

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

STUDENT ADMISSION

POLICY 5101
ADOPTED: 04/23/91
AMENDED: 06/20/95

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 preestablished criteria as guides, and will give preference to in-district students.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

**ADMISSION REQUIREMENTS FOR
HEALTH CAREER AND PUBLIC SERVICE
PROGRAMS**

**POLICY 5101.3
ADOPTED: 04/23/91
AMENDED: 09/19/95
AMENDED: 01/23/01
AMENDED: 06/20/17**

Programs in Nursing and Allied Health that must limit student enrollment shall establish a criteria and a selection process that provides students an equitable opportunity for access and success. Enrollment may be limited in order to comply with rules, regulations, and standards and prescribed procedures by state and/or national agencies for state and/or national certification, registry, licensure, and/or programmatic accreditation, as well as to accommodate funding constraints, local agency agreements, or industry employment standards.

Procedures articulating the criteria and process will be published in the catalog. Specific admission, progression, retention, graduation, and/or other requirements articulated in these procedures apply in conjunction with general college policies.

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INTERNATIONAL STUDENT ADMISSION

POLICY 5102
ADOPTED: 04/23/91
AMENDED: 06/20/95
AMENDED: 06/17/14

International students applying to Triton College are required to submit proof of English proficiency through qualifying scores in the Test of English as a Foreign Language (TOEFL) or COMPASS exam to the Records Office.

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 Office 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 nonimmigrant visas, must pay out-of-state tuition rates.

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HIGH SCHOOL STUDENT ADMISSION

POLICY 5103

ADOPTED: 04/23/91

AMENDED: 09/24/13

High school students may be permitted to take college courses after obtaining the written approval of their high school principal or counselor and must meet the college application and admission requirements before permitted to register for classes.

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POLICY 5105

ADOPTED: 06/25/91

AMENDED: 06/20/95

AMENDED: 08/23/05

AMENDED: 03/16/10

AMENDED: 12/20/16

AMENDED: 04/21/20

THE TRITON TRUST

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 education

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.

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AMENDED: 04/21/20

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 may also 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 on 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.

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- 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. Summary

This Student Code of Conduct:

- A. Provides fair and reasonable expectations for student conduct and rules and procedures for their application to create a safe and healthy community and to ensure that students do not engage in conduct that materially or substantially interferes with the requirements of appropriate discipline for the operation of the College.
- B. Identifies when and where the conduct expectations are applicable.
- C. Establishes the range of consequences for failure to comply with the conduct expectations.
- D. Provides the procedures to be followed to determine whether a student has failed to comply with conduct expectations and, if so, the consequences to be applied.

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III. Applicability of Conduct Expectations

The Student Code of Conduct applies to a student's conduct on College property, at College-related activities wherever located and at any place where the conduct impacts College property, activities, staff or students. Student conduct may be subject to both College disciplinary action and civil judicial action and/or criminal law enforcement action. Students may also be subject to College disciplinary action for the conduct of those persons accompanying the student on College property or at College-related activities wherever located. Such persons are responsible for compliance with the same conduct expectations applicable to students.

A student involved in the Student Code of Conduct process who is registered with the Center for Access and Accommodative Services (CAAS) may request accommodations to ensure their full and equal participation in any conduct proceeding. Accommodation requests are to be made directly to the Dean of Students Office. Accommodations are determined on an individual basis in consultation with the Center for Access and Accommodative Services.

IV. Conduct Expectations

- A. Be academically honest -- do not cheat or plagiarize.
- B. Be truthful to College staff -- do not provide false or misleading information or withhold information.
- C. Respect the physical and emotional well-being of staff and students -- do not engage in any conduct which endangers or threatens to engage the safety or health of any person.
- D. Respect the property of the College, staff and students -- do not engage in any conduct which damages, or threatens to damage, or results in the theft or loss of, property.
- E. Respect the mission and operation of the College -- do not engage in any conduct which disrupts or impedes College programs, operations or activities.

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- F. Keep College property and activities drug and tobacco/nicotine free -- do not possess, use or be under the influence of unlawful drugs, cannabis products and intoxicants, such as alcoholic beverages or any substance intended to produce an impaired mental or physical state. Do not use nicotine products such as tobacco and vaping devices.
- G. Keep College property and activities weapon-free -- do not possess weapons of any kind, such as firearms, explosives or knives. Do not use any device as a weapon to do or threaten bodily harm to another or one's self.
- H. Cooperatively following the directions of College staff or officials, whether communicated verbally, electronically, in writing, or through signage.
- I. Respectfully use electronic networks and social media and follow College rules for use of its electronic networks and devices.
- J. Follow state and federal law; do not commit, or attempt to commit, any crime.

V. Consequences for Failure to Comply with Conduct Expectations

Consequences for failure to comply with student conduct expectations will come from the Dean of Students or his/her designee in an administrative hearing process or from the Student Conduct Committee after a hearing before the Committee. The range of consequences is summarized below:

- A. Warning. Formal action censuring a student for violation of College rules or regulations. Such warnings are communicated in writing by the Dean of Students. 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.
- B. Probation. Formal action placing conditions upon the student's continued attendance at Triton College for violation of College rules and regulations. The Dean of Students will specify, in writing, the period of probation and the conditions as determined by an administrative hearing or by the Student Conduct Committee. Disciplinary

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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.

- C. Withholding privileges/activity restrictions. 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. This may also include restricting participation in a College program or activity. The restriction will remain in effect until the Dean of Students or his/her designee is satisfied that the obligations to the College have been met.
- E. 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.
- F. Dismissal/expulsion. 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.

Any one, or combination, of these consequences may be applied as appropriate to the severity of the failure to comply with the conduct expectations.

VI. Procedures for Determining Whether a Violation of the Conduct Expectation has Occurred and Imposing of Consequences for a Violation

- A. The disciplinary process may be initiated by the College Dean of Students or designee whenever reasonably creditable information is received by the Dean that a student has failed to comply with the conduct expectations. Upon receipt of such information, the Dean or designee will investigate to determine whether a violation of the conduct expectations has occurred and, if so, the consequences. The scope of the investigation will be determined by the Dean or designee based on the creditability and complexity of the alleged misconduct. Before a final decision on misconduct and consequences, the Dean or designee shall provide the student with

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an opportunity to respond to the alleged violations and the range of consequences which might be imposed.

- B. If the Dean determines that the student has failed to comply with the conduct expectations and the consequences are a warning, censure, reprimand, restriction of privileges or a suspension no longer than five school or activity days, the Dean may implement such consequences by giving written notice to the student. The decision of the Dean is final, except that a suspension may be appealed to the Vice President of Enrollment Management and Student Affairs in the same manner as appeals from the Student Conduct Committee under F. below.
- C. If the Dean determines that the student has failed to comply with the conduct expectations and the consequences are a restriction of privileges and/or suspension of more than five school or activity days and/or dismissal, the Dean shall recommend such consequences to the Student Conduct Committee.
- D. Upon receipt of a recommendation from the Dean, the Student Conduct Committee shall conduct a hearing at which the Dean will, and the student may, participate.
- E. The Student Conduct Committee shall be appointed annually by the Vice President of Enrollment Management and Student Affairs. The Committee shall consist of a pool of ten members, five of which shall be currently enrolled students in satisfactory academic status and five of which shall be College employees. Hearings shall have three members present of the Student Conduct Committee. The Chair and Vice Chair of the Student Conduct Committee shall be selected by the Vice President. The rules of proceeding for the Student Conduct Committee shall be determined and published from time-to-time by the Vice President and administered by the Chair of the Committee or the Vice Chair in the absence of the Chair.
- F. Decisions of the Student Conduct Committee may be appealed to the Vice President by the Dean of Students or by the student found to have violated the Student Code of Conduct. Appeals must be submitted in writing or electronically to the Vice President within five calendar days of receipt of the Student Conduct Committee's Decision, and a copy provided to the non-appealing party. The appeal must state the specific reasons why the appealing party believes the Student Conduct Committee's decision

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AMENDED: 04/21/20

is in error. Criteria for appeals must be based upon one or more of the following: the existence of new substantial relevant evidence after all deliberation has been completed and a decision has been rendered; that there was a substantial and material deviation from the adjudication procedures; and/or the sanctions are substantially disproportionate to the nature of the infraction. Ordinarily, the Vice President shall determine the appeal on the basis of the written submittals. However, in unusual circumstances, the Vice President may conduct a hearing which includes the Dean of Students, the student and the Chair or Vice Chair of the Student Conduct Committee to assist the Vice President in disposition of the appeal. The Vice President's decision shall be communicated in writing to the Dean, the student and the Student Conduct Committee. The Vice President may reverse, modify or remand to the Student Conduct Committee only when the Vice President determines that the decision of the Student Conduct Committee is clearly erroneous or fundamentally unfair. The decision of the Vice President is final.

- G. Unless otherwise specifically stated, the term "days" as used in this policy and the rules established by the Vice President are days when the office of the College President is open to the public for business.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

CARD PLAYING/TABLE AND BOARD GAMES

POLICY 5106

ADOPTED: 08/15/95

AMENDED: 02/18/14

Card playing, as well as other forms of table and board games restricted by the institution, will only be allowed in the Student Center or other areas as designated by a college official during normal operating hours.

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.

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AFFIRMATIVE ACTION

POLICY 5107

ADOPTED: 05/21/91

AMENDED: 11/20/01

AMENDED: 08/23/05

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.

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STUDENT TRUSTEE QUALIFICATIONS

POLICY 5108

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ADOPTED: 03/17/92

AMENDED: 11/20/01

The Board of Trustees establishes the following qualifications for Student Trustees in accord with the regulations stipulated in Illinois Public Community College Act (110 ILCS 805/3-7.24. "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 (9) credit hours and successfully complete at least 70% of their courses each semester.
8. Must be an Associate 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 Students 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

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STUDENT TRUSTEE QUALIFICATIONS

POLICY 5108

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ADOPTED: 03/17/92

AMENDED: 11/20/01

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 an upcoming vacancy in the Student Trustee position.

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TUITION WAIVER/STUDENT TRUSTEE

POLICY 5109
ADOPTED: 09/24/91

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.

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BOARD OF TRUSTEES, DISTRICT 504

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IDENTIFICATION CARD STUDENTS

POLICY 5110

ADOPTED: 05/21/91

AMENDED: 09/24/13

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 Session 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.

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

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REGISTRATION

POLICY 5111

ADOPTED: 04/23/91

AMENDED: 06/20/95

AMENDED: 11/20/01

AMENDED: 08/17/04

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 are currently 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, degree seeking students, first time enrolled, will be required to participate in new student orientation and placement testing, per Board Policy No. 5201

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.

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APPLICATION FOR ADMISSION

POLICY 5112

ADOPTED: 04/23/91

AMENDED: 06/20/95

AMENDED: 08/17/04

AMENDED: 02/15/11

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.
2. Submit official high school transcripts, GED scores, or “Ability to Benefit” test 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.
2. Submit official high school and college transcript, where applicable.
3. Complete new student orientation.
4. Take Triton College placement tests.

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**SERVICEMEMBERS' OPPORTUNITY COLLEGE
(MILITARY PERSONNEL)**

**POLICY 5112.1
ADOPTED: 04/23/91
AMENDED: 05/18/93**

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

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 awarded, 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.

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FINANCIAL OBLIGATIONS

POLICY 5113
ADOPTED: 05/21/91

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

The Bursar'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 records 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 may also be referred to a collection agency. The fee associated with the collection agency is the student's responsibility.

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RESIDENCE

POLICY 5115
ADOPTED: 04/23/91
AMENDED: 06/20/95

Residence is defined as the place where a student lives and which a student intends to be his 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.

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**TUITION FOR EMPLOYEES OF IN-DISTRICT
COMPANIES**

**POLICY 5116
ADOPTED: 04/23/91
AMENDED: 12/17/91
AMENDED: 06/20/95**

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 hours 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.

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**TUITION AND FEES
SENIOR CITIZENS**

**POLICY 5117
ADOPTED: 04/23/91
AMENDED: 06/20/95**

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 \$6.00 per semester hour for arts and science and career education courses. Senior citizens over the age of 60, are also entitled to a waiver of registration fees (\$5.00 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.

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GRADUATION REQUIREMENTS

POLICY 5118

ADOPTED: 05/21/91

AMENDED: 05/18/93

AMENDED: 11/16/93

AMENDED: 03/27/18

Students seeking a degree, certificate, or advanced certificate at Triton College must satisfy all published graduation requirements. Additionally, students must adhere to the College's residency requirements for graduation with a degree or certificate. To meet the residency requirements, students must complete at least 15 of the credit hours required to earn a degree or 50% of the credit hours required for a certificate at Triton College.

It is the student's responsibility to satisfy all published graduation requirements. Students are strongly 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 according to published deadline dates. Deadline dates are listed on the College's website, in the calendar section of the catalog, in the various college publications, and in the Records Office.

Students may earn a second associate's by completing the general education and program requirements for the second degree, as well as 15 additional credit hours that do not apply to the first degree.

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 Enrollment Management & Student Affairs or designee.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

**OUT-OF-DISTRICT STUDENTS
JOINT AGREEMENTS**

**POLICY 5119
ADOPTED: 04/23/91
AMENDED: 08/22/17**

Individuals who reside outside the Triton College district and want to enroll in an academic program that is not offered by their local community college may enroll in a Triton College program through the statewide Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER). CAREER allows students to pursue an Associate of Applied Science degree or certificate at in-district tuition rates. Students must receive approval from their home community college in accordance with the institution's stated guidelines.

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

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

TUITION REFUND

POLICY 5120
ADOPTED: 04/23/91
AMENDED: 06/20/95

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 service fees are refundable only when official withdrawal occurs before the start of the semester.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

**TUITION REFUNDS/CREDIT VOUCHERS
FOR STUDENTS CALLED TO ACTIVE
MILITARY SERVICE**

**POLICY 5120.1
ADOPTED: 09/19/01**

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.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

INSURANCE

POLICY 5121

ADOPTED: 04/23/91

AMENDED: 05/16/95

AMENDED: 11/20/01

AMENDED: 08/23/05

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 as required by the program. Student Athletes are required to complete insurance information forms with the Health Services Office.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

**POSSESSION, USE, AND SALE OF ALCOHOLIC
BEVERAGES AND ILLEGAL DRUGS/DRUG
ABUSE EDUCATION PROGRAMS**

**POLICY 5122
ADOPTED: 04/23/91
AMENDED: 07/20/93**

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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 that 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 law 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 Code of Conduct 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 or federal officials and are subject to discipline under collective bargaining agreements, campus policies, and where appropriate, reference to counseling.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

**POSSESSION, USE, AND SALE OF ALCOHOLIC
BEVERAGES AND ILLEGAL DRUGS/DRUG
ABUSE EDUCATION PROGRAMS**

**POLICY 5122
ADOPTED: 04/23/91
AMENDED: 07/20/93**

Page 2 of 2

- 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 ten days after receiving such notice inform the federal agency providing the grant of such conviction. Within thirty days following the notification of the convictions, 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.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

ALCOHOLIC BEVERAGES

POLICY 5122.1
ADOPTED: 03/16/93

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 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 industry management and/or associated programming). In these 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 twenty-one 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 Services 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.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

**ADMINISTRATION OF STUDENT
ACTIVITY FEES**

**POLICY 5123
ADOPTED: 05/21/91
AMENDED: 03/16/93
AMENDED: 05/16/95**

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 Director of Student Services). The procedures then will be submitted for approval to the Dean of Student Services and the Vice President of Enrollment Management & 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 Enrollment Management & Student Affairs and the Vice President of Business Services, to increase the liability of the College.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

ACADEMIC PLACEMENT

POLICY 5201
ADOPTED: 04/23/91
AMENDED: 04/21/93
AMENDED: 06/20/95
AMENDED: 06/20/00
AMENDED: 08/17/04
AMENDED: 10/19/10
AMENDED: 04/21/20

All new degree-seeking students, or those planning to take a course with placement prerequisites, must take a placement exam or have other placement measure credentials on file with the college prior to registering for courses. The current placement measures can be found on Triton's website. All students must satisfy course prerequisites prior to registering in a specific course.

For programs requiring English, students scoring in the developmental range on the English placement test must enroll in the appropriate developmental course sequence during their first semester and continue enrollment each subsequent semester until they meet the prerequisite for the college-level English course required in their program. For programs requiring math, students scoring in the developmental range on the math placement test must begin the appropriate developmental course sequence prior to registering for 15 academic credit hours and continue enrollment each subsequent semester until they meet the prerequisite for the college-level math course required in their program. Exceptions may be granted by the appropriate College dean.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

CHANGE OF GRADES

POLICY 5201.1
ADOPTED: 04/23/91
AMENDED: 07/16/19

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.

The student must initiate the process by contacting the instructor no later than the last day of the next regular semester (fall and spring semester).

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

INCOMPLETE GRADES

POLICY 5202
ADOPTED: 04/23/91
AMENDED: 06/20/95

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 coursework is completed within 30 calendar days after the beginning of the next regular semester (fall or spring term).

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

REPEATING A COURSE

POLICY 5203
ADOPTED: 04/23/91
AMENDED: 03/21/00
AMENDED: 11/19/13

Effective with the Summer 2013 term, students may repeat a course to improve a grade; however, they 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 (GPA).

The only exception to using the higher grade in GPA computation is for any courses that may be repeated for full credit as designated in the "Course Descriptions" section of the college catalog. In such cases, students may submit the Petition for Repeated Course to the Records Office to request that all allowable grades be used in the recalculation of the GPA.

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

All grade point averages and associated honors, awards, and activities established prior to the Summer 2013 term are correct as stated.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

AUDITING A COURSE

POLICY 5203.1
ADOPTED: 04/23/91
AMENDED: 06/20/95
AMENDED: 07/18/17

Students desiring to attend a class regularly, but not receive a grade or academic credit, may request to audit a course. Auditing of courses is not encouraged; however, in some cases, it may be permitted based on space availability. Students must first register for the desired course during the appropriate registration period. During the schedule adjustment period, students must obtain written permission from the instructor to audit a course. Students may not change the grading status after this period.

Students must pay the appropriate tuition and fees for the audited course. Audited courses are not eligible for financial aid or academic credit. Students will not receive a grade for the course. The course will appear on the official college transcript, but may not be applied towards a certificate or degree. To receive credit for a course previously audited, students must repeat the course for credit.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

GRADING SYSTEM

POLICY 5205
ADOPTED: 04/23/91
AMENDED: 06/20/95

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

A	Excellent	4 points per semester hour
B	Good	3 points per semester hour
C	Fair	2 points per semester hour
D	Poor	1 point per semester hour
F	Failure	0 points per semester hour
I	Incomplete	0 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"; "P" or "F" are assigned in specific approved courses based on individual academic department policy.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

CLASS ATTENDANCE

POLICY 5206
ADOPTED: 04/23/91
AMENDED: 08/19/14

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 will also vary from one course to another. Faculty will inform students of attendance policies in the syllabus per Board policy.

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

Students may be terminated from class by the faculty for excessive absence or failure to begin attendance by the census date of the course. Students may petition faculty for readmission to classes.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

**REASONABLE ACCOMMODATION OF
RELIGIOUS OBSERVANCES POLICY FOR
STUDENTS AND STUDENT EMPLOYEES**

**POLICY 5206.1
ADOPTED: 12/18/12**

Consistent with 110 ILCS 110/1 *et seq.*, Triton College provides the appropriate “Reasonable Accommodation of Religious Observances” in regard to admissions, class attendance, and the scheduling of examinations and other academic work requirements.

A student who is unable, due to the observance of a religious holiday, to attend classes on a particular day or days or at a particular time of day shall be excused from attendance, taking any examination or completing any other academic work assignments on such days or times.

Students shall provide faculty, or administrative personnel, at least 5 school days advance notice of an absence due to the observance of religious holidays.

It is the responsibility of the faculty and administrative personnel to provide students an equivalent opportunity to make up the examinations, study, or other academic work requirements missed due to such religious observance absences without penalty or fee.

It is the responsibility of all students who also are employees of Triton College to make arrangements to fulfill their obligations to the College in advance of their absence due to religious observance, and/or to utilize accrued leave (if applicable) during the absence.

If a student believes she/he has been a victim of discrimination on grounds of religious observances, the student may seek redress under the existing Triton College Affirmative Action Complaint Policy and Procedures (see Board Policy 4102.1).

A student or employee who feels that he or she has been unreasonably denied an educational or employment benefit due to religious beliefs or practices should contact the Affirmative Action Officer.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

CLASSROOM BEHAVIOR

POLICY 5207

ADOPTED: 05/21/91

AMENDED: 04/21/93

AMENDED: 06/20/95

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 student 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.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

ACADEMIC HONESTY

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POLICY 5208

ADOPTED: 05/21/91

AMENDED: 04/21/93

AMENDED: 06/20/95

AMENDED: 08/17/99

AMENDED: 11/20/01

AMENDED: 08/23/05

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 during quizzes and examinations
- obtaining and using tests and answers in an unauthorized fashion
- providing course materials such as papers, lab data, reports, or 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

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

ACADEMIC HONESTY

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POLICY 5208

ADOPTED: 05/21/91

AMENDED: 04/21/93

AMENDED: 06/20/95

AMENDED: 08/17/99

AMENDED: 11/20/01

AMENDED: 08/23/05

- 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

Another example of academic dishonesty, known 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

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

Consequences of Academic Dishonesty

- a failing grade for the assignment in question

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

ACADEMIC HONESTY

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POLICY 5208

ADOPTED: 05/21/91

AMENDED: 04/21/93

AMENDED: 06/20/95

AMENDED: 8/17/99

AMENDED: 11/20/01

AMENDED: 08/23/05

- 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, College Center, Room 100, 2000 Fifth Avenue, River Grove, Illinois, 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.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

**DISCIPLINARY PROBATION AND
DISQUALIFICATION**

POLICY 5213
ADOPTED: 04/23/91
AMENDED: 04/21/93
AMENDED: 11/20/01
AMENDED: 03/16/10

Students who fail to comply with Triton 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 Enrollment Management & 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.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

FINAL EXAMINATIONS

POLICY 5220
ADOPTED: 04/23/91
AMENDED: 11/20/01

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 this 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.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

ACADEMIC HONORS

POLICY 5240
ADOPTED: 04/23/91
AMENDED: 06/20/95

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 Dean's 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.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

CANCELLATION OF COURSE

POLICY 5241
ADOPTED: 04/23/91
AMENDED: 06/20/95

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

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

ACCEPTANCE OF ACADEMIC CREDIT

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POLICY 5265

ADOPTED: 04/23/91

AMENDED: 06/20/95

AMENDED: 08/23/05

AMENDED: 12/18/12

AMENDED: 03/27/18

Students 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 at least 15 of the-credit hours required to earn a degree or 50% of the credit hours required for a certificate-at Triton College. 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.
- College Level Examination Program (CLEP): Triton College follows the guidelines of the Illinois Community College Board in accepting credit from the general *CLEP* examinations. Students may earn up to 30 hours of credit through such examinations.
- Dantes Subject Standardized Test (DSST): The College follows the recommendation of the American Council on Education in granting academic credit for each successful completion of each DSST. 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.
- International Baccalaureate: Students may be granted college credit through successful performance on any of the International Baccalaureate exams.
- 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.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

ACCEPTANCE OF ACADEMIC CREDIT

Page 2 of 2

POLICY 5265

ADOPTED: 04/23/91

AMENDED: 06/20/95

AMENDED: 08/23/05

AMENDED: 12/18/12

AMENDED: 03/27/18

- **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.

Other prior learning credit options may be considered. Students are responsible for submitting petitions requesting the granting of such credit and all required documentation to the Records Office. 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.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

FINANCIAL AID

POLICY 5310
ADOPTED: 05/21/91
AMENDED: 11/11/03

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 a lack of funds. Guidelines will be developed and published by the Financial Aids Office.

No person will, on the basis of race, color, age, creed, sex, handicap, 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.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

ABILITY TO BENEFIT

POLICY 5311
ADOPTED: 09/24/91
AMENDED: 10/17/17

Students intending to earn a degree or certificate must submit a high school diploma or its equivalent to the Records Office to demonstrate their ability to benefit prior to receiving Title IV aid at Triton College. Students who were enrolled in a Title IV eligible postsecondary program prior to July 1, 2012 may meet the ability to benefit requirement by passing the Department of Education approved Ability to Benefit Test offered at the College or by having completed a minimum of six credit hours applicable toward their degree or certificate prior to July 1, 2012.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

CHRONIC COMMUNICABLE DISEASES

POLICY 5410
ADOPTED: 05/21/91

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 the 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 are 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.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

**STUDENT OPTIONAL DISCLOSURE OF
PRIVATE MENTAL HEALTH INFORMATION**

**POLICY 5415
ADOPTED: 02/16/16**

Triton College complies with the Student Optional Disclosure of Private Mental Health Act, 110 ILCS 74/1 *et seq.* which requires that institutions of higher learning provide all students the opportunity to authorize in writing the disclosure of certain private mental health information to a designated person.

With a student's written authorization, Triton College may disclose a student's mental health information if a physician, clinical psychologist, or qualified examiner who is employed by the college makes a determination that the student poses a clear danger to himself, herself, or others to protect the student or other person(s) against a clear, imminent risk of serious physical or mental injury or disease or death being inflicted upon the person(s) or by the student on himself, herself, or another.

The information by the physician, clinical psychologist, or qualified examiner will be disclosed to the designated person as soon as practical, but in no more than 24 hours after making the mental health determination.

A designated person is defined by this Act as a parent, guardian, or other person over the age of 18 designated by a student to receive disclosure of certain private mental health information.

A qualified examiner is defined by 405 ILCS 5/1-122 of the Mental Health and Developmental Disabilities Code Act as a clinical social worker, a registered psychiatric nurse, a licensed clinical professional counselor, or a licensed marriage and family therapist.

Every student will be provided the opportunity to complete and submit a Student Optional Disclosure of Private Mental Health Information Form if he or she so desires. These forms will be stored confidentially and securely. Only Triton College counselors, the dean of student services, and the dean of enrollment services may access these forms.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

STUDENT TRAVEL

POLICY 5420

ADOPTED: 03/19/91

AMENDED: 12/17/91

AMENDED: 04/21/93

AMENDED: 12/20/16

The Board of Trustees recognizes that it is in the educational interest of the 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/her 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.

All requests must be approved at least one (1) business day prior to travel. All requests requiring air travel must be approved at least (30) business days prior to travel. All travel requiring an overnight stay (without air travel) must be approved at least twenty (20) business days prior to travel. All overnight travel will be submitted as an informational report to the Board of Trustees on a monthly basis.

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 approval of international travel must be obtained from the Vice President of the respective area (Academic Affairs or Student Affairs) and the President.

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 Presidents of Academic and Enrollment Management & 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.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

HEALTH SERVICES

POLICY 5506

ADOPTED: 04/23/91

AMENDED: 01/27/04

AMENDED: 12/20/16

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 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 of 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

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

OUTSIDE SPEAKERS AND PROGRAMS

POLICY 5605

ADOPTED: 05/21/91

AMENDED: 05/16/95

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 Services division must have the approval of the Dean of Student Services. Student-based clubs and organizations must have a sponsor file a request with the Director of Student Services who will coordinate the request with the Business Services 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 of 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).

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

PRIVACY ACT AND DIRECTORY INFORMATION POLICY 5717

ADOPTED: 04/23/91

AMENDED: 06/20/95

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 number, 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 Admission 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 Enrollment Management & Student Affairs will review and approve all requests for student directory information. Directory information will be provided when the Vice President determines it is in the best interest of Triton College students.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

**PERMIT TO ASSEMBLE:
PROTESTS/DEMONSTRATIONS**

**POLICY 5730
ADOPTED: 03/19/91
AMENDED: 04/21/93
AMENDED: 08/23/05**

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 Academic Affairs and the Vice President of Enrollment Management & 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 Academic Affairs, Enrollment Management & Student Affairs, and Business Services will develop specific regulations to implement this policy, including an approval form for permit to assemble.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

**PERMIT FOR POSTING SIGNS, POSTERS
AND BANNERS**

POLICY 5731
ADOPTED: 03/19/91
AMENDED: 05/18/93
AMENDED: 05/16/95
AMENDED: 05/19/98
AMENDED: 11/20/01
AMENDED: 11/18/08

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 will be approved for a specific period of time noted on posting.

Approved posting, distribution, and display of materials and publicity on campus may be allowed in designated areas only and shall be governed by the procedures and regulations established by the office of the Dean of Student Services and published in the student handbook. Individuals requesting approval for posting, distribution, and display of materials or publicity will be required to review the procedures.

Signage may not be posted on walls, wood, painted surfaces, glass, doors, cars, light posts, fencing, trees, or the exterior of college facilities. However, advertising for a College event or function may be posted on the exterior of College facilities if requested or approved by the administrative staff.

Signage which is obscene and/or disruptive to the education and/or business functions of the college will not be permitted.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

CLUBS AND ORGANIZATIONS

POLICY 5810
ADOPTED: 05/21/91
AMENDED: 06/20/95
AMENDED: 11/20/01

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.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

FUND-RAISING

POLICY 5812

ADOPTED: 05/21/91

AMENDED: 05/18/93

AMENDED: 05/16/95

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 Director of Student Services 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 Enrollment Management & Student Affairs.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

JOB POSTING

POLICY 5901
ADOPTED: 06/16/98

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.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

ATHLETIC SCHOLARSHIPS & GRANTS-IN-AID

POLICY 5902

ADOPTED: 06/15/99

AMENDED: 08/23/05

AMENDED: 12/17/13

AMENDED: 08/28/18

AMENDED: 01/28/20

Student-athletes eligible under National Junior College Athletic Association (NJCAA) and Conference standards are considered qualified to receive scholarships and grants-in-aid. 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 scholarship and grant-in-aid. The order and applicability in which aid and awards are applied is determined solely by procedures established by the Triton College Financial Aid department.

In accordance with NJCAA regulations, scholarships and grants-in-aid are available to any and all sport offerings designated as Division I or Division II. Triton College may offer scholarships and grants-in-aid that are within the guidelines of the NJCAA regulations. These are one year renewable awards in effect for one academic year (August 1 to July 31).

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

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

Written notice of the terms of the original scholarship and grant-in-aid shall be given to the student-athlete no later than fifteen (15) calendar days after the beginning of classes of the academic term in which they participate. This scholarship and grant-in-aid agreement (with the required student signature) shall be in effect for one full academic year. If a scholarship and grant-in-aid 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 scholarship and grant-in-aid must be given in writing as soon as eligibility is determined. Actions regarding prohibited practices or cancellation of a scholarships and grants-in-aid will follow the established regulations of the NJCAA.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

**NON-ENROLLED/NON-EMPLOYED
INDIVIDUALS IN COLLEGE CLASSROOMS,
LABORATORIES, WORK AREAS, AND
FACILITIES**

**POLICY 5903
ADOPTED: 05/23/02
AMENDED: 08/23/05**

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.

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

STUDENT AFFAIRS

**MANDATORY ENROLLMENT IN COL 102,
LEARNING FRAMEWORK FOR
COLLEGE SUCCESS**

**POLICY 5904
ADOPTED: 03/26/02
AMENDED: 06/21/17**

The Institution shall take a proactive position in order to identify students who can benefit by enhancing their non-cognitive skills and academic performance. In order to correct or improve on academic performance:

1. First-time college students pursuing an AA, AS, AFA, or AGS who need enhancement in non-cognitive skills as determined by an assessment tool will be required to enroll in COL 102 Learning Framework for College Success.
2. Students who have completed 12 credit hours and have a cumulative GPA below 2.0 shall be required to enroll in COL 102, 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.