenue Larchmont, NY 10538 Fordham Prep School 1-338



Annette M. Bo 359 Pine Lane Wethersfield, CT 06109 Loomis-Chaffee School I-205

Brian L. Bohall 502 Onondaga Road Syracuse, NY 13219 East Genesee Senior High School E-102



John G. Bonelli 202 Adelaide Street Hartford, CT 06114 St. Thomas Seminary High School



Martha L. Bonneville 210 Larch Row Wenham, MA 01984 Hamilton-Wenham Regional High School J-304



Janice E. Bosco 1020 North Belleforte Avenue Oak Park, IL 60302 Oak Park & Forest High School JK-301 E-216

Robin A. Bowmar 418 Holmes Road Pittsfield, MA 01201 Pittsfield High School E-210



Robert A. Boyle Lane Gate Road Cold Spring, NY 10516 Millbrook School E-310



Matthew R. Bradley 234 Bibbins Road Easton, CT 06612 Joel Barlow High School CC-12



Julie B. Breene 480 Bryn Mawr Avenue Bryn Mawr, PA 19010 Country Day School of Sacred Heart J-224



Steven C. Brenman 7612 Mountain Avenue Elkins Park, PA 19117 Cheltenham Township Senior High School E-314

Martin P. Brenner 721 South Boulevard Evanston, IL 60202 Evanston Township High School East NC-120



Kitty S. Brims 7011 Wilson Lane Bethesda, MD 20034 Edmund Burke School WH-222



an Bromley 165 Bell Avenue Piedmont, CA 94611 Head-Royce Schools E-214

Douglas G. Burbank



eth B. Brown Elizal 51 Birch Road Darien, CT 06820 Darien High School E-407



Jennifer Brown 550 Fairway Columbus, OH 43213 Columbus School for Girls CB-42

Robert P. Burke 120 Highland Avenue Short Hills, NJ 07078 Delbarton School

NC-128



Melissa Brown 153 Sylvan Avenue Leonia, NJ 07605 Leonia High School E-207



John P. Bruno 49 Colony Drive Mercersburg, Academy East Longmeadow, MA 01028 Mercersburg, PA 17236 East Longmeadow High School CB-21 CC-11 John P. Bruno



Alexander S. Burger P.O. Box 26, Major Lockwood Road Pound Ridge, NY 10576 Phillips Exeter Academy NC-103



James S. Butler, Jr. 16 Stonehenge Road Bedford, MA 03102 Derryfield School CB-21



Nadine Cancell

236 Glen Avenue Millburn, NJ 07041

Pingry School JH-221



Claire E. Capeci 22 Ridge Boulevard Port Chester, NY 10573 Port Chester High School CC-41



Caroline F. Carney 120 McFarland Avenue Chattanooga, TN 37405 Girls Prep School NC-229



John W. Carter 9 Puritan Road Hingham, MA 02043 Tabor Academy CB-11





Christopher Caskin 4716 48th Street NW Washington D.C. 20016 Landon School for Boys NC-115

Elisabeth G. Cass 47 Knollwood Lane Darien, CT 06820 Darien High School CA-31/B32

Muriel A. Castadot 619 West University Parkway Baltimore, MD 21210 Roland Park County School NC-215

Kathryn L. Castle Spring Mill Road Gladwyne, PA 19035 Shipley School E-207

Philip D. Carney 37 Shaffner Street

Worcester, MA 01605 St. John's High School

J-132

Marc A. Chabot 111 Maple Street Somersworth, NH 03878 Phillips Exeter Academy WH-316



Diann C. Chamberlain 44 Sycamore Avenue Little Silver, NJ 07739 Red Bank Regional High School E-202 Gary C. Christelis 160 Columbia Avenue



Charles C. Chronis 12 Hodge Road Arlington, MA 02174 Arlington High School JH-102





Susan E. Ciferni 31 Runnymeade Road Berkeley Heights, NJ 07922 Governor Livingston Regional High School CA-31/B-32

Susan Clark 22 Hilltop Road 2 Freehold, NJ 07728 Freehold Borough High School J-211



Richard E. Cleary Rachel E. Clement 216 Waverley Avenue 920 Wellesley Road Newton, MA 02158 Pittsburgh, PA 15206 Boston College High School Winchester-Thurston School 216 Waverley Avenue Newton, MA 02158 E-115 CC-31



Caroline S. Coco Wellesley, MA 02181 Wellesley Senior High School E-407 Lee A. Coffin 10 Lily Lae Shelton, CT 06484 Shelton High School J-138

Jonathan E. Cohen 102 Overlook Terrace Roslyn Heights, NY 11577 Roslyn High School IH-117



Leslie A. Cohn 147 Hampshire Road Wellesley, MA 02181 Winsor School CA-31/B-32



Bradford L. Cole 606 West Cornwallis P.O. Box 11 Greensboro, NC 27408 Cold Spring Harbor, NY 11724 Greensboro Day School CA-21/B-22



Michele M. Collins 232 Highland Avenue Winchester, MA 01890 Winchester High School J-303



Michael Connelly 61 Whittier Road Needham, MA 02192 Noble & Greenough School WH-312



Robert D. Conrad 3808 Henry Avenue Philadelphia, PA 19129 William Penn Charter School JK-101 Anthony R. Constanzo 129 Old Webster Road Oxford, MA 01540 Oxford High School J-138

John M. Conway 435 East 52nd Street New York, NY 10022 Choate Rosemary Hall CB-11

Louise B. Conway 160 Bonner Street Hartford, CT 06106 Bulkeley High School E-213 Christopher P. Corbett 295 Merry Mount Drive Warwick, RI 02888 Pilgrim High School JH-102



Vander H. Corliss 175 Woodland Drive Downingtown, PA 19335 Haverford School E-109

Dwight B. Corning Forest Street Manchester, MA 02186 Milton Academy WH-313 Laura P. Couch

Victoria A. Cox Laura F. Couch Victoria A. Cox Williston-Northampton 11 Kendall Road Easthampton, MA 01027 Morningdale, MA 01530 Williston-Northampton Tahanto Regional High School CC-32 E-414



Theodore S. Coxe, Jr. 1423 Monk Road Gladwyne, PA 19035 Episcopal Academy J-326



Patricia A. Craig 225 School Street Waltham, MA 02154 Waltham High School J-236



Henry C. Crocker 274 Concord Drive Pottstown, PA 19464 Hill School WH-302



Claudia A. Cromie 62 Rockland Avenue Larchmont, NY 10538 Mamaroneck High School Palmer JH-322



Craig C. Curry 27 Chestnut Drive Woodstown, NJ 08098 Woodstown High School JH-120 Susan E. Cutler Middlesex School Concord, MA 01742 Middlesex School E-202



Nadine C. Dagostaro 764 Central Avenue Westfield, NJ 07090 Westfield Senior High School CB-41



Danielle M. D'Angelo 29-45 215 Place Bayside, NY 11360 Bayside High School JH-223

Gregory O. Davis 444 Surfview Drive Pacific Palisades, CA 90272 Palisades High School E-303

Lori A. Davis 67 Cotswold Way Avon, CT 06001 Avon High School NC-221



Evelyn M. Day 4043 Beresford Road Charlotte, NC 28211 Charlotte Country Day School Hamden High School NC-217 IH-222



Juan R. DelValle 3517 Walton Avenue Cleveland, OH 44113 University School Upper Campus J-324



Grace E. DeMajewski Satterlee Road 41 Essex Street New Fairfield, CT 06810 Deep River, CT 06417 New Fairfield High School Valley Regional High School CC-41 E-414

Laura L. Denette



Franca L. Derosa 66 Mapleton Street Hartford, CT 06114 South Catholic High School NC-236

William F. Detwiler 1603 James R Williamsport, PA 17701 South Kent School WH-305

Jeanne A. Develin 11 Nauset Street Medfield, MA 02052 Medfield High School E-405

Catherine H. Dion 429 King Street Raynham, MA 02767 Bridgewater Regional High School WH-203 David F. Discenza 701 New Britain Avenue Rocky Hill, CT 06067 Rocky Hill High School



Craig H. Dobbs 10 Roland Drive Darien, CT 06820 Darien High School JH-304



Stephen B. Donaghy 3903 Ardleigh Drive Wilmington, DE 19807 Friends School WH-119



Rachel Donham 269 Upland Road Cambridge, MA 02140 Phillips Exeter Academy CB-31



Meg-Anne Donnell 60 Briarcliff Road Hamden, CT 06518 Hamden High School J-201



Kenneth L. Doroshow 7902 Ivy Lane Baltimore, MD 21208 Pikesville Senior High School JH-106



Christopher J. Doyle 11 Oxford Road Manhasset, NY 11030 Manhasset Jr.-Sr. High School IK-104

William J. Doyle Box 822 Greenville, RI 02828 Moses Brown School WH-318



 Stephen R. Drew
 Ashley Drouet

 19 Cloelia Terrace
 999 Burr Street

 Newton, MA 02160
 Fairfield, CT 06430

 Newton North High School
 Roger Ludlowe High School

 NC-115
 NC-230



Michael T. Duffy 2515 Conzumel Drive Tampa, FL 33065 Coral Springs High School J-332



Mara E. Eilenberg 196-32 53rd Avenue Flushing, NY 11365 Bronx High School of Science JH-305



52 Rhodes Avenue Riverside, RI 02915 East Providence Senior High School WH-109

Eileen M. Durkin 33 Longfellow Road Worcester, MA 01602 Doherty Memorial High School NC-228



Rex R. Dyer Exeter Road Haverford, PA 19041



Leah S. Edwards Exeter Road 630 Potter Road Haverford, PA 19041 Framingham, MA 01701 Episcopal Academy Framingham North High School J-101 IH-305



Peter R. Eisler 2 Providence Street Albany, NY 12203 Guilderland Central High School JH-104



Barbara C. Elia 61 Johnson Road Winchester, MA 01890 Winchester High School NC-226



Christopher J. Elliott 13 Meadow Way Meriden, CT 06450 F.T. Maloney High School JH-107



Scott P. Elsas 280 Greenway Road Ridgewood, NJ 07450 Ridgewood High School CB-12



Michael W. Elsea 965 Winding Creek Trail Atlanta, GA 30328 Riverwood High School E-313



Miles N. Esty

22 East 11th Street New York, NY 10003 Trinity School JK-101



Christopher D. Eveleigh

1 Toth Lane Rocky Hill, NJ 08553 Montgomery Township High School

J-325

Lynn E. Elting 44 Charles Street West, Apt. 4109 Toronto, Ontario, Canada M4Y1R8 North Toronto College



Michael D. Elwood 3422 Grove Place Columbus, IN 47201 Culver Military & Girls Academy J-111 Andrew C. Emery Vahaniityntie 19 C 8 SF-00570 Helsinki, Finland St. Paul's School CC-12



Martha J. Erskine 1410 Lomita Drive Pasadena, CA 91106 Westridge School for Girls WH-201



James S. Farrin

20 Cornelia Drive Greenwich, CT 06830

Phillips Exeter Academy WH-108 Andrew R. FauntLeRoy 1019 Wagner Road Ruxton, MD 21204 Boys Latin School JK-105 Carlos Carlos

Therese C. Fayette 128 North Beacon Street Hartford, CT 06105 Hartford Public High School NC-232



Sydney B. Fee 45 Center Street Nantucket, MA 02554 Dana Hall WH-211 Kenneth J. Festa 56 Piper Road Hamden, CT 06514 Hamden High School J-105 Q

Patrick W. Finn 25 Hotchkiss Place Torrington, CT 06790 Torrington High School WH-119 John N. Fiske, Jr. 41 Summer Street Weston, MA 02193 Noble & Greenough School J-132

Thomas V. Fitzpatrick 300 Somerset Road Baltimore, MD 21210 Gilman School JH-209



Robert D. Flanagan 395 Chestnut Hill Road Stamford, CT 06903 Brooks School CC-21 Sonia S. Flanders 3714 Harrison Street NW Washington, D.C. 20015 Sidwell Friends School J-205 Sharon G. Fliegelman 2022 Wisteria Lane Lafayette Hill, PA 19444 Plymouth-Whitmarsh High School WH-223

Kimberly A. Ford 2004 Centreville Belleville, Il 62221 Belleville Township High School West NC-216



Maria M. Formisano 58 Rumstick Road Barrington, RI 02806 Barrington High School WH-201



William R. Forte, Jr. 35 Old Farm Road Dover, MA 02030 Dover-Sherborn Regional High School NC-116

Mary E. Foy 15 Northview Road Murrayhill, NJ 07974 Mount St. Mary's Academy JK-321 Barry A Frank 9 Davison Lane East West Islip, NY 11795 West Islip High School CB-11



Douglas P. Gass 69 Woodbridge Terrace South Hadley, MA 01075 South Hadley High School I J-337





Stephen K. Gellman 4674 Garfield Street NW Washington, D.C. 20007 Landon School for Boys NC-114

Mathew B. George 1195 Farmington Avenue West Hartford, CT 06107 Conard High School E-316



Michael Y. Georgy 221 Pine Swamp Road Cumberland, RI 02864 Moses Brown School J-136



Kathryn C. Gerber Harald Gigas 2706 Wadsworth Road Helvesieker Weg 6K Shaker Heights, OH 44122 2723 Scheessell, West Germany Laurel School Eichenschule Scheess NC-237



Donna H. Gilbert 3404 Shepherd Street Chevy Chase, MD 20015 Bethesda-Chevy Chase High School IH-217



Summit High School WH-217



Roberta L. Glaser 36 Highland Avenue Fair Haven, NJ 07701 Rumson-Fair Haven Regional High School E-402



muel D. Gollis 4 Brownell Avenue New Bedford, MA 02740 Dartmouth High School CC-12



Christina M. Gonzalez 69-17 Olcott Street Forest Hills, NY 11375 Dominican Academy J-209



Orlando Gonzalez Calle 15, H-14, Jardines de Caparra Bayamon, Puerto Rico 00619 Colegio San Ignacio WH-302

David J. Goodman 96 Lynch Hill Road Oakdale, CT 06370 St. Bernard High School WH-108

Hugh J. Gorman, III 4 Upland Drive Hingham, MA 02043 Hingham High School JH-308

1212 Austin Street Evanston, IL 60202 Evanston Township

High School West IH-318

Daniel P. Goslicki RFD #1, 31 Fleetwood Drive Plainville, CT 06062 Plainville Senior High School WH-325



Erik B. Granade 161 Longview Drive Princeton, NJ 08540 Princeton High School E-302



Susan T. Granger

11 Sargent Street Hartford, CT 06105 Hartford Public High School WH-214

Daniel W. Green 8 Dobbin Lane Rolling Hill East, CA 90274 Chadwick School J-101



Stephenie B. Greene 37 Dorman Street New Haven, CT 06511 St. Mary's High School E-410



Andrew C. Grimaldi 29 Mansfield Road North Haven, CT 06473 North Haven High School East E-307





Patricia A. Gunther 80 Hyde Avenue Rockville, CT 06066 Rockville High School I-201

Camille A. Guthrie 968 Weed Street New Canaan, CT 06840 Hotchkiss School J-210



Theres a A. Gutkowski 79 Tallwood Drive South Windsor, CT 06074 South Windsor High School JK-315



Scott D. Hallett 9 Highwood Simsbury, CT 06070 Simsbury High School NC-125



Mark K. manue 51 Forest Street 151 Pitkin Street 150 Cory - 150 Worcester, MA 01609 Manchester, CT 06040 Portsmouth, RI 02871 Doherty Memorial High School Manchester High School Portsmouth Jr.-Sr. High School WH-321 WH-108 Mark R. Hamel

Martin J. Hancock 151 Pitkin Street

Patricia J. Haney



Tracey L. Hanley 311 Twin Peaks Lane Alamo, CA 94507 Santa Catalina School WH-211

Lauren A. Hargraves 51 Knight Road Ext. Framingham, MA 01701 Marian High School E-414

Edith R. Harris 11 Dorset Circle Andover, MA 01810 St. Paul's School NC-228

Jennifer R. Hart 63 Delafield Island Road Darien, CT 06820 Darien High School E-403

84 w J. Harth 7532 Chardon Road Kirtland, OH 44094 Hawken School 90-92V A-2



Cathy L. Hatfield 942 Tirrill Farms St. Louis, MO 63124 John Burroughs School CB-31



Richard E. Hayber 10 Edstrom Road Marlborough, CT 06447 RHAM Jr.-Sr. High School JH-317



Leslyn J. Hayden Koch Road Norwich, VT 05055 Hanover High School E-214

Leonard H. Hecht 86-46 Dunton Street Holliswood, NY 11423 Kew Forest School J-332



Christopher R. Heekin 313 Albion Avenue Glendale, OH 45246 St. Xavier High School NC-130



Jean-Luc Helson 27 East 95th Street New York, NY 10028 Deerfield Academy JH-121



Robbin B. Henry 15 Grafton Street Hartford, CT 06106 Bulkeley High School

David H. Herr 6 Butternut Lane Kensington, CT 06037 Berlin High School JH-205 Floyd T. Higgins, Jr. Hawthorne Hill Road Newtown, CT 06470 Wooster School JH-109



Laura D. Higgs Laura D. Higgs 114 School Street Concord, NH 03301 St. Paul's School CB-41



Robert A. Hemmes, Jr. 1607 Forest Lane McLean, VA 22101 Sterling School

Takaaki Hirakawa 1116 Jozankamidai-Machi Kumamoto City 860, Japan Williston-Northampton E-313



Christopher V. Hogan 175 Park Drive Eastchester, NY 10709 Eastchester High School E-310



Robert B. Hopkins 45 Warrenton Road Baltimore, MD 21210 Gilman School WH-119



George W. Hopley 16 Pine Ridge Road Greenwich, CT 06830 Brunswick School CC-21



Julia A. Horky 2114 Glendon Avenue Los Angeles, CA 90025 University High School JK-310



Prudence G. Horne 24 Mayflower Road Winchester, MA 01890 Winchester High School JH-204

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Hamden, CT 06518 Hamden High School WH-201



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Wahconah Regional High School E-107

Ann B. Kezer 26 Shadowbrook Road Shrewsbury, NJ 07701 Red Bank Regional High School E-216

Kirsten M. Kimball 83 Beacon Street Marblehead, MA 01945 Pingree School CC-31

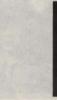
Gretchen G. Kimmick 11 Baldin Drive Midland Park, NJ 07432 Midland Park High School I-236



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I-101

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John P. Molner North Shore Country Day School E-112



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Kathleen E. O'Connor

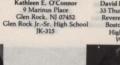
David F. O'Donnell 33 Thurlow Avenue Revere, MA 02151 33 Thurlo Boston College High School WH-323

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E-302

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Emergency Information

Illness

From 8 a.m., Monday, to 8 a.m., Saturday, the Medical Office in Wheaton Hall is open around the clock, except for the evening mealtime (6-7 p.m.). It is also open for four hours on weekends, according to a schedule posted at the Medical Office. If you cannot report to the Medical Office, call 246-3932 or 527-3151, ext. 231 or ext. 380. During those weekend hours when the Medical Office is closed, a nurse is "on call" at her apartment on the campus and may be reached by calling the Mather Campus Center Front Desk (527-3151).

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. (522-1234).

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 fire fighting 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 wording of threat,
- describe any voice characteristics,
- immediately notify Police Headquarters, Investigative Services Bureau, Tel. 522-0111, giving all details,
- then immediately notify Director of Campus Security, Ext. 264, the Dean of Students, Ext. 433 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

Emergency Telephone Nu	mber 522-6557
Doctor	246-8861
Ambulance	247-6792
Fire	522-1234
Police	522-0111
College Guards	Day: Ext. 264, 492 Night: 527-3151
Medical Office	Night: 246-3932
Trinity College	. At all times: 527-3151