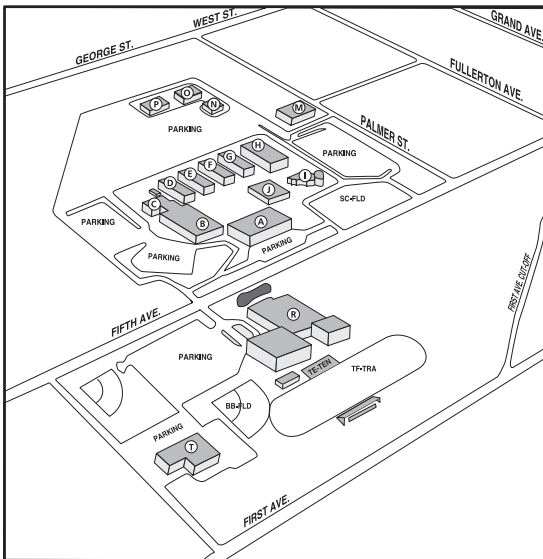


# AREA MAP



**On-Campus Building Codes**

A	Learning Resource Center Building (Adult Education, Cashier's Office, Library, Continuing Education)
B	Student Center
C	Bookstore
D	Science Building
E	Liberal Arts Building
	Professional Development Center (PDC)
F	Business Building
G	Health Building
H	Technology Building
I	Cerman Earth and Space Center
J	Fine Arts Building (Gallery)
M	Advanced Technology Building
N	Triton College Police Station (Loading Dock)
O	Physical Services Building
P	Human Resources, Payroll Department
R	Robert M. Collins Center (Triton College Performing Arts Center, Older Adults Center, Fitness Center, Pool)
T	Industrial Careers Building
BB-FLD	Baseball Field
SC-FLD	Soccer Field
TE-TEN	Tennis Courts
TF-TRA	Track Field

# CAMPUS MAP

## ***Mission Statement***

*Triton College is committed to student success through institutional and academic excellence and providing a student-centered, lifelong learning environment for our diverse community.*

## ***Vision Statement***

*Triton College is a model of teaching excellence and student success. We are a community college that embraces the educational, training and personal development needs of the diverse communities we serve through innovation in our programs and approach to learning.*

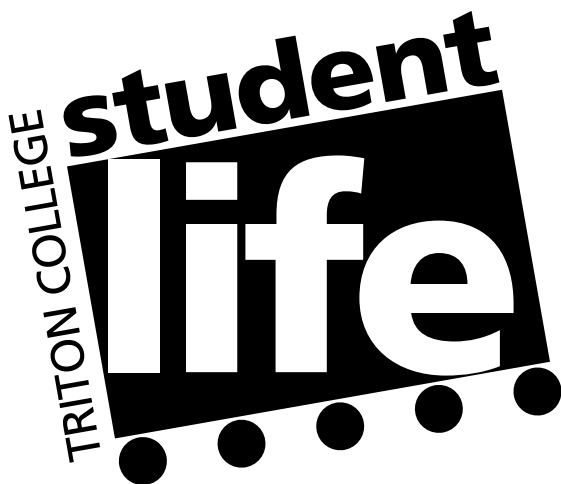
# **Book 411**

**Book 411** is Triton's student handbook for campus information. This helpful book will serve as your tour guide through Triton's programs, services, departments and so much inherent here on campus. This book includes:

- *Alphabetic listing of campus information*
- *Policies and procedures*
- *Triton College Student Association Bylaws and Constitution*

## **HOURS**

The buildings/facilities at Triton are open Mondays through Fridays from 6:30 a.m. to 11 p.m., Saturdays 6:30 a.m. to 5 p.m. and closed on Sundays. Please consult with each individual office for exact office operating hours. There are exceptions for authorized events and activities.



## ABBREVIATIONS

<b>Building Codes</b>	<b>Building and Facility Names</b>
M	Advanced Technology Building
F	Business Building
BB-FLD	Baseball Field
B	Student Center (Office of Student Life, Admission and Records, Financial Aid)
P	P Building (Payroll, Human Resources)
I	Cernan Earth and Space Center
J	Fine Arts (Gallery)
	Greenhouse/Botany Lab
G	Health Building
T	Industrial Careers Building
N	J Building (Police Station/Shipping and Receiving)
C	Bookstore
E	Liberal Arts Building (Professional Development Center)
O	Physical Services
A	Learning Resource Center Building (Library, Academic Success Center, Administrative Offices, Cashier's Office, Center for Business and Professional Development, Continuing Education)
R	Robert M. Collins Center (Triton College Performing Arts Center, Older Adults Center, Flower Shop, Fitness Center)
R-POL	Robert M. Collins Center Pool
D	Science Building
SC-FLD	Soccer Field
H	Technology Building
TE-TEN	Tennis Courts
TF-TRA	Track Field

## OTHER ABBREVIATIONS YOU SHOULD KNOW

AE	Adult Education
ASC	Academic Success Center
CE	Continuing Education
ESL	English as a Second Language
ETRC	Educational Technology Resource Center
FYI	For Your Information
GED	General Education Development
GPA	Grade Point Average
LAC	Learning Assistance Center
MIG	Model Illinois Government
PTK	Phi Theta Kappa Honor Society
RSVP	Retired and Senior Volunteer Program
TCCA	Triton College Classified Association
TCFA	Triton College Faculty Association
TCPA	Triton College Professional Association
TCSA	Triton College Student Association
TRAC	Triton Retraining Assistance Center
WRRG	Triton's Radio Station FM 88.9

## ACADEMIC SUCCESS CENTER

*A Building, First Floor, Room A-106, Ext. 3341*

The Academic Success Center (ASC) offers free tutorial services to all students enrolled at Triton in reading, writing, mathematics, sciences, business, accounting, behavioral sciences, technology, and health programs. Services also include: interactive learning models, group study sessions and specialized academic workshop sessions.

Tutorial assistance is designed to encourage student success by strengthening study skills and by helping students apply these skills to course work.

The ASC front desk, general information, career and science tutoring are located in Room A-106. The Math Zone is located in Room A-112. The Writing Zone is located in Room A-314. The ASC also provides Smarthinking, online tutoring, through the Student Portal at [mytriton.triton.edu](http://mytriton.triton.edu)

For further information call (708) 456-0300 ext 3341 or visit us on the web [www.triton.edu/asc](http://www.triton.edu/asc)

## ADMISSION AND RECORDS OFFICE

*Student Center, Second Floor, Room B-216E, Ext. 3130*

The Admission and Records staff located in Room B-216E can help you with the following questions and services:

- Admission Information

For any interested students, see a College Relations Associate in Room B-216E or call Ext. 4111 or 4113.

- Application and High School Transcripts

For Admission Application questions or questions about high school transcripts. Call Ext. 3722.

- Call Center

The Admissions Call Center is available to assist students, faculty and staff with information and resources. Our staff is committed to providing accurate, supportive and timely information regarding the programs and policies of Triton College.

The Admissions Call Center is open Monday through Thursday from 8 a.m. until 7:30 p.m., Friday from 8 a.m. until 4 p.m. and Saturday from 9 a.m. until 1 p.m. Call Ext. 3130.

- Records Evaluation

Records evaluators handle Evaluation of Transfer Credit, Graduation Petitions, Diplomas, and International Student Applications. Call Ext. 3733

- Transcripts and Student Enrollment Verifications

To better serve our students we now have online ordering of Transcripts and Enrollment Verifications. You may now order and make your payment of \$3 per transcript with your debit or credit card using the Student Portal at [mytriton.triton.edu](http://mytriton.triton.edu). Call Ext. 3720.

## AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

*P Building, Room P-105A, Ext. 3075 or 3748*

A person applying to a program at the college and a student or employee alleging unfair or discriminatory treatment deserves an opportunity for formal redress. The Affirmative Action Program assists in facilitating cultural diversity and gender parity...and to ensure an education and work environment conducive to learning and to the impartial treatment of students, employees and the community. Charges of a discriminatory nature involving race, religion, age, color, sex, sexual orientation, veteran's status, marital status, national origin, or political affiliation may be filed with the Affirmative Action/Equal Opportunity Office, in the Human Resources Office.

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**ALMA MATER**

“The Halls of Higher Learning”

In the halls of higher learning  
 These we seek to find:  
 Worthy goals of inspiration  
 For success designed.  
 With an eye upon the future  
 For these dreams we strive,  
 Learning from our Alma Mater,  
 May she ever thrive.  
 For Triton will reward us  
 With a future bright.  
 These days we will remember  
 Treasured with delight.

As we aim with each endeavor  
 We shall see the day  
 When our efforts are rewarded,  
 Learning guides our way!  
 Let our minds dwell on this wisdom:  
 We may farther go;  
 What we learn can clearly teach us  
 All life’s journey through.  
 For Triton will reward us  
 With a future bright.  
 These days we will remember  
 Treasured with delight.

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**ALUMNI ASSOCIATION**

*A Building, Room A-250, Ext. 3960, alumni@triton.edu*

All current students and graduates are eligible for membership in the Triton College Alumni Association. Members enjoy many benefits including participation in our Savings Connection discount program, discounts at the Triton Bookstore and Star Store at the Cernan Center, participation in Career Services workshops, receiving scholarship information, as well as invitations to special events on campus. The group works to gather students and alumni in support of Triton College. Please call or email using the contact information above to learn more about membership. You may also visit [www.triton.edu/alumni](http://www.triton.edu/alumni) or the Triton College Alumni page on Facebook for more information.

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**AMERICANS WITH DISABILITIES ACT (A.D.A.)**

*A Building, First Floor, Rooms A-137 and A-125, Ext. 3854*

The federal civil rights law guarantees equal opportunity to individuals with challenges or disabilities in employment, public accommodations, transportation, state and local government services, and telecommunications.

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**AQUATIC CENTER**

*R Building, Room R-220, Ext. 3826*

Triton College’s Pool offers various types of swimming and water activity courses throughout the year. Our Olympic size pool has six lap lanes. To use the pool students must register for PED 108 Swimming for Fitness, PED 106 Total Fitness or any other aquatics class. Open swim hours are available. Contact the pool for current hours or stop by the Aquatic Center to pick up a schedule.

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## **ATHLETICS**

*R Building, Second Floor, Room R-202, Ext. 3358*

Triton College has had one of the richest athletic traditions in the country, capturing numerous national, regional and conference titles while also producing hundreds of All-Americans. Triton currently participates in ten intercollegiate sports, including men's baseball, basketball, soccer, track and field, and wrestling; women's basketball, soccer, softball, track and field, and volleyball. As a Triton athlete, you may have the opportunity to compete against some of the top teams in America. Visit the Student Portal at [mytriton.triton.edu](http://mytriton.triton.edu) for more information.

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## **ATHLETIC FACILITIES**

Triton College offers a variety of athletic facilities for all types of activities, including:

- Baseball field
- Soccer field
- Softball field
- Tennis courts
- Swimming pool
- All purpose room with an indoor track
- Gym for volleyball and basketball
- Fitness Center
- Weight room

For times and access information, call the Athletics Office at Ext. 3358 or stop in Room R-202.

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## **BIKE RACKS**

Bike racks are located in front of the A Building, on the north side of the B Building, in front of the R Building and south of the F Building.

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## **BOARD OF TRUSTEES**

These are the people elected by the residents of our community college district #504 to represent the community and govern the institution. The Board of Trustees meets on a monthly basis in the Board Room located in the A Building. For more information on the Board of Trustees or its meetings, call the Office of the President, Ext. 3200.

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## **BOOKSTORE**

*C Building, (708) 452-1180*

Find everything you need by visiting us in person or online at [www.triton.bkstr.com](http://www.triton.bkstr.com). Rent or buy textbooks that you need for class. We carry school supplies, laptop computers, Triton clothing and gifts, nursing and culinary supplies, reference materials, and snacks. We also buy back books any day of the year.

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## **BOTANICAL GARDENS**

*The Best Kept Secret at Triton College!*

*R Building*

The secret is out! Are you looking for a change of pace, a place to contemplate or just lie on the soft green grass? Come over and "smell the roses." Enjoy flowering trees, beautiful shrubs, annuals and perennials of many varieties. Propose to your sweetheart and take wedding photos here. Visit the vegetable garden. Catch a glimpse of Linus' "Great Pumpkin!" Come and enjoy your Triton College Botanical Gardens. Open from dawn to dusk.

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## **BUS PASSES**

Pace Suburban Bus Service and Chicago Transit Authority (CTA) bus passes are available for purchase at the Cashier's Office, Room A-202 in the Learning Resource Center.

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## **BUS STOP**

Triton is routed for several public transportation lines and the central bus stop is located in front of the east end of the Student Center building. Bus schedules usually are available in the Office of Student Life, Room B-120 in the Student Center.

## CAFETERIA

*Student Center Cafeteria, First Floor, Room B-150, Ext. 3403*

Hungry? Bring your appetite and a friend! You can get a tasty hot or cold meal or light snack, including breakfast, lunch and wonderful salad bar. Catering is also available upon request (see Catering).

## CAMPUSNET

*Student Center, First Floor, Room B-120, Ext. 3221*

Presidents and Vice Presidents of all clubs and organizations meet regularly in a forum that promotes the discussion of issues, co-sponsorship and interaction between all of the clubs and organizations. This is a great way to exchange ideas and meet other students involved in a club. CampusNet is also responsible for the sponsorship of events, workshops and leadership retreats.

## CAREER SERVICES CENTER

*A Building, Second Floor, Room A-204, Ext. 3619*

Career Services is the key provider of employment and career management assistance at Triton College. Services offered include:

- Personalized assistance with resume and cover letter writing.
- Online part-time and full-time job listings.
- Career research assistance.
- Cooperative education/internships.
- Computerized interest and skills inventories.
- Mock interview sessions.
- Free literature on job search and career topics.
- Career management assistance.
- Job search workshops.
- Convenient walk-in hours for personalized assistance.

Visit the Student Portal at [mytriton.triton.edu](http://mytriton.triton.edu) for more information.

## CASHIER'S OFFICE

*A Building, Second Floor, Room A-202, Ext. 3392 and 3581*

The Cashier's Office processes tuition payments and refunds and oversees the FACTS Tuition Payment Plan. The office is also responsible for processing all student fees for graduation and testing, preparing invoices and answering questions regarding unpaid tuition balances. Student loan checks and student work study checks are disbursed here. We accept cash, checks, money orders, MasterCard, VISA and American Express for all student payments.

You can also pay your tuition with a check or credit card at the Cashier's Office station located in the Student Center located between the Welcome Center and the Office of Student Life.

## CATERING

*Student Center, First Floor, Room B-154F, Ext. 3400*

Having an event on campus and need special food catering services? Contact the Catering Office for delicious catered sit downs, buffets, continentals, receptions or special food arrangements.

## CENTER FOR ACCESS AND ACCOMMODATIVE SERVICES

*A Building, First Floor, Room A-137 and A-125, Ext. 3854 and 3917*

Academic accommodations and adaptive technology are available for students who have medical, physical, sensory or learning disabilities. Students must submit their accommodation request prior to the semester they plan to attend. Visit the Student Portal at [mytriton.triton.edu](http://mytriton.triton.edu) for more information.



## CERNAN EARTH AND SPACE CENTER

*I Building, Cernan Earth and Space Center, Dome Theater, Ext. 3372*

The Cernan Earth and Space Center of Triton College is a unique and exciting place for persons of all ages. The facility houses a 100-seat dome theater, a Space Hall with exhibits on space exploration and astronomy, and the Star Store gift shop.

The Cernan Center is equipped to present a variety of innovative multimedia planetarium programs, C-360 wrap around films and exciting laser light shows. These programs are presented to the public on Fridays, Saturdays and Sundays. Triton College students (with a current ID) are admitted to programs for free.

For more information, call the Cernan Earth and Space Center at (708) 456-0300, Ext. 3372. For current program information, call (708) 583-3100, or visit the Web page at: [www.triton.edu/cernan](http://www.triton.edu/cernan).

## CHARGEBACK OFFICE

*Student Center, Second Floor, Room B-216E, Ext. 3726*

Students residing outside the Triton College district who want to enroll in a curriculum that is not offered by their local community college should apply for a “chargeback” or Joint Agreement from their home district college. Applications should be made to the home institution at least 30 days prior to the start of the semester.

The Company Contract Form is another type of tuition assistance. Students must first apply for a “chargeback.” Students not qualifying for a chargeback may qualify for a Company Contract Form if they work at least 30 hours in the Triton College district. Company Contract Forms require the approval of the supervisor at the student’s place of employment and are available online or at the Welcome Desk or the Chargeback Office, both located in the Student Center. These forms must be submitted prior to the start of the semester and students must re-apply each semester.

## CHILD DEVELOPMENT CENTER

*G Building, First Floor, Room G-102, Ext. 3841*

The Child Development Center is open daily (Monday through Friday) when regular Triton classes are in session. We serve children between the ages of three and six.

The Kindergarten Program is available for children that are five-years of age by Sept. 1 of the school year in which they are enrolling. For more information in the Kindergarten Program, stop by Room G-120 or call Ext. 3209 or 3585.

The Toddler Program is available for children between the ages of 15 months and three-years of age. For more information, stop by Room G-107 or call Ext. 3668 or 3209.

The Flex Care Program is available during the day for children between the ages of 3-5 and during the evening for children between the ages of 3-7. The program is designed for children to learn as they have fun. Any parent enrolling a child in the Flex Care Program must be a currently enrolled Triton College student (part- or full-time). Enrollment is on a basis of first-come, first-served for Triton students. The service requires a registration fee and an hourly fee of \$5. For more information, stop by Room G-120 or call Ext. 3209.

## CLUBS AND ORGANIZATIONS

Interested in joining a club or organization, but don’t know which one or where to go? Triton College offers many clubs and organizations for you to join, including clubs related to specific academic areas, governing/programming, cultural, special interest, recreation, spiritual and more. Getting involved in an extracurricular activity broadens your experience at Triton College to give you a well-rounded education. You can explore areas that interest you and meet others who share your enthusiasm. If you are interested in creating a new student club, there are certain requirements to be met and steps to follow. For more information, come to the Office of Student Life, Room B-120, or call Ext. 3221. E-mail: [stulife@triton.edu](mailto:stulife@triton.edu) or visit the Student Life web page at [www.triton.edu/slifc](http://www.triton.edu/slifc).

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**CODE OF CONDUCT**  
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Code of Conduct is made up of student responsibilities that members of the Triton College academic community must adhere to. These include what you can and cannot do and what may happen if you violate these established responsibilities. A must-read. (See Triton Trust and Code of Conduct in the Policies and Procedures section of this book.)

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**COLLEGE CATALOG**  
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The College Catalog is an extensive listing of academic regulations and general information. Catalogs can be picked up at the Welcome Center located in the Student Center. We encourage you to use the College Catalog as a guideline for charting your academic progress here at Triton.

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**COMMENCEMENT**  
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Commencement, also known as graduation, is the culmination of your academic success at Triton. Annually a commencement ceremony is held in May in a formal setting. For more information on this ceremony, call the Office of Student Life at Ext. 3383 or visit the web page at [www.triton.edu/commencement](http://www.triton.edu/commencement).

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**COMPUTER LAB**  
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See ETRC (Educational Technology Resource Center).

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**CONTINUING EDUCATION**  
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*A Building, Second Floor, Room A-201, Ext. 3500*

Continuing Education provides lifelong learning opportunities for people of all ages, providing affordable quality programming in the areas of career and professional development, recreation and leisure, workforce development and self-improvement.

Continuing Education meets the needs of the community by providing:

- Continuing Education certificate/programs for professionals in a variety of fields.
- Professional Development for those seeking enhanced skill proficiency, technical certification or recertification, licensing and professional continuing education (CEUs) for ongoing success in the workforce.
- Youth Programs designed to meet the recreational and developmental needs of youth ages 3-18.
- Corporate Education offering customized training, public seminars and workshops and other short term organization training opportunities.
- Personal Enrichment for individuals needing basic skills to reenter the academic and work environments and those pursuing special interests in art, language, culture and wellness.

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**CONTRACT TRAINING AGREEMENT**  
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(See Chargeback Office)

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**COOPERATIVE EDUCATION**  
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*A Building, Second Floor, Room A-204, Ext. 3322 or 3789*

Cooperative Education enhances your academic knowledge, personal development and professional preparation by combining classroom theory and practical work experience with area businesses and industries. Co-op offers you the opportunity to earn a salary and college credit while gaining valuable experience.

Get started today and earn while you learn!

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## COPY MACHINE

If you need to make a copy, you can go to the A Building or Student Center, as well as various academic buildings. Currently enrolled students with a validated student ID will receive a \$10 credit on their student I.D. cards every semester toward copies and printing.

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## COUNSELING

*Student Center, First Floor, Room B-100, Ext. 3588*

Triton College counselors play an important role in your overall college experience. Professional counselors assist students in exploring and clarifying career and educational goals and resolving personal issues. This includes choosing a program of study, selecting an occupation and/or career and transferring to a four-year school. Counselors also teach a Career and Life Planning course (CSG 150) during the fall and spring semesters.

Counselors are conveniently located throughout Triton’s campus. Students can find further information about counseling services on our webpage located on the Triton College website under the “Resources and Services” link. Students are encouraged to schedule an appointment with a Counselor.

To schedule an appointment contact the counseling department secretary at Ext. 3588, or email questions to: [counseling@triton.edu](mailto:counseling@triton.edu)  
Visit the Student Portal at [mytriton.triton.edu](http://mytriton.triton.edu) for more information.

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## COX AUDITORIUM

*(Dr. George R. Cox)*

*J Building, First Floor, Room J-108*

The “Black Box Theater” is a large open room fully flexible with theater-style lighting and sound. It seats 100+ people. Theater programs and special events are held here regularly. You might get your big break on stage here. The Department of Visual, Performing and Communication Arts presents three theater productions each year. For program information, call Ext. 6932.

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## DEANS’ HONOR ROLL

If you have a semester GPA of 3.50 to 3.74 and have completed 12 credit hours, you are eligible for recognition on the Deans’ Honor Roll.

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## DEANS’ OFFICES AND EXTENSIONS

	Office	Ext.
Academic Success	A-206	3414
Adult Education	A-205	3672
Arts and Sciences	E-103	3508
Business and Technology	T-100	3395
Continuing Education	A-201	3500
Enrollment Services	B-100A	3679
Health Careers and Public Service Programs	G-109	3617
Student Services	B-120A	3230

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## DEAN OF STUDENT SERVICES

*Student Center, First Floor, Room B-120, Ext. 3230*

The Dean of Student Services oversees the Student Services division and is responsible for ensuring the overall delivery of the programs and services from this area. The dean also handles disciplinary problems, student concerns and a multitude of other tasks associated with the welfare of our student population.

**EDUCATIONAL TECHNOLOGY RESOURCE CENTER (ETRC)**

*A Building, First Floor, Room A-100, Ext. 3361 or 3039*

The Educational Technology Resource Center (ETRC) supports the college curriculum and student learning by distributing and processing material to support all distance learning education. The ETRC staff provides learning materials and curriculum in a variety of formats, including video, audio, interactive laser disk, DVD and computer assisted programs. These services enhance or supplement online Blackboard courses.

The center also provides computer-based educational services to all Triton College students, faculty, staff and Triton College community members. The ETRC is Triton's primary computer lab with current technology and software.

The ETRC also offers noncredit Continuing Education Department courses for Microsoft applications. Visit the Student Portal at [mytriton.triton.edu](http://mytriton.triton.edu) for more information.

**E-MAIL**

Electronic mail, e-mail, is a great way to communicate and send mail, via computers, to people worldwide on the Internet. Get your free e-mail address via the student portal. Contact the Help-Desk at Ext. 3527 for additional information.

**ETRC DISTANCE LEARNING SERVICES**

The ETRC is the student support center for all online/Blackboard and Illinois Virtual Campus (IVC) courses. Services include orientation, online tutorials, tutoring, e-mail, telephone, walk-in and online HELP forms. To access the Triton Virtual Campus online courses Web site go to [www.triton.edu/online](http://www.triton.edu/online).

While at the ETRC, students have the opportunity to complete homework assignments, access Triton email, explore the World Wide Web, participate in online Blackboard and Independent Study courses. Equipment and services available at the ETRC Lab include: color and laser printing, scanners, in addition to up to date technology and software including Microsoft Office and Microsoft Office Certification tests (MOS). Faculty have the opportunity to reserve a bay in the open computer lab by contacting the ETRC manager at Ext. 3366. Please call early for reservations as availability is on a first-come, first-served basis. Faculty may request installation of special software by calling (708) 456-0300, Ext. 3366

**EMERGENCY CLOSING SYSTEM**

In order to find out if the school will be closed due to any severe weather, tune into your local television and radio stations.

(Television: WGN, CBS, NBC, ABC, FOX, CLTV Radio: WGN, WBBM)

**EMERGENCY NOTIFICATION SYSTEM**

Triton College supports an emergency notification system. Triton's Connect Ed emergency notification system will allow you to receive instant notifications by email, phone and text message in the event of an emergency. You will not need to take steps for sign up as all students are automatically placed into the system. However, you must keep your contact information up to date to receive these notifications.

**EMERGENCY RESPONSE GUIDE**

*(See page 25)*

**EMERGENCY ROAD SERVICE VAN**

*(Service Truck)*

*Police Station, N Building, Second Floor, Room N-210, Ext. 3206 or Red Phones*

Are you stranded on campus? Pick up any of the house telephones on campus and call Triton's Emergency Road Service for assistance with flat tires, dead batteries and lock outs. This service is free and co-sponsored by the TCSA and the Triton Police.

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## **FIFTH AVENUE JOURNAL**

*T Building, First Floor, Room T-153, Ext. 3318/3319*

The Fifth Avenue Journal is a student-run newspaper established by Triton College. It is published regularly during the fall and spring semesters. It serves the entire college community by reporting the news, including college events and activities; providing a forum for comment, criticism and creative writing; and encouraging free expression as guaranteed in the First Amendment of the United States Constitution.

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## **FINANCIAL AID**

*Student Center, Second Floor, Room B-216W, Ext. 3155*

Need money to pay for your college education? The Financial Aid Office is equipped to assist you in applying for grants, scholarships, loans, and any other sources of monies that will aid in completing your education. All Financial Aid services are handled through this office, offering a comprehensive plan for seeking funds. On-campus work-study jobs and veterans' benefit services are also administered through the Financial Aid Office. See also the Policies and Procedures section of this book. Visit the Student Portal at [mytriton.triton.edu](http://mytriton.triton.edu) for more information.

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## **FINE ARTS GALLERY**

*J Building, First Floor, Room J-107, Ext. 3589*

The Fine Arts Gallery features eight exhibits throughout the year, including work by professional artists, local community groups and a student show in May. Admission is free.

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## **FITNESS CENTER**

*R Building, First Floor, Room R-101, Ext. 3825*

The Fitness Center has a wide range of weight machines, a free weight room and cardio machines including treadmills, elliptical trainers and stationary bikes. We are staffed with knowledgeable exercise science instructors and a helpful support staff including personal trainers that can help you set goals to improve your health and fitness level. We also have an indoor running track and a large multi-purpose room. Register for PED 106 Total Fitness or PED 168 Weight Training and you will have access to these facilities.

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## **FRATERNITIES**

Sorry! You won't find them here on a two-year college campus. However, we do have many student clubs and organizations here at Triton that function in much the same way fraternities and sororities do on four-year college campuses. Contact our Office of Student Life, Ext. 3383, Room B-120, for more information.

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## **GREENHOUSE**

Are you aware that we have a greenhouse on the campus? We start the seed in the spring which will turn into flowers that we plant in our Botanical Garden for your enjoyment. The greenhouse is used as a student study lab where they learn all the procedures for entering the horticultural field. Come visit us on the east side of the campus next to the R building. For more information contact the Horticulture Department at Ext. 3550.

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## **HEALTH SERVICES**

*Student Center, First Floor, Room B-112, Ext. 3344*

Triton's Health Services Office offers treatment for minor illnesses, emergency first aid, non-prescription medications, health referrals and blood pressure screening. A registered nurse is available to care for emergency illnesses or injuries. Students are responsible for payment of medical treatment received outside of Health Services. Health and accident insurance is available for students. Visit the Student Portal at [mytriton.triton.edu](http://mytriton.triton.edu) for more information.

## HOSPITALITY BAKERY

*Student Center, First Floor, Room B-152, Ext. 3700*

The Hospitality Bakery is a fully operational retail bakery and culinary laboratory for Hospitality students at Triton College. The bakery offers students valuable practice in creating confectionery delights as well as hands-on experience in operating a retail business. Open to the public, the bakery accepts special orders via phone (special orders require a minimum of one week's notice). You can also visit our shop in person to place a special order or to purchase our exquisite desserts and delicious artisan breads. The bakery is open to the public Tuesdays, Wednesdays, Thursdays and Fridays from 11:30 a.m. to 2 p.m. Hours of operation are subject to change.

## HOSPITALITY DINING ROOM—CAFE 64

*Student Center, Second Floor, Room B-201-202, Ext. 3387*

One aspect of Triton's Hospitality Program, that is unique in the field of education, is that students are able to apply classroom studies with practical work experience. Students learn their trade through working in Triton's Hospitality Dining Room. Cafe 64 is open Tuesdays and Thursdays, 11:30 a.m.-1 p.m.; Wednesdays, 5:30-7 p.m.

## HOURS

The buildings/facilities at Triton are open Mondays through Fridays from 6:30 a.m. to 11 p.m., Saturdays 6:30 a.m. to 5 p.m. and closed on Sundays. Please consult with each individual office for exact office operating hours. There are exceptions for authorized events and activities.

## HOUSE PHONE

*Student Center, First Floor, Ext. 3391*

The Triton College house phone is located in the hallway next to the Office of Student Life, Room B-120, in the Student Center. Additional house phones are located on each floor of other buildings. These phones can only be used to call extensions throughout the campus.

## HOUSING

*Student Center, Second Floor, Room B-216W, Ext. 3616*

Triton College does not offer on-campus housing. However, the Housing Office does maintain a listing of current rooms, apartments and houses available for rent. These listings are provided by community residents, local real estate agents and management companies. The Housing Opportunities Bulletin is published monthly and available in the Housing Office.

## INTERNET

Triton College provides access to the Internet via various computer stations throughout the campus. Do you have your own laptop or smart phone? Triton College is Wi-Fi accessible.

## LAPTOP LOAN PROGRAM

Need to borrow a laptop? Stop by the Office of Student Life or the Triton College library. The Office of Student Life loans laptops equipped with Windows, MS Office and wireless capabilities to all Triton College students with valid Triton Student ID. Laptops can be checked out for up to three hours and can only be used in the Student Center. For more information, please contact the Office of Student Life at Ext. 3383.

The Triton College Library checks out laptops equipped with Windows and MS Office to Triton students and staff with both a valid Triton ID and State ID for up to three hours within the Library. These laptops are available at the Circulation Desk and can print via the printers in the library and are wireless capable. Students are able to use the credit on their student IDs or purchase a vending card to pay for printing. For more information, contact the Triton College Library at Ext. 3215.

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## **LIBRARY**

*A Building, Second Floor, North side of the building,  
Ext. 3215 (Circulation Desk) and Ext. 3698 (Reference Desk)*

The Triton College Library is located in the Learning Resource Center (LRC) Building and provides many comfortable study spaces including Group Study rooms. Reference librarians are available to assist you with your research needs. The Library maintains a collection of more than 85,000 books and 400 periodicals. The online catalog, I-Share, provides access to Triton's collection as well as over 75 other academic libraries in Illinois. Circulating materials may be checked out using your student ID. Reference and reserve resources can be used in-house or copied on the copy machines. The Library provides many online databases that offer easy access to full-text articles in magazines, journals, newspapers and other reference sources. Some databases can be accessed from off-campus using your Triton ID number. The library also provides HP laptops for use in-house and offers wireless access to the internet. Stay in touch with the Library by following our Twitter, Blog and Facebook posts!  
Visit the Student Portal at [mytriton.triton.edu](http://mytriton.triton.edu) for more information.

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## **LOST AND FOUND**

*N Building, Police Station, Ext. 3206*

Did you lose something? Well, if it was found, it might be in the Police Station. Check to see if someone turned it in.

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## **MAILBOX**

Looking for a U.S. Postal Mailbox on campus? Look outside the front of the Student Center and you'll find it. Don't be afraid to drop us a letter.

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## **MEETING ROOMS**

*Student Center, First Floor, Room B-120, Ext. 3383*

If your club or organization is looking for a place to meet, you can reserve one of the student-based facilities to conduct your meetings. The Parachutes and Senate Chambers, as well as other areas are available for use. The Office of Student Life will help in coordinating all student organization meeting needs.

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## **MOUNDS**

The mounds are the center of the west campus where you'll find many student activities, faculty teaching classes on nice days, recreational events or students just relaxing between classes and soaking up the sun. This area is also referred to as the "Quad"

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## **NUEVOS HORIZONTES TRITON COLLEGE COMMUNITY CENTER**

Nuevos Horizontes provides educational opportunities to the district's immigrant community through a variety of programs and services, including free ESL, Spanish GED, and Citizenship classes, parenting workshops, citizenship test preparation and much more. The center's modern facilities house a state of the art Community Technology Center which is open to the public at no charge. It also offers free Wi-Fi connections. Additionally, through Continuing Education, Nuevos Horizontes offers a variety of bilingual (English/Spanish) certificate programs that include training in Office Assistance, Bookkeeping, Floral Design, and Cake Decorating.

For more information, call (708) 649-2101.

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## **PARACHUTES**

*Student Center, First Floor, Room B-130*

The Parachutes lounge is located on the first floor of the Student Center. Meet with study groups, clubs or organizations or participate in any one of the numerous students activities that may be occurring in there. The Parachutes lounge is open during the Office of Student Life office hours. To make a reservation for club or organization meetings, contact the Office of Student Life at Ext. 3383.

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**PARKING**

Parking here at Triton is available on both the east and west campuses and is free of charge. Ample parking lots surround buildings on both campuses and include handicapped parking spaces.

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**PAVILION**

*(See Picnic Benches.)*

The Pavilion is an outdoor covered area that has picnic tables and is used for a variety of outdoor events. It's a great place to relax, study, dine or just mingle with friends. The Pavilion is located adjacent to the north end of the Student Center.

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**TRITON COLLEGE PERFORMING ARTS CENTER**

*R Building, Second Floor, Room R-218, Ext. 3757*

The Triton College Performing Arts Center, located on the east campus, is the setting for a variety of theatrical events. Events include band and music concerts, musicals and comedic and dramatic plays. Tickets for many of these performances may be purchased in advance or at the Box Office one half-hour before the performance.

To receive information regarding events, please send your name and address to Triton in care of Maria Correa, call 708-456-0300 Ext. 3757 or e-mail mcorrea@triton.edu.

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**PETITION**

A petition is one of the most commonly used forms on this campus for student use. Petitions usually are required when a student is requesting some particular type of action. Some examples include: petitioning into a closed class, petitioning for a refund and petitioning for a transfer credit. Further uses of the general petition forms can be found in the college catalog. Blank general petitions can be picked up at the Welcome Center in the Student Center.

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**PHI THETA KAPPA (PTK)**

*Student Center, First Floor, Room B-140E, Ext. 3752*

Phi Theta Kappa is the only officially recognized honor society of America's two-year colleges. PTK is the largest organization of its kind in the United States. There are 50 chapters in Illinois and more than 1,000 chapters nationwide. Chi Zeta chapter here at Triton exemplifies the four hallmarks of scholarship, leadership, fellowship and service. Through the many programs and service projects members initiate throughout the year, a representation of the four hallmarks is extended to the community.

Membership is extended by invitation. To be considered, a student must:

- Be currently enrolled at Triton College upon acceptance of membership
- Have accumulated 12 credit hours at a regionally accredited institution leading to an associate's degree program;
- Have established a GPA of 3.5 or higher; and
- Phi Theta Kappa members are expected to have a good moral character and possess recognized qualities of leadership and citizenship.

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**PICNIC TABLES**

Are you an outdoors person? Enjoy a meal, a conversation or some peaceful reading time on the picnic tables under the Pavilion located on the north side of the Student Center.



## PLACEMENT TESTING

*A Building, First Floor, Room A-126, Ext. 3252*

Triton College expects all students to either possess at the time of admission or acquire through developmental course work, the basic reading, writing and mathematical skills that are necessary for success in the course or program of study chosen by the student. Therefore, all new students enrolling in credit courses at Triton College are required to complete college placement test or show alternative documentation that they possess basic skills necessary for success in the selected program of study. The placement test allows students to become more aware of their academic strengths in the areas of math, reading and writing. As a result, students will make informed decisions about course selection and be successful in their classes. Students scoring in the developmental range on the English placement test must enroll in appropriate developmental reading and/or writing courses prior to the completion of 12 academic credit hours.

The placement test is provided daily on a walk-in basis.

## TRITON POLICE

*N Building, Second Floor, Room N-210, Ext. 3206*

Police officers at Triton College are state certified and have all powers possessed by city police to enhance your safety. We ask you to report incidents, complaints and suspicious activities as soon as possible. You can reach us by calling (708) 456-0300, Ext. 3206 from a telephone if you are not on campus or use any one of the direct-line red phones located throughout the campus. If you should choose not to invoke the criminal justice system by contacting us, internal incident reports may be filed online using the student portal or the Triton website.

The following is a list of additional services your police department offers. Please take advantage of them and feel free to visit the station, located on the second floor of the N building on the west campus.

- Free service truck for vehicle problems on campus—staffed by civilians who handle jump starts, lock outs and tire changes. This service is co-sponsored by the TCSA.
- Rules of the Road manuals in English, Spanish and Polish and state maps (while supplies last)
- Police escort for your safety, upon request
- Foreign language translation bank
- Safety officer—Ext. 3258
- Defensive driving course referral
- Police Community Service presentations
- Lost and found
- Teletypewriter (TDD)—use our emergency-only number—(708) 452-8115
- Emergency crisis notification
- Non-emergency direct line to the police department—(708) 456-6911
- Police department fax—(708) 583-3119
- Campus house phones—emergency call—dial 11

### **Triton College Annual Security Report**

Triton College's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Triton College; and on public property within, or immediately adjacent to and accessible from the campus.

The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. You can obtain a copy of this report by accessing the following Web site: [www.triton.edu/depts/police](http://www.triton.edu/depts/police) or by calling the Triton College Police Department at (708) 456-0300, Ext. 3206.

### **Emergency Response Guide (page 25)**

Students are encouraged to view the Triton College Emergency Response guide on page 25, online by going to [www.triton.edu](http://www.triton.edu) click on Quick Links, scroll down and select the Emergency Response Guide or obtain a printed copy at the Triton College Police Department. The Emergency Response guide gives insight and guidance on steps to take during an emergency on campus. This guide includes a variety of situations, including, but not limited to crime reporting, fires, severe weather, campus closures, bomb threats, safety hazards and hostile intruders.

**POLICIES**

*(See Policies and Procedures section of this book.)*

**PRESIDENT**

*A Building, Third Floor, Room A-301, Ext. 3200*

The president of the college is at the helm, leading the institution into the higher education arena. The president presides over various committees, makes recommendations to the board of trustees, represents Triton College at various community, civic and corporate organizations and spearheads the educational mission and vision of this college.

**PRESIDENT'S HONOR ROLL**

If you have a semester GPA of 3.75 or above at the completion of 12 credit hours, you are eligible for recognition on the President's Honor Roll.

**PRINCIPLES OF THE ALPHABET LITERACY SYSTEM (PALS) LAB**

*A Building, Second Floor, Room A-314B, Ext. 3829*

The Access to Literacy Program's (PALS) lab is set up to aid adult literacy students. Adult Literacy students are matched with a volunteer tutor. The Adult Learner and his or her tutor may use a variety of resources (computers, cassettes, books, games and much more) to assist the adult learner in improving his or her reading, writing and math skills. The lab hours are arranged for the convenience of the adult learners and their tutors. If you are interested in becoming a volunteer tutor for the PALS lab, please contact Darlene Boyd at Ext. 3829.

**PROGRAM BOARD**

*Student Center, First Floor, Room B-120, Ext. 3572 or 3383*

The Program Board is a student organization that plans and produces many campus events. The group provides a wide variety of entertaining, cultural and insightful activities for the Triton community.

Signature events include Welcome Back Week, Corn Roast, Halloween Fall Fest, Triton Talent Show and Student Success Fest.

Members get real world experience in planning large scale events, meet musicians and other entertainers that may be recognized from T.V. and radio and get a chance to attend regional and national conferences.

To join the Program Board, pick up an application at the Office of Student Life, room B120. For more information, contact the Program Board Office at Ext. 3572.

**QUAD**

This is the center of the west campus, also known as the "Mounds". On a nice day, you'll find student activities going on, faculty teaching classes or students just relaxing between classes and soaking up the sun.

**RADIO STATION/WRRG**

*Request Line: (708) 583-3110, Office Line: (708) 456-0300, Ext. 3462*

Tune into WRRG 88.9 FM radio station where you can hear what's going on around Triton College, sports scores, announcements and community events. We play the best in indie and progressive rock. Our specialty programming includes Jazz, Blues, Metal, Urban, Latin Dance and Pop.

Find us on Facebook - WRRG, Triton College Radio and click the link to listen online. You can also contact us by e-mail at wrwg@hotmail.com.

## REGISTRATION

*Student Center, First Floor, Room B-100*

Students have three convenient options for enrolling in classes. Walk-in registration is available at the Welcome Center. Online registration can be accessed via the student portal, [mytriton.triton.edu](http://mytriton.triton.edu), and clicking on the registration tab under WebAdvisor for Students. Telephone registration is available by calling the Admissions Call Center at (708) 456-0300, Ext. 3130. Consult the course catalog and Triton College website for dates to enroll. The Welcome Center and Admissions Call Center are open Mondays-Thursdays 8 a.m. to 7:30 p.m., Fridays 8 a.m. to 4 p.m., and Saturdays 9 a.m. to 1 p.m. Visit the Student Portal at [mytriton.triton.edu](http://mytriton.triton.edu) for more information.

## RESIDENCE HALLS

There are no residence halls at Triton College. We are a 100 percent commuter campus. However, if you are seeking housing, contact our Off-campus Housing Department, someone there may be able to assist you. The Housing Office also publishes a housing opportunities bulletin on a regular basis. For a copy, call the Housing Office at Ext. 3616.

## REWARDING EXCELLENCE WITH EXCELLENCE

*E Building, Room E-102, Ext. 3250*

Students who have qualified for the Dean's or President's honors list in the preceding semester may be eligible for a tuition waiver for two courses in the Triton College Scholars Program. Scholars courses are more in depth than regular sections and are limited to Honors students only.

Members of the program have first priority to these sections, which are strictly limited to eighteen students.

## RSVP VOLUNTEER PROGRAM LEAD WITH EXPERIENCE

*R Building, Second Floor, Room R-221, Ext. 3835 and 3603*

RSVP is a national volunteer program locally sponsored by Triton College. It's a contact resource for individuals age 55 and older who want to share their interests, talents, skills and expertise in making a difference in their community through volunteering. Anyone interested in volunteering time to the community or Triton College should contact the RSVP office.

## SCHOLARS PROGRAM

*E Building, First Floor, Room E-102, Ext. 3250*

The Scholars Program provides a superior "college within a college" for students who intend to transfer to four-year institutions, particularly for those with interest in Pre-professionals studies, the Liberal Arts or Hard Sciences. Select faculty teach courses in communications, science, humanities, mathematics and social sciences over a four-semester period. Classes are small in size and emphasize writing and oral discussion skills. Students meet with transfer specialists and are directed to activities that will increase their desirability to programs at four-year institutions.

Admission is selective by application (available in Room E-102). An ACT composite score of 25 or higher, with an overall GPA of 3.5 in high school is preferred. Students receive full scholarships from Triton College, including both tuition and fees.

## SCHOLARSHIPS

Triton College, Triton College organizations and the Triton College Foundation offer a variety of scholarship opportunities for new and continuing students. Come to the Scholarship Office to review a listing of available scholarships and to pick up an application. The Scholarship Office is located on the second floor of the Student Center. For more information, call Ext. 3043 or 3616.

Visit the Student Portal at [mytriton.triton.edu](http://mytriton.triton.edu) for more information.

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**SENATE CHAMBERS**

This is the general meeting facility of the Triton College Student Association (TCSA) and is set up to accommodate a 30-member Senate. Every Tuesday during the fall and spring semesters at 2:15 p.m., the TCSA Senate meets in the chambers for its weekly public meetings. The Senate Chambers is also used for TCSA committee meetings and other student organization functions. The Senate Chambers is located in the Student Center, Room B-140. To reserve the Senate Chambers, contact the Office of Student Life at Ext. 3383.

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**SMOKING**

Smoking of any sort is prohibited inside all of the buildings on Triton’s campus. See the “Smoke-free” policy under the Policies and Procedures section of this book.

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**SORORITIES**

Sorry! You won’t find them here on a two-year college campus. However, we do have many student organizations here at Triton that function in much the same way fraternities and sororities do on four-year college campuses. Contact our Office of Student Life, Ext. 3383, Room B-120, for more information.

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**STUDENT ACTIVITIES**

*Student Center, First Floor, Room B-120, Ext. 3383*

Get involved with student activities! There is more to college than attending classes. Participating in student activities can enhance your college experience. You can develop leadership skills, create lasting relationships, build an outstanding resume and college transcript and most importantly have fun. Some of the many student activities are:

- Films
- Family Nights
- Sporting Events
- Poetry Slams
- and much more!
- Talent and Fashion Shows
- Novelty Entertainment
- Corn Roasts and BBQs
- Excursions

Get involved! We have the best in campus entertainment. Be a part of student life. For more information stop by the Office of Student Life located in Room B-120, call Ext. 3383, or visit us online at [www.triton.edu/slif](http://www.triton.edu/slif).

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**STUDENT AMBASSADOR PROGRAM**

*Student Center, First Floor, Room B-120, Ext. 3850 or 3383*

The Student Ambassador Program is an exciting opportunity for you to serve as a representative of Triton College and enhance your leadership and communication skills. The goal of this program is to create an environment that fosters student involvement and inclusion, with a focus on new students. It is the aim of the Ambassadors to foster a climate in which first year students become acquainted with academic expectations, support services and campus life.

Student Ambassadors participate in a variety of service learning projects and outreach initiatives put forth by Triton College including New Student Orientation, high school visits, college fairs and much more.

Be a leader, get involved!

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**STUDENT CENTER**

The Student Center serves as the hub of the campus with a multitude of services, activities and facilities that you can use. Inside the center, you’ll find the cafeteria, meeting facilities, student life activities, student services, student organizations, the Triton College Student Association and a resource of information. Admission and Records, Counseling, Health Services and Financial Aid are also located in this building. You’ll also find your friends here congregating, studying or just taking a break between classes.

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## **STUDENT PHOTO ID CARD**

*Student Center, First Floor, Welcome Center, Ext. 3888*

A student identification card is required for all students. A student ID is required for admittance into the Educational Technology Resource Center, checking out materials in the Library and discounted admittance to student events. You may obtain your ID at the Welcome Center located in the Student Center. Two forms of identification are required: your current class schedule and a valid photo ID. There is no charge for the initial ID; however, there is a \$5 replacement charge if the card is lost, stolen, or damaged. Currently enrolled students with a validated student ID will receive a \$10 credit on their student I.D. cards every semester toward copies and printing.

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## **STUDENT LIFE**

*Student Center, First Floor, Room B-120, Ext. 3383*

The Office of Student Life responsibilities extend throughout the campus in an effort to maintain and enhance the quality of your experience here at Triton. A big part of Student Life is providing oversight to the many campus student clubs and organizations, facilitating student events and activities, providing leadership training and advising the Triton College Student Association. There are many exciting opportunities available to students through Student Life. Additional Student Life activities include athletics, the Fifth Avenue Journal, theater, excursions and a multitude of special events. Make Student Life your life! Our e-mail address is: [stulife@triton.edu](mailto:stulife@triton.edu). Visit the Student Portal at [mytriton.triton.edu](http://mytriton.triton.edu) for more information.

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## **STUDENT ORGANIZATIONS**

*(See Clubs and Organizations.)*

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## **STUDENT ORIENTATION DESTINATION SUCCESS (NEW STUDENT ORIENTATION)**

New student orientation is strongly recommended for all entering credit students at the college. Sessions are offered in June and July for students enrolling in the fall semester; Sessions are available in November and December for students enrolling in the spring semester. Students participating in online courses or unable to attend an on-campus orientation session may complete Destination Success Online. New student orientation is one of the best ways to begin your college career and offers you the opportunity to meet Triton staff and students, learn more about the services and facilities available to you and become familiar with courses and degree programs. For more information, students may call Ext. 3130 or go to [www.triton.edu/destinationsuccess](http://www.triton.edu/destinationsuccess).

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## **STUDENT SUPPORT SERVICES PROGRAM/TRIO**

*A Building, First Floor, Room A-106, Ext. 3484*

The purpose of the SSS program is to provide academic and other support services to low-income, first-generation, or disabled college students to increase student retention and graduation rates, facilitate their transfer from two-year to four-year colleges and foster and institutional climate supportive of the success of low-income and first generation college students and individuals with disabilities.

Program services include

- Tutoring
- Advisement (financial, academic, transfer, career)
- Mentoring
- Learning Communities
- Workshops
- Seminars
- Social and Cultural Events

SSS program participants must be low-income, low-income and first generation, or disabled college students. All students must be enrolled or accepted for enrollment in a program of postsecondary education at an institution of higher education. In addition, low-income students who are first-generation college students and students with disabilities must have been determined to have academic need.

Visit the Student Portal at [mytriton.triton.edu](http://mytriton.triton.edu) for more information.

**STUDENT TRUSTEE**

*Student Center, First Floor, Room B-120, Ext. 3865*

The student trustee is elected by the students in the spring semester, acts as a liaison between the board of trustees and the student body. The student trustee is involved with the governance structure of the college, responsible for representing constituencies (students) and maintains an advisory voting capacity on all action exhibits presented to the Board of Trustees. Board meetings are held once a month on the third Tuesday starting at 6 p.m. Feel free to show up at these meetings and speak during audience participation. A complete listing of the qualifications needed to run for student trustee can be found in the TCSA Bylaws and Constitution. The student trustee maintains an office in the TCSA area.

**SUCCESS EXPRESS**

The Success Express is Triton College's free shuttle bus service. The Success Express shuttle picks up and drops students off in front of the Building B (Student Center) as well as Fifth and North Avenue. The Success Express shuttle coincides with the 318 Pace Bus schedule and leaves five minutes prior to the East and West departures and arrivals.

The shuttle operates between the hours of 7 a.m. and 10 p.m. Mondays through Thursdays and 7 a.m. until 1 p.m. on Fridays. The Success Express Shuttle does not operate when classes are not in session. Delays in the Pace Bus Schedule may affect the departure and arrival times of the shuttle.

For more information please contact the Office of Student Life located in Room B-120 or call Ext. 3383.

**TCTV**

Broadcasts on Comcast Channel 16 analog, and various digital channels. Now featured on AT&T's Uverse system as well.

The school's cable channel broadcasts 24/7 to over 500,000 cable households throughout the Chicago metropolitan area. Programming consists of college credit telecourses, informative programs about Triton, college announcements, and student productions from the Mass Com Program. For more information, call (708) 456-0300, Ext. 3665.

**TRITON COLLEGE JAZZ BAND**

Always an entertaining component of Triton College, you can hear the Jazz Band perform at a variety of functions and concerts throughout the year. The band is made up of students, alumni and community residents dedicated to the art of jazz music. For more information, please call Ext. 3597.

**TRITON COLLEGE STUDENT ASSOCIATION (TCSA)**

*Student Center, First Floor, Room B-120, Ext. 3590, 3576, 3802, 3861, 3865*

The TCSA is an exciting way for students to get involved with student governance, leadership and campus activities. Through the TCSA, you can gain valuable leadership skills, participate on campus committees and most importantly, make a difference here at Triton.

The TCSA is made up of 25 elected student senators and five elected officers. Senate meetings are held at 2:15 p.m. every Tuesday during the fall and spring semesters in the Senate Chambers, Room B-140.

The TCSA and students involved with this organization have made significant contributions to the enhancement of this institution, including funding for the construction of the swimming pool, Learning Resource Center Endowment of \$750,000, the Computer Lab/Internet implementation of \$150,000, Student Center Renovation Endowment of over \$500,000, scholarships and programs and services that extend throughout the campus.

If you have an issue that you would like to discuss regarding the institution please contact the TCSA. Experience excellence in leadership. Our e-mail address is: [tcsa@triton.edu](mailto:tcsa@triton.edu).

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## TRITON FOUNDATION

*A Building, Third Floor, Room A-315, Ext. 3758*

The Triton College Foundation was created in 1981 to support the facilities and programs of the college for broader educational opportunities and services to its students and other residents of District 504. Governed by an independent Board of Directors, the Foundation raises funds for initiatives not supported by the College's annual operating budget. Over the years, the Foundation and its donors have provided hundreds of students the means to attend college through a wide range of scholarships.

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## TRITON TRUST

We, the students of Triton College, acknowledge the need to establish a guide which will enable us to pursue the institution's goal of excellence in education.

In order to pursue this goal, the Triton Trust has been created on this day, June 25, 1991, established by the students for the students.

Being a student at Triton College entitles one to certain rights and responsibilities. In exchange, the student will uphold and respect the guidelines established in the Triton Trust. In accordance with this Trust:

- I will practice integrity in my academic and personal endeavors.
- I will show respect for others, regardless of age, sex, religion, ethnic background and sexual orientation.
- I will strive to understand the differences in people, their ideas and their opinion, while, at the same time, setting aside my own prejudices.
- As I respect myself, I will respect the property of this campus and the property of others.
- I will act in such a way that is reflective of the ideals and principles of higher learning.

Each student on this campus is a representative of Triton College and, therefore, should continuously strive to uphold and honor the goal of excellence in education established by this Trust.

Triton College Student Association

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## UNIVERSITY CENTER

*A Building, First Floor, Room B-113*

Triton's University Center hosts offices for partnering four-year colleges and universities that offer students the opportunity to continue their higher education pursuits for select bachelor and graduate degree programs without leaving the Triton campus.

Currently, partnerships are established with Benedictine University, Dominican University, Eastern Illinois University, Governors State University, National-Louis University and Southern Illinois University.

### **Benedictine University**

For further information, call (708) 456-0300, Ext. 3479.

### **Dominican University**

For further information, call (708) 714-9007.

### **Eastern Illinois University**

For further information, call (708) 456-0300, Ext. 3848.

### **Governors State University**

For further information, call (708) 456-0300, Ext. 3177.

### **National-Louis University**

For further information, call (708) 456-0300, Ext. 3175.

### **Southern Illinois University Carbondale**

For further information, call (708) 456-0300, Ext. 3176.

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**VENDING MACHINES**

Various vending machines are located in almost every building on campus. If you experience any problems with any of the vending machines on campus please contact the Cafeteria at Ext. 3403.

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**VETERANS' EDUCATION BENEFITS**

*Student Center, Second Floor, Room B-216W, Ext. 3651, 3531, or 3155.*

Our office can provide information regarding your veterans' educational benefits. We provide assistance with both Federal and State benefits; such as the GI Bill, the Illinois Veterans' Grants, the Illinois National Guard Grant and Illinois MIA/POW Scholarship Grant. For more information, please visit [www.triton.edu](http://www.triton.edu) and click on Financial Aid to view the Veterans Benefits information page. For further assistance, please stop by the Office of Financial Aid.

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**VOTER REGISTRATION INFORMATION**

The Dean of Student Services will be responsible for maintaining voter registration materials in various areas throughout the Student Services division.

The college encourages all students to become a registered voter. Voter registration materials are accessible via the Triton Web site. You can download the voter registration application online at [www.triton.edu](http://www.triton.edu).

Promotion of this service will occur periodically throughout the year using various methods of publicity on campus. This would include, but not limited to, use of flyers, bulletin boards, electronic marquees, student newspaper and the Triton College Web site.

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**WELCOME CENTER**

*Student Center, First Floor, Ext. 3888*

The Welcome Center staff, located in the Student Center, is available to assist students, staff and visitors to the college campus. The Welcome Center offers general college information, maps and campus directions, class registration, referrals and the issuance of student photo ID's. The Welcome Center is open Mondays-Thursday 8 a.m. to 7:30 p.m., Friday 8 a.m. to 4 p.m., and Saturdays 9 a.m. to 1 p.m.



# EMERGENCY RESPONSE GUIDE

## Emergency Response Guide Introduction

This guide is available to all Faculty, staff and students of Triton College. It provides general information on common emergency situations and provides guidance for the actions of citizens during these situations.

The emergencies presented in this guide are not all inclusive of every emergency situation that might occur, however, certain actions are common to most emergencies. Calm, decisive actions based upon common sense will normally be the correct course to provide for personal safety, to prevent property damage, and to prevent a situation from deteriorating.

## What is a Disaster Warning

All warnings received by the Triton College Police Department (TCPD) will be immediately forwarded to the Administrator-in-Charge. He/she will be notified of all additional information as it becomes available, or asked to report to the command post.

A warning is defined as any notification or condition that indicates that a potential disaster or unusual occurrence is possible due to such information. Such disasters or occurrences could have a negative impact on the routine operations of the college, could place students, staff and visitors in physical danger, or could result in damage to Triton College grounds, buildings and/or property. Such disasters or occurrences could be minor, moderate or major in nature and degree.

An emergency situation or disaster may occur at any time of the day or night, on weekends or holidays, and may occur with little or no warning. As such, prompt and proper action must be taken to promote security and safety and to protect life and property.

The succession of events in an emergency are not always predictable, therefore, published support and operational plans will serve only as a guide and checklist. These procedures may require field modification to meet the requirements of the emergency or disaster.

## Duties of the Administrator-in-Charge

In the event of a disaster or potentially dangerous situation, the Administrator-in-Charge shall assemble a response team to govern the movements of students and staff. Disaster or dangerous situations shall include, but are not limited to the following:

- |                        |                                |
|------------------------|--------------------------------|
| A. Tornado/High Winds  | F. Power Failure               |
| B. School Violence     | G. Bomb Threats / Found Device |
| C. Explosion/Air Crash | H. Internal Gas Leaks          |
| D. Fire                | I. Campus Evacuation           |
| E. Lighting Storms     | J. Utility Complaints          |

The Administrator-in-Charge shall have the authority to make decision that help mitigate and manage the emergency situation and, additionally, shall have authority to execute the following for more serious incidents:

- Evacuate buildings and affected areas
- Evacuate campus (only with approval from the President, Vice President of Business Services or Vice President of Academic Affairs)
- Close and Open campus (only with approval from the President, Vice President of Business Services or Vice President of Academic Affairs)
- Authorize overtime as needed

## Some Other Key People And Their Duties

Depending upon the seriousness of the disaster or emergency, other key individuals will likely become involved and will become responsible for decisions impacting their respective areas or will be required to execute certain directives from the Administrator-in-Charge. Some of these key individuals are listed here along with some of their likely duties. This is by no means an inclusive list.

**Chief of Police or Senior Police Official on the scene—Triton College Police Department**

- A. Maintains the Police Department facility and personnel in a state of readiness.
- B. Initiates EMERGENCY NOTIFICATION of other campus staff
- C. Takes immediate and appropriate action to protect life and property.
- D. Obtains assistance from the city, county and federal government if necessary
- E. Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
- F. Acts as a liaison with outside police, fire and EMS agencies
- G. Maintains integrity of the crime scene if criminal actions are suspected.

**Director of Facilities or designee—Operations and Maintenance**

- A. Provides equipment and personnel to perform shutdown procedures, hazardous area control, barricades, damage assessment, debris clearance, emergency repairs and equipment protection.
- B. Provides vehicles, equipment and operators for movement of personnel and supplies, assigns vehicles.
- C. Obtains the assistance of utility companies as required for emergency operations.
- D. Furnishes emergency power and lighting systems as required.
- E. Surveys habitable space and help relocate essential services and functions.
- F. Provides for storage of vital records at an alternate site; coordinates with building and area supervisors for liaison and necessary support.

**Director of Relations/Media Spokesperson**

- A. Shall be responsible for disseminating communications to external and internal media.
- B. Shall be responsible for establishment of the media center and serving media needs.
- C. Shall develop public statements, coordinate approval with policy directors and prepare or supervise preparation of written or electronic information that the college will disseminate to the public regarding the crisis or emergency.

**Executive Director, Human Resources**

- A. Shall act as a liaison to employee groups, unions and individuals for the dissemination of information.
- B. Shall oversee and coordinate assistance to the employees via the Employee Assistance Program during and after the emergency.
- C. Shall oversee and coordinate benefits to employees impacted by the emergency

**Associate V.P. of Information Systems**

- A. Provides the personnel and expertise necessary to maintain telephone or establish emergency landline communications services.
- B. Provides for the security and protection of computer and information systems.
- C. Provides for temporary computer and information services, which may be necessary to facilitate business procedures necessary and related to emergency purchases, personnel services and accounting.
- D. Activates the Information Systems Recovery Plan

**Dean of Students**

- A. Serves as a liaison to students for the dissemination of information.
- B. Shall oversee and coordinate the protection, relocation and/or recovery of student records.

**Counselors**

- A. Help assess persons with emotional and/or other life problems and provides necessary referrals or help to prevent conflicts or violence.
- B. Help counsel the campus community after a traumatic event.

## Disclosure of Information at an Emergency Scene

- A. Upon the scene of any disaster or other unusual occurrence (Fire, Demonstration, etc.), no employee shall release information regarding the emergency to citizens or members of the press.
  1. Employees are allowed to release information necessary to assist students, staff, or visitors to the college during evacuations or as a matter of necessity to provide emergency assistance.
  2. All other requests should be directed to the command post and cleared by the Administrator-in-Charge.
- B. Upon the scene of such occurrences, the press shall be provided with a press area near the scene, but at a safe distance. A room or location for a press conference shall be established by the Administrator-in-Charge.

## School Violence—Pre-Incident Consideration

### The Role of Students and Staff

The majority of students and staff recognize they share in the responsibility to prevent school violence. Not only do they suffer the consequences when it occurs, they provide an essential perspective on how to promote school safety. The following are steps students and staff can take to help reduce school violence.

1. Know and follow standards of conduct and school violence prevention policies.
2. Work with faculty and administrators to create a safe way to report threats.
3. Find out who the contact person is to approach with information and concerns about known or potential violence and harassment.
4. Listen to friends and co-workers who share upsetting, harmful thoughts and encourage them to seek help from a trusted source.
5. Immediately report suspicious behavior and threats of violence to school officials. Students and employees who do not feel comfortable speaking directly to school officials may call Police anonymously.
6. Participate in ongoing activities, which promote school safety, i.e. Peer mediation, conflict resolution and mentoring programs.
7. Act as positive role models for other students and staff. Accept responsibility for your own actions and consider the impact your actions have on others.
8. Refrain from belittling, harassing, and bullying others. Be tolerant of other student and staff differences.
9. Learn techniques to avoid and cope with negative peer pressure.
10. Speak out and refuse to join in when members of groups engage in negative behavior toward others.

## Emergency Situations, General

### College Student and Staff Response

No plan can anticipate every event and circumstances will dictate appropriate responses to as of yet unknown events, however, certain behaviors will be beneficial in most situations.

- A. Remain calm.
- B. Render aid to anyone injured within the limits of your abilities. (Get Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) training.)
- C. Assist responding agencies by sharing your knowledge of events and following their directions for your safety.
- D. Remember communication. The Police Department serves as a center for coordinating information and services should any type of emergency response be required. This includes contacts with local, state, and federal law enforcement officials, with fire and medical services, and emergency management agencies.

One can reach the Triton Police Department at Ext. 3206, 3207, 3208, or at 456-6911 (direct line) or Emergency House Phone, dial 11. or dial 911.

Note: During a major incident, cell phones may cease to work due to the excessive volume of calls. Have a back-up plan to using a cell phone. Program alternative emergency numbers in your cell phone in case “911” is overwhelmed.

## Medical Assistance and First Aid

The following guidelines shall govern the actions of Triton College employees or students requesting medical assistance for themselves or others in need.

- I. In the event that a student, visitor, or employee injures himself/herself or falls ill, the student or employee shall make every effort to assist that person in the following ways:
  - A. TCPD shall be contacted @ Ext. 3206, 3207, 3208, by direct line 708-456-6911, by TDD line 708-452-8115, or by an emergency House Phone located on the interior and exterior of buildings. (\*24 hours a day/7 days a week)  
(One may dial "911" for serious illness or injuries)
  - AND/OR
  - B. The college nurse shall be contacted at Ext. 3344. Health Services is located in the southeast part of the Student Center (B-112) (\*limited hours available).
  - C. The caller should remain calm and give the following information to the TCPD and/or the Nurse's Office.
    1. Caller's name and location
    2. Injured person's exact location (must be specific)
    3. Injured person's condition if known (i.e. fainted, bleeding)
    4. Caller should hold on the line until emergency services are dispatched and should return to the injured party and wait for assistance to arrive or as directed by the TCPD or Health Services personnel.
- II. TCPD and/or Health Services personnel shall render necessary aid and shall assess the situation and determine the need for further assistance (i.e. ambulance, additional manpower, etc.)

## Power Failure(s)

Personnel should be aware that Triton College uses a co-generation system for its electrical power supply. This system allows the college to switch back and forth between Commonwealth Edison power and electrical power that is generated in-house.

Normally, the transfer of power from one source to another is seamless. However, at times, there may be a delay in regaining power due to the amount of time necessary for the internal generators to start up.

During a power failure, faculty, students and staff should remain in the building or classroom until power is restored or until directions are given to evacuate. Faculty and staff who are operating special equipment, such as science lab equipment, computers, equipment using electrical motors, etc., should shut down the equipment while waiting for power to be restored.

If power is not restored within a reasonable amount of time, directives will be given to faculty, students and staff to evacuate or take other action.

(Certain areas on campus, such as the IT Services Department, Engineers, Police, etc., have established procedures specific to their area of responsibility. During a power failure, these areas should activate their own internal plan to mitigate impact of the situation.)

## Fire Alarm Procedure

- I. General Information
  - A. Any person who discovers a fire, smells smoke or gas, must sound the local fire alarm, without seeking permission from the authorities.
  - B. The fire alarm system shall be used for fires and FIRES ONLY. There is a penalty for false fire or police alarms in the State of Illinois.
  - C. All exit doors must be kept unlocked during occupancy; they shall not be blocked open or chained closed under any circumstances.
  - D. Fire escapes and stairs shall be kept free from all obstructions.
- II. When the Fire Alarm Sounds
  - A. Occupants shall form a line quickly, quietly and in an orderly manner.
  - B. Staff members shall close classroom doors and windows. Also, they shall see that power or gas to equipment is shut off.
  - C. No one shall stop to obtain outer clothing when the alarm sounds.
  - D. Occupants shall walk to the nearest unobstructed exit and leave the building in an orderly fashion. NO ONE SHALL RUN.

- E. All occupants shall be moved at least 100 feet from the building.
  - F. Each instructor shall make an accurate check of all students under their responsibility.
  - G. Staff members shall advise the police officer on the scene of the location of the fire and the location of any disabled occupants that have not been evacuated.
- III. When Evacuation is Complete
- A. The class or work group shall remain in a tight group until further orders are received.
  - B. When the building is ready for occupancy, the police department will give the re-entry order.

Note: If the fire can be extinguished with the use of a portable hand extinguisher, as located in hallways and some labs, one may attempt to do so. However, this should only be attempted AFTER the alarm has been pulled, police are notified and evacuation begins.

## Severe Weather

Among the more common forms of severe weather in our area are thunder storms, hail and tornadoes. The safest place to be during any of these storms is inside a secure structure as most damage occurs as a result of broken glass and flying debris. All classrooms at the college have floor plans posted, advising of safe places within the college to seek shelter during a tornado. If you find yourself in a storm, proceed with the following guidelines.

- A. Follow Room instructions to move to a place of safety.
- B. Move away from windows.
- C. Seek hallways or rooms without windows. If time allows, move to lower building levels.
- D. Avoid rooms with large roof spans such as the gymnasium or theaters.
- E. If outside, avoid downed power lines and trees
- F. Wait until storm passes and “All Clear” message is issued.

In the aftermath of severe weather, there could be significant damage to any or all the structures of the College. If there is severe damage affecting utilities, such as gas and electricity, it may be necessary to evacuate buildings. With any notification to “Evacuate the Building”, it is important to move sufficiently far away from the building to prevent any injury.

## Response to a Hostile Intruder Situation (Active Shooter)

### I. Introduction

There has been an increase, in not only the number, but also the severity of violent incidents in schools in the past few years. It is apparent that campuses of higher education need to be prepared in case there are similar incidents at the university or community college level. The events and incidents of the past several years have given institutions the opportunity to review and revise policy and procedure in reference to hostile or aggressive intruder situations.

Time is of the essence and quick and decisive actions may very well be the difference between life and death for community members. Although this type of situation is unlikely, the Triton College community, as a whole, must be prepared to put this plan into effect and minimize the damage to life and property that a hostile intruder can evoke.

It should be noted, as evidence from past incidents has shown, active shooter(s) intent upon killing innocent person(s) will not stop until opposing forces engage the shooter.

### II. Hostile Intruder in a Building (Shelter in Place)

When a hostile person(s) is actively causing death or serious bodily injury or the threat of imminent death or serious bodily injury to person(s) within a building, the following procedures are recommended.

While the guide refers primarily to academic buildings, it should be stated that these procedures are also relevant to administrative buildings and other common buildings on the campus.

Escape is always one's best option, but not always possible. If one knows the location of the hostile intruder and can confidently escape the area, this is the best choice. However, one must consider that there could be more than one offender. If escape is not a viable option, sheltering in place is recommended.

- A. Faculty and staff should immediately lock students and themselves in the classroom or office. If possible, cover any windows or openings that have a direct line of sight into the hallway. Barricade doors if necessary.
- B. Dial "911" from office phones or the House Phones (RED or BLACK) located throughout campus, or via cell phone. Be aware that the "911" system will likely be overwhelmed by the incident, so try other numbers as well:

(708) 456-6911 (TCPD Direct)  
 (708) 456-0300, Ext. 3206 (TCPD)  
 (708) 453-2121 (River Grove PD)

Program emergency numbers into your cell phone (TODAY) before an incident occurs

- C. Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
- D. Lock the windows and close blinds or curtains.
- E. Stay away from the windows and doors.
- F. Turn off lights and all audio equipment.
- G. Keep occupants calm, quiet and out of sight
- H. Keep everyone together.
- I. Take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets (cover may protect you from bullets)
- J. Silence cell phones, but call police first
- K. Place signs in exterior windows to identify the location of injured persons
- L. Keep classrooms secure until police arrive and give directions.

### III. Shelter in Place: Un-securing an area

- A. Consider risks before un-securing rooms
- B. Remember, the shooter(s) will not stop until they are engaged by an outside force
- C. Active shooter(s) may try to trick victims into opening a secure area by saying they are other victims needing help or by posing as rescue personnel.
- D. Attempts to rescue people should only be made if it can be accomplished without further endangering the persons inside a secured area.
- E. Consider the safety of the masses vs. the safety of few.
- F. If doubt exists for the safety of the individuals inside the room, the area should remain secured
- G. Know all alternate exits in your building

### IV. Hostile Intruder in a Building (Other options)

If not in a locking classroom or office, one may try to evacuate the building or get to a locking classroom or office. If one is caught in an open area, such as a hallway or lounge, he/she must decide what to do. This is a very crucial time and it can possibly mean life or death. Where possible;

- A. Stay out of open areas and be as quiet as possible.
- B. One can try to hide, however, if one is hidden and injured, police and EMS may have a difficult time finding them. Yet, hiding is a valid option.
- C. If one can safely make it out of the building by running, then he/she should do so. Do not run in a straight line. Attempt to keep objects such as, desks, cabinets, fixtures, etc... between you and the hostile person(s).
- D. Once outside, do not run in a straight line. Use trees, vehicles and other objects to block you from the view of intruders.
- E. When away from the immediate area of danger, summon help any way you can and warn others.

- F. If the intruder(s) are causing death or serious physical injury to others and one is unable to run or hide, he/she may choose to play dead if other victims are around.
- G. One's last option, if caught in an open area in a building, may be to fight back. This is dangerous and probably a final option, but depending on the situation, this could be one's only option.
- H. If one is caught by the intruder and is not able to fight back, one should obey all commands and not look the intruder in the eyes.
- I. Once the police arrive, obey all commands. This may involve being handcuffed, or keeping hands in the air. This is done for safety reasons, and once the police evaluate circumstances, they will give you further directions to follow.

#### V Hostile Intruder(s) (on the grounds of the campus)

When a hostile person(s) is actively causing death or serious physical injury or the threat of imminent death or serious physical injury to person(s) on the grounds of Triton College, following procedures are recommended.

- A. Run away from the threat if you can, as fast as you can.
- B. Do not run in a straight line.
- C. Keep vehicles, bushes, trees and anything that could possibly block your view from the hostile person (s) while you are running.
- D. If you can get away from the immediate area of danger, summon help and warn others.
- E. If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- F. If the intruder(s) are causing death or serious physical injury to others and one is unable to run or hide, he/she may choose to play dead if other victims are around.
- G. One's last option, if caught in an open area, may be to fight back. This is dangerous and probably a final option, but depending on the situation, this could be one's only option.
- H. If one is caught by the intruder and one is not able to fight back, one should obey all commands and not look the intruder in the eyes.
- I. Once the police arrive, obey all commands. This may involve being handcuffed, or keeping hands in the air. This is done for safety reasons, and once the police evaluate circumstances, they will give you further directions to follow.

#### VI. What to Report

- A. Your specific location/building name and office/room number
- B. Number of people at your specific location
- C. Injuries and the number injured, types of injuries
- D. Assailant(s) location, number of suspects, race/gender, clothing description, physical features, types of weapons (long gun or hand gun), backpack, shooter's identity, if known, and explosions other than gunfire, etc.

#### VII. What to Expect From Responding Police Officers

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. As mentioned, normally, the active shooter will not stop unless engaged by opposing forces.

The first responding officers will normally be in teams of four to six officers (4-6); they may be dressed in regular patrol uniforms, or they may be wearing external bullet-proof vests, Kevlar helmets, and other tactical equipment. The officers may be armed with rifles, shotguns, or handguns, and might be using pepper spray or tear gas to control the situation.

Regardless of how they appear, remain calm, do as the officers tell you, and do not be afraid of them. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers.

The first team of officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first team of officers into secured areas to treat and remove injured persons.

Keep in mind that even after you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

## Bomb Threats/Found Devices

The following guidelines shall govern the activities of students and/or employees of Triton College in the event that a bomb threat is made or that an incendiary or explosive device is found on campus. This guideline also addresses suspicious packages.

Students who fail to comply with this policy will be subject to disciplinary action, including dismissal from the college.

**NOTE : Do not use two way radios or cell phones within 500ft of a suspected package or device.**

- I. Any Triton College student or employee receiving notification of a bomb threat or the discovery of any suspected explosive or incendiary device shall immediately contact the Triton Police Department at Ext. 3206, 3207, 3208, or at 456-6911 (direct line) or Emergency House Phone, dial 11, or dial 911.

Upon receiving such notification by telephone, the person receiving the call shall make every effort to obtain the following information:

1. Exact location of the device or package
2. Time of detonation
3. Description of the device. (What is it in or how is it concealed)
4. Name of caller and/or organization affiliation.
5. Location of caller
6. Phone number of telephone from which call was received on.
7. Any other information as to the location of the device or description of caller and/or his/her location (speech, background noises, exact language used, special identifying characteristics, sex, race, age, etc.).

Upon making notification to the police department, each student or employee shall also report the identity of any persons who may have overheard the call, whether or not the call was recorded and other information as directed by the police official. Bomb threat calls should not be discussed with any other personnel.

(If the bomb threat is left on voice mail, save the call and contact police. Do not share the call with other employees or students until the police arrive.)

Legitimate bomb threat callers normally express concern over human safety. Additional information may be obtained if the person receiving the call expresses an interest in saving lives.

The Bomb Threat Checklist should be used to provide the most complete and accurate recording of information. The Bomb Threat Checklist is located at the switchboard. The responding officer may also provide employees with a checklist. Finally, reference to the Bomb Threats is outlined in the Triton College Emergency Response Guide (flipchart) provided to employees.

- II. Not every bomb threat will result in an evacuation of the building. Police officials, along with the Administrator-in-Charge, will evaluate the bomb threat to determine the best course of action.

One may be directed to search their work area for any suspicious packages or objects that appear out of place and report on their findings. Other situations may result in evacuation and/or a search by trained bomb technicians or search dogs.



# Bomb Threat Checklist

## Questions to Ask:

When is the bomb going to go off? \_\_\_\_\_

Where is the bomb? \_\_\_\_\_

What does it look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will cause it to explode? Timer? \_\_\_\_\_

Did you place the bomb? \_\_\_\_\_

Why? \_\_\_\_\_

What is your name? Who do you represent? \_\_\_\_\_

What is your location? Address? \_\_\_\_\_

## Caller was:

Male \_\_\_\_\_ Female \_\_\_\_\_ Race? \_\_\_\_\_

## Caller's Voice was:

Calm \_\_\_\_\_ Angry \_\_\_\_\_ Excited \_\_\_\_\_ Slow \_\_\_\_\_ Rapid \_\_\_\_\_ Soft \_\_\_\_\_

Loud \_\_\_\_\_ Laughter \_\_\_\_\_ Crying \_\_\_\_\_ Normal \_\_\_\_\_ Distinct \_\_\_\_\_ Slurred \_\_\_\_\_

Nasal \_\_\_\_\_ Stutter \_\_\_\_\_ Lisp \_\_\_\_\_ Raspy \_\_\_\_\_ Deep \_\_\_\_\_ Ragged \_\_\_\_\_ Accent \_\_\_\_\_

Cleared Throat \_\_\_\_\_ Deep Breathing \_\_\_\_\_ Cracking Voice \_\_\_\_\_ Disguised Voice \_\_\_\_\_

Whisper \_\_\_\_\_ Familiar \_\_\_\_\_ If, Familiar, who did it sound like? \_\_\_\_\_

## Background Noises:

Street Noises \_\_\_\_\_ Crockery \_\_\_\_\_ Other Voices \_\_\_\_\_ Music \_\_\_\_\_ PA System \_\_\_\_\_

Motor(s) \_\_\_\_\_ Office Machinery \_\_\_\_\_ Factory Machinery \_\_\_\_\_ Animals \_\_\_\_\_

Static \_\_\_\_\_ Children \_\_\_\_\_ Long Distance Call \_\_\_\_\_ Local Call \_\_\_\_\_ Phone Booth \_\_\_\_\_

Other \_\_\_\_\_

## Threat Language:

Well Spoken (educated) \_\_\_\_\_ Foul \_\_\_\_\_ Irrational \_\_\_\_\_ Incoherent \_\_\_\_\_

Taped Message \_\_\_\_\_ Message Read via Script \_\_\_\_\_

Exact Statement(s) \_\_\_\_\_

## Suspicious Mail—Powdery Substance

Many facilities in communities around the country have received anthrax threat letters. Most were empty envelopes; some have contained powdery substances. The overwhelming majority have been false alarms. The purpose of these guidelines is to recommend procedures for handling such incidents.

**First, do not panic—while we want to remain vigilant, we should not overreact or panic.**

### How to Identify Suspicious Mail

- No return address
- Possibly mailed from a foreign country
- Excessive postage
- Restrictive markings like “Personal” or “Special Delivery”
- Misspelled information in the address
- Addressed to a title, rather than an individual
- Badly typed or written
- Uneven in shape, rigid or bulky packaging
- Strange odor
- Oily stains, discoloration or crystallization on the packaging
- Excessive tape or string

### What Employees Should Do

- Remain calm.
- Direct someone to call the Triton College Police Department at Ext. 3206
- Don’t shake, open, smell or taste the item or any visible residue.
- Isolate the item and do not try to clean up any spilled powder.
- Avoid further contact with the mail or package suspected of contamination.
- Evacuate the immediate area, but have everyone who was in the immediate area stay in a group until police arrive.
- Try not to touch surfaces, such as doorknobs, chairs, tables, phones, etc.
- List all people who have touched the letter and/or package.
- Follow through with recommendations by police, fire and health care officials.
- Be prepared to surrender personal items, including clothing, until same can be decontaminated.
- Wash your hands vigorously for five minutes with soap and water.

For more information about Anthrax, see the *Center for Disease Control* Web site at: <http://www.cdc.gov/ncidod/dbmd/diseaseinfo/>

## Radioactive, Dangerous, Hazardous Material

Every student and employee should be aware of the following guidelines involving hazardous materials. The possibility of an incident involving hazardous material is not remote due to the Fifth Avenue railroad use as routes for transportation of such materials. Also, material on campus, on their own or when combined with other material, can become hazardous.

A. In the event of an incident involving hazardous materials, the following procedures should be followed:

1. Contact the Triton Police Department at Ext. 3206, 3207, 3208, or at (708) 456-6911 (direct line) or Emergency House Phone, dial 11 or dial 911.
2. Segregate those who have been exposed to possible harmful material so that they can be evaluated by medical personnel.
3. All exposed person(s) should remain together, but may move to an area of safety as a group.
4. Do not remove any items from a contaminated area
5. If not exposed, remain at least 500 yards from the area to avoid exposure.
6. Do not eat, drink, or smoke in the area. Do not use food to drinking water that may have been in contact with the material from the incident.

7. Provide police or fire personnel with information about the incident or the circumstances before, during and after exposure. Assist police in their investigation and serve as a witness if requested to do so.
8. Be prepared to surrender personal items, including clothing, until same can be decontaminated.
9. DO NOT COLLECT SOUVENIRS

## Evacuation Plan

The college is currently under task to evaluate and improve evacuation procedures and methods for notifying students or staff in the event of an evacuation. At this time, evacuation orders may come over the public address system, personally from an administrator or personally from a police officer. Except for a fire, explosion or smoke report, the fire alarm system will not be used as a tool to evacuate a building.

The following are general guidelines for when to evacuate a building.

### I. Tornado

Remain in the building and move to the Shelter area. (The shelter areas are posted in each classroom).

### II. Fire

Evacuate the building when alarm sounds. For buildings not affected by the alarm, remain in the building unless ordered to evacuate by the Fire Department or Administrator-in-charge or police.

### III. Explosion

Evacuate affected building only. For buildings not affected by the incident, remain in the building unless ordered to evacuate by the Fire Department or Administrator-in-charge or police.

### IV. Power Failure

Remain in building until orders are received from the Administrator-in-charge or police.

### V. Air Plane Crash

Evacuate the building(s) closest to crash site. Then clear each building one at a time, until all students/employees are off the campus.

### VI. Storm, Snow, Wind, Rain and Ice.

Await instructions from the Administrator-in-charge.

## Campus Closure

It is very rare for the campus to close during normal operating hours, but it can happen for any number of reasons. Before coming to campus, during a snow storm for example, students and staff can find out the status of the college via any number of resources. As members of the Emergency Closing Center Network, information about the open/closed status of Triton College and Nuevos Horizontes is available. One can even request this service to send you an e-mail notice when the status of the campus changes. To access this service or find out if campus is closed;

# More Ways To Know Before You Go

Tune in to:



**Call:** **847-238-1234** Touch-Tone phone needed.

**Online:** Go to the website of any of the radio or TV stations above, or go to  
**[www.EmergencyClosings.com](http://www.EmergencyClosings.com)**  
to search for your facility by name and city or by phone number

Sign up for personalized E-mail notification of your facility's status at  
**E-mail:** **[www.EmergencyClosings.com](http://www.EmergencyClosings.com)**

**To find information for the following:**

**Facility Name = Triton College**  
**Location = River Grove or Melrose Park**  
**Phone Number = (708) 456-0300**

## Crime Reporting

The prevention of personal and property crime on campus is everyone's responsibility. Please secure personal or college property when not in use. Do not allow unauthorized persons access to secure rooms or equipment. **REPORT CRIMES AS SOON AS THEY ARE DISCOVERED**

### A. Discovery of a Crime

1. Immediately contact the Triton Police Department at Ext. 3206, 3207, 3208, or at (708) 456-6911 (direct line) or Emergency House Phone, dial 11. or dial 911.
2. Briefly explain the nature of the incident and remain in the area to speak with the investigating officer.
3. Be sure to give your name and location to the police dispatcher
4. Note the location of evidence and leave it in place if no immediate threat of additional loss exists.

### B. Crime in Progress

1. Immediately contact the Triton Police Department at Ext. 3206, 3207, 3208, or at (708) 456-6911 (direct line) or Emergency House Phone, dial 11. or dial 911.
2. Ensure that you indicate the crime is "in progress" and give the location.
3. Remain on the phone or proceed as directed by the dispatcher.
4. Give the dispatcher a complete description of the offender, circumstances and any other requested information.
5. Take whatever precautions are necessary to ensure your own personal safety.

Note: Often times in our society, citizens are hesitant to report other citizens as "suspicious". Sometimes, this is due to a fear that one is profiling, or sometimes, one is too trusting of others and they "do not want to get the person in trouble" or "get the police involved".

The Triton College Police Department strongly encourages students and staff to report suspicious person(s), behavior, or situations as soon as they are discovered. Often, these simple investigations lead to important information about crimes on campus, the prevention of crimes or even arrest.

So, if the situation doesn't feel right, please call to help your police department maintain a safe and secure campus.

## Safety Hazards

It is everyone's responsibility to ensure a safe educational environment. Please do your part to maintain a safe and productive environment for yourself and others.

### A. Reporting a minor hazard

1. Report minor hazards, where no immediate action is required, to the Triton College Safety Office at Ext. 3258 and/or to the Operations and Maintenance Department at Ext. 3210
2. Advise your supervisor of the situation, as other students or employees may have a similar concern.

### B. Reporting a major hazard

1. Report major hazards, where immediate action is required, to the Triton College Safety Office at Ext. 3258 and/or to the Operations and Maintenance Department at Ext. 3210.
2. Also, immediately contact the Triton Police Department at Ext. 3206, 3207, 3208, or at (708) 456-6911 (direct line) or Emergency House Phone, dial 11. or dial 911.
3. Wherever possible, make the area safe so that no one is injured by the hazard, post a warning sign, rope off the area, and stand by until someone arrives to secure the area.

# POLICIES AND PROCEDURES

## Must Read!

This detailed account of Triton's policies covers the better-known – and little-known – facts about the college. The policies are arranged in alphabetical order for easy use.

### Academic Honesty Policy

Triton College closely adheres to principles of academic honesty and integrity. The academic honesty policy is designed to inform students and faculty of the expectations and procedures associated with the honest pursuit of a Triton College education. Overall, academic achievement is a product of personal commitment, and investigation of knowledge, and a pursuit of independent and honest work, both in and out of the classroom. All forms of cheating deprive the student of achieving true academic success and are therefore considered a serious violation. Furthermore, all incidents of cheating will result in a disciplinary response from college officials.

Below is a non-inclusive list of behaviors that are considered to be violations of academic honesty.

#### Examples of Academic Dishonesty

- Copying someone else's work or answers.
- Allowing another student to copy your work or answers for internal or external class assignments.
- Using materials or information hidden on one's person.
- Obtaining and using tests and answers in an unauthorized fashion.
- Providing course materials such as papers, lab data, reports, answers to be used by another student.
- Fabricating information for the purpose of completing an assignment, quiz, exam or presentation.
- Taking an exam in place of another student or having someone take an exam in your place.
- Turning in the same paper to two different classes without receiving permission from both instructors.
- Copying a computer program for unauthorized use.
- Breaking into or utilizing college owned computer files in an unauthorized manner.
- Altering a grade sheet or forging a signature on an academic document.
- Enrolling in a telecourse while serving as an employee in the Media Center or within six months of termination.

#### Plagiarism

Another example of academic dishonesty, know as plagiarism, is less simple to define but is nonetheless considered a serious violation. When using direct quotes or ideas created by someone other than yourself, it is imperative that the source of information be clearly identified. It is appropriate and acceptable to borrow ideas, thoughts and data from other sources as long as the original authors receive credit for their contributions through referencing.

#### Examples of Plagiarism

- Borrowing or paraphrasing (other than common knowledge) for a paper without referencing the source.
- Intentionally or knowingly representing the words or ideas of another as your own.
- Purchasing a term paper or having someone write a paper to submit as your own work.

#### Reporting Acts of Academic Dishonesty

All members of the Triton College community including faculty, staff and fellow students share responsibility for maintaining an academically honest learning environment. Therefore, all members of the Triton College community are eligible to report apparent acts of academic dishonesty to the dean. Below is an outline of the procedures associated with reporting apparent acts of academic dishonesty.

#### Consequences of Academic Dishonesty

Below is a non-inclusive summary of consequences that may result from student violation of the academic honesty policy.

- A failing grade for the assignment in question.
- A failing grade for the course.
- Placement on academic probation
- A notation on the academic transcript stating, "Student violated academic honesty policy" for a specific course.
- An immediate suspension from the class for one or more class sessions.
- Administrative withdrawal from the course in question.
- Administrative withdrawal from the student's major or related majors as determined by the dean.
- Suspension or academic dismissal from Triton College.

The decision of the academic dean or the dean of Student Services is final. Thereafter, any student grievances must be submitted in writing within thirty calendar days of the disciplinary hearing to the Student

Life Committee, Student Center, Room B-100, 2000 Fifth Ave., River Grove, IL 60171. The request for a grievance hearing must include a brief summary of the alleged incident in addition to reasoning as to why the disciplinary process did not adequately serve the rights of the student who was deemed to be in violation of the academic honesty policy.

## Academic Honors

Triton College encourages academic excellence and officially recognizes outstanding student achievement by designation to the President's Honor List for students with a semester grade point average of 3.75 or higher and Deans' Honor List for students with a semester grade point average of 3.50 to 3.74.

Records will be reviewed at the end of the fall and spring semesters to determine honors eligibility. No more than 50 percent of the semester hours completed during the period for which honors are awarded may be developmental courses (numbered 001-099).

Full-time students – Students who complete a minimum of 12 semester hours in one semester will be eligible for academic honors.

Part-time students – Students who complete fewer than 12 semester hours during one semester will be eligible for honors when they have completed a total of 12 semester hours. Students' records will be reviewed for honors eligibility upon completion of each increment of 12 semester hours with no carry-over from the previous period of honors eligibility.

## Academic Placement

As a comprehensive community college, Triton College has a fundamental responsibility to provide educational opportunities for community residents able to benefit from college-level instruction. In accordance with this objective, the institution expects all students to either possess at the time of admission or acquire through appropriate developmental coursework the basic reading, writing, and mathematical skills that are necessary for success in the course or program of study chosen by the student.

Therefore, the institution requires all new students enrolling in credit courses to take institutional placement tests in mathematics, reading, and writing prior to enrolling in their first course at the College. The following exemptions are permitted: prescribed ACT and/or SAT scores within the last two years in English, Reading, and/or Math; approved documentation of college level coursework in English and/or Math with a grade of "C" or better from a regionally accredited institution; or exceptions granted by an appropriate College Dean or designee.

The placement test results are valid for two calendar years. Students are allowed to retake the placement test once each year; they must allow a one-week waiting period before completing the first retest. A retesting fee will be charged for each subject area test. If students are currently enrolled in the discipline, they will only be allowed to retest after completion of the course in which they are enrolled. The highest scores will be used for placement.

Students scoring in the developmental range on the English placement test must enroll in appropriate college reading and/or writing courses prior to registering for 12 or more academic credit hours. Upon instructor recommendation, a student may be referred to the Counseling Department for other assessment of academic skills. Based upon a basic skills assessment, the counselor may require the student to withdraw or take appropriate developmental courses.

## Acceptance of Academic Credit

Students who are seeking academic credit for courses completed at other institutions or through prior learning assessment must be currently enrolled in a degree or certificate program. Students must adhere to the Triton College residency requirements for graduation with a degree or certificate. To meet the residency requirements, students must complete 15 of the last 18 credit hours for a degree and 50% of the credit hours for a certificate, including the last 6 credit hours. The following conditions apply:

- Only those credits that are applicable to the student's curriculum at Triton College will be accepted.
- Transfer credit: Academic credit is generally accepted only from institutions that are accredited by one of the regional accrediting associations approved by the Council on Higher Education Accreditation.
- CLEP: Triton College follows the guidelines of the Illinois Community College Board in accepting credit from the general examinations of College Level Examination Program. Students may earn up to 30 hours of credit through such examinations.

- **DSST:** The College follows the recommendation of the American College on Education in granting academic credit for each successful completion of each Dantes Subject Standardized Test. Students may earn up to 30 credit hours through such examinations.
- **Advanced Placement:** Students may be granted college credit through successful performance on any of the Advanced Placement Tests of the College Entrance Examination Board.
- **Proficiency Examinations:** Academic credit or advanced placement may be granted following either a review of the content of specific courses or proficiency examination in compliance with individual department policies and subject to approval by the department chairperson and the appropriate dean.
- **Portfolio Development Program:** Students with documented prior life or work experience that demonstrates college level learning and translates into having mastered the content of a Triton course may apply to receive credit through the portfolio development program in accordance with departmental policy.
- **Military:** The College follows the recommendation of the American Council on Education in granting four semester hours of undergraduate credit in physical education and two semester hours of credit for health for education received in Basic Training. In addition, courses completed in training may also be accepted for college credit.
- **Sports participation:** Two semester hours of credit may be granted in physical education to students for approved sports participation on college teams. Students must register for a class that corresponds to the varsity sport to receive credit. Credits for such sports participation may be only granted once for a given sport.

Students are responsible for submitting all required documentation to the Records Office and petitions requesting the granting of such credit. Credit awarded in this manner will be added to the semester hours earned but not the semester hours attempted or the grade points. Students may be allowed to apply prior learning assessment through credit-by-examination or portfolio development for a maximum of 50% of the required credit hours for degree or certificate completion.

Acceptance of all prior learning assessment credits are subject to departmental approval. Triton College cannot guarantee that credits awarded through prior learning assessment will be accepted by another institution.

## High School Student Admission

High school students may be permitted to take college course after obtaining the written approval of their high school principal or counselor.

## International Student Admission

All applicants are required to contact the records evaluator for specific admission procedures. International students applying to Triton College are required to take the Test of English as a Foreign Language (TOEFL) and must attain a score of 500 on the examination, with a score of at least 50 in each category.

International students must enroll in a minimum of 12 semester hours and must complete their degree objectives within six semesters. International students will pay the out-of-state tuition rate. Financial assistance will not be available to international students.

The records evaluator will issue the required Immigration Form 20 (I-20) only after all required documents have been submitted and the student's application for admission has been accepted.

Other non-native students, whether holding diplomatic, visitor or other non-immigrant visas, must pay out-of-state tuition rates.

## Student Admission

Triton College recognizes that the community college must be available to all residents within its boundaries. All high school graduates and all others who can benefit from college programs will be admitted.

With the belief that every student should be successful, after admission, the college will provide counseling and advising to help each student determine an appropriate field of study according to individual abilities and interests.

Entry into certain programs may be restricted due to limitations in space, number of sections offered or other considerations. If space is not available for all students who apply, the college will accept those best qualified, using pre-established criteria as guides and will give preference to in-district students.



## Affirmative Action

No discrimination shall be practiced in admission to and participation in Triton College's educational programs, financial aid, employment policies or college activities of any individual as set forth by law.

The affirmative action officer will monitor this policy. All inquiries concerning possible violation of this policy will be directed to the affirmative action officer.

## Alcoholic Beverage Policy

### Introduction

The use of alcohol at college functions is inconsistent with the institution's endorsements of the Drug-free Schools and Communities Act Amendments of the 1989 (Public Law 101-226) and its Drug-free Campus Policy.

### Alcoholic Beverage Policy

Alcoholic beverages may not be served on the Triton College premises except for instructional purposes (i.e., hospitality cases) prior approval must be granted in writing through the supervising academic dean. In the service of alcoholic beverages for associated instructional purposes, the following procedures should be strictly adhered to:

- a. The serving of alcoholic beverages must be incidental to and not the primary purpose for the activity at which alcoholic beverages are served. Alcoholic beverages may only be served at catered events and associated with the delivery of a pre-approved instructional program.
- b. Alcoholic beverages may be served on those portions of the Triton campus that are used for food service and convention-type activities. The serving of alcoholic beverages shall be limited to participants in educational activities held in such facilities.
- c. No person under 21 years of age nor anyone who is under the influence of alcohol or dangerous substances or who is disorderly in conduct may serve, consume or dispense alcoholic beverages.
- d. Supervising faculty must demonstrate that they can comply responsibly with all the laws and college regulations pertaining to the use of alcoholic beverages on campus.
- e. No alcoholic beverages may be served unless the vice president of business or designee shall be satisfied that there exists maximum insurance coverage limits so as to save harmless Triton College from all financial loss, damage and harm.

## Application for Admission

This policy for making application for admission to Triton College is established to accommodate the needs and goals of both degree candidate students and non-degree candidate students.

Degree candidates are those students who intend to earn a degree or certificate at Triton College. A degree candidate must meet the following admission requirements:

1. Submit application for admission to the Office of Admissions or apply online at [www.triton.edu](http://www.triton.edu).
2. Submit official high school transcripts or GED scores.
3. Submit ACT and/or SAT scores (optional).
4. Submit official college transcripts, where applicable.
5. Take Triton College placement tests.
6. Complete new student orientation.

Non-degree candidates are all other students enrolled at Triton College. A non-degree student must meet the following admission requirements:

1. Submit application for admission to the Office of Admission or apply online at [www.triton.edu](http://www.triton.edu).
2. Submit official high school and college transcript, where applicable.
3. Complete new student orientation.
4. Take Triton College placement tests.

## Auditing a Course

Auditing of courses is not encouraged; however, in some cases it may be permitted if there is room available after students enrolling for credit are accommodated. Late registration is the only time students may register to audit a course. Students must receive written permission from the instructor via a general petition to audit a course. Students may pre-register for all courses except those intended for audit. The cost of auditing a course is the same as that charged for enrolling for credit.

## **Cancellation of a Course**

The college reserves the right to cancel any course for which there is insufficient enrollment or for other reasons as judged necessary.

## **Card Playing/Table and Board Games**

Pursuant to Board policy, card playing, as well as other forms of table and board games restricted by the institution, will not be allowed on campus before 2 p.m. After 2 p.m., card playing and other forms of table and board games will be allowed in designated areas.

Only those individuals currently enrolled at Triton College will be allowed to participate in such activity.

Students who fail to comply with this policy will be subject to disciplinary action, including dismissal from the college.

Visitors who violate this policy will be escorted off campus.

All forms of gambling are strictly prohibited at all times on the Triton campus.

## **Change of Grades**

Students may challenge a final grade given by an instructor by first presenting their grievances to the instructor in question.

Students may further pursue a grievance by consulting with the chairperson who supervises that instructor, and finally with the dean who supervises the chairperson. The decision of the academic dean will be final.

## **Out-of-district Student Chargebacks**

Individuals who reside outside the Triton College Community district and want to enroll in a curriculum that is not offered by their local community college must apply for tuition assistance from their community college district at least 30 days before the beginning of the term for which they intend to enroll. The tuition assistance is called a “chargeback.”

Many community college districts do not approve chargebacks for developmental courses and/or continuing education courses. It is the responsibility of the student to consult with their home district regarding availability.

## **Chronic Communicable Diseases**

Triton College is dedicated to promoting and maintaining a healthy environment for students and employees. A high priority is placed by the college on the prevention, monitoring and follow-up evaluation of acute communicable disease on the campus. The college is committed to educating students, employees and community at large to prevent the spread of chronic communicable diseases. By adopting this policy, it is the intention of the college to promote the health and regular school attendance of all students so that they may attain their maximum potential for learning and employment.

Triton College is committed to protecting the civil rights of all individuals while preserving the health and safety of all Triton students.

A review committee will be established to contact public health officials, comply with current standards of medical practice and public health guidelines from recognized authorities, keep abreast of pending legislation relevant to diseases and keep others informed.

Students who have an acute communicable disease have the obligation to inform Triton College Health Services of their condition. To return to school, the college will require a release signed by the student's private physician.

The definition of all reportable infectious diseases declared to be contagious and dangerous to the public is defined in the Regulations of the Illinois Department of Public Health and shall be posted prominently in the college.

A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may attend the college and participate in programs and activities whenever, through reasonable accommodation, there is no reasonable risk of transmission of the disease to others. No other person who has a chronic communicable disease or who is a carrier of a chronic communicable disease shall be denied the use of college facilities or services whenever, through reasonable accommodation, there is no reasonable risk of transmission of the disease to others.

A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may be denied admission to or dismissed from a particular program or course of study whenever such chronic communicable disease has a direct effect on the student's ability to perform so as to render the student not qualified for the program or course of study.

## Class Attendance

Inasmuch as regular class attendance contributes substantially to learning, students are expected to attend all scheduled meetings of each course. However, since attendance requirements vary, the number of absences permitted also will vary from one course to another. The instructor will inform the class of attendance policies.

Students who are absent from class are responsible for completion of assignments made during their absence.

Students may be terminated from class by the instructor for excessive absence. The student may petition the instructor for readmission to classes through a General Petition which must be signed by the instructor.

## Classroom Behavior

Access to higher education is a privilege. It is earned by one's prior academic achievement, one's demonstrated abilities and interests and one's ability to benefit from instruction. Once gained by admittance to the college, the privilege needs to be guarded and maintained. Actions and behavior that violate the college's published administrative and academic policies and procedures, and academic records that do not meet the college's Standards of Academic Progress, may lead to students suspension from class or from the college.

Students are especially reminded that appropriate classroom behavior is prescribed by the instructor. If an instructor determines that certain behaviors are disruptive or affect the instructional purposes of the classroom, the instructor may impose certain sanctions. These include suspension from the class for the day affected or a three-consecutive-school-day suspension. The latter sanction must be accompanied by a written statement of the incident which must be sent to the Dean of Student Services. The dean will conduct a hearing to resolve the case and may impose further sanctions, if warranted. In all cases, the student will be informed of all action taken on behalf of the college.

## Clinical Education Student Performance Procedures

### Preface

These procedures were developed for the purpose of encouraging continuous interchange between clinical instructors and students to assist the student in meeting the expectations of clinical performance.

Clinical education is an integral component of most health programs. In these programs, students learn in a combined format of classroom, laboratory and clinical practice designed to develop safe, effective practitioners. In the clinical setting, the client's (patient's) welfare and safety must be considered.

Therefore, it is important for students and faculty to follow procedures which are objective, consistent and fair when the student's clinical performance is unsatisfactory. In the clinical setting, the instructor maintains anecdotal records which are used in teaching and grading the students. It is only at the end of the learning period designated for a particular clinical procedure that a student's performance can be labeled unsatisfactory. Should unsatisfactory performance occur, these procedures must be followed.

### I. Clinical Performance

In the clinical setting, the normal teaching process includes considerable observation of the student's performance and feedback to students regarding the quality of their performance. Therefore, it is the responsibility of the instructor to keep students informed about the quality of their performance.

- A. Where a student does not meet approved standards of practice for a particular procedure within the designated time for the teaching-learning period as stated in the course syllabus, the instructor must inform the student of the unsatisfactory performance.
- B. The student will be informed of unsatisfactory performance at a conference to be held before or during the instructor's next scheduled conference time. Documentation of the unsatisfactory clinical performance must be presented to the student at this conference. The Triton College Anecdotal Record – Clinical Performance Form must be used for this purpose.
- C. At the same conference, a corrective plan for resolution of unsatisfactory clinical performance, developed by the instructor, must be presented to the student. The activities outlined in the corrective plan must be appropriate for correcting the procedure at issue. This could include, but is not necessarily limited to: 1) additional hours in the college laboratory; 2) specific assignments in the Learning Resource Center; 3) content tutoring from instructors or laboratory staff. The corrective plan will be signed by the student and the instructor.

- D. After the “Date of Compliance with Plan,” a conference with the student will be held by the instructor to inform the student verbally and in writing if the expectations of satisfactory performance – as specified in the corrective plan – has or has not been met. The Triton College Anecdotal Record – Clinical Performance Form must be completed for this purpose, documenting the outcome of the corrective plan.
- E. In addition, a conference must be held to discuss the final evaluation and final course grade at the end of the grading period.
- F. If the student’s clinical performance does not meet the criterion specified in the clinical performance objectives or course syllabus, an “F” grade or unsatisfactory clinical performance will be given.
- G. In the event that a student is not in agreement with the final grade, the student may follow the established grievance procedure in this student handbook (Student Disciplinary Procedures).

## II. Unacceptable/Inappropriate Behavior in the Clinical Area

The course syllabi for all clinical courses must include a statement that when a student is at a clinical site, the rules and regulations of that affiliating institution are to be followed in addition to those of Triton College. This is in accordance with the affiliation agreement signed by the representatives of Triton College and the affiliating agency. If a student does not comply, the following procedures should be observed:

### A. Informal Resolution

1. When unacceptable/inappropriate behavior is observed in the clinical area by the instructor or is reported by agency staff, the instructor must immediately inform the student of the incident and inform the department chairperson and/or academic dean as soon as possible.
2. The instructor must review the student’s past clinical records to determine if the unacceptable behavior is a first or repeated offense. If it is repeated, the instructor may invoke the formal procedure.
3. Documentation of the unacceptable/inappropriate behavior must be presented to the student at a conference, which must be held within the instructor’s next scheduled conference time. The Triton College Anecdotal Report – Unacceptable Behavior Form must be used for this purpose.
4. At the same conference, a corrective plan for resolving the problem must be presented to the student. After the incident is discussed at the conference, the student will be expected to behave in an acceptable and appropriate manner as outlined in the corrective plan. If the student’s unacceptable behavior persists, then the formal procedure will be followed.

### B. Formal Resolution

1. When a student continues to demonstrate unacceptable/inappropriate behavior and a student’s record indicates repeated non-compliance with rules and regulations of the agency and/or college, faculty must file a Triton College Incident Report. The faculty member must refer the Incident Report to the academic dean and department chairperson.
2. A formal report must be sent to the vice president of student affairs at the earliest possible time, which shall include a copy of the Incident Report.
3. Formal disciplinary action may be invoked by the vice president of student affairs in accordance with the student handbook.
4. A copy of the Incident Report must be filed in the student’s records, both in the academic and student affairs areas.
5. The student may file a grievance and appeal the vice president’s decision by following the procedures in the student handbook, Section III, Student Rights and Responsibilities, Page 45-46

## III. Critical Incident

A critical incident refers to a situation where the behavior or performance of a student in the clinical agency presents an immediate threat to the safety of the client/patient, self or others as observed by the instructor or clinical staff.

- A. The student must be informed of the significance of the incident immediately and must be temporarily removed from the clinical site by the clinical instructor. The student may be suspended by the instructor up to three days or until a formal hearing occurs.
- B. The department chairperson and academic dean must be notified verbally of the incident as soon as possible. They must review the Incident Report Form before it is submitted to the vice president of student affairs.
- C. The instructor must send, within a 24-hour period, a formal notification of the incident to the vice president of student affairs using the Triton College Incident Report Form. If

the incident involved clinical staff, a report from the staff must be obtained using the clinical agency form. If an agency form is not available, the Triton College Incident Report Form may be completed by the agency staff.

- D. The student must be scheduled for a hearing at the college with the Vice President of Student Affairs or designee as soon as possible, but in no case longer than three days so that the fewest possible days of instruction would be lost by the student if the ruling is to return the student to the clinical setting. The instructor involved, chairperson and dean will be notified of the scheduled hearing by the Vice President of Student Affairs and will be in attendance.
- E. The decision of whether or not to readmit the student to the clinical area will be made after the hearing with the Vice President of Student Affairs or designee. In accordance with the student handbook, the Vice President of Student Affairs or designee will render a decision on the appropriate level of discipline..
- F. If the student is allowed by the Vice President of Student Affairs or designee to return to the clinical site, the clinical affiliate may request that the involved student not be reassigned to the same agency, as stated in the contractual agreement with each clinical affiliate. In this case, all possible efforts will be made by the instructor, program coordinator and/or department chairperson to reassign the student to another facility. When a student cannot be reassigned because no affiliate is available or other affiliates refuse the student, the student is subject to termination from the course with an incomplete grade. Removal of the incomplete must be done the next time the course is offered. Should all clinical affiliates refuse to accept a student, the student must be terminated from the program.
- G. The student may file a grievance and appeal the vice president's decision by following the procedures in the student handbook, Student Rights and Responsibilities, Student Disciplinary Procedures, E through H, Page 46.
- H. If it is determined that the student is demonstrating evidence of a mental disorder, the Standards and Procedures for Voluntary and Involuntary Administrative Withdrawal in the student handbook must be followed.

## Clubs and Organizations

The Triton College Board of Trustees believes that students bring to the campus a variety of interests and develop new interests as members of the academic community. Students are free to organize and join associations to promote their common interests.

The membership, policies and actions of any student organization or club will be determined by vote of only those persons who are members of the Triton College community.

Student organizations and clubs will be required to submit a statement of purpose and criteria for membership.

All student organizations and clubs, including those affiliated with an extramural organization, will be open to all students, without discrimination of any individual as set forth by law, except for those religious qualifications, which may be required by organizations whose aims are primarily sectarian.

## Student Code of Conduct and The Triton Trust

### The Triton Trust

We, the students of Triton College, acknowledge the need to establish a guide which will enable us to pursue the institution's goal of excellence in education.

In order to pursue this goal, the Triton Trust has been created on this day, June 25, 1991, established by the students for the students.

Being a student at Triton College entitles one to certain rights and responsibilities. In exchange, the student will uphold and respect the guidelines established in the Triton Trust...

- I will practice integrity in my academic and personal endeavors.
- I will show respect for others, regardless of age, sex, religion, ethnic background, and sexual orientation.
- I will strive to understand the differences in people, their ideas, and their opinion, while at the same time, setting aside my own prejudices.
- As I respect myself, I will respect the property of this campus and the property of others.
- I will act in such a way that is reflective of the ideals and principles of higher learning.
- Each student on this campus is a representative of Triton College, and therefore, should continuously strive to uphold and honor the goal of excellence in education established by this Trust.

## Student Code of Conduct

College regulations apply to a student when on College property, attending a class, or when representing the College at College sponsored events both on and off campus. The College applies disciplinary sanctions for violation of these regulations. Should an act violate both College regulations and public law, the student is subject to dual jurisdiction. Students will also be held responsible for actions of their guests. Non-student visitors to the campus are expected to comply with College regulations.

*Academic Dishonesty* – Written or other work a student submits in a course must be the product of his/her own efforts; plagiarism, cheating or other forms of academic dishonesty are prohibited.

*False Information* – A student shall not furnish false or misleading information to college officials.

*Behavioral Misconduct* – A student shall take no action which disrupts or tends to disrupt the peace or which endangers or tends to endanger the safety, health or life of any person.

*Property Damage* – A student shall take no action which damages or tends to damage public or private property not his/her own without the consent of the owner or person legally responsible.

*Theft* – A student shall not take without authorization property for his/her own without the consent of the owner or person legally responsible.

*Unauthorized Entry* – Forcible or unauthorized entry onto any property or into any building structure, utility, or room on the premises is prohibited.

*Alcohol and Drugs* – A student shall not possess alcohol, i.e., beer or liquor, except in conformance with college policy. A student shall not manufacture, use, possess, sell, deliver or distribute any illegal or controlled drugs or substance except under the direction of a licensed physician.

*Weapons/Firearms* – A student shall not possess or use firearms, explosive devices or any other device classified as a weapon by the state of Illinois. Instruments used to simulate such weapons in acts which endanger or tend to endanger any person shall be considered weapons.

*Use of Buildings* – A student must observe the rules relating to the use of campus buildings and other college-owned, operated or approved facilities and services.

*False Reporting of Emergencies* – The intentional false report of a bomb, fire or other emergency in any college facility or on property controlled by the college in any form – pull alarm, verbal, written or otherwise – is prohibited.

*Loitering* – Congregating in areas, such as hallways, stairwells and doorways, so that it interferes with the free movement of others is prohibited.

*Smoking* – Smoking is permitted in designated smoking areas only. Violation of the campus smoking policy is prohibited.

*Gambling* – Gambling on campus grounds is prohibited.

*Telephone Use* – The unlawful use of college telephones is prohibited.

*Keys* – Using, possessing or making or causing to be made, any key(s) for any college building, room, facility or property – except as authorized – is prohibited.

*Radio Playing* – Loud playing of radio or other forms of amplification indoors that unreasonably disturbs or disrupts others is prohibited unless such action is sponsored by the college, or a club or organization thereof.

*Posting of Material* – Posting of material must be preapproved by the Director of Student Services and must follow the guidelines outlined in the Permit for Posting Signs, Posters, and Banners Board Policy no. 5731

*Public Assembly* – Assembly on campus for the purpose of group protests or demonstrations requires a permit, which is to be approved by the Vice President for Academic Affairs and Student Services and the Chief of Campus Police no later than 24 hours preceding the planned demonstration. ONLY Triton College students and/or staff are eligible to file for a permit to assemble. The guidelines for assembly are outlined in the Permit to Assemble: Protests/Demonstrations Board Policy no. 5730.

*Computer Tampering* – Theft or other abuse of computer time, including but not limited to: Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose, is prohibited.

*Identification Cards* – College identification cards may not be transferred or altered. Students shall show the identification card when requested to do so by a faculty or staff member when they identify themselves and state the reason for their request. Any person who does not have an identification card in possession but is an enrolled student at Triton College will be issued a warning to obtain one. Any non-student will be requested to leave campus provided that they are not a visitor approved by the College.

*Visitor Pass* – Any student who wishes to bring a guest on campus for non-college sponsored activities may do so provided that a visitors' pass has been obtained in the office of the Dean of Student Services.

*Classroom Disturbance* – Classroom disturbances which interfere with the educational process are prohibited.

*Financial Obligations* – A student is responsible for making certain that his/her financial obligations to the college are met.

*Compliance* – A student must comply with oral or written directives from any person who is duly authorized by the Board of Trustees or college president to enforce the policies and procedures described in this handbook.

*Obligation to Public Law* – A student attending a function as an official representative of the College is expected to behave appropriately and abide by applicable laws. At all times and places, a student is subject to public laws, which the Triton Police Department, among other law enforcement agencies is empowered to enforce.

## Disciplinary Probation and Disqualification

Students who fail to comply with Triton Community College policies, regulations, and rules will be subject to disciplinary action, including dismissal from the College. Disciplinary hearings will be facilitated through the Dean of Student Services office or designee, and conducted by the Student Conduct Committee. The Student Conduct Committee will be appointed by the Vice President of Student Affairs and membership will be reviewed on an annual basis.

In cases of suspension or dismissal, the decision of the Student Conduct Committee may be grieved through the Student Life Committee. In cases which involve academic concerns, grievances will be initiated with the instructor, department chairperson, and academic dean. The decision of the academic dean is final.

A student accused of violating College policies and/or regulations may be diverted from the disciplinary process if it is determined that the student is suffering from a psychological disorder and, as a result of the psychological disorder, engages or threatens to engage in a behavior which poses a danger of causing physical harm to self or others, or would cause significant property damage, or impedes the lawful activities of others.

## Non-discrimination Policy Purpose

The purpose of this policy is to: 1.) define unlawful discrimination and harassment, and 2.) express the position of the College regarding such behavior within the academic community.

### Definition

“Discrimination”—For the purpose of this policy, discrimination is unfavorable or unfair treatment of a person or class of persons in comparison to others who are not members of a protected class. Individuals may be in a protected class because of race, age, color, religion, ancestry, sexual orientation, physical or mental disability, national origin, ethnicity, gender, veteran status, marital status or political affiliation.

“Harassment”—For the purposes of this policy, harassment includes acts of unlawful discrimination, intimidation and intolerance which are disruptive to the campus environment and are motivated because of race, age, color, religion, ancestry, sexual orientation, physical or mental disability, national origin, ethnicity, gender, veteran status, marital status or political affiliation.

### Policy

Triton College reaffirms its commitment not to discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, disability, veteran status, age or any other basis which is protected by law in offering benefits, services, as well as educational and employment opportunities.

Discrimination/harassment is inconsistent with the principles and purposes of an academic community. The college community must commit to an environment free from acts of unlawful discrimination, harassment, intimidation and intolerance.

Unlawful discrimination and harassment should be challenged by all members of the academic community by following the college's “Internal Complaint Procedures.”

### Implementation

It is the responsibility of Triton College administrators to implement the college's Non-discrimination Policy within their respective area of jurisdiction.

## Internal Complaint Procedures

### Bringing a Complaint:

1. A complaint alleging acts of discrimination/harassment should be filed with the Director of Affirmative Action and Equal Employment, hereinafter "Director."
2. An individual that believes he/she has been wrongfully accused of discrimination/harassment should also file a complaint and/or response with the Director.

### Investigative Process:

1. After a complaint has been filed, the Director will conduct an internal investigation utilizing interviews, oral communication and correspondence. All such inquiries will be documented in written form.
2. Where complaints are validated by the Director, a proposed resolution designed to alleviate the unlawful discrimination and/or harassment will be presented to the complaining party. Provided the resolution is acceptable to the complaining party, it will be implemented.
3. Where the complaining party finds a proposed resolution unacceptable, the complaining party may seek assistance from other informal resolution procedures such as filing a grievance with an appropriate employee group like the Faculty Association, Administration, Mid-Management, Classified Association or 411 Student Handbook.
4. The complaint must file a copy of a final resolution with the Director regardless of whether a resolution is derived from the college's internal complaint and hearing process, or through other informal procedures within the jurisdiction of an appropriate employee group.

### Retaliatory Action

Retaliatory action of any kind taken against any individual as a result of a person's attempt to seek redress under the applicable procedures dealing with discrimination/harassment is prohibited and will not be tolerated.

## Mandatory Enrollment in COL 102, Being Successful in College

When students consistently underachieve academically, the institution shall take a proactive position in order to improve academic performance. Specifically, students on academic probation have demonstrated inadequate academic performance, resulting in a cumulative grade point average below 2.00. In order to correct or improve on academic performance:

1. Students who have completed 12 credit hours and have a cumulative GPA below 2.00 shall be required to enroll in COL 102, Being Successful in College in the next semester.
2. This policy shall be mandated for students placed on academic probation as a result of course work completed during the previous 12 months.

## Non-enrolled/Non-employed Individuals in College Classrooms, Laboratories, Work Areas and Facilities

The administration maintains the right to restrict access to college facilities in the interest of safety and sound educational practices.

1. Individuals not properly enrolled in a course will not be permitted in the college classrooms, laboratories, or clinicals when a class is in session. Short-term exceptions to this policy (maximum 2 times per semester) due to personal or child-care related issues require prior approval of the instructor for the class affected.
2. Individuals not employed by the college, including children of employees, are not permitted in college work areas, except as approved on a short-term basis by the work area supervisor.
3. Any member of the college staff who observes a dependent individual in potential violation of this policy on college property will inform the individual's parent/guardian (if available) about this policy and will request compliance.
4. This policy and related procedures will be posted in all college-owned or leased facilities, including the Library and satellite centers.

## Final Examinations

Final examinations/evaluations are held in all subjects according to the schedule. No examination will exceed two hours in length. No student will be excused from the final examination. Should any unusual circumstances develop requiring a special examination at a time other than which is scheduled, special authorization must be secured from the appropriate academic dean. Failure to secure the authorization will result in a final grade of "F" or, at the discretion of the instructor, in a reduced grade.



Under certain circumstances, special early examination arrangements may be approved.

## Financial Aid

Financial aid based on financial need may be available to a student who is enrolled at Triton College in a certificate or degree program which consists of a minimum of 16 credit hours.

Student financial aid programs involving grants, loans, scholarships and employment will be available so that no qualified student will be denied an opportunity to receive a college education due to lack of funds. Guidelines will be developed and published by the financial aid office.

No person will, on the basis of race, color, age, creed, sex, handicap or national origin or any individual as set forth by law be excluded from participation in, be denied the benefits of or be subjected to discrimination under the college's financial aid programs.

## Financial Obligations

All Triton College students have the responsibility to make tuition and fee payments by established due dates.

The Cashier's Office will determine when a student is in default of a required payment. It is the policy of Triton College that the following take place:

1. The student's record will be sealed and not made available to the student until all financial obligations are met in full.
2. The student will not be permitted to enroll in additional courses until all financial obligations are met in full.
3. Students not meeting financial obligations also may be referred to a collection agency. The fee associated with the collection agency is the student's responsibility.

## Fund-raising

The Triton College Board of Trustees recognizes that there are times when students representing Triton organizations and/or clubs desire to raise monies through a variety of fund-raising activities.

All student fund-raising activities must be approved by the Dean of Student Services or designee prior to the fund-raising activity.

There will be no solicitation on campus or any other type of fund-raising by external organizations without the approval of the Vice President of Student Affairs.

## Grading System

Triton College will use the following system of grading for all courses in all programs (except where indicated):

A	Excellent	four points per semester hour
B	Good	three points per semester hour
C	Fair	two points per semester hour
D	Poor	one point per semester hour
F	Failure	zero points per semester hour
I	Incomplete	zero points per semester hour
W	Withdrawn	No penalty
*P	Pass	Credit only; no grade point value
*R	Reschedule	No penalty; no credit
T	Audit	No penalty; no credit

\*Grades of "P" or "R" are assigned in specific approved courses based on individual academic department policy.

## Graduation Requirements

It is the student's responsibility to see that all graduation requirements are satisfied. Students are encouraged to consult with an advisor or counselor to monitor their educational progress.

A degree, career certificate or advanced certificate is not automatically conferred upon completion of Triton College curriculum requirements. Candidates must file a Petition for Graduation with the records evaluator according to published deadline dates. Deadline dates are listed in the calendar section of the catalog, the various college publications and in the office of admission.

Candidates for May graduation, as well as August and December graduates, are encouraged to participate in the annual commencement exercises held at the end of each spring semester. Students completing any degree or certificate program will have up to one year to participate in a commencement ceremony. Exceptions will be approved by the Vice President of Student Affairs.

## Health Services

The Board of Trustees recognizes that Health Services should be made available to all students. The Health Services Office will provide the services of a registered nurse during scheduled class hours to care for emergency, illness or injury. Parents or next of kin will be notified of any serious illness or accident occurring at Triton College. If necessary, the student will be transported to a medical facility by ambulance. The cost of treatment shall be the responsibility of the student.

The following health services will be provided to all:

1. Caring for the ill and injured student.
2. Dispensing of non-prescriptive medications.
3. Referral to other health agencies.
4. Offering of routine tests.
5. Wellness and health education programming.

## Identification Cards

In order to provide a safe and secure environment, Triton College realizes that a student identification card system is essential to the college successfully meeting this goal.

Effective fall semester 1991, all students, full and part time, will be required to have an identification card. The identification card will contain a current photograph of the student and include an identification number, which shall be the student's Social Security number.

The following will be adhered to:

1. Updating of identification cards will be required for each term of enrollment.
2. Having the identification card in the student's possession will be required whenever the student is anywhere on campus.
3. Presenting the identification card to any authorized staff when requested to do so will be required of all students.

Students violating any of the provisions of this policy will be subject to disciplinary sanctions.

## Incomplete Grades

If a student is passing and misses the final examination, with the authorization of the appropriate dean, or fails to complete a major assignment, the instructor may assign a grade of "I" Incomplete.

An "I" grade will become an "F" grade on the student's permanent record unless the required course work is completed within 30 calendar days after the beginning of the next regular semester (fall or spring term).

## Insurance

As a service, health and accident insurance applications are available for purchase by all registered students. This program is administered through the Health Services Office. Students seeking admission to Nursing and Allied Health programs must provide proof of valid hospitalization insurance on a required form as required by the program. Student athletes also are required to complete insurance information forms with the Office of Health Services.

## Job Posting Policy

As part of its efforts to assist students in obtaining employment, the Career Services Center shall maintain a job opportunities bulletin board and publish a job bulletin. By posting and publishing notices of job opportunities received from prospective employers, Triton College and its Career Services Center makes no representation as to the accuracy of the employers' representations, including representations regarding salary and selection criteria. Additionally, Triton College shall be under no obligation to investigate and therefore shall make no representations regarding the priority of the employers' personnel practices. Persons desirous of applying for a job posted or published or of obtaining additional information regarding a job shall be advised to contact the employer directly.

Triton College shall have the right to accept or reject any notice of a job opportunity or to edit any notice so long as no material change is made to the notice when edited. In selecting the notices to be posted and published, Triton College shall not discriminate on the basis of race, gender, national origin, creed, disability, veteran status, marital status, age or other category prohibited by law. No copyright protection shall extend to any notice published in the job bulletin.

## Nursing and Allied Health Programs

The Board of Trustees accepts that the fields of Nursing and Allied Health, because of their importance to the welfare of all society, must have special admission requirements.

Programs identified below have selective admission policies. Specific admission, progression, retention and graduation requirements and/or policies supercede general college policies in the catalog and student handbook.

- Nursing: Associate Degree Nursing  
Practical Nursing Exit Option  
Licensed Practical Nurse to Associate Degree Nurse Upward Mobility Track  
Nurse Assistant
- Allied Health: Diagnostic Medical Sonography (DMS)  
Nuclear Medicine Technology (NUM)  
Ophthalmic Technician (OPH)  
Radiologic Technology (RAS)  
Respiratory Care (RSC)  
Surgical Technology (SRT)

The following programs do not employ selective admission policy and require the same admission standards as other college programs:

- Basic Addiction Counseling (BAC)  
Eye Care Assistant (EYE)  
Fire Science Technology (FIR)  
Leadership for Paramedics (FIR)

### ***Admission procedure for Nursing and Allied Health Programs***

1. Submit to the office of admission:
  - a. A completed Triton College application.
  - b. An official transcript of high school graduation or GED certificate. Neither a high school diploma nor GED certification is required for admission into the Nurse Assistant program.
  - c. An official transcript of completed college course work.
  - d. Documentation of completed program prerequisites for Nursing and Diagnostic Medical Sonography program(s).
2. Attend an information session for the program of interest.
3. Take college placement tests for math, reading and writing; except when college transcripts show completion of math and English courses. Take the pre-entrance test for Nursing. The admission committee of the specific program determines acceptable scores.
4. Receive acceptance letters from the admission committee of the program chosen. Priority is given for qualified in-district residents. The admission committee of each program establishes criteria for program acceptance. Admission is based on completion of program prerequisites, when required, and ranking on a rating scale. Points are given for grades in completed course work for prerequisites, general education and support courses, and science courses taken in high school or college. For admission into selected Allied Health programs points are also given for documented/related health care experience and military service. The Nursing program requires a 2.5 cumulative GPA for program prerequisites.
5. Attend orientation and registration session.
6. Part-time students may complete program prerequisites and general education requirements before seeking admission into Nursing or Allied Health programs. Students are expected to seek advising to plan course work each semester.
7. Students who were admitted to the Practical Nursing or Associate Degree Nursing program(s) prior to Fall 2000 and were later terminated may be considered for admission into the first semester of the 1 PLUS 1 Nursing program provided they have completed all 1 PLUS 1 program prerequisites. The Nursing Department in collaboration with the student will develop a remediation plan prior to admission. The plan will include completion of NUR 105. Ongoing remediation may be required if admission is granted into NUR 115 and NUR 125. No advanced placement will be offered.
8. Submit a completed physician's history and physical form with required documentation of functional physical condition and required immunizations; and proof of valid health insurance to the college health service, prior to the first clinical course. (The Nursing and Nurse Assistant program(s) require that all documentation be complete prior to the first day of the first class.)

Continued health insurance coverage and documentation of valid health status is the responsibility of the student and must be maintained throughout the period of enrollment in any Health Career program. Students are responsible for any incurred medical expenses. Additional health require-

ments may be needed to comply with clinical agency policies.

Note: Any applicant to the clinical portions Health Career programs who is afflicted with epilepsy or any other condition that causes loss of consciousness or otherwise may impair his/her ability to perform will furnish the Office of the Dean of Health Careers and Public Service programs with a verified statement from a licensed physician to the effect that the applicant's condition does not pose a direct health or safety threat or significant risk to the student, patients, hospital staff or others in the Health Career program or clinical facility. In addition, the applicant will agree to remain under the care of a physician and follow treatment as prescribed. Furthermore, each applicant's physician must report immediately to the College any change in the applicant's ability to function safely in the clinical portion of the program. Any default in this agreement will constitute cause for the removal of the student from the clinical portion of the program.

#### *Advanced Placement*

1. Proficiency examinations, if available for beginning courses, must be taken before enrollment in the course according to specific departmental or program requirements and subject to approval by the dean.
2. Clinical proficiency examinations may be required prior to acceptance of credits for clinical courses.
3. All program requirements for acceptance to selective admission programs will be required of the student applying for advanced placement.
4. The admission committee of the specific program, using established program criteria, will evaluate requests for advanced placement on an individual basis.
5. Advanced placement students are admitted only after currently enrolled students have been placed.

#### *Transfer Students*

1. Transfer students must complete admission procedures for Health Career programs no later than 30 days prior to the semester in which they seek admission.
2. All required math, science courses and courses in program majors will be considered only if completed within the last five years with a "C" grade or better. Comparable achievement in terms of course objectives and content must be documented.

#### *Progression and Retention*

1. A grade-point average of 2.0 is required for progression in all programs.
2. A "C" grade or better within the last five years is required for progression in all required science, math and major health career courses (including Early Childhood Education) to count towards graduation requirements.
3. All clinical components or clinical courses must be completed with a minimum grade of "P," "C" or "S," regardless of theory grade.
4. Students admitted to the Nursing program are allowed to repeat only one course in each of the 100 and 200 level NUR courses following withdrawal or earning a failing grade ("D" or "F"). A failing grade, or withdrawal from a repeated course, or any subsequent NUR course in the same level (100 or 200) will result in termination from the program making the student ineligible for readmission or graduation from the same program. Students in the Nursing program achieving a "D" or "F" in any Nursing course and who are seeking readmission will develop a remediation plan in collaboration with the Nursing Department prior to being considered for readmission. The remediation plan may include completion of NUR 105 or NUR 180.
5. Students who achieve a course grade of "C" in NUR 145, NUR 155 or NUR 165 are strongly encouraged to complete NUR 180 before progressing to the second year Nursing courses. Students choosing the Practical Nurse exit option are required to complete NUR 180 and may do so concurrently with NUR 190.
6. A failing grade ("D" or "F") in a repeated Allied Health program course or Public Service program course will result in dismissal or termination from the program making the student ineligible for readmission or graduation from the same program.
7. Students returning to the clinical following a major illness or delivery must provide written documentation from the physician stating the student may be involved in all clinical activities without physical restrictions.
8. Requirements stated in the catalog at the time of admission or readmission to a Health Career/Public Service program must be met for graduation.
9. Nursing students are required to earn a grade "C" or better in all general education courses.

*Readmission (for students who withdrew, are repeating a course or were terminated prior to program completion)*

1. All students seeking readmission should submit completed "Request for Readmission to a Health Career Program" form to the Health Careers Information Specialist no later than 30 days prior to the start of the semester in which they seek readmission.
2. All students petitioning for readmission will be evaluated and readmitted depending on availability of seats or clinical spaces after currently enrolled students have been placed.
3. Any student who has withdrawn ("W") and/or was terminated twice in a single Health Career/Public Service course will be subject to individual review of academic performance by the program admission committee prior to granting of permit to register for the same course.
4. Students seeking readmission into Diagnostic Medical Sonography, Nuclear Medicine Technology, Ophthalmic Technician, Radiologic Technology, Respiratory Care and Surgical Technology, who for any reason, have not taken any program specific courses in the two years prior to the readmission date, will be required to retake all previously completed program specific course requirements.

Progression of students enrolled in Associate Degree Nursing program as of Fall 2000 to transition into 1 PLUS 1 program.

Note: A remediation plan will be developed by the Nursing Department in collaboration with a student who is seeking readmission after achieving a "D," "F" or "W" in a Nursing course. The plan must be completed prior to being considered for readmission.

1. Students who were unsuccessful in NUR 101 may be considered for readmission into the Nursing program after completion of NUR 105 and all prerequisites of the 1 PLUS 1 program. Students granted readmission to the Nursing program will be required to complete the general education requirements of the 1 PLUS 1 program which become effective Fall 2001. The student who has not completed eight credits of Anatomy and Physiology, equivalent to BIS 136/BIS 137 or BIS 240/BIS 241, will be required to complete BIS 137 prior to, or concurrent with, NUR 145/NUR 155/NUR 165.
2. Students who withdrew or did not achieve a minimum grade of "C" in NUR 120 may be considered for readmission into the Nursing program in the status of advanced placement into NUR 145 provided they complete NUR 105, meet 1 PLUS 1 program prerequisites, achieve a grade "C" or better on the NUR 115 and NUR 125 proficiency exams and achieve a score of 100 percent on a dosages and calculations exam. The student who has not completed eight credits of Anatomy and Physiology, equivalent to BIS 136/BIS 137 or BIS 240/BIS 241, will be required to complete BIS 137 prior to, or concurrent with NUR 145/NUR 155/NUR 165. Students granted readmission to the Nursing program will be required to complete the general education requirements of the 1 PLUS 1 program, which become effective Fall 2001.
3. Students who completed two or more semesters of the Associate Degree Nursing program and achieve a grade "D," "F" or "W" may be considered for readmission into the Nursing program in the status of advanced placement into NUR 145/NUR 155/NUR 165 upon completion of the 1 PLUS 1 program prerequisites. The student who has not completed eight credits of Anatomy and Physiology, equivalent to BIS 136/BIS 137 or BIS 240/BIS 241, will be required to complete BIS 137 prior to, or concurrent with NUR 145/NUR 155/NUR 165. Students granted readmission to the Nursing program will be required to complete the general education requirements of the 1 PLUS 1 program which become effective Fall 2001. Students who choose the Practical Nurse exit option of the 1 PLUS 1 program also must complete NUR 190.
4. Students who were terminated from the program with a "D," "F" or "W" twice in the same second year Nursing course or in two different second year Nursing courses may be considered for readmission into the Nursing program in the status of advanced placement into only the Practical Nurse exit option of the 1 PLUS 1 program upon completion of the 1 PLUS 1 program prerequisites. Students will be required to complete NUR 145, NUR 155, NUR 165 and NUR 190. The student who has not completed eight credits of Anatomy and Physiology, equivalent to BIS 136/BIS 137 or BIS 240/BIS 241, will be required to complete BIS 137 prior to, or concurrent with NUR 145/NUR 155/NUR 165. Students granted readmission to the Nursing program will be required to complete the general education requirements of the 1 PLUS 1 program effective fall 2001. Following Licensed Practical Nurse licensure, students may be considered for the Upward Mobility Track of the 1 PLUS 1 program.

## Outside Speakers and Programs

The Triton College Board of Trustees believes that inviting guest speakers to Triton College is a necessary part of a student's freedom of inquiry and expression.

Guest speakers invited to speak to a class must have the approval of the faculty instructor. The academic dean will approve all requests for speakers when a stipend is to be paid. All other requests for guest speakers emanating from the Academic Affairs division must have the approval of the appropriate academic dean.

Requests for guest speakers emanating from the Student Affairs division must have the approval of the supervising administrator. Student-based clubs and organizations must have a sponsor file a request with the Dean of Student Services who will coordinate the request with the Business Affairs division if a stipend is to be paid to the guest speaker.

The institutional control of campus facilities will not be used as a device for censorship.

The sponsorship of guest speakers does not imply either approval and/or endorsement by the sponsoring organization or group or Triton College.

Guest speakers will be accountable for their conduct under valid general laws. However, if a student organization sponsors a speaker with knowledge of his/her intended violation of the law or Triton College's policies and/or regulations, and if such violation occurs, disciplinary action will be taken against the sponsoring student(s) and/or organization(s).

## Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs/Drug Abuse Education Programs

Whereas, Congress has enacted the Crime Awareness and Campus Security Act; and

Whereas, the Board of Trustees of Triton College intends to comply with the requirements of the Act; and

Whereas, the Board of Trustees recognizes the dangers posed by the abuse of alcoholic beverages and illegal drugs and intends to abide by and strictly enforce all state and federal laws governing possession, use and sale of alcoholic beverages and illegal drugs, including but not limited to the Drug Free Workplace Act of 1989 and the Drug Free Schools and Community Act of 1989;

Now therefore, the Board of Trustees adopts the following policy:

- A. Students and employees are prohibited from bringing onto the campus or using alcohol or illegal drugs on campus or during any college activity. An exception to the alcohol possession and use rule may be made by direction of the president or designee in specific circumstances and designated campus areas.
- B. The Dean of Student Services, Human Resources Department and the Triton College Police Department shall develop appropriate materials to be distributed to all students and employees explaining state and federal laws on the use, possession and sale of alcohol and illegal drugs on and off campus at college activities and prepare educational programs on alcohol or drug abuse.
- C. Students who violate state or federal law or the college alcohol or drug policy on campus or at college activities off campus are subject to prosecution by local, state and federal officials and are subject to discipline under the Student Rights and Responsibilities and, where appropriate, reference to counseling.
- D. Employees who violate state or federal law or the college alcohol and drug policy while on campus or at college activities off campus are subject to prosecution by local, state and federal officials and are subject to discipline under the collective bargaining agreements, campus policies and, where appropriate, reference to counseling.
- E. The Dean of Student Services, Human Resources Department and the Triton College Police Department shall develop a program to provide a counseling and assistance program for students and employees with alcohol and drug problems.
- F. All employees directly engaged in performance of work pursuant to the provisions of a federal grant or federal contract in excess of \$25,000 and students who are Pell Grant recipients must notify the college within five days of any criminal drug statute conviction for a violation occurring on or off college premises while conducting college business or activities. The college shall within 10 days after receiving such notice inform the federal agency providing the grant of such conviction. Within 30 days following the notification of the conviction, appropriate disciplinary action shall be taken against such employees or students. Employees or students may be required at their own expense to participate satisfactorily in a substance abuse assistance or rehabilitation program.

## Permit for Posting Signs, Posters and Banners

The Board of Trustees recognizes that from time to time for various purposes, students, staff and Triton College authorized organizations and clubs may want to post signs, posters and/or banners. All such requests must be submitted to the Dean of Student Services for approval at least 24 hours prior to posting.

All posting of signs, banners and posters must meet the following guidelines:

All posting of signs, banners and posters must meet the following guidelines:

1. Signage which is obscene and/or disruptive to the education and/or business functions of the college will not be permitted.
2. Approved signage may be posted in designated areas only (bulletin boards, brick walls, etc.). Signage may not be posted on painted walls, wood surfaces, glass or the exterior of college facilities. However, signage may be posted on the exterior of college facilities if the signage is requested by a member of the administrative staff and is for the purpose of advertising a college event or function.
3. Signage which has not been preapproved will be removed by the Dean of Student Services or administrator who supervises the area.
4. Signage must be removed by the individual, club or organization no later than the last day of the approved period of time for posting.

## Privacy Act and Directory Information

Students will be annually informed of the Family Education Rights and Privacy Act of 1974 through the student handbook. Copies of the college's policy are available in the Office of Admission.

A directory of records for all students will be maintained by the college. There will be three categories of directory information.

1. Name, address, telephone numbers, dates of attendance and class.
2. Previous institutions attended, major fields of study, awards, honors and degree(s) conferred and associated dates.
3. Past and present participation in officially recognized sports and activities; physical factors, such as height and weight of athletes; and date and place of birth.

To withhold directory information from disclosure, students must notify the Admissions and Records Office in writing at the beginning of each semester. Failure to make such a written request will indicate approval to disclose directory information by the college for any purpose, at its discretion.

The Vice President of Student Affairs will review and approve all requests for student directory information. Directory information will be provided when the Vice President determines its is in the best interest of Triton College students.

## Permit to Assemble: Protests/Demonstrations

The Board of Trustees recognizes that students and staff have the right to express themselves in groups. That expression may be either in support of or against any topic or cause and may include protests and demonstrations.

If there is a desire to assemble on campus for the purpose of group protests or demonstrations, a permit is required. Only Triton College students and/or staff are eligible to file for a permit to assemble. A permit to assemble must be approved by the Vice President of Student Affairs and the chief of campus police no later than 24 hours preceding the planned demonstration.

The Board of Trustees expects that all students and/or staff who participate in a protest and/or demonstration have the following responsibilities regarding the assembly and that each assembly:

1. Be peaceful in nature.
2. Be held outside buildings on campus.
3. Not block entrances to buildings on campus.
4. Not obstruct the normal flow of traffic on streets, sidewalks and parking lots.
5. Not use amplification equipment.
6. Not disturb the normal business and classes of the college.

Any protest and/or demonstration that does not meet the above requirements will be dispersed.

The Vice Presidents of Student Affairs and Business Services will develop specific regulations to implement this policy, including an approval form for permit to assemble.

## Registration

A schedule of classes will be mailed to all in-district homes before each term for the convenience of residents who may want to enroll at Triton College. A notice to register is issued to students who currently are enrolled.

Students may register in person for all courses, by telephone or Internet for many occupations and university transfer credit courses and almost all courses offered through the School of Continuing Education. To insure proper academic placement, credit students, first time enrolled, will be required to register in person and participate in new student orientation and placement testing.

Students may pay tuition and fees in cash, by check or by bank card. Failure to comply with payment deadlines may result in cancellation of enrollment and the need to re-register, with no assurance that the same class schedule will be available.

## Repeating a Course

Students may repeat a course in which they have received a “D” or “F” grade but may not receive credit for the course more than once. Only the higher of the two grades will be used in computing the grade point average.

If students repeat a course in which they have received an “A,” “B” or “C” grade, they will not receive credit for the repeated course and the grade points will not be counted in the student’s record. The only exception is for courses noted in the “Course Descriptions” section of the catalog as those that may be repeated for full credit.

In all cases both grades will remain on the student’s official college transcript. This policy pertains only to courses taken and repeated at Triton College.

In order to benefit from this provision, the student is responsible for submitting a Petition for Repeated Course upon successful completion of repeated course.

## Residence Policy

Residence is defined as the place where a student lives and which a student intends to be his/her true permanent home. A student who temporarily moves into the Triton district for the purpose of attending the college at a reduced tuition rate will not be considered as having established residency within the district.

The student must meet the following criteria to be considered a resident of the district:

- Occupy and/or own a dwelling in the district for 30 days immediately prior to the start of classes.
- Provide at least two forms of identification, such as a driver’s license, automobile registration, property tax statement, voter registration card, lease or purchase agreement, utility or telephone bill, library card or other official documentation.
- A change from out-of-district to in-district status during a semester becomes effective no earlier than the following semester.

## Student Rights and Responsibilities

### I. General Regulations

College regulations apply to a student when on college property or attending a class. The college applies disciplinary sanctions for violation of these regulations. Should an act violate both college regulations and public law, the student is subject to dual jurisdiction. Students also may be held responsible for actions of their guests. Non-student visitors to the campus are expected to comply with college regulations.

- A. Written or other work a student submits in a course must be the product of his/her own efforts; plagiarism, cheating or other forms of academic dishonesty are prohibited. Any grievance or appeal under this subsection should be directed to the Program Coordinator/Department Chairperson then to the Dean in charge of that area.
- B. A student shall not furnish false or misleading information to college officials.
- C. A student shall take no action which disrupts or tends to disrupt the peace or which endangers or tends to endanger the safety, health or life of any person.
- D. A student shall take no action which damages or tends to damage public or private property not his/her own without the consent of the owner or person legally responsible.
- E. A student shall not appropriate property for his/her own without the consent of the owner or person legally responsible.
- F. A student shall not possess alcohol, i.e., beer or liquor except in conformance with college policy. A student shall not use or possess any illegal or controlled drugs or substance in either refined or crude form except under the direction of a licensed physician. No student shall sell or give such drug or substance to any other person.
- G. A student shall not possess or use firearms, explosive devices or any other device classified as a weapon by the state of Illinois. Instruments used to simulate such weapons in acts which endanger or tend to endanger any person shall be considered weapons.
- H. A student is responsible for making certain that his/her financial obligations to the college are met.
- I. A student must observe the rules relating to the use of campus buildings and other



college-owned, operated or approved facilities and services.

- J. A student must comply with oral or written directives from any person who is duly authorized by the Board of Trustees or college president to enforce the policies and procedures described in this Handbook.
- K. A student attending a function as an official representative of the college is expected to behave appropriately and abide by applicable laws. At all times and places, a student is subject to public laws, which the Triton Police Department, among other law enforcement agencies, is empowered to enforce.

## II. Sanctions

Any student whose conduct results in either informal or formal disciplinary proceedings will be subject to one or more of the following sanctions as determined by the Student Conduct Committee.

*Disciplinary warning:* Formal action censuring a student for violation of college rules or regulations. Such warnings are communicated in writing by the Dean of Student Services. Disciplinary warning indicates to the student that continuation of the specific conduct involved or other misconduct will result in one of the more serious disciplinary actions described below.

*Disciplinary probation:* Formal action placing conditions upon the student's continued attendance at Triton College for violation of college rules and regulations. The Dean of Student Services will specify, in writing, the period of probation and the conditions as indicated by the Student Conduct Committee. Disciplinary probation may be for a specific term or for an indefinite period which may extend to graduation or other termination of the student's enrollment at the college.

*Suspension:* Formal action dismissing a student temporarily from the college for violation of college rules or regulations. Suspension may be for a specified or indefinite period but the implication of the action is that the student may eventually return if evidence or other assurance is presented that the misconduct will not be repeated. Such action shall be communicated in writing by the Dean of Student Services.

*Dismissal:* Students may be dismissed from the college for violation of college rules and regulations. The student will be notified, in writing, of the term of the dismissal and any special conditions which must be met prior to readmission. Such action shall be communicated in writing by the Dean of Student Services.

Any student who fails to comply with administrative procedures or to meet financial obligations to the college will be subject to the following sanction:

*Restriction:* Formal action which denies to the student the opportunity to conduct any official transactions with the college such as registration and the issuance of grade reports and academic transcripts. The restriction will remain in effect until the Student Conduct Committee is satisfied that the obligations to the college have been met.

A decision by the Student Conduct Committee to dismiss the charges or to issue a disciplinary warning or probation is a final, non-appealable decision. However, the student subject to suspension or dismissal may file a grievance to the Student Life Committee.

## III. Student Life Committee Membership

- A. Membership of the Student Life Committee consists of six voting members: three students and three faculty. Two alternates, one student and one faculty, will be members without vote. Faculty members are appointed by the Triton College Faculty Association president. The student members of the Triton College Student Life Committee are appointed by the Student/Life Development Committee of the Academic Senate. The chairperson of the committee shall be elected by the voting members. The Dean of Student Services also shall be a non-voting member. Students are appointed annually and faculty are appointed for three-year staggered terms. Alternates are appointed annually. Members may be reappointed.

1. If a voting member is unable to serve, the chairperson will designate the alternate of the same constituency to serve as a voting member.
2. If a member of the Student Life Committee is not in good academic or disciplinary standing at the college, he/she will be removed from the committee. The notification of such removal will be in writing.
3. A quorum will consist of two students, two faculty members and the Dean of Student Services or his/her designee.

## IV. Meetings

- A. Generally, meetings of the Student Life Committee are open to members of the college community; however, closed or executive sessions will be held in the best interest of those involved.

- B. Closed or executive sessions will be ordered by the Student Life Committee in the following circumstances:
  1. Review of highly personal matters; or
  2. Consideration of confidential communications; or
  3. Deliberations regarding appeals, reinstatements and grievances; or
  4. Whenever proceedings are so disruptive to prevent or seriously hinder its orderly functions.

## **Servicemembers' Opportunity College (Military Personnel)**

Triton College is proud to be identified by the American Association of Community Colleges as a Servicemembers' Opportunity College (SOC) providing educational assistance to active-duty service personnel. An SOC institution offers the following benefits for servicemembers:

1. Use of admission procedures that insure access to higher education for academically qualified military personnel.
2. Evaluation of learning gained through military experiences, and academic credit for such learning, where applicable.
3. Evaluation of non-traditional learning and awarding of academic credit for such learning, where applicable.
4. Evaluation of requests for inter-institutional transfer of credits and acceptance of such credits where appropriate.
5. Flexibility in satisfying residence requirements by making adjustments for military students who transfer from other college districts.

## **Sexual Harassment**

### **Illegality**

Sexual harassment is illegal under both state and federal laws. In some cases, it may be subject to prosecution under the criminal sexual conduct law.

### **Definition and Description**

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual misconduct is any sexual activity that does not involve the knowing consent of each individual, expressed verbally or otherwise. This behavior includes but is not limited to the following:

- A. any form of sexual penetration when the victim does not give or is unable to give knowing consent;
- B. any intentional or knowing touching or fondling by either person, directly or through clothing, of the sex organs, buttocks or breasts of either person for the purpose of sexual gratification or arousal of either person in which the victim does not give or is unable to give consent;
- C. any force, restraint, illegal trespass, actual or threatened, with sexual intent; indecent exposure; or use of mail, telephone or other message systems to send obscene or intimidating materials that are unwelcome to the recipient.

## **Internal Complaint Procedures**

### **Bringing a complaint:**

1. Any person within the college or college community who believes that he or she has been the victim of sexual harassment as defined above and wishes further information or assistance (hereinafter "Complainant") should promptly contact the director of Affirmative Action.
2. The Complainant should present the complaint as promptly as possible after the alleged harassment occurs. One consequence of the failure to present a complaint promptly is that it may preclude recourse to legal procedures should the Complainant decide to pursue them at a later date.
3. The initial discussion between the Complainant and the Director of Affirmative Action will

be kept confidential, with no written record.

4. If the Complainant, after an initial meeting with the Director of Affirmative Action, decides to proceed, the Complainant should submit a written statement to the Director of Affirmative Action. Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case should be limited in order to safeguard the privacy of all individuals as much as possible.
5. The Director of Affirmative Action will inform the alleged offender of the allegation and of the identity of the Complainant. A written statement of the complaint will be given to both parties. Every effort will be made to protect the Complainant from retaliatory action by those named in the complaint.
6. Penalties resulting from sexual harassment complaints filed with the Director of Affirmative Action include, but are not limited to, disciplinary measures such as probation, suspension, expulsion or discharge. Such penalties are at the discretion of the Director of Affirmative Action.

### **Applicable Legal Recourse**

An aggrieved party may also, by law, file a complaint and/or civil action with the Equal Employment Opportunity Commission, Illinois Department of Human Rights or an appropriate Circuit court.

### **Contact Information**

The Equal Employment Opportunity Commission may be contacted as follows:

Equal Employment Opportunity Commission  
Chicago District Office  
500 West Madison  
Suite 2800  
Chicago, IL 60661  
(312) 353-2713

Illinois Department of Human Rights  
222 South College Street  
Room 101A  
Springfield, IL 62704  
(217) 785-5100

### **General External Investigative and Complaint Process**

#### **Illinois Department of Human Rights**

- Charge is filed by Complainant
- Notice is given to Respondent by department
- Department conducts a full investigation including, but not limited to, discovery and a fact finding conference
- Complainant files a reply to Respondent's response
- Department director prepares a report regarding each charge
- Department notifies Complainant and Respondent of decision
- Complainant may seek review of a dismissal order before the department's chief legal counsel

#### **Equal Employment Opportunity Commission**

- Complaint is filed by Complainant
- Commission conducts a hearing or alternative hearing on the complaint
- Discovery is conducted
- Respondent files a response to the complaint
- Hearing officer makes a decision on the complaint
- Both parties have an option to file for a review of the decision by the commission, unless the parties opted for an alternative hearing

### **Prohibition of Retaliatory Action**

Retaliatory action of any kind taken against any individual as a result of a person's attempt to seek redress under the applicable procedures dealing with sexual harassment is prohibited. Such action shall be regarded as a separate and distinct cause for complaint.

### **Smoke-free Policy**

Triton College is dedicated to providing a healthy working environment for all of its students, employees, and guests.

As of July 1, 1990, the “Illinois Clean Indoor Air Act” took effect. This law states that “No person shall smoke in a public place except in that portion of a public place which may be established and posted.” In light of these findings, Triton College shall implement the following changes as of July 1, 2006.

- All buildings on the campus of Triton College shall be entirely smoke-free.
- There shall be no smoking within 15 feet of any building entrance.
- The Vice President of Business Service may establish designated smoking areas as deemed necessary or for special events providing adequate ventilation and disposal facilities are available.
- No tobacco products shall be sold on campus.
- All public meetings will be smoke-free.
- Triton College shall offer stop-smoking programs for those employees who smoke and would like to quit smoking.

## Administration of Student Activity Fees

By July 1 of each year, the TCSA Budget Committee will recommend procedures to allocate student fees (under the supervision and with the approval of the Dean of Student Services). The procedures then will be submitted for approval to the Dean of Student Services and the Vice President of Student Affairs.

Student activities fees may be used to support curricular and co-curricular programs except:

1. An activity that is illegal.
2. An activity that is in violation of policies of the Board of Trustees of Triton College.
3. Specific partisan political events.
4. Any activity or program which fosters and/or perpetuates an interest in a specific religion.
5. An activity that is determined by the Director of Student Services, in conjunction with the Vice President of Academic Affairs and Student Services and the Vice President of Business Services, to increase the liability of the College.

## Student Complaint Process

Triton College, in its mission, is committed to student success through institutional and academic excellence, and providing a student-centered, lifelong learning environment for our diverse community. To that end, our desire is for you to have a positive experience at Triton College. We recognize that at times situations may occur whereby students need to have the opportunity to voice a complaint.

The student complaint process governs any case in which a student has a complaint on an action that is deemed objectionable by the complainant against Triton College or a member of the faculty, administration, or employee of the institution. The student complaint process does not apply to grade appeals, complaints of sexual harassment, or complaints of discrimination. Please refer to the student handbook for procedures regarding these types of complaints (i.e. “change of grades,” sexual harassment”, “non-discrimination policy”).

Students are strongly encouraged to resolve any concern informally through the appropriate individual or department with whom the concern resides. If however, an issue or problem still exists, there is a formal complaint process that students may initiate.

### Procedure

All complaints should be submitted in writing (complaints may also be submitted via email) in complete detail promptly after the occurrence and must include the name and contact information for the student who is communicating the concern. In addition, the complaint should include the name of the person(s) involved and the nature of the complaint, the name of any witnesses and the signature of the complainant. A delay in reporting can make it difficult to investigate and address the concern. The complainant should clearly and concisely describe the concern as well as the desired remedy. All complaints must be filed within 30 days of the date that the incident occurred.

### Academic Student Complaint

#### *Step 1*

Student confers with the involved faculty and/or staff member in order to resolve the issue informally. If the complaint is not resolved, the student may submit a written complaint to the individual’s supervisor (Department Chair, Dean, Associate Vice President). The supervisor will attempt to reach a mutually acceptable resolution.

*Step II*

If the student feels that the issue is still unresolved, she/he may submit a written complaint to the appropriate Academic Dean who supervises that area. The Academic Dean discusses the complaint with the student and affected party and attempts to reach a mutually acceptable resolution.

*Step III*

If the resolution presented by the Academic Dean is not reached, the student may appeal the resolution to the Associate Vice President of Academic Affairs. The Associate Vice President of Academic Affairs may:

- A. Offer a resolution to the complaint
- B. Dismiss the complaint
- C. Take appropriate action

***Decision of the Associate Vice President is final.***

**Non Academic Student Complaint***Step I*

Student confers with the employee involved in order to resolve the issue.

*Step II*

If the student feels that the issue is still unresolved, a formal complaint should be made to the immediate supervisor of the person involved in the alleged violation. The administrative officer or immediate supervisor discusses the complaint with the student and affected party and attempts to reach a mutually acceptable resolution.

*Step III*

If the resolution presented by the administrative officer or immediate supervisor is not reached, the student may appeal the resolution to the appropriate Dean of the area. In the absence of a Dean, the student may appeal to the appropriate Associate Vice President. The Associate Vice President may:

- A. Offer a resolution to the complaint
- B. Dismiss the complaint
- C. Take appropriate action

***Decision of the Associate Vice President is final.***

In the event a student complaint should be brought forward to the Office of the Vice President, Office of the President, or Board of Trustees, the complaint should be redirected in order to ensure the student complaint process is adhered.

**Student Travel**

The Board of Trustees recognizes that it is in the educational interest of the community college to be involved in activities and programs which cause students to be off-campus for various periods of times. These activities and programs generally are included in one of the following:

*1. Triton College-funded Travel*

Triton College will give financial support to students for approved activities and programs as determined by the Board-adopted budget and approved by the president of the college or his designee. All Board policies related to travel must be followed. Some activities and programs that may be included are athletics, field trips, student association, student trustees, debate, etc.

*2. Student-paid Travel*

Triton College requires that all students traveling in this manner with Triton College approval must pay for the travel before the travel begins. The Board of Trustees supports all college-sponsored activities and programs which may require travel in either the United States or internationally.

If a student is requesting travel at the district's expense, the Board shall approve such travel at least one regular meeting prior to the request for travel.

The Board of Trustees reserves the right to cancel international travel during time of international conflict as defined by the United States State Department. During other periods of time prior to approval of international travel must be obtained from the Vice President of Student Affairs, the President and the Board of Trustees.

All students traveling off-campus for either a college-funded or student-funded activity or program must sign a student release statement prior to traveling. The Vice President of Student Affairs will develop the student release statement and a regulation guiding it. The statement and regulation will be distributed to all division vice presidents for distribution.

## Student Trustee Qualifications

The Board of Trustees establishes the following qualifications for student trustees in accord with the regulations stipulated in Illinois Public Community College Act (IL Rev. Stat. 1987, Chap. 122, Par. 103-7.24, "Student Member of Community College Board – Selection"). The purpose of these qualifications is to emphasize the Triton College Board's and institution's commitment to high academic standards and to reinforce the concept that the student trustee should be a role model for other students.

### Qualifications for Student Trustee

The student trustee must meet the following qualifications.

1. Must have completed a minimum of 12 semester hours of credit classes at Triton College prior to petitioning to run for the office of student trustee.
2. Must be in good academic standing (2.00 GPA and no major restrictions) as determined by the Records Office of Triton College, at the time the petition for office is filed and during the entire term of office if elected.
3. Must be currently enrolled in credit classes at Triton from the beginning of each semester to the last day for withdrawal (as stated in the current college catalog) with a "W."
4. Must agree to serve a minimum of one full term of office unless there are extenuating circumstances.
5. Must receive a plurality of votes cast in the general election.
6. Must be a resident of Community College District #504.
7. Must be enrolled in nine credit hours and successfully complete at least 70 percent of their courses each semester.
8. Must be an associate's degree or certificate-seeking student.

Note: At the beginning of the semester, and again at mid-term and close of the semester, the Dean of Student Services will initiate the verification of qualifications for the student trustee. When the qualifications are not met, the disqualified student will relinquish his/her office as trustee as well as the ex officio office on the TCSA Executive Board upon receipt of certified notification from the Dean of Students indicating the area of non-compliance.

The TCSA president will serve on an interim basis until a new trustee is determined at one of the next regularly scheduled general elections for student leaders, i.e., TCSA Senate/TCSA Officers. The Dean of Students also notifies the chairman of the Triton College Board of Trustees of an upcoming vacancy in the student trustee position.

## Tuition and Fees Senior Citizens

Residents of the Triton College district who are 60 years of age or older may register for classes at reduced rates any time during regular registration periods. The reduced tuition rate is \$6 per semester for arts and science and career education courses. Senior citizens over the age of 60 also are entitled to a waiver of registration fees (\$5 per term).

Residents of the Triton College district who are 65 years or older may enroll in regularly scheduled courses during the late registration period without payment of tuition under the following conditions:

1. Annual household income is \$12,000 or less.
2. The class is not filled.
3. Enrollment of tuition-paying students exceeds the minimum number required for the course.

Proof of age and signed declaration of annual income are required to qualify for the tuition waiver.

## Tuition for Employees of In-district Companies

A student who resides outside of the Triton College district but is employed by a company/organization within the district will not be entitled to in-district rates, unless the following conditions for contract training are met:

1. The student must first apply for a chargeback from their local community college if the program of study is not offered by that district.
2. An authorized agent of the company must complete the contract training form, verifying that the student is employed at least 35 hour per week in a job-related course and/or program of study.
3. All contract training forms submitted by the student are subject to verification by the college.

4. A separate contract training form must be submitted each semester, prior to the start of classes, to confirm eligibility.

## **Tuition Refund**

A student who registers, fails to attend class and fails to officially withdraw from the class, is still responsible for all tuition and fees. A student who receives grades for a class but does not pay will be subjected to a 25 percent collection fee when the unpaid balance is turned over to a collection agency.

A student who officially withdraws from any class may be refunded a percentage of the course tuition, depending on when withdrawal is made. The refund schedule is published in each issue of the college catalog.

The registration, late registration, proficiency test and special examination fees are not refundable. The auxiliary and student services fees are refundable only when official withdrawal occurs before the start of the semester.

## **Tuition Refund/Credit Voucher for Students Called to Active Military Service**

Any active student who is required to withdraw from classes during his/her regular semester or summer term due to active military obligations will be entitled to a full refund of tuition or credit voucher (unless paid by a state/federal agency) upon evidence and notification to the college within the semester or term of withdrawal.

## **Tuition Waiver/Student Trustee**

The Board of Trustees encourages the involvement of the student trustee in the governance structure of the college. The student trustee has a responsibility to represent his or her constituency in an advisory voting capacity on all action exhibits presented to the Board of Trustees.

In recognition of the countless hours of volunteer service in this endeavor, the Board of Trustees grants a full tuition and fee waiver for the student trustee during his/her term of office. The student trustee must remain in good academic standing for this provision to apply.

## **Tuition Waiver Policy/Athletic**

Student athletes eligible under National Junior College Athletic Association (NJCAA) and Conference standards are considered qualified to receive tuition waivers. Any student who participates in intercollegiate athletics will also be eligible to apply for local, state and national scholarships available to all other Triton College students. Non-athletic scholarships awarded to student athletes are not counted toward the total tuition waiver.

In accordance with NJCAA regulations, waivers are available to any and all sport offerings designated as Division I or Division II. Triton College will offer waivers that cover in-district tuition only, (not fees) and shall not exceed 15 credit hours per semester. A maximum of 20 full waivers shall be granted per academic year. These are one year renewable awards and do not include summer school expenditures.

Each year for the subsequent academic year by May 1, the college administrator overseeing intercollegiate athletics will determine the following:

- Identify programs eligible to offer tuition waivers.
- Determine number of renewable and vacant (available) waivers.
- Make any recommendations or determinations on new or existing provisions issued by NJCAA or Conference.

Written notice of the terms of the original tuition waiver shall be given to the student athlete no later than 14 calendar days after the beginning of classes of the academic term in which they participate. This tuition waiver agreement (with the required student signature) shall be in effect for one full academic year. If a waiver becomes vacant, it may be awarded to a different individual for the remainder of that academic year beginning with the next term. Renewal of the tuition waiver must be given in writing as soon as eligibility is determined. Actions regarding prohibited practices or cancellation of a waiver will follow the established regulations of the NJCAA.

# The Triton College Student Association Constitution and Bylaws

We – the students, staff and administration at Triton College – believe in your rights as a Triton student, and that you should know them. The Triton College Student Association (TCSA) Constitution and Bylaws were developed by students for students. Take some time to review this document listed in its entirety on the pages that follow.

## Constitution/Preamble

We, the students of Triton College, in order to form an organization to transact student business, to promote and govern student affairs, to participate in the formalization and application of institutional policy affecting us, to express our views and issues of general interest to us, and to secure and protect our rights, do ordain and establish this constitution under the rights granted by the established policies of Triton College and hereby assume the responsibilities set forth in this constitution and bylaws.

## Article I/Purpose

The purpose of this organization shall be to:

Section 1:

- A. Represent all students enrolled in a credit course at Triton College.
- B. Approve TCSA portion of the Restricted Purposes Fund Budget.
- C. Provide the necessary framework for the implementation of meaningful activities for students, staff and community.

## Article II/Name and Color

Section 1: Name

- A. The name of this organization shall be the Triton College Student Association.
- B. The nickname shall be the Trojans.

Section 2: Colors – The colors of Triton College shall be cardinal red and gold.

## Article III/Membership

Section 1: All students enrolled in a credit course shall be members of the Triton College Student Association and have the right to vote in all TCSA elections, hold positions for which they are qualified in the TCSA and run for elected TCSA offices/positions.

## Article IV/Legislative Branch

Section 1: The legislative branch shall be the Triton College Student Association Senate.

Section 2: The Senate shall be an unicameral legislative body.

Section 3: The Senate shall consist of one senator for each 500 students registered in the spring semester of each academic year. The minimum number shall be 25 student representatives. An additional senator shall be added for student excess of the 500 multiple.

Section 4: The duties of the Triton College Student Association Senate shall be to:

- A. Represent all students enrolled in a credit course at Triton College.
- B. Approve TCSA portion of the Restricted Purposes Funds Budget.
- C. Provide the necessary framework for the implementation of meaningful activities for students, staff and community.
- D. Initiate legislation necessary for the conduct of student affairs.
- E. Cooperate with all state and local agencies in areas of concern to students at Triton College.
- F. Perform other duties as may be assigned by the president of the TCSA or his/her delegated representative.
- G. Review the student life fee and forward a recommendation to the director of student life each November for the succeeding year.
- H. Duties and qualifications of senators shall be in the form of a job description in the bylaws of this constitution.

Section 5: Meetings

- A. No official meeting of the Triton College Student Association Senate may be held without the presence of a quorum consisting of a simple majority of the total membership of the Senate and one officer.



- B. Meetings of the Triton College Student Association Senate shall be conducted according to *Roberts' Rules of Order*. At the request of a majority of the senators present at an official meeting, the rules may be suspended. If no such request is made, normal meeting procedures shall be followed.
- C. It is required of each senator to attend all meetings formally chaired by an executive officer of the TCSA. Failure of the absent senator to attend such meetings without said senator notifying an executive officer of the TCSA constitutes an unauthorized absence. Two such unauthorized absences will be allowed; however, the third such absence will result in the termination of the senator's tenure in office.
- D. Notification of an impending absence by the absent senator is to be done by verbal or written communication at least two hours before any meeting formally chaired by an executive officer of the TCSA. It is the responsibility of the senator making the notification to ensure the communication to an executive officer is verifiable with regard to time of notification. An absence will only be excused if all qualifications referred to in Article IV, Section 7 are met.
- E. All TCSA senators will supply the Secretary with the means with which to contact any, and/or all, individual senator(s). In this way, the secretary will have the means with which to disseminate information, as needed, to any and/or all senator(s). Further, information disseminated to any senator using the contact information provided by the senator to the secretary, will be considered as binding notification by the senator(s) of any, and/or all, information provided the notification meets the requirements as stipulated in Article IV, Section 5, Paragraph F.
- F. Information disseminated to any senator, pursuant to Paragraph E above, shall require a 48-hour window, excluding weekends, of notification in order for such communication to be valid for holding such senator responsible for adhering to the information provided in the communication.
- G. The line of succession for chairing of the meetings shall be: president, vice president, treasurer, secretary, a duly elected senator appointed by the president with the approval of the Senate as president Pro Temp of the Senate.

#### Section 6: Legislation

- A. Proposed resolutions must be presented in writing to all officers, senators, the Dean of Student Services and/or his delegated representative at least five days in which the college is in session prior to the meeting at which an official vote is taken.
- B. A roll call vote shall be taken and recorded by the secretary on all officially introduced resolutions.
- C. All senators in good standing, vice president, treasurer, secretary and the student trustee will have the right to one vote. The president will vote to break a tie.
- D. To override a veto of a resolution by the president, the Senate must pass the returned resolution by two-thirds of the total membership of the Senate at an official meeting within 14 school days of the receipt of the vetoed resolution by the president.

#### Section 7: Attendance

- A. All members are expected to attend all Senate meetings. There will be two unexcused absences allowed; the third such unexcused absence will result in the termination of the senator's tenure.
- B. An unexcused absence is one where the absent senator does not inform a member of the executive board or a duly noted representative of the Dean of Student Services that he or she will be unable to attend a meeting due to just cause or that the absent senator does not fulfill the required 2-hour notification process as outlined in Article IV, Section 5, Paragraph D. An excused absence will be one where a member informs a member of the executive board or a duly noted representative of the Dean of Student Services that he or she will be unable to attend a meeting due to just cause. Justification of absences and tardiness is left to the discretion of the TCSA president, or if the reason for absence meets the criteria outlined in paragraph E of this article and section.

- C. A tardy is one where a member is not present at the Senate meeting by the end of roll call. Two incidents of unexcused tardiness will count as one unexcused absence for the purpose of applying the bylaws to attendance contained in this, and any other section of the TCSA bylaws. The secretary will keep a log of all incidents of tardiness. A tardy may be excused if the tardy is a direct result of the criteria outlined in paragraph E of this section. An excused tardy will not be penalized unless in excess. The secretary will determine excess and refer the name of the member and the record of attendance to the vice president for action; such action may include termination of the senator(s) tenure.
- D. Any senator, who has his/her tenure terminated as the result of the application of the bylaws concerning attendance and/or tardiness may appeal that decision to the TCSA senate at the first scheduled senate meeting following the notification to the senator of his/her termination. The terminated senator shall then present his/her justifications for nullification of the termination. The termination will be nullified if a 3/4 majority vote of the Senate deems such justification(s) for unexcused absences and/or tardiness presented by the terminated senator are valid.
- E. An absence shall not be counted if a member misses a meeting due to Senate business, for example leadership workshops, conferences and other related business. The president shall be made aware of these activities and inform the secretary to log the member as "on official business."
- F. In order to run effective and productive meetings, it is necessary for a commitment to the meeting by the membership. To this end, if a member leaves early from a meeting, the secretary is to note the time of departure in the minutes of the meeting and to maintain a log. The secretary shall determine if a member is excessively leaving early and forward to the vice president the member's name and record of attendance for action.
- G. The above paragraphs refer only to Senate meetings. Committee chairpersons should inform the vice president in a timely manner of attendance logs for committee meetings. If an attendance problem arises in a committee, the vice president shall meet with the member to work out a solution. If a solution can not be reached, then the vice president is to refer the matter to an executive session of the Senate.

**Article V/Executive Branch**

**Section 1: Officers**

The following officers shall be elected by a plurality of the votes cast by members of the student body at the general elections in the spring semester.

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary
- E. Student Trustee

**Section 2: Duties**

The duties and qualifications of the officers shall be in the form of a job description in the bylaws of this constitution.

**Section 3: Veto Power**

The president may veto any resolutions passed by the Senate. The veto must be put in writing, reasons given for the action and be signed by the president. The Senate must pass vetoed resolutions within 14 days following the passage of the resolution by the Senate.

**Section 4:**

In the event of the removal of the president from office, his/her inability to fulfill the requirements of office, or if a vacancy occurs in the office, the line of succession shall be the vice president.

**Section 5:**

A duly elected or appointed officers is allowed a minimum of two unexcused absences from Senate meetings in the college year. Should an officers acquire more than two unexcused absences, the officer may be asked to resign. Classes scheduled during regular Senate meetings do not constitute reasons for the validity of all absences.

**Article VI/Judicial Branch**

- Section 1: The judicial branch shall be known as the Judicial Review Board.
- Section 2: There shall be five members on the Judicial Review Board appointed by the TCSA president and approved by the Senate. They shall elect their own chairpersons. Appointments should be confirmed by Oct. 1 of each year.
- Section 3: Students on the Judicial Review Board shall not be executive officers of the TCSA, TCSA senators, members of TCSA committees, officers of any recognized campus clubs or employees of Triton College.
- Section 4: The Judicial Review Board shall have original jurisdiction in all cases assigned to it by the Dean of Students, in cases involving the constitutionality of Senate bills and resolutions, and in the recall of a senator or officer to determine grounds for recall.
- Section 5: The students may appeal the Judicial Review Board's decision, with the exception of Senate bills and recall to the Student Life Committee whose decision shall be final.
- Section 6: The Judicial Review Board shall operate by normally accepted hearing procedures.
- Section 7: Once presented with a case, the Judicial Review Board shall hear the student's arguments, the officers' defense, and then publish all facts after the hearing.
- Section 8: Upon finding justification of a petition through hearing procedures, the Judicial Review Board shall bring the decision to the students of Triton College for a vote at the specified times as listed in Article XII, Sections 1 and 2 of this constitution.

**Article VII/Committees**

- Section 1: The following standing committees shall be appointed by the president with the consent of a majority of the Senate voting at an official meeting. All committee appointments should be made by Oct. 1 of each year or as necessary.
- A. Budget Committee – Consists of a minimum of seven TCSA members, the director of student life and/or his/her designee(s). The TCSA treasurer shall serve as the chairperson. Qualifications and duties are in the form of a job description in the bylaws of this constitution (Article III, Section 7).
- B. Elections Committee – Consists of five students and one TCSA senator who shall serve as its non-voting chairperson. Qualifications and duties are in the form of a job description in the bylaws of this constitution (Article III, Section 8).
- C. Athletics Committee – Consists of a minimum of three TCSA senators. The committee selects its own chairperson. Qualifications and duties are in the form of a job description in the bylaws of this constitution (Article III, Section 9).
- D. Bylaws Committee – Consists of a total of five TCSA members. The TCSA vice president shall serve as the chairperson. Qualifications and duties are in the form of a job description in the bylaws of this constitution (Article III, Section 10).
- E. Campus Relations – Consists of a minimum of ten TCSA senators. The committee selects its own chairperson. Qualifications and duties are in the form of a job description in the bylaws of this constitution (Article III, Section 11).
- F. Student Relations – Consists of a minimum of eight TCSA senators. The committee selects its own chairperson. Qualifications and duties are in the form of a job description in the bylaws of this constitution (Article III, Section 12).
- G. Technology Committee – Consists of a minimum of four TCSA senators. The committee selects its own chairperson. Qualifications and duties are in the form of a job description in the bylaws of this constitution (Article III, Section 13).
- Section 2: Appointments to institutional college committees shall be made by the president with the consent of a majority of the Senate present and voting at an official meeting. Appointments will be made as is necessary to fill vacancies. Some institutional committees include: Academic Senate (2), Curriculum Coordinating (2), Student Development (2) and various others.
- Section 3: Appointments to ad-hoc student association committees shall be made by the president of the Senate and confirmed by a majority of the senate present and voting at an official meeting.
- Section 4: All committee appointments shall be communicated in writing, by use of Senate meeting minutes, to the director of student life by the TCSA president following their confirmation by the Senate.

**Article VIII/Elections**

- Section 1: There shall be two general elections yearly as established by the TCSA president and the chairperson of the election committee. One election shall be held in the fall semester in September and one in the spring semester in April.
- Section 2: The election in the fall semester shall be for senators only. Those elected shall assume office at the first meeting following elections and serve for one calendar year. If the qualifications of a senator are not maintained, that senator shall be removed from office and an appointment shall be made to fill the vacancy.
- Section 3: The election in the spring semester shall be for officers. The elected president, vice president, treasurer and secretary shall assume office the day following graduation and serve until the succeeding graduation day. Senators elected to an executive position are required to resign their senatorial seats. If the qualifications for an officer are not maintained, that officer shall be removed from office. An interim appointment shall be made by the president, with the approval of the Senate, until the next election for executive officers is held. The student trustee shall assume office at the first regular Board meeting in april following the election and will hold office through the next regular Board meeting following the next regular election of a student member of the Board as long as all qualifications are met.

**Article IX/Impeachment**

- Section 1: Impeachment proceedings may be initiated by any senator who can show just cause for impeachment. Impeachment proceedings may be initiated against any elected official or executive appointee. With the approval of three-quarters of the total membership of the Senate, the impeachment shall be effective. TCSA executive officers, senators or appointees shall not vote on their impeachment, nor shall they be allowed to vote if the same charges have been brought against them. Any senator or executive board officer who has been impeached shall not be allowed to pursue elected student leadership (TCSA) offices for the following two years. This time will begin at the end of the semester in which such person has been impeached. Any student who has been impeached shall retain only their rights as a student member at large until their two-year mandatory waiting period is completed.
- Section 2: If the student trustee is impeached by the TCSA, the impeachment will only affect his/her role to the TCSA and will not affect in any way the role of the student trustee as a member of the Board of Trustees.

**Article X/Amendments**

- Section 1: Definition  
An amendment is any statement which directly affects the operation of this constitution, the operation of the Senate or the rights and privileges of the student body.
- Section 2: Procedures
  - A. Announcement – There shall be an announcement, reading and distribution of said proposed amendment in an announced open regular meeting of the Senate previous to that regular meeting in which the amendment is brought to the floor.
  - B. Vote Required for Passage – The passage of an amendment shall require a two-thirds majority of the entire Senate membership.
  - C. Alternate Methods – Amendments also may be passed by a general election, which shall require a two-thirds majority of the students voting.

**Article XI/Bylaws**

- Section 1: Definition  
A bylaw shall be a motion which directly concerns policy or permanent operation of the Senate, but is not of a constitutional nature.
- Section 2: Recording  
All bylaws shall be recorded and accompany all copies of the constitution.
- Section 3: Limitations  
Contradictions – No motion shall contradict any bylaw except a constitutional amendment or a motion to rescind that bylaw. A bylaw which contradicts any previous motion passed by the Senate shall rescind said motion.

- Section 4: Procedure  
 A. Announcement – The procedure for announcement of bylaws shall coincide with that governing the passage of amendments.  
 B. Vote Requirement for Passage – A two-thirds majority of the entire Senate membership.

**Article XII/Initiative, Referendum, Recall**

- Section 1: Initiative – The student body enrolled in a credit class has the right to initiate bills by the presentation to the Senate of a petition containing the full text of the proposed measure and signature of five percent of the students enrolled in a credit class at Triton College. If, after presentation of the bill, the Senate does not pass it, the Senate shall call for a special election, not to exceed two special elections per semester, and shall abide by the decision of the student body regarding the bill. Said bill shall go into effect immediately and become a matter of Senate record if approved by a simple majority of the students voting.
- Section 2: Referendum – The student body enrolled in a credit class shall have the right to refer to themselves such bills as have been passed by the Senate but are deemed as contrary to the purpose of the Senate upon the presentation of a petition signed by five percent of the students enrolled in a credit class at Triton College. This bill shall be null and void if defeated by a majority of the students voting. The election shall be called by the Senate, not to exceed two special elections per semester, after the presentation of the petition.
- Section 3: Recall – In the event a student or students feel that an elected officer is not representative of the student body enrolled in a credit class, the student or students may do the following:  
 A. Establish on a petition the name of the student who will act as spokesman, the name of the elected officer to be recalled, charges to be brought and the reason for bringing the charges.  
 B. Obtain the signature of 10 percent of the student enrolled in a credit class at Triton College as established at the previous spring semester enrollment and forward the petition to Student Life Committee for hearing.  
 C. All rules established in the guidelines for Judicial Review Board operations is listed in Article VII will be enforced.

**Article XIII/Appointments**

- Section 1: The president of the TCSA shall make all appointments with the approval of the Senate, to all TCSA vacancies, committees, internal and external associations and other institutional student appointments as the need arises.
- Section 2: In the event of a vacancy in the TCSA, the president must declare that a vacancy exists and publicly open the position to accept candidacy petitions and stipulate a closing date for accepting candidacy petitions.  
 A. This vacancy must be posted throughout campus for 10 working days after the position has been opened.  
 B. Interested students seeking the appointment must submit a candidacy petition to the director of student life or his/her designee, and meet all qualifications for the position as stated in these by-laws and constitution.  
 C. After the closing date of the vacancy announcement, all candidacy petitions will be reviewed by the TCSA at a regularly scheduled Senate meeting, and an appointment will be made by the president and approved by the Senate respectively.

**Article XIV/Enactment Clause**

This constitution will take effect upon passage by the students enrolled in Triton College.

Adopted:	March 18, 1971			
Revised:	Aug. 24, 1971	March 11, 1975	Jan. 17, 1983	May 10, 1994
	Dec. 9, 1971	March 2, 1976	March 21, 1987	April 13, 2004
	May 25, 1972	Feb. 15, 1977	May 9, 1991	May 2, 2006
	May 29, 1973	May 9, 1978	May 12, 1992	May 15, 2008
	April 2, 1974	Nov. 7, 1979	May 11, 1993	

For changes, see the Dean of Student Services.

# Triton College Student Association Bylaws

## Article I/Rights and Freedoms of Students

Section 1: Freedom of access to higher education. The admission policies of the college are of institutional choice provided that the college makes it clear the characteristics and expectations for the students of which it considers relevant to success in the institution's program. Under no circumstances shall a student be barred from admission to the college on the basis of race or sex. Thus, within the limits of the facilities, the college shall be open to all students who are qualified to its admissions standards. The facilities and services of the college shall be open to all of its enrolled students.

Section 2: In the classroom.

The instructor in the classroom and in conference should encourage free discussion inquiry and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

- A. Protection of Freedom of Expression – Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
- B. Protection Against Improper Academic Evaluation – Students should have protection through orderly procedures prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
- C. Protection Against Improper Disclosure – Information about student views, beliefs and political associations which instructors acquire in the course of their work as advisers and counselors be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgment of ability and character may be provided under appropriate circumstances, normally with knowledge or consent of the student.

Section 3: Student Records

Under provisions of the Family Educational Rights and Privacy Act of 1974, students and parents are notified that Triton college recognizes and abides by the provision of this act.

### A. Educational Records

The college maintains the following types of "educational records" related to students:

1. Student's application for admission
2. Transcripts from high school/college previously attended
3. ACT and Triton placement test scores
4. Triton College permanent test scores
5. Instructor records of enrollments and schedule
6. Student schedule change forms and semester schedule cards
7. Records of disciplinary action
8. Instruction and counselor recommendations requested by students
9. General petitions concerning academic regulations

### B. Access to Educational Records

#### 1. Written Request

- a. Students must make all requests for their "educational records" in writing. Forms may be obtained in the Admission Office.
- b. A student must present his or her Triton College ID and one other form of identification.

#### 2. Scheduling

- a. Student will be given an appointment to inspect and review their file. The appointment will be set at a mutually convenient time, depending on the availability of staff.
- b. The appointment will be as soon as possible, but no later than 45 days after the student's written request.

### 3. Conditions

- a. Inspection and review of “educational records” will be conducted in the appropriate office, during the regular business hours of said office.
- b. No “educational records” may be removed from assigned office.
- c. The content of substance of a student’s “educational records” may be copied by hand. At the express written request of the student, reproductions of any of his or her own records will be prepared by the college, but the actual cost of reproducing such copies will be paid in advance by the student.

### C. Challenges to the Content of Educational Records

1. Whenever a student, following his or her inspection and review of “educational records,” believes that such records are inaccurate, misleading or otherwise in violation of his or her privacy or other rights, the student will be given an opportunity for a hearing.
2. The hearing procedure is not intended to overturn established standards or procedures for the challenge of substantive decisions made by the college. For example, the right of a hearing will not permit students to contest the grade given, but only affords a procedure to assure the accuracy of records which record the grade which was actually given.

### D. Release of Educational Records to “Outside” Parties Access to student records is limited to college admission, counseling, administration and instructional personnel with demonstrated need for information. The Admissions and Records Office is responsible for the maintenance of these records.

Further implementation and Family Educational Rights and Privacy Act is explained in a brochure available through the Triton College Admission and Records Office.

## Section 4: Student Affairs

In student affairs, certain standards must be maintained if the freedom of student is to be preserved.

### A. Freedom of Association – Students bring to the campus a variety of interests as previously acquired and develop many new interests as members of the academic community. They should be free to organize and join associations to promote their common interests.

1. The membership, policies and actions of a student organization will be determined by vote of only those persons who hold bona fide membership in the college community.
2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.
3. If campus advisers are required, each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.
4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedure, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.
5. Campus organizations, including those affiliated with an extramural organization, should be open to all sex, creed or national origin, except for those religious qualifications, which may be required by organizations whose aims are primarily sectarian.

### B. Freedom of Inquiry and Expression

1. Students of organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They always should be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public demonstrations or expressions, student or student organizations speak only for themselves.

2. Students should be allowed to invite and to hear any person of their own choosing. Those routines and procedures required by the college before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval, endorsement or the views of expressed either by the sponsoring group or the institution.

C. Students' Participation in Institutional Government

As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body enrolled in a credit class should have clearly defined means to participate in the formulation or application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicitly and the actions of the student government within the areas of its jurisdictions should be reviewed only through orderly and prescribed procedures.

D. Student Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.

This institution, as the publisher of student publications, may have to bear the legal responsibilities for the contents of the publications. In the delegation of the editorial responsibilities to students, the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with the students and faculty, have a responsibility to provide a written clarification of the role of student publications, the standards to be used in the evaluation, and the limits on external control of their operation. At the same time, the editorial freedom of the student editors and managers entails corollary responsibilities to be covered by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom provisions are necessary:

1. The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policy and news coverage.
2. Editors and managers of student publications should be protected from arbitrary suspension and removal because student, faculty, administrative or public disapproval of editorial policy or content. Only for proper or stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.
3. All college published and financed student publications should explicitly state on the editorial page that the opinions that are expressed are not necessarily those of the college or student body.

Section 5: Off-campus Freedoms of Students

- A. Exercise of Rights of Citizenship – College students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of their rights of citizenship both on and off campus.



- B. Institutional Authority and Civil Penalties – Activities of students may upon occasion result in violation of the law. In such cases, institutional officials should be prepared to apprise students who violate the law that they may incur penalties prescribed by civil authorities, but institutional authorities should never be used merely to duplicate the function of general laws. Only where the institution’s interest as an academic community is distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his or her off-campus activity, such as those not relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

Section 6: Procedural Standards in Disciplinary Proceedings (See “Student Rights and Responsibilities” Section II in the student handbook, Page 59-60.

## Article II/Election Regulations

Section 1: Qualifications

- A. All candidates must meet the qualifications for the office for which they are running as stated in the current “Qualifications” and “Job Descriptions” in the Bylaws of the TCSA Constitution.
- B. The Dean of Student Services or his/her delegated representative will check the records of all students who file a petition to determine if they are qualified for the post they seek with 72 hours after filing of petition.
- C. In order for a write-in candidate to be elected to any office, there must be at least one qualified candidate who has completed petitioned procedures for that office and whose name is officially printed on the ballot.
- D. Write-in candidates must be registered in a course when elected and obtain a total vote equal to one percent of that year’s eligible voters as determined by the spring registration and meet all other qualifications to be elected.

Section 2: Petitions

- A. Petitions will be available in the Office of Student Life from the first day of classes in the fall through the third Friday in September for the fall election and from the first Friday in March through the last Friday in March for the spring election.
- B. Petitions are due in the Office of Student Life (Room B-120) no later than 4 p.m. on the last day specified above unless said date falls on a Saturday, Sunday or holiday in which case the deadline shall be the preceding Friday. Petitions for elective office must be turned in only by the student seeking office.
- C. Candidates should see that their petition is stamped before leaving the office. Names will be placed on the ballot in order that the petitions are received.
- D. Only completed petitions and information sheets will be accepted.
- E. If a petitioner wishes to withdraw his/her petition, it must be done in writing to the Dean of Student Services no later than the last day of petitioning.

Section 3: Dates, Times and Locations of Elections

- A. General elections shall be held on a school weekday in September and in March as established by the president of the Triton College Student Association.
- B. There may be a minimum of one polling place established (primary – west campus, secondary – east campus on the Triton College campus). Dates for the elections are pre-determined by the Elections Committee and the Dean of Student Services.

Section 4: Elections Committee

- A. The Elections Committee, with the Dean of Student Services, will meet in a special public meeting the first Monday following the deadline for submitting petitions and officially approve or reject the petitions filed. If rejected, the Elections Committee and the Dean of Student Services shall state at the time the reasons for rejection and communicate the reason to the petitioner.
- B. The Elections Committee and Dean of Student Services shall declare that official campaigning may begin immediately after the approval of petitions.

Section 5: Campaigning and Campaign Materials

- A. All candidates must supply their own campaign materials.
- B. No approval is needed for posting of campaign materials.
- C. Campaign materials may be posted for a two week period, the weeks prior to and during the elections.

- D. Materials may be posted on the bulletin boards, ceramic tile, brick and metal surfaces. Materials posted on wood, painted or glass surfaces will be removed and destroyed.
- E. The TCSA and the Office of Student Life accepts no responsibility for the safety of a candidate's campaign material posted on areas listed in Part C (wood, painted, glass) surfaces. However, campaign materials posted in proper locations listed in Part C shall not be taken down or destroyed until determined by the Dean of Student Services and the Elections Committee.
- F. Maintenance personnel will be requested to remove and destroy all campaign materials at the request of the Elections Committee and the Dean of Student Services or his/her designee.
- G. No campaigning that will disrupt class, impede a person's progress or infringe on the rights of others will be permitted.
- H. Campaigning, either oral or written, in the buildings where the polls are located on the days of balloting is prohibited.
- I. All political parties are banned from the senatorial elections in the fall.

Section 6:

- Ballots and Boxes
  - A. All ballot boxes will be locked and/or sealed by the chairperson of the Elections Committee.
    - 1. If locked, the keys will be placed in an envelope, sealed and signed by the chairperson of the Elections Committee, two witnesses and the Dean of Student Services or his/her designee.
    - 2. The sealed envelope shall be placed in the safe in the office of the Dean of Student Services until the closing of the polls on the last day of the elections.
    - 3. The seal shall be broken, or the locks opened in the Dean of Student Services office no later than one half hour after the closing of the polls. Any candidate or other interested student may be present so long as facilities permit.
  - B. The ballot boxes and extra ballots shall be deposited in the Office of Student Life area by a member of the Elections Committee or Dean of Student Services/designee when the polls close daily. They shall be picked up by a member of the Elections Committee or Dean of Student Services/designee prior to the opening of the polls on the following day.

Section 7:

- Polling Procedures
  - A. All students registered in a credit class and holding a valid Triton College identification card may vote.
  - B. The student must present his or her current identification card when requesting a ballot.
  - C. The election judge will punch a number on the identification card. This number will be predetermined by the Election Committee and made public at the polling places.
  - D. The election judge will initial the ballot, punch the ID card and hand the ballot to the student.
  - E. Election booths will be provided at the polling places. Ballots must be marked inside the booth only.
  - F. Voters are permitted to carry lists of candidates into the voting booth.

Section 8:

- Counting of Ballots
  - A. Ballots shall be counted only by the election judges in a public area in the presence of the Elections Committee. Every effort will be made to have the election results available no later than 24 hours after the closing of the polls.
  - B. Write-ins shall be counted manually by the election judges. Any interested student may be present at this counting. Write-in candidates must obtain a total vote equal to one percent of the year's eligible voters and meet all other qualifications to be elected.
  - C. The results of all general elections shall be made public as soon as they are final.

Section 9:

- Infractions of Election Regulations
  - A. If alleged infractions of these election regulations occur, the complaining party shall file a General Petition stating the complaints, sign it and file with the Elections Committee and/or the Dean of Student Services within 48 hours of the closing of the polls. General Petitions are available in the Student Services Office.

- B. The Elections Committee and an equal number of randomly selected students shall meet in a public meeting no later than three school days after a filing of the complaint. All candidates, witnesses or interested parties may attend. The meeting shall be chaired by the chairperson of the Elections Committee, however, only those who have filed the petitions and witnesses will be permitted to speak at this meeting. The chairperson of the Elections Committee shall make a list of students who have filed a petition and each speaker will be allowed a maximum of two minutes and must speak to the issue presented in his/her written petition. Prior to his/her speaking, the chairperson of the Elections Committee shall announce the name and read the petition submitted. After all who have filed a petition have spoken, the Elections Committee and the equal numbers of randomly selected students will deliberate on each written petition. They shall deliver a decision each petition and that decision shall be final.
- C. Alleged infractions of rules by the Elections Committee shall be dealt with following the above procedures with the Judicial Review Board replacing the Elections Committee as the decision making body.

#### Section 10: Tie Votes

In the case of a tie vote for the last vacancy in the senatorial elections or a tie vote for the officers of the TCSA, there shall be a run off held between the candidates involved no later than 14 school days from the date the polls closed. No candidate involved shall be seated until the results of the run-off election are final. Procedures for counting ballots shall be the same as specified in Article II, Section 8. Polls shall be open for the same period of time as stated in Article II, Section 3B. In the case of a tie vote for the TCSA officers, all candidates who may be tied for the last vacancy shall become members upon being sworn in by the Senate.

### Article III/Job Descriptions

#### Section 1: President of the Triton College Student Association

##### A. Qualifications

1. Must have completed a minimum of 12 semester hours of credit classes at Triton College or any other college prior to run for the office of president.
2. Must be in good academic standing (2.00 cumulative GPA) as determined by the Records Office of Triton College, at the time the petition for office is filed and during the entire term of office, if elected.
3. Must be currently enrolled in nine semester hours of credit classes at Triton College from the beginning of each semester to the last day for withdrawal with a "W" as stated in the current college catalog.
4. Must agree to serve a minimum of one full term of office unless there are extenuating circumstances.
5. Must receive a plurality of votes cast in the general election.

##### B. Duties

1. Chairs all regular and special TCSA Senate meeting.
2. Serves as official representative of the TCSA.
3. Upholds the rules, ideals, philosophy and objectives of the TCSA and Triton College.
4. Knows, understands and follows the TCSA Constitution and Bylaws, is familiar with Robert's Rules of Order.
5. Convenes and chairs evaluation and planning sessions for executive officers with the director of student life in February, May and September.
6. Attends and participates in leadership workshops as scheduled.
7. Evaluates the office on Jan. 1 and May 1. Submits a written annual report on or before May 1 of each year to the director of student life.
8. Attends and directs Executive Committee and agenda meetings.
9. Assists in establishing objectives with the executive and other appropriate committees. Communicates regularly with the director of student life or the delegated representative.
10. Makes all TCSA appointments, which are subject to Senate approval.
11. Assures that progress and planning reports are submitted to the TCSA Senate at regular intervals.

12. Serves as official representative of the student body at all on- and off-campus activities.
13. Attends conferences when scheduled and approved by the Senate.
14. Serves as official student body representative to other colleges, the president's cabinet and other college departments and committees as needed.
15. Communicates regularly with the Dean of Student Services or the delegated representative.
16. Is responsible for the proper functioning of the TCSA Senate, the Executive Committee, and appointed and standing committees.
17. Is responsible to the director of student life.
18. Represents the TCSA in preparing the Memorandum of Agreement with the Dean of Student Services and representatives of the Triton College Business Office.
19. Consults with the Dean of Student Services and assists in establishing an April election date for the purpose of electing the student board members according to procedures outlined by Public Act No. 78-822.

## Section 2: Vice President of the Triton College Student Association

### A. Qualifications

1. Must have completed a minimum of 12 semester hours of credit classes at Triton College or any other college prior to run for the office of vice president.
2. Must be in good academic standing (2.00 cumulative GPA) as determined by the Records Office of Triton College, at the time the petition for office is filed and during the entire term of office, if elected.
3. Must be currently enrolled in nine semester hours of credit classes at Triton College from the beginning of each semester to the last day for withdrawal with a "W" as stated in the current college catalog.
4. Must agree to serve a minimum of one full term of office unless there are extenuating circumstances.
5. Must receive a plurality of votes cast in the general election.

### B. Duties

1. Is responsible to the TCSA president.
2. Upholds the rules, ideals, philosophy and objectives of the TCSA and Triton College.
3. Knows, understands and follows the TCSA Constitution and Bylaws, is familiar with Robert's Rules of Order.
4. Attends and participates in evaluating and planning sessions.
5. Attends and participates in leadership workshops as scheduled.
6. Evaluates the office on Jan. 1 and May 1. Submits a written annual report on or before May 1 of each year to the Dean of Student Services.
7. Attends and participates in Executive Committee and agenda meetings.
8. Assists in establishing objectives with the executive and other appropriate committees.
9. Substitutes for and assumes responsibilities of president as necessary.
10. Chairs all regular and special TCSA Senate meetings in the absence of the president.
11. Communicates regularly with the Dean of Student Services or the delegated representative.
12. Reviews attendance of senators at regular and special Senate meetings. Contacts any senator missing one meeting to determine reasons for absence.
13. Performs a variety of other duties as may be assigned by the TCSA president.
14. Chairs the Bylaws Committee. Shall be responsible to see that this committee meets at least once a month; signs off all bylaw documents.
15. Shall succeed the president in the event of the removal, impeachment or vacancy of the president.

Section 3: Treasurer of the Triton College Student Association

A. Qualifications

1. Must have completed a minimum of 12 semester hours of credit classes at Triton College or any other college prior to run for the office of treasurer.
2. Must be in good academic standing (2.00 cumulative GPA) as determined by the Records Office of Triton College, at the time the petition for office is filed and during the entire term of office, if elected.
3. Must be currently enrolled in nine semester hours of credit classes at Triton College from the beginning of each semester to the last day for withdrawal with a "W" as stated in the current college catalog.
4. Must agree to serve a minimum of one full term of office unless there are extenuating circumstances.
5. Must receive a plurality of votes cast in the general election.

B. Duties

1. Is responsible to the TCSA president.
2. Upholds the rules, ideals, philosophy and objectives of the TCSA and Triton College.
3. Knows, understands and follows the TCSA Constitution and Bylaws, is familiar with *Robert's Rules of Order*.
4. Has the following fiscal responsibilities:
  - a. Cooperates with the TCSA Budget Committee, the Dean of Student Services (or his/her delegated representative) and the TCSA Senate in the preparation and administration of the TCSA portion of the Restricted Purposes Funds Budget.
  - b. Approves in conjunction with the TCSA Budget Committee, Dean of Student Services and the TCSA Senate all portions of the Restricted Purposes Funds Budget.
  - c. Arranges for and advertises the budget hearing which shall be open to all students prior to submission of the TCSA portion of the Restricted Purposes Funds Budget to the Senate.
  - d. Revises preliminary budget following hearing, if necessary, in cooperation with the TCSA Budget Committee and Dean of Student Services.
  - e. Submits final TCSA portion of the Restricted Purposes Funds Budget to TCSA Senate for approval by March of each year.
  - f. Submits all proposed expenditures from the TCSA portion of the Restricted Purposes Funds Budget to the Senate for approval within at least two weeks of the expenditure.
  - g. Delegates all appropriate monies upon request of two-thirds majority of Senate quorum.
  - h. Communicates regularly with the Dean of Student Services (or his/her delegated representative) concerning revenues and expenditures of the TCSA. Is responsible for maintaining the original records of the revenues and expenditures of the TCSA portion of the Restricted Purposes Funds Budget.
  - i. Responsible for all expenditures of monies from the TCSA Senate portion of the Restricted Purposes Funds Budget. Prepares and delivers monthly budget reports to the TCSA Senate on the current status of the TCSA Senate portions of the Restricted Purposes Funds Budget. Said reports shall be accompanied by official documentation of all expenditures.
5. Represents the TCSA in preparing the Memorandum of Agreement with the Dean of Student Services and representatives of the Triton College Business Office. Chairs regular and special TCSA Senate meetings in the absence of the president and vice president.
6. Evaluates the office on Jan. 1 and May 1. Submits a written annual report on or before May 1 of each year to the Dean of Student Services.
7. Performs a variety of other duties as may be assigned by the TCSA president or vice president.

## Section 4: Secretary of the Triton College Student Association

## A. Qualifications

1. Must have completed a minimum of 12 semester hours of credit classes at Triton College or any other college prior to run for the office of secretary.
2. Must be in good academic standing (2.00 cumulative GPA) as determined by the Records Office of Triton College, at the time the petition for office is filed and during the entire term of office, if elected.
3. Must be currently enrolled in nine semester hours of credit classes at Triton College from the beginning of each semester to the last day for withdrawal with a "W" as stated in the current college catalog.
4. Must agree to serve a minimum of one full term of office unless there are extenuating circumstances.
5. Must receive a plurality of votes cast in the general election.

## B. Duties

1. Is responsible to the TCSA president.
2. Upholds the rules, ideals, philosophy and objectives of the TCSA and Triton College.
3. Knows, understands and follows the TCSA Constitution and Bylaws, is familiar with Robert's Rules of Order.
4. Evaluates the office on Jan. 1 and May 1. Submits a written annual report on or before May 1 of each year to the Dean of Student Services.
5. Attends and records the proceedings of all evaluation and planning sessions.
6. Attends and records the minutes of all Executive Committee and agenda meetings.
7. Prepares the minutes of all Executive Committee and agenda meetings for formal distribution to the TCSA Senate, the Triton College Board of Trustees and the public by noon the day before a senate meeting.
8. Attends to all formal and informal correspondence of the TCSA as directed by the TCSA president.
9. Performs a variety of other duties as may be assigned by the TCSA president or vice president.

## Section 5: Triton College Student Trustee

## A. Qualifications

1. Must have completed a minimum of 12 semester hours of credit classes at Triton College or any other college prior to run for the office of student trustee.
2. Must be in good academic standing (2.00 cumulative GPA and no major restrictions) as determined by the Records Office of Triton College, at the time the petition for office is filed and during the entire term of office, if elected.
3. Must be currently enrolled in credit classes at Triton College from the beginning of each semester to the last day for withdrawal (as stated in the current college catalog) with a "W."
4. Must agree to serve a minimum of one full term of office unless there are extenuating circumstances.
5. Must receive a plurality of votes cast in the general election.
6. Must be a resident of Community College District #504.
7. Must be enrolled in nine credit hours and successfully complete at least 70 percent of their courses each semester.
8. Must be an undergraduate-degree- or certificate-seeking student.

NOTE: At the beginning of the semester, and again at midterm and close of the semester, the Dean of Student Services will initiate the verification of qualifications for the student trustee. When the qualifications are not met, the disqualified student will relinquish his/her office as trustee as well as the ex-officio office on the TCSA Executive Board upon receipt of certified notification from the dean of student services, indicating the area of non-compliance.

The TCSA president will serve on an interim basis until a new trustee is determined at one of the next regularly scheduled general elections for student leaders, i.e., TCSA Senate/TCSA officers. The Dean of Student Services also notifies the chairman of the Triton College Board of Trustees of an upcoming vacancy in the student trustee position.

## B. Duties

1. Acts as the liaison between the Board of Trustees and the student body.
2. Is responsible to the TCSA president when working as a representative of the TCSA.
3. Upholds the rules, ideals, philosophy and objectives of the TCSA and Triton College.
4. Knows, understands and follows the TCSA Constitution and Bylaws, is familiar with Robert's Rules of Order.
5. Attends and participates in leadership workshops as scheduled.
6. Evaluates the office on Jan. 1 and May 1. Submits a written annual report on or before May 1 of each year to the Dean of Student Services and the Board of Trustees.
7. Attends and participates in Executive Committee and agenda meetings.
8. Assists in establishing objectives with the executive and other appropriate committees.
9. Communicates regularly with the Dean of Student Services or his/her delegated representative.
10. Performs a variety of other duties as may be assigned by the TCSA president or vice president.

## C. Disclaimer

The student trustee's role to the TCSA shall not infringe on his/her role to the Board of Trustees. The above duties and qualifications reflect the student trustee as a member of the TCSA and do not reflect the position as a trustee. Please refer to the Board Policy Manual for a description of the student trustee's role as a trustee.

## Section 6: Triton College Student Association Senator

### A. Qualifications

1. Must be in good academic standing (2.00 cumulative GPA) as determined by the Records Office of Triton College, at the time the petition for office is filed and during the entire term of office, if elected.
2. Must be currently enrolled in six semester hours of credit classes at Triton College from the beginning of each semester to the last day for withdrawal with a "W" as stated in the current college catalog.
3. Must agree to serve a minimum of one full term of office unless there are extenuating circumstances.
4. If elected as a write-in candidate, must obtain a total vote equal to one percent of that year's eligible voters.
5. In order for a write-in candidate to be elected to any office, there must be at least one qualified candidate who has completed petitioning procedures for that office and whose name is officially printed on the ballot.

### B. Duties

1. Upholds the rules, ideals, philosophy and objectives of the TCSA and Triton College.
2. Knows, understands and follows the TCSA Constitution and Bylaws, is familiar with Robert's Rules of Order.
3. Evaluates the office on Jan. 1 and May 1. Submits a written annual report on or before May 1 of each year to the Dean of Student Services and the Board of Trustees.
4. Attends and participates in leadership workshops as scheduled.
5. Attends TCSA Senate regular meetings and special meetings when called.
6. Assists in approving TCSA objectives, budgets, expenditures and appointments.
7. Communicates regularly with constituents.
8. Is responsible to the vice president of the TCSA.
9. Carries out responsibilities of TCSA committees as appointed.
10. Performs a variety of other duties as may be assigned by the vice president of the TCSA and shall be required to serve a minimum of three hours per week. Exceptions will be made by the vice president of the TCSA only to those Senators who have scheduling conflicts. In such a case, the vice president of the TCSA will then determine an alternative method of service.
11. Failure to comply with the rules and regulations in this section will be considered official misconduct and will be sufficient cause for impeachment.

- Section 7: Budget Committee
- A. Qualifications
1. Must be a registered student in a credit class at Triton College and in good academic standing (2.0 cumulative GPA) at the time of appointment and throughout the term of office.
  2. Must agree to serve the minimum of one semester in office unless there are extenuating circumstances.
  3. There shall be a minimum of six TCSA senators, the Dean of Student Services and/or his/her designee(s) and the treasurer of the TCSA.
- B. Duties
- The function of the Budget Committee shall be to work in coordination with the treasurer and the Senate to allocate the funds of the TCSA Senate portions of the Restricted Purposes Funds Budget..
- Section 8: Elections Committee
- A. Qualifications
1. Must be a registered student in a credit class at Triton College and in good academic standing (2.0 cumulative GPA) at the time of appointment and throughout the term of office.
  2. Must agree to serve the minimum of one semester in office unless there are extenuating circumstances.
  3. There shall be six members consisting of one TCSA senator, who shall serve as its non-voting chair, and five voting members.
  4. The voting members shall not be executive officers of the TCSA, TCSA senator, members of the TCSA committees, officer of any recognized campus club or employee of Triton College.
- B. Duties
- To monitor all TCSA elections and to ensure that all rules and procedures are carried out legally and in accordance to Article II of the Bylaws of this Constitution.
- Section 9: Athletics Committee
- A. Qualifications
1. Must be a registered student in a credit class at Triton College and in good academic standing (2.0 cumulative GPA) at the time of appointment and throughout the term of office.
  2. Must agree to serve the minimum of one semester in office unless there are extenuating circumstances.
  3. There shall be a minimum of three TCSA senators on this committee.
- B. Duties
1. Responsible to the TCSA Senate.
  2. Meets at least once a week.
  3. Communicates the needs and desires of the students to the Athletic Department at Triton College.
  4. Reports to the TCSA Senate on all athletic policy changes and activities.
  5. To promote all the Athletic Department programs.
- Section 10: Bylaws Committee
- A. Qualifications
1. Must be a registered student in a credit class at Triton College and in good academic standing (2.0 cumulative GPA) at the time of appointment and throughout the term of office.
  2. Must agree to serve the minimum of one semester in office unless there are extenuating circumstances.
  3. There shall be five members consisting of four TCSA senators and the vice president of the TCSA.
- B. Duties
- The function of the Bylaws Committee shall be to review the TCSA Constitution and Bylaws and recommend revisions.



Section 11: Campus Relations Committee

A. Qualifications

1. Must be a registered student in a credit class at Triton College and in good academic standing (2.0 cumulative GPA) at the time of appointment and throughout the term of office.
2. Must agree to serve the minimum of one semester in office unless there are extenuating circumstances.
3. There shall be a minimum of ten TCSA senators on this committee.

B. Duties

1. Responsible to the TCSA Senate.
2. Meets at least once a week.
3. Campus Security
  - a. To stay abreast of current trends, procedures and equipment that will aid in enhancing the institutions policing needs.
  - b. To provide input and act as a liaison between the students, administration and the campus police department in addressing student concerns about campus security and policing.
  - c. To work with all campus policing entities in ensuring effective performance in securing the safety and security of our students.
  - d. To evaluate existing security and policing initiatives and recommend student-related perspectives aimed at maintaining or improving current initiatives.
  - e. To establish and promote relationships between students and the campus policing entities.
4. Differently Able
  - a. To advise and help promote handicap awareness in the Triton College community
  - b. Address the issues facing students with disabilities on campus.
5. Financial Aid
  - a. Recommends revisions and/or new scholarships.
  - b. To communicate the availability of scholarships to the student population.
  - c. To promote and distribute financial aid material from the Financial Aid Office.
6. Quality of Life
  - a. To provide a continual growth towards the well being of the campus population.
  - b. To educate and promote such societal concerns as environmental, sexual and substance abuse awareness.
  - c. To help promote multicultural equality among students.

Section 12: Student Relations Committee

A. Qualifications

1. Must be a registered student in a credit class at Triton College and in good academic standing (2.0 cumulative GPA) at the time of appointment and throughout the term of office.
2. Must agree to serve the minimum of one semester in office unless there are extenuating circumstances.
3. There shall be a minimum of eight TCSA senators on this committee.

B. Duties

1. Responsible to the TCSA Senate.
2. Meets at least once a week.
3. Public Relations
  - a. To act as a liaison between the TCSA Senate and the media on campus.
  - b. To work with the following media: The Fifth Avenue Journal, WRRG, Triton College Television, College Center Bulletin Board and posters.
  - c. To promote all TCSA events by working with the above media mentioned.
4. Senate Programming
  - a. Responsible for programming events for the TCSA Senate.
  - b. Responsible for the line item in the TCSA Budget for senate programming.

- c. Must submit a budget proposal to the TCSA Budget Committee.
- 5. Student and Faculty Relations
  - a. To encourage positive relations and interactions among students and faculty through campus activities, as well as review current affairs, projects and services.
  - b. Reports to the TCSA Senate on all interactions.

Section 13: Technology Committee

A. Qualifications

- 1. Must be a registered student in a credit class at Triton College and in good academic standing (2.0 cumulative GPA) at the time of appointment and throughout the term of office.
- 2. Must agree to serve the minimum of one semester in office unless there are extenuating circumstances.
- 3. There shall be a minimum of four TCSA senators on this committee.

B. Duties

- 1. Responsible to the TCSA Senate.
- 2. Meets at least once a week.
- 3. Makes recommendations to the administration for technology on campus.
- 4. Reviews and recommends revisions to the TCSA Web page.

Adopted: March 19, 1971

Revised:	Aug. 24, 1971	Oct. 25, 1978	May 9, 1995
	May 25, 1972	Nov. 7, 1979	Nov. 27, 2001
	May 29, 1973	Jan. 17, 1983	April 13, 2004
	April 2, 1974	March 21, 1987	May 15, 2008
	March 11, 1975	May 9, 1991	May 11, 2011
	March 2, 1976	May 12, 1992	
	Feb. 15, 1977	May 11, 1993	
	May 9, 1978	May 10, 1994	

