GENERAL RULES OF THE LAW SCHOOL CAMPUS

Audio and Video Recording Devices

The use by any person, including a student, of any electronic listening or recording device in any physical classroom or Live Session without the prior consent of the professor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to disabled students. Any person, other than a student, who willfully violates this section shall be guilty of a misdemeanor. Any student violating this section shall be subject to appropriate disciplinary action.

For online courses, the professor records the Live Sessions and then makes the recordings available to students through the learning management system. Students are prohibited from sharing the Live Session recordings with or distributing the Live Session recordings to anyone outside the Trinity Law School community.

Change of Contact Information

Changes of student mailing addresses, email addresses, and telephone numbers must be updated on the TLS Portal (https://tls.edu/portal/) within five days of the change. Trinity Law School will send notices to a student's TIU email address. Certain notices will be sent to the contact information on record. Trinity Law School relies on accurate contact information from students in order to inform students of important information.

Checking TIU Email

Students are expected to check their TIU email accounts daily for school communication and course updates.

Children on Campus

Children are not permitted in the Trinity Law School library or classrooms while classes are in session. Children must be accompanied by an adult at all times while on campus.

Eating and Drinking

Students may have drinks in sealed, spill-proof containers in the library and all classrooms except the Moot Courtroom. No food or beverages are permitted in the Moot Courtroom at any time. Students should avoid eating hot food or food with strong odors when in a classroom. Students should leave desks in the same condition as when they entered the classroom.

Formal Student Complaint Policy

Trinity Law School, as part of Trinity International University, in accordance with the federal compliance policy, keeps a record of formal student complaints. Students who have a complaint should make the complaint known to the Registrar's Office. In the event that the complaint is not resolved, the student may choose to submit a formal complaint to one of the following offices: Law Faculty Senate, Dean of the Law School, or the President of the University. The complaint must be dated, written, and signed. Upon receipt of the formal complaint, the person to whom the complaint is addressed will initiate the Student Complaint Tracking Form, which records the nature of the complaint, the steps taken by the institution to resolve the complaint, the institution's final decision regarding the complaint, and other external action initiated by the student to resolve the complaint.

Information regarding student complaints is accessible to members of the HLC evaluation team. A student's privacy will be protected by removing the names of individuals involved unless the student has given permission for the release of the student's name.

Grievance Procedure for Discriminatory and Sexual Harassment Complaints

It is the policy of Trinity Law School not to discriminate on the basis of age, disability, color, national origin, race, religion, or sex in student admission and recruitment, educational policies, scholarship and loan programs, employment, and school-administered programs in accordance with applicable laws. It is Trinity Law School's intent to comply with both the letter and the spirit of Title IX of the 1972 Education Amendments, Title VI of the Civil Rights Act of 1964, Section SOL of the Rehabilitation Act of 1973, and all equal opportunity laws and regulations.

In compliance with these provisions, Trinity Law School has established a grievance procedure to be followed should a discriminatory or harassment situation occur. Those wishing to inquire, file a grievance, or seek other information should contact the Registrar's Office at Trinity Law School.

Personal Use of Law School Facilities

Students are not permitted to use law school facilities or equipment for personal purposes, except equipment and facilities specifically designated for student use. This restriction applies to rooms, offices, computers, telephones, photocopiers, and other locations and equipment. No law school property may be removed from the campus without the express written permission of a school official.

Privacy and Confidentiality/Photography and Videography Release

Trinity Law School does not disclose to any outside person or entity any information about individual students such as social security number, grades, grade point average, class schedule, race, sex, religion and national origin, without the student's prior consent, unless required by law (including statutes, government regulations, court orders, and the CBE), accrediting agencies, or emergency. Trinity Law School may release directory information, which includes: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students may request in writing that all or part of their directory information be withheld. Students have the right to inspect and review their educational records and request the records be corrected if they feel the records are incorrect.

By accepting admission to and/or taking any classes at Trinity Law School, each student (and their parents/guardians if the student is under 18):

- Authorizes Trinity Law School and its employees, agents, and contractors to use, copy, modify, publish, display, broadcast, and distribute:
  - the student's name, voice, and likeness;
  - photographs, images, and video and sound recordings of the student; and

    - the city, state or province, and country where the student lives (together, the “Materials”).
- Waives any right to inspect or approve Trinity Law School’s use of the Materials and also waives any right to royalties or other payment for the use of the Materials.
- Acknowledges that Trinity Law School records Live Sessions and other live Trinity Law School-sponsored events.
- Authorizes Trinity Law School staff and faculty to post the recordings to its learning management system, otherwise make the recordings available to the Trinity Law School community, and archive the recordings.
- Releases Trinity Law School, its employees, agents, contractors, and their successors and assigns from any claim or liability, whether known or unknown, resulting from use of the Materials, including but not limited to, claims for violation of publicity rights, privacy rights, defamation, and copyright infringement.

Remaining in classroom/Live Session while Awaiting Arrival of Faculty

Unless the faculty member has notified the class of a change in start time, students are required to remain in the classroom or Live Session for at least twenty minutes beyond the class/Live Session start time.

Soliciting

No soliciting is permitted on campus, and violations of this policy should be reported to the Registrar's Office.

Use of the Law School Address Prohibited

Students may not use the address or telephone number of Trinity Law School for personal business and communication. Mail received at the Trinity Law School addressed to or intended for a student will be returned to the sender.