TRITON COLLEGE

Faculty HANDBOOK

CENTER FOR TEACHING EXCELLENCE
E-Building, Rooms E-210E and E-210W
(708) 456-0300, Ext. 3371
cite@triton.edu www.triton.edu/cte

Revised Fall 2015
About Triton College

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.

Core Values

The Core Values of Triton College are Integrity, Communication, Excellence, Teamwork, and Service.

A Brief History of Triton College

Founded in 1964, Triton College (Illinois Community College District 504) is one of more than 48 community colleges in the state of Illinois. At its founding, Triton served three townships, Proviso, Leyden and Elmwood Park. Initially utilizing facilities at West Leyden and Proviso West high schools, Triton celebrated its first permanent structure in 1967 with a groundbreaking ceremony for its Technology Building. By the summer of 1969, all Triton classes were being held on the current 101-acre main campus. Oak Park-River Forest, Riverside-Brookfield and Ridgewood school districts voted to join the Leyden, Proviso and Elmwood Park school districts in 1972, creating Illinois Community College District 504.

Today the district encompasses approximately 63 square miles, and the college serves approximately 300,000 people residing in 25 demographically and culturally diverse towns and villages. Triton's 101-acre campus includes 15 classroom buildings, more than 75 specialized labs, a 15,000-square-foot gymnasium, a Fine Arts Gallery and the 412-seat Triton College Performing Arts Center. It also is home to the third largest planetarium in Illinois, the Cernan Earth and Space Center. Triton College also welcomes the public to its Hospitality Industry Administration Bakery and Dining Room (Café 64), where students prepare and serve both casual and fine dining culinary delights.

Triton's affordable tuition and open admission policy have greatly expanded the accessibility of post-secondary education to residents of the district. Currently, Triton College serves over 15,000 racially and ethnically diverse students during the fall and spring semesters with more than 130 degree and certificate programs. New educational programs and services are constantly being developed in order to meet the needs of district residents. Triton classes are offered at the main campus in River Grove, several extension sites throughout the district, including area high schools, as well as online.
Triton College Facts and Figures (Fall 2014)

Various degrees and certificates can be earned at Triton, including an Associate in Arts, Associate in Science, Associate in Applied Science, Associate in General Studies, Career Certificates or Advanced Career Certificates. Additionally, career degree and certificate programs support students preparing to enter the workforce, as well as professionals seeking to gain a competitive edge in the workplace. Triton College offers more than 130 degree and certificate programs.

The Triton College district encompasses 63 square miles and includes approximately 300,000 residents. The district includes the following communities.

- Bellwood
- Berkeley
- Broadview
- Brookfield (part)
- Elmwood Park
- Forest Park
- Franklin Park
- Harwood Heights (part)
- Hillside
- Hines
- LaGrange Park (part)
- Maywood
- Melrose Park
- Norridge (part)
- Northlake
- North Riverside
- Norwood Park (part)
- Oak Park
- River Forest
- River Grove
- Riverside
- Rosemont (part)
- Schiller Park
- Stone Park
- Westchester

Campus: 101 total acres with 18 facilities

Average class size: 18.4 (Credit Students)

Average age of Triton student: 30 years
- Full time student: 22 years
- Part-time student: 33 years

Enrollment: 12,819 students
- 28% full-time students
- 72% part-time students
- 56% female students
- 44% male students
- 62% daytime students
- 29% evening students
- 9% distance education/weekend students
- 53% minority students (total headcount)

Ethnic breakdown of all Triton students
- 35% White
- 31% Hispanic
- 17% African-American
- 3% Asian
- 14% No Response

Residency of Triton students
- 75% in-district
- 25% out-of-district
- Less than 1% out-of-state

Tuition per credit hour
- In-district: $108.00
- Out-of-district: $282.24

Faculty
- 104 full-time faculty
- 606 part-time faculty

Other employee
- 38 Administrators
- 15 Librarians/Counselors
- 36 Professional/Technical
- 36 Supervisory
- 177 Classified
- 257 Non-teaching part-time

The eight-member Board of Trustees is comprised of seven trustees elected by the Triton College district and one student trustee.
Accreditation

Triton College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. Additionally, many college programs are approved and/or accredited by state, regional and national associations and/or agencies.

North Central Association of Colleges and Schools
Commission on Institutions of Higher Education
30 N. LaSalle St., Suite 2400
Chicago, IL 60602-2504
Telephone: (800) 621-7440
Fax: (312) 263-7462
E-mail: info@ncacihe.org
Website: www.ncacihe.org
**Organization of the Academic and Student Affairs Areas of the College**

Triton's academic and student services and programs are divided into areas as noted below. Within each area are certain departments and/or programs or services. Credit courses are generally found in the schools of Arts and Sciences, Business and Technology, or Health Careers and Public Service Programs, while the Department of Continuing Education generally offers special adult education courses ("E" courses) and non-credit courses ("C" courses).

**Academic & Student Affairs**

Vice President’s Office: A-311, Ext. 3571

**Academic Affairs**

Associate Vice President’s Office: A-309, Ext. 3630

- Adult Education
- Arts & Sciences
- Business & Technology
- Center for Teaching Excellence (CTE)

- Curriculum & Assessment
- Continuing Education
- Health Careers & Public Service Programs
- Technology & Innovation

**Adult Education**

Dean’s Office: Room A-106C, Ext. 3484

- Access to Literacy
- Adult Transition Programs

- English as a Second Language
- GED/High School Completion

**Arts & Sciences**

Dean's Office: Room E-103, Ext. 3529

- Behavioral Science
- College Readiness
- Education
- English/Rhetoric
- Health, Sport, & Exercise Science
- Introduction to College

- Mathematics
- Scholar’s Program
- Science
- Social Science
- Visual Communication
- Visual, Performing & Communication Arts

**Business & Technology**

Dean's Office: Room T- 100, Ext. 3395

- **Business Programs**
  - Business/Accounting
  - Computer Information Systems
  - Criminal Justice Administration
  - Hospitality Industry Administration

- **Technology Programs**
  - Architecture
  - Automotive Technology
  - Engineering Technology
  - Horticulture
  - Sustainable Agriculture

**Continuing Education**

Dean's Office: Room A-201, Ext. 3500

- Center for Business & Professional Development
- Center for Health Professionals
- Professional Certificate Programs
- Retired Senior Volunteer Program (RSVP)

- Workforce Development
- Real Estate Academy
- Youth Programming
Health Careers & Public Service Programs
Dean's Office: Room H-120, Ext. 3712
- Certified Medical Assistant
- Clinical Nursing Education
- Diagnostic Medical Sonography
- Emergency Medical Technology
- Fire Science
- Nuclear Medicine Technology
- Nursing Assistant
- Ophthalmic Technology
- Radiologic Technology
- Surgical Technology

Center for Teaching Excellence
Rooms: E-210E and E-210W, Ext. 3371

Curriculum & Assessment
Office: E-211, Ext. 3821 or 3823

Technology & Innovation
Assistant Vice President Technology & Innovation's Office: A-317, Ext. 3249

Student Affairs
Associate Vice President’s Office: A-313, Ext. 3434
- Academic Success
- Enrollment Services
- Student Services

Academic Success
Dean’s Office: Room A-206, Ext. 3414
- Learning Resource Center
  - Library
  - Academic Success Center (ASC)
  - Educational Technology Resource Center (ETRC)
- Retention Alert System

Enrollment Services
Dean's Office: Room B-100A, Ext. 3679
- Admissions Assessment
- Services Counseling
- Financial Aid
- Student Records
- Transfer Services

Student Services
Dean's Office: Room B-120A, Ext. 3383
- Athletics
- Career Services
- Center for Access and Accommodative Services (CAAS)
- Cooperative Education
- Health Services
- Student Life
- Triton College Student Association (TCSA)
- Triton Retraining Assistance Center (TRAC)
**Shared Governance Structure of the College**

**Shared Governance Structure of the College**

**College Council**

The College Council is an advisory body on college-wide initiatives charged with the following responsibilities:

- advising the President on institutional matters by providing multiple viewpoints;
- serving as the Steering Committee for both the HLC Report and for Strategic Planning;
- monitoring the progress of the Operational Assembly, Academic Senate, and President’s Cabinet on the Strategic Plan;
- providing guidance to the various leadership bodies within the Governance Structure on accreditation matters; and
- facilitating communication on institutional matters across its represented employee groups.

**Operational Assembly**

The Operational Assembly is a collegial body concerned with building consensus on issues related to campus operations, facilities, and student services. The Assembly provides guidance to committees within the Business Services, Campus Community, and Student Support Working Groups. The Assembly also assists with the coordination of committee efforts by ensuring cross communication at monthly meetings.

**Academic Senate**

The Academic Senate is a collegial and professional body established by the Faculty Association, the administration, and the Board as the academic committee system of the Faculty Association. It also encompasses other elements of the college in order to promote widespread input into academic decisions. It is concerned with building consensus on those issues which relate to teaching and learning. The Senate reports directly to the College President, and, when appropriate, the Vice Presidents.

**Working Groups**

Working groups are not stand alone committees, but a grouping of committees that work on like projects/initiatives. Chairs of committees within a working group convene to ensure cross-communication and transparency, coordinate work to prevent duplication, and catalyze initiatives to avoid stagnation.

**Committees**

Committees are active, purpose-specific advisory bodies that make recommendations to campus departments or the executive team. Committees advise departments on projects articulated within the college’s strategic plan and also make recommendations based on self-identified initiatives.
Academic Senate

The Triton College Academic Senate is a collegial body established by the Faculty Association, the Administration and the Board as the academic committee system of the Faculty Association. The senate encompasses other elements of the college as well to promote widespread input into academic decisions. The senate is concerned with building consensus on those issues which relate to teaching, learning and professional activities at the college.

The senate is principally an elected body. It is an advisory body that reports directly to the College President. When appropriate, the decisions of the senate are presented to the Vice President of Academic and Student Services as well as to the President. The Senate generates proposals and also considers and evaluates recommendations of its standing and ad hoc committees. The Faculty Negotiated Agreement contains specific information relating to the composition and election procedures of the Academic Senate.

Standing Sub-committees of the Academic Senate

The committees listed below function under the general guidance of the Academic Senate to provide information on which the Senate may base its recommendations to the President of the college. The Chairperson of each committee is a member of the senate (or Senator), and each committee has representatives of appropriate constituencies as members as stipulated in the Senate bylaws.

- **Academic Assessment Committee** serves as a resource to faculty and consulting body to the Office of Institutional Research in the development and engagement of academic assessment programs.
- **Academic & Scholastic Standards Committee** reviews and makes recommendations concerning academic standards or policies (e.g., withdrawal requirements, probation and dismissal, academic honesty, incomplete grades and credit by exam).
- **Academic Support Committee** reviews the needs and develops special activities to foster the achievement of students in need of academic assistance.
- **Campus Quality Committee** reviews needs and recommends changes in physical facilities that affect the quality of life of all persons on the campus.
- **College Curriculum Committee** evaluates credit courses and curricula for conformance to the college mission and state accrediting or licensing body requirements, evaluates proposals for new or revised courses and curricula, and plans and develops degree or certificate programs.
- **Professional Development Committee** reviews criteria for the selection of faculty, assists in planning in-service professional development programs and recognizes outstanding achievements by faculty.
- **Student Development Committee** promotes student involvement in the learning process, which is affected by the campus environment, through faculty/student contact, academic and student support services, and co-curricular activities.
- **Technology Advisory Distance Education Committee** engages in discussions and decisions related to the acquisition, maintenance and use of current and future technology for teaching and learning. In addition TADEC will advise, evaluate, review, and develop guidelines for the Triton College Technology Plan and Distance Learning Education Strategic Plan. TADEC makes recommendations on policy that are strategic in nature to promote distance education and support institutional and academic efforts of the College related to the appropriate use of technology.
Faculty Participation in Committees

All faculty are welcome to attend College Council, Academic Senate and Sub-committee meetings, which are open to the campus community.

In an effort to stimulate campus activity and student success, all full-time faculty members must serve on at least one official college committee (or taskforce) each semester. Only committees which have been authorized to meet this obligation by the Vice President of Academic and Student Affairs or her/his designee will qualify. Campus search committees are specifically excluded. There shall be no additional compensation for committee service. Committee participation shall be evaluated as part of the bi-annual evaluation process.
College Policies and Procedures

The following contains selections from the Board Policy Manual, which sets forth the policies adopted by the Board of Trustees of Community College. The complete Board Policy Manual is available at the Internet site http://www.triton.edu/Administration/.

Academic Freedom

Institutions of higher education exist for the common good and not to further the interests of either the individual teacher or the institution as a whole. The common good depends on the free search for truth and its free exposition.

Academic freedom is essential to these purposes and is fundamental for the protection of the rights of the teacher in teaching and of the student in learning. It carries with it duties correlative with rights.

Academic freedom shall be guaranteed to all faculty members; and no arbitrary limitations shall be placed upon study, investigation, presentation, and interpretation of facts and ideas concerning man, societies, the physical and biological world, and other branches of learning.

In accordance with Board Policy 6050, faculty members shall be free to present instructional materials that are pertinent to the subject and level taught and shall be expected to present all facets of controversial issues in an unbiased manner.

As an individual of learning and a representative of the college, he/she shall remember that the public may judge the teaching profession and the college by his/her utterances. Hence, he/she shall exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that he/she is not an institutional spokesperson.

Campus Hours

Maximum hours of operation for campus facilities (buildings, structures, open areas, athletic fields and parking lots) are as follows:

- **Monday - Friday**: 6:30 a.m. - 11:00 p.m.
- **Saturday**: 6:30 a.m. - 5:00 p.m.
- **Sundays and Holidays**: Closed

As an energy- and cost-saving measure, some campus buildings may be closed between semesters and on Fridays in the summer. These closures will be announced well in advance in various campus communications.

If an individual or group needs to utilize campus facilities outside of normal hours of operation, a completed **Access to Secure Facilities** form must be completed, approved and received by the Triton College Police Department seven days in advance of the requested date for special access. Forms are available from the Triton College Police Department located in the N Building, second floor, Ext. 3206.
**Campus Parking**

With the exception of a portion of A-Lot, all on-campus parking lots are open to general use and require no permit.

Vehicles that are illegally parked will receive a River Grove parking citation from the Triton College Police Department. Citations are handled through the Village of River Grove and the Cook County Courthouse at Maybrook. Vehicles illegally parked in tow away zones or abandoned, will be ticketed and towed at the owner’s expense. Towing companies do charge fees and storage assessments which are not under the control of Triton College.

**College Closing**

The Triton College campus rarely closes for heavy snowfalls or bad weather. Instructors and students should assume that classes will be held and allow themselves extra time for travel. Instructors should clearly communicate this message to students so that misunderstandings are avoided.

If the Triton Main campus were to close, it would be reported to the Emergency Closing Center and reported on the following stations: (Radio) WRRG, WGN, WBBM, 94.7 FM, (Television) CBS-2, NBC-5, ABC-7, WGN-9, FOX-32 and CLTV. One can contact the ECC on-line at www.EmergencyClosings.com to search by site or to arrange for a personalized e-mail notification. One can also call the ECC at (847) 238-1234 to see if the campus is closed.

**Emergency Notification System**

Triton College’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 or campus closure. You will not need to take steps for sign up as all employees are automatically placed into the system.

**Tobacco and Smoke Free Campus**

By operation of state law and this policy (#3610), effective July 1, 2015, smoking is prohibited throughout Triton College. This prohibition shall apply to all property owned, maintained, leased, or otherwise utilized by Triton College. Smoking is prohibited in all indoor locations, including College vehicles, and outdoors on all College property.

This Policy shall also prohibit any sale, consumption, free sampling, distribution, or advertising of any and all tobacco products, including but not limited to those identified in the “definitions” herein, on College property. No individual on College property shall litter or otherwise dispose of tobacco waste products on Triton College property.
Members of the Triton College community who fail to comply with this Smoke Free Policy will be subject to all penalties as prescribed by College Policy and applicable law.

a. Student Non-Compliance

Students failing to comply with this Policy shall be cited as prescribed by law, and may be referred to the Dean of Student Services and are subject to the Student Disciplinary Process.

b. Employee Non-Compliance

Employees failing to comply with the Policy shall be referred to the employee’s administrative supervisor, and be cited as prescribed by law.

c. Contractors/Sub-Contractor Non-Compliance

Non-compliance will be referred to the campus unit responsible for monitoring performance of the applicable contract. The monitoring campus unit shall determine whether termination of the contract is appropriate, and be cited as prescribed by law.

5. Any non-Triton student or non-staff individual smoking on Triton College property will be asked to immediately extinguish the tobacco product. Such violation will result in referral to the Campus Police Department.

Exceptions

In certain limited circumstances, an individual may request advance approval to allow smoking on Triton College property. Such exceptions will be granted only in the following limited situations:

Ceremonial Smoking

Individuals or groups interested in Smoking as part of a ceremony on campus property must seek advance approval from the Vice President of Business Services.

Smoking Research

Smoking may be allowed in an enclosed area on campus property for a medical, scientific, or research program where smoking is an integral part of the research and the appropriate campus research oversight body has approved the inclusion of smoking. Smoking research studies must receive advance approval from the Vice President of Academic and Student Affairs.
Chronic Communicable Disease

Prologue

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 or work attendance of its students and staff so 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 staff and students.

This policy is based on current epidemiological data and may be modified as required by new scientific and medical data.

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 these diseases and keep others informed.

Student Policy

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

The definitions 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 all public places in the district. The local health authority for Triton College, Community College District 504, is the Cook County Department of Public Health or the Village of River Grove, whichever is applicable. All reported cases of Human Immune Deficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS) shall be entitled to all protections of the AIDS Confidentiality Act, 410 ILCS, Act 305.

Student with Chronic Communicable Disease
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.
**Discrimination**

In accordance with Board Policy 4102.2, 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.”

Inquiries regarding compliance with state and federal nondiscrimination regulations may be directed to the Affirmative Action Officer, Triton College, 2000 Fifth Avenue, River Grove, Illinois 60171 or any of the following agencies.

- **Equal Employment Opportunity Commission**
  Chicago District Office
  500 West Madison, 28th Floor
  Chicago, IL 60661
  (312) 353-2713

- **Illinois Department of Human Rights**
  100 W. Randolph, Suite 10-100
  Chicago, IL 60601
  (312) 814-6200
  (800) 662-3942
  (312)263-1579 (TTD)

- **Office of Civil Rights Chicago Office, U.S. Department of Education**
  111 North Canal, Suite 1053
  Chicago, IL 60606
  (312) 886-8434

- **Illinois Educational Labor Relations Board**
  160 North LaSalle Street, Suite N-400
  Chicago, IL 60601
  (312) 793-3170
  Or
  320 West Washington Street Suite 260
  Springfield, IL 62701
  (217) 782-9068

An Affirmative Action Plan is available from the College's Equal Opportunity office in the Human Resources Office, Room P-105.

**Drug-Free Workplace**

It is the policy of Triton Community College, District 504, to provide a "drug-free workplace" as defined by the Drug-Free Workplace Act of 1988. Policy 4110 is made available to all employees and is disseminated throughout the college community. Additionally, employees employed on a grant provided by a federal agency will be given a copy of this statement and, as a condition of their employment, shall abide by this "drug-free workplace" policy statement.
Triton College prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on campus and in the workplace. Appropriate sanctions include but are not limited to

- required participation in an approved drug rehabilitation program;
- written reprimand;
- suspension with or without pay; or
- termination of employment.
- criminal prosecution.

Such sanctions will be imposed on employees found to be in violation of this prohibition. Employees employed on a grant provided by a federal agency and convicted of a criminal drug statutory offense are required to notify the Human Resources Office of this fact within five (5) days of their conviction. The college must notify the granting agency within ten (10) days of receiving notice from the employee, otherwise receiving actual notice of such conviction. Within thirty (30) days following notification of conviction, appropriate sanctions (listed above) shall be imposed.

From time to time during the academic year, Triton College will sponsor workshops or seminars and will distribute informational materials dealing with the dangers of drug abuse. Employees are encouraged to attend these seminars and to read the informational materials provided. Drug counseling is available via the Employee Assistance Program. Information regarding the Employee Assistance Program is available from the Human Resources Office. Additional information regarding the dangers of drug abuse is available in the Counseling Department, Triton College Library and Health Services.

The college makes a good faith effort to maintain a drug-free workplace and to implement the provisions of this policy.

**Key Requests**

Faculty members may be issued keys or codes for classroom/classrooms, labs and media cabinets that are normally kept locked. If a key is required, a Request for Keys form, signed by the appropriate Dean or administrator, must be submitted to the Police Department at least 72 hours prior to obtaining the key. Issued keys must be returned in person to the Police Department at the end of employment or at the direction of a dean or administrator and cannot be transferred to other staff members.

**Non-Enrolled/Non-Employed Individuals on Campus**

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

- 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 procedure (maximum 2 times per semester) due to personal or child-care related issues, require prior approval of the instructor for the class affected.

- 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.

- 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 procedure and will request compliance. If the parent/guardian is not available, the college staff member will contact the Triton College Police Department.

- Students who are being disturbed by the presence or behavior of non-enrolled individuals in classrooms, laboratories, or clinicals should confer immediately with the instructor of the affected class. If the problem is not handled to the satisfaction of the student, the student should then confer with the associate or assistant dean of the appropriate division or his/her designee.

- When a parent/guardian continues to violate this policy, an **Incident Report** will be completed by the observing college staff member and forwarded to the Triton College Police Department, Human Resource or Student Services.

- A Police Officer will identify the parent/guardian of a dependent individual and will inform the parent/guardian of this policy and procedure and of the availability of college services available regarding the dependent individual. Parents/guardians of minor dependents will also be advised of the consequences of any future violation of the policy, consistent with laws governing such conduct.

- An **Incident Report** including the name, address, and identification of the individual will be made by a Police Officer and sent to the Dean of Student Services or Human Resources as appropriate.

- Individuals who are students and are in repeated non-compliance with this policy/procedure will fall under the stipulations of Board Policy #5105 (Triton Trust/Student Code of Conduct) and #6170 (Conduct and Discipline in the Classroom).

- Non-enrolled individuals in violation of this policy/procedure will be handled through the Triton College Police Department.

The online **Incident Report** may be accessed at www.triton.edu by clicking on the following tabs:
1. Current Students
2. Student Services
3. Dean of Students
4. Incident Reporting Form

**Political Activity and Solicitation of Funds**

No bulletin, circular or other publication of any character designed to spread propaganda or to foster membership in or subscriptions to fund any organization not directly under the control of college authorities is to be posted on campus or used as the basis of study or recitation or to supplement the regular college studies. Such materials shall not be distributed or shown to the students of Triton College on the college premises during college hours or within one hour before the college opens or after the college closes.

No Triton students shall be solicited by instructors or other employees to subscribe to the funding of or to work for any organization not directly under the control of the college authorities. No instruction related to political activity shall be given through lectures or other means unless the material contained in the bulletin, circular or publication, or the purpose of the subscription or instruction, has been approved by the Board of Trustees of the college district.
Posting of Signs, Posters and Banners

In accordance with Board Policy 5731, Permit for Posting Signs, Posters and Banners, all requests for posting signs, posters and banners 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. All posting of signs, banners and posters must meet the following guidelines:

- Signage which is obscene and/or disruptive to the education and/or business functions of the college will not be permitted.
- 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.
- Signage which has not been pre-approved will be removed by the Dean of Student Services or administrator who supervises the area.
- Signage must be removed by the individual, club or organization no later than the last day of the approved period of time for posting.

Promotion of Personal Services or Business

Adjunct and full-time faculty at Triton College are expressly prohibited from promoting personal services or businesses in or through their own or other courses. No products are to be sold to students and business cards or other business or personal services materials are not to be distributed at any time.

Room Reservations

Rooms for meetings and other events are scheduled through the Scheduling Office at Ext. 3814 or scheduling@triton.edu.

Sexual Harassment

In accordance with Board Policy 4145, sexual harassment is illegal under both state and federal law. In some cases, it may be subject to prosecution under the appropriate criminal sexual conduct law.

In support and implementation of the law, and in an effort to provide an educational environment free from harassment, it is the policy of Triton College that no member of the college community, including but not limited to employees or students, may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Sexual harassment in any situation is reprehensible. It is particularly damaging when it exploits the dependence and trust inherent in student/faculty or employee/supervisor relationships. When the authority and power inherent in these relationships is abused in this way, there is potentially great damage to all parties involved and to the general climate of the college.
Unwelcome requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made, either explicitly or implicitly, a condition of an individual's employment or academic achievement; or
- submission to or rejection of such conduct is used as the basis for employment decisions or academic decisions; or
- such conduct unreasonably interferes with an individual's work or study performance or creates an intimidating, hostile or offensive environment; or
- such conduct imposes social, emotional or psychological stress for the individual, as in the case of student-to-student sexual harassment.

**Applicable Procedures**

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 should promptly contact the college’s Affirmative Action Office.

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 Affirmative Action Office will be kept confidential.

4. If the complainant, after an initial meeting with the Affirmative Action Officer, decides to proceed, the complainant should submit a written statement to the Affirmative Action Office. Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case will be limited in order that the privacy of all individuals involved is safeguarded as fully as possible.

5. The Affirmative Action Officer 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 the responder for answers. Every effort will be made to protect the complainant from retaliatory action by those named in the complaint.

Questions or complaints concerning sexual harassment may be directed to:

- Affirmative Action Office (708) 456-0300, Ext. 3075
- Coordinator, Campus Safety and Insurance (708) 456-0300, Ext. 3258
- Chief of Police (708) 456-0300, Ext. 3057
- Dean of Student Services (708) 456-0300, Ext. 3230
Campus Communications Systems

Campus Mail System

An individual mailbox is assigned to each faculty member by the department chairperson. Mailboxes are located in department office areas and should be checked daily.

Interoffice mail and United States mail are distributed to mailboxes each day. All interoffice mail should be addressed with the addressee’s full name and department name, then deposited in the designated mail tray in each department for pick up.

Materials distributed by the Faculty Association or its committees must be approved in accordance with the negotiated agreement. Items relating to student activities must be signed by the sender and approved by the Dean of Student Services.

Large mail drops for campus mail and US mail can be made by calling Ext. 3555 for pick up by mailroom personnel. Large mailings should be sequenced by zip code, bundled and placed in the mail trays provided. All personal mail must be stamped. All large envelopes must be sealed. For UPS parcels, contact Shipping and Receiving at Ext. 3410.

Information Systems

Programming Services

Programming Services supports the web site and campus main and ancillary systems that collect, maintain and store data. Through Programming Services, Triton has established and executed a sound policy for managing information that ensures the integrity of Triton's institutional database, current practices for making database changes, and exemplary testing procedures before placing modifications, enhancements and new development projects into production status.

System Operations

System Operations area is responsible for making sure that the all systems are online and accessible for critical functions, such as, payroll, financial aid, registration, grades, scheduling, along with other mission critical functions. Another critical function that Operations performs is the successful processing of nightly reports that are picked up by users on a daily, weekly, or monthly basis. Users also have the ability to submit report requests via E-mail throughout the campus. In many cases, Operations can route print requests to specific laser printers throughout the campus, thus eliminating the need for users to come to Operations for a hard copy report.

MyTriton Portal

MyTriton portal, accessible at http://mytriton.triton.edu, was designed as a means of understanding and contacting college resources for students, faculty, and staff. Log in daily for special announcements and reminders, to access and submit various internal forms and requests, and to view class rosters and pay advices. To learn more about the portal and how to access it, click here to read the Staff/Faculty Overview at http://www.triton.edu/uploadedFiles/Content/Faculty_and_Staff/Staff_Faculty_Portal.pdf.
To log into MyTriton portal for the first time, follow these steps.

1. Go to [http://www.triton.edu/myadmin/](http://www.triton.edu/myadmin/)
2. Click on “Look up Account/Reset Password”
3. Verify your username
4. Request a password
5. Check your Triton email for your password
6. Log into MyTriton and reset your password

If you encounter problems, send your full name and details regarding your issues to [webadvisor@triton.edu](mailto:webadvisor@triton.edu).

**Help Desk**

The Help Desk provides the initial point of contact for faculty and staff to report computer hardware and software problems. The primary goal of the Help Desk group is to provide faculty and staff with fast, efficient, and courteous computer support services. If the problem cannot be resolved over the phone the Help Desk will initiate a request for the services of a Desktop Computing or Network Services technician. The Help Desk also maintains an inventory of computer supplies, assists with computer moves and maintains an inventory of all computer assets on campus. Contact the Help Desk by calling Ext. 3527 or by sending an email message to [helpdesk@triton.edu](mailto:helpdesk@triton.edu).

**Desktop Computing Solutions**

Desktop Computing Solutions provides a number of services including the installation, repair, and maintenance of more than 2,000 College owned desktop computers, laptops, printers, scanners, Smart Boards and software located in business and academic areas. They also support computer equipment located in student computer labs and faculty offices. This group is well versed in many applications that are used by faculty and staff throughout the entire campus. Contact Desktop Computing Solutions by calling Ext. 3527 or by sending an email message to [helpdesk@triton.edu](mailto:helpdesk@triton.edu).

**Audio Visual Technologies & Services**

Audio Visual Technologies & Services support the audio visual needs of part-time and full-time faculty and staff. A variety of equipment that is available includes overhead projectors, slide projectors, laptop computers, DVD players and others. AV Technologies & Services also assist with problems related to audio and video equipment located around campus. Orders are subject to availability and must be made at least 48 hours in advance using the online [Request for Audio/Visual Services](#) form at the Campus Technology’s MyTriton site. Questions can be directed to the Help Desk by calling Ext. 3527 or sending an email message to [helpdesk@triton.edu](mailto:helpdesk@triton.edu).

**Network Services**

Network Services provides support for the entire campus network, telephone and alarm system. This includes, but is not limited to, wiring, switches, servers, phones, and wireless and wired Internet. They also support all academic and administrative servers, including a variety of print, file and application servers. Network Services work closely with faculty, staff and other Information Systems areas on the implementation of network server-based solutions throughout the campus.

**E-Mail**

Since the college's email system is its official means of communication, all employees are expected to have and use such an account. For information about securing a Triton College email address, contact the Help Desk by calling Ext. 3527 or by sending an email message to [helpdesk@triton.edu](mailto:helpdesk@triton.edu).
**Telephone Usage**

All calls except long distance calls can be dialed direct (dial 7 first) without operator assistance. Long distance calls are restricted to certain individuals. Individuals without this classification must get prior approval from the dean.

Adjunct faculty may be assigned a voice mail box by contacting their chairperson/coordinator or dean.

For information on phone features and how to use them, call Ext. 3527 or send an email message to helpdesk@triton.edu.
Building Maintenance/Equipment Repair

Requests for building and equipment maintenance or repair must be submitted to Maintenance on a Work Order Request form. The request must be approved by the chairperson and the dean. If the work is to be performed by an outside agency, the arrangements for such will be made by the Purchasing Department. If the work is to be performed by college personnel, the work order will be forwarded to the Director of Facilities (please allow advance notice). The work order should be used for electrical or plumbing problems, replacement of lamps, carpet repairs, special cleanup jobs and other similar tasks. The office of the Director of Facilities should be notified of any situation requiring emergency attention.

Capital Equipment Purchases

All furniture and equipment items must be specifically provided for in the approved departmental budget. Therefore, it is necessary to plan considerably in advance for such purchases. In addition, the college has a supply of used equipment in storage that may be considered in place of purchasing new equipment. Contact your chairperson/coordinator to request additional or specialized furniture or equipment for your office or classroom.

Supplies

General supplies that are most commonly used, including instructional materials, office supplies and letterhead, are stocked by individual departments and the cost of supplies is charged to the appropriate department budget. The department chairperson/coordinator is responsible for verifying that the appropriate budget has sufficient funds to cover those costs. Contact your chairperson/coordinator to request additional supplies when necessary.

Full-Time Faculty Payroll Procedures

Full time faculty may choose either of the following payment options, both of which are made by automatic deposit:

- Twelve-month schedule of twenty-six pay periods, or
- ten-month schedule of twenty-one pay periods.

Overload Pay

Payment for overload teaching assignments usually begins with the third pay period of each semester. The amount will be paid in equal installments over the remaining eight pay periods of the semester.

Summer College Pay

Salary for summer college faculty is paid in equal installments for each session. Payment usually begins on the first payday after the beginning of each session.

Payroll Adjustments

Payment for any earnings in addition to those enumerated in the instructor’s annual contract is processed using the Payroll Adjustment form. Payroll adjustments will be paid during the pay period following receipt of the form by the Payroll Office.
**Payroll Deductions**

The following payroll deductions are available to faculty:

- Payroll savings at Leyden Credit Union
- Tax-sheltered annuities
- Union dues check-off
- State Universities Retirement System (SURS)
- IRS Section 125 Salary Reduction Program
- C.O.P.E.
- United Way
- Triton College Foundation

**Changes in Tax Withholding**

Any changes in payroll withholding statements (IRS Form W-4) are to be made in the Payroll Office.

**Change in Address or Phone Number**

Faculty should report changes in address and/or telephone number to the college Human Resources Office at Ext. 3483.

**Faculty Supervision of Hourly Employees**

The following procedures are intended for faculty who supervise employees.

**Hiring**

Whenever there is a vacancy, appropriate applications will be directed to supervising faculty from the Human Resources Department for consideration.

Qualified candidates will be interviewed by the supervisor. All individuals participating in the interview process are required to complete a confidential interview record report and submit this report to the Human Resources Department.

The successful candidate must complete all required paperwork before starting employment. Payroll will not be processed unless all paperwork is complete.

**Overtime**

The supervisor is responsible for obtaining prior authorization for overtime work from the Vice President of Academic Affairs & Student Services on the **Request for Overtime** form. Verbal approval will suffice only in emergency situations but must be followed by the appropriate form before payment can be processed.

**Time Cards**

Each supervisor must assure that time cards are completed, signed and submitted to the Payroll Office no later than noon on Monday prior to payday. Employees should not exceed the maximum hours stated on their time card.
In the Classroom

Classroom Use Guidelines

The following guidelines have been developed in the interest of safety and in consideration of the individuals using the instructional areas, both at the Triton main campus and at off-campus facilities. The appearance of an instructional area and its general neatness are important factors in establishing an atmosphere conducive to learning. Instructors are asked to assist the college in enforcing the following provisions.

- Smoking is prohibited on Triton's campus.
- Food and beverages are not to be taken into carpeted areas, classrooms, laboratories, shops or the library.
- All computers, Smart Boards, audio/visual equipment and lights are to be turned off when a classroom is not in use.
- Classrooms equipped with technology, labs and media cabinets should be secured and locked when not in use.
- All writing surfaces are to be wiped clean at the end of each class session.

Each classroom has an established pattern for the arrangement of seating. An instructor should feel free to arrange seating appropriately for his/her class. However, classroom furniture is not to be removed and the instructor is asked to return the seating to its normal position as a courtesy to following classes.

In some cases, a lab may be used as a classroom. In this instance, the non-lab instructor should be certain that students in his/her class do not handle the lab equipment, which is often expensive and easily damaged.

Problems with the physical condition of a classroom should be reported to one’s academic dean.

Safety and Emergency Procedures

In case of severe threat or imminent danger ALWAYS contact Triton College Police at Ext. 3206, 3207, 3208 or by dialing direct to (708) 456-6911. Note that dialing 911 may delay response time, since doing so bypasses our local dispatching system.

Emergency Notification System

Triton College’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 or campus closure. You will not need to take steps for sign up as all employees are automatically placed into the system. Please visit MyTriton to
ensure your email address and phone number(s) are correct in our system. After logging in, click “Edit Contact Info” to view and update your contact information if needed.

Emergency Situations, General

All faculty are expected to instruct students in safety practices in all instructional settings. Faculty should familiarize themselves with the fire exits and emergency escape routes posted in each building and classroom in which they teach.

Following is a list of emergency situations that may arise along with the proper procedure to follow in each instance. For complete information on other possible scenarios, refer to the Emergency Response Guide on the college’s Internet site. If you have any questions, please contact the Triton College Police Department at Ext. 3206.

Medical Emergencies

In the event that a student, visitor, or employee injures himself/herself or falls ill, make every effort to assist that person in the following ways. If possible, someone should remain with the injured party until emergency services arrive.

1. Call the Triton College Police Department (TCPD) at any of the following numbers
   - Ext. 3206, 3207, 3208
   - (708) 456-6911 (direct line)
   - Emergency House Phone dial 11
   Or call Health Services at Ext. 3344.

2. Remain calm and give the following information to the TCPD and/or the Nurse. Caller’s name and location
   - Injured person’s exact location (must be specific)
   - Injured person’s condition if known (i.e. fainted, bleeding)
   - The caller should remain on the line until TCPD direct him/her to return to the injured party and wait for assistance to arrive or as directed by the TCPD or Health Services personnel.

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.).

Fire

Any person who discovers a fire, smells smoke or gas, must sound the local fire alarm, without seeking permission from the authorities. 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. If the fire can be extinguished with the use of a portable hand extinguisher 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.

When a Fire Alarm Sounds
1. Occupants shall form a line quickly and quietly and leave the building in an orderly manner.
2. Faculty and/or staff members shall close classroom doors and windows and turn off power or gas to laboratory equipment.
3. No one shall stop to obtain outer clothing when the alarm sounds.
4. Occupants shall walk to the nearest unobstructed exit and leave the building in an orderly fashion. NO ONE SHALL RUN.
5. All occupants shall be moved at least 100 feet from the building.
6. Each instructor shall remain with her/his class and make an accurate check of all students under their responsibility.
7. Staff members shall advise the police officer on the scene of the location of the fire and the location of any disabled occupants who have not been evacuated.

**During the Evacuation**
1. The class or work group shall remain in a tight group until further orders are received.
2. When the building is ready for occupancy, the police department will give the re-entry order.

**Crime Reporting**

The prevention of personal and property crime on campus is everyone’s responsibility. Please secure personal and college property when not in use. Do not allow unauthorized access to individuals. **Report crimes as soon as they are discovered.** TCPD strongly encourages everyone 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.

**Discovery of a Crime**
- Immediately contact the TCPD at Ext. 3206, 3207, 3208, or at (708) 456-6911 (direct line) or dial 11 on any Emergency House Phone.
- Briefly explain the nature of the incident and remain in the area to speak with the investigating officer if directed to do so
- Be sure to give your name and location to the police dispatcher.
- Note the location of evidence and leave it in place if no immediate threat of additional loss exists.

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

**Safety Hazards**

It is everyone’s responsibility to ensure a safe working environment. Please do your part to maintain a safe and productive environment for yourself and those around you. Report minor hazards, where no immediate action is required, to the Triton College Safety Office at Ext. 3206 and/or to the Operations and Maintenance Department at Ext. 3210. Major hazards, where immediate action is required, should also be reported to the TCPD at Ext. 3206, 3207, 3208, or at (708) 456-6911 (direct line) or dial 11 on any Emergency House Phone. Wherever possible, make the area safe so that no one is injured by the hazard (post a warning sign, rope off the area, etc.).

**Bomb Threat**

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. These guidelines also address found or suspicious packages.

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

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 TCPD at Ext. 3206, 3207, 3208, or at (708) 456-6911 (direct line) or dial 11 on any Emergency House Phone.
The dispatcher shall make every effort to obtain the following information from the person reporting the threat:

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 at which call was received
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, the caller shall also report the identity of any persons who may have overheard the call, whether or not the call was recorded via voicemail 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.

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.

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.

**Severe Weather**

Among the more common forms of severe weather in our area are thunderstorms, 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 emergency escape routes posted, advising of safe places within the college to seek shelter during a tornado. In case of severe weather, proceed with the following guidelines.

1. Follow emergency escape routes to move to a place of safety.
2. Move away from windows.
3. Seek hallways or rooms without windows. If time allows, move to lower building levels.
4. Avoid rooms with large roof spans such as the gymnasium or theaters.
5. If outside, avoid downed power lines and trees.
6. 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 to utility lines, 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.
Safety Procedures for Students with Disabilities

Each year, Triton provides academic support services to students with disabilities. In the event of an emergency situation, some of these students will require additional assistance from their instructors. The police department can be contacted to assist with an evacuation. An instructor should meet early in the semester with students who have identified themselves as having a disability to establish a plan for safe evacuation of the student. Instructors are encouraged to contact the Center for Access and Accommodative Services (CAAS) with concerns about the safety for students with disabilities, and the campus safety officer is available to answer questions and will assist an instructor in forming a plan.

Serving Students with Disabilities

The Center for Access and Accommodative Services (CAAS) provides academic accommodations as required by the Americans with Disabilities Act and the Rehabilitation Act for students who have a medical condition and/or disability and who request such services.

Students who have been approved for academic accommodations are provided with a “CAAS Card,” which they are required to present to each of their instructors in order to activate accommodations for each or their courses. Activation occurs only upon presentation of the CAAS Card to an instructor, and accommodations are not retroactive. Students may exercise their right not to use their accommodations at any time.

Students who request an accommodation without having presented a “CAAS Card” should be referred to CAAS in room A-125 for assistance. Faculty are encouraged to contact CAAS at Ext. 3854 or 3917 with any questions or concerns they may have.

Online Course Development Protocol

The Online Course Development Protocol establishes a standardized process for the development of all online, hybrid, and enhanced courses, provides a tool to ensure the design and development of online and hybrid courses meet certain quality standards that are nationally recognized and consistent with college practice, and provides the college with working definitions of online, hybrid, and enhanced courses. In order to receive a course shell for online, hybrid or enhanced instruction, faculty must complete the requisite training and forms and gain the appropriate approvals. Courses co-owned by the college must undergo a standard peer review process. For more information call Ext. 3371 or send an email message to cte@triton.edu.
Faculty Checklist

This helpful guide is designed to assist you in keeping track of key tasks before, during and after each semester.

Before Classes Begin

Human Resources (P-Building, Ext. 3827)
- Complete employment tax forms other paperwork
- Ensure resume, application and official transcripts are on file
- Obtain or verify Triton email account (contact x3527 or helpdesk@triton.edu)
- Obtain a Triton I.D. card

The Triton email system is the college’s official mode of communication with faculty and staff. Therefore, as an employee of the college, you are required to have a working Triton email account.

Center for Teaching Excellence (E-210E/W, Ext. 3371, cte@triton.edu)
- Attend Blackboard and/or Smart Board training if necessary
- Request Blackboard shell after completing training if necessary

Department
- Verify location of classrooms and request key or keycode to locked classrooms, labs or media cabinets
- Familiarize yourself with locations of classrooms, evacuation routes, and emergency phones
- Report any classroom deficiencies to chair/coordinator
- Check mailbox for course-related forms and for important notices of departmental policies, student support centers, and important dates
- Obtain copy of course outline and/or sample syllabus for each course from chair/coordinator or lead instructor
- Obtain textbook(s) and supplemental materials
- Refer to Triton College Board of Trustees Policy #6080 for Course Syllabus requirements, create syllabus and weekly course schedule for each course and submit one copy of each document to chair/coordinator
- Log into MyTriton and verify class roster(s)
- Print sufficient copies of syllabi for each face-to-face course
- Load pertinent documents into Blackboard shell for each course
- Plan a lecture or activity for the first class session

Police Department (N-building, second floor, Ext. 3206)
- If Smart classroom assigned, submit key request form and obtain key(s) and/or keycode(s) the next day (requires photo ID)

1st Week of Class
- Log into MyTriton and print class roster(s)
- Check mailbox for notifications from Center for Access and Accommodative Services (CAAS)
- Arrive as early as possible and begin class on time
- Expect late-comers, late registrations and petitions for admittance
- Write course name, number and section number on the board
- Write your name and contact information on the board
- Take attendance at every class session
Distribute and review key aspects of each syllabus with students
Provide copies of syllabus to each student who joins the class after the first day
Describe course requirements and structure
Display or describe textbook(s) or supplemental materials
Establish attendance, academic honesty and classroom behavior policies
Lecture or engage students in activities
Refer students whose names do not appear on your roster to the Welcome Center, Room B-100, to clarify enrollment status

2nd Week of Class
- Log into MyTriton and update class roster(s)
- Report errors on class rosters to the Office of Admission and Records, Room B-216E
- Expect late-comers, late registrations and petitions for admittance
- Provide copies of syllabus to each student who joins the class after the first week
- Refer students whose names do not appear on your roster to the Welcome Center, Room B-100, to clarify enrollment status

3rd Week of Class
- Log into MyTriton and update class roster(s)
- Report errors on class rosters to the Office of Admission and Records, Room B-216E
- Note excessive absences and begin to use Retention Alert System

Mid-Semester
- Note excessive absences and complete Termination Notifications as necessary
- Log into MyTriton and submit Mid-Term Enrollment Verification for each course

Last Week of Class
- Remind students of date, time and place for final exam
- Administer final exam (if there is no exam, you must be present for the final exam at its scheduled location, date and time)
- Log into MyTriton and submit Final Grade Report before the due date
- Submit Attendance Record for each class via email to records@triton.edu before the due date
Instructional Tips

The job of an instructor is to create a quality educational experience for his/her students. Here are some ideas that will help you reach that goal.

- The atmosphere created in the classroom can definitely enhance the learning process. An instructor should strive to make students feel welcomed, accepted and challenged.

- A good instructor-student relationship is very similar to a good businessperson-customer relationship. Students are, after all, customers of Triton College, and the instructor is Triton's representative to them.

- An instructor should get to know his/her students as people and learn and use their names. The few minutes before class starts, the break and time after class are well spent in general conversation with students.

- An instructor should refer to the approved Course Outline and think thoroughly through the learning goals and objectives for the course and develop strategies to help students reach them. The course syllabus is the instructor's map to success. Without a good map, students won't end up where the instructor wants them to be. The course syllabus is a requirement document under Board Policy #6080, which also lists required information that must appear in each syllabus.

- As an instructor plans a course, he/she should refer to the approved Course Outline and remember that according to the standards of the Illinois Community College Board (ICCB), two hours of study/preparation should be spent for every hour in class. This guideline should help the instructor establish a meaningful program of activities for use in both the classroom and beyond. This document also contains the approved course content and learning objectives for the course, as well as a how that content is to be covered in lecture, lab and/or clinical lab settings.

- Whenever possible, instructors should relate course content to real world experiences and expectations, as well as to the course’s relevancy in other disciplines. The instructor’s own experiences with the course content and those of the students can bring added perspective to instruction and learning. However, self-promotion and discussions of personal problems are rarely relevant to course content and often result in uncomfortable situations that inhibit learning.

- An instructor should use a variety of learning strategies. Probably the most overused form of instruction is the lecture method. If an instructor uses the lecture method, he/she should make certain that a portion of each class session also incorporates another learning method, perhaps from the suggestions listed below.

<table>
<thead>
<tr>
<th>Small discussion groups</th>
<th>Contextualized learning</th>
<th>Authentic materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group projects</td>
<td>Role playing</td>
<td>Problem-based learning</td>
</tr>
<tr>
<td>Oral reports</td>
<td>Field trips</td>
<td>Case studies</td>
</tr>
<tr>
<td>Debates</td>
<td>Guest speakers</td>
<td>One-minute papers</td>
</tr>
<tr>
<td>Portfolios</td>
<td>Skill demonstration</td>
<td>Online enhancement</td>
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- An instructor should encourage students to read, write and reflect upon course content prior to or during each class session.

- An instructor should provide timely, adequate, and meaningful feedback on student progress throughout the course and should not let grading be a surprise.

- An instructor should start and end class on time. If students know that an instructor expects them to be punctual, they will come on time. Likewise, an instructor should give students the full...
measure for their tuition dollar by meeting for the entire scheduled class time. The effective, full use of instructional and laboratory time is a basic expectation of our accrediting agencies, and all hours listed on an approved Course Outline are to be upheld in the classroom. Early dismissals and cancellations are to be avoided.

- An instructor should encourage all students to participate actively. Research has shown that those who participate learn and retain more than those who are passive. This may mean that an instructor will have to encourage the shy students while monitoring the participation of the more talkative students.

- Performing student learning assessments is necessary in order to improve the effectiveness of learning within a particular class, course, or program, and it demonstrates that faculty members are engaged in striving for student success. Instructors should embed formative and summative assessment strategies into each course in order to gauge how well students are mastering the course content both in the formation and demonstration of knowledge. Instructors should also conduct formal assessments of student learning by developing an annual Assessment Plan, reporting on the results of that assessment and, based upon those results, implementing revisions to instructional methods and/or curriculum in order to enhance the quality of instruction for future students. Refer to the Course Outline for suggested methods of formative and summative assessments and the Academic Assessment Committee’s web site at www.triton.edu/assessment for help with assessment methods, policies or procedures.

**Absences and Class Cancellations**

Class cancellations are acceptable only in case of emergency. Absences due to illness are to be reported to the dean’s office by 8:00 a.m. In the case of judicial, legal or medical necessity or of planned absences due to professional development or off-campus college business, an instructor must work with her or his chair/coordinator and/or dean to arrange for a substitute.

**Field Trips**

The college recognizes that in some classes, field trips enhance learning. All field trips for credit courses require advance approval of the appropriate dean. All field trips for Community Education courses require advance approval of the Executive Director of Community Education. Field trips should be planned a minimum of three weeks in advance.

**Notification of Field Trip** and **Hold Harmless and Indemnity Agreement** forms must be completed prior to any field trip. These forms are available in the deans’ offices.

As a general policy, the trip should begin and end at the site of the activity, if possible, and students should make their own travel arrangements. Safety should be emphasized at all times during field trips, in going to and from the facility, and while touring the facility. Proper instruction should be given to the class prior to departure.

To maximize the educational benefit of field trips, they should be:

- directly related to course objectives;
- planned well in advance;
- scheduled sufficiently in advance to ensure that all students will be informed of the trip; and
- scheduled at a time that is convenient to students to encourage maximum participation.

No participation fee, admission charge or travel charge is permitted for a field trip that requires participation by all students in a course unless such charges are collected as a course fee at registration.
Guest Speakers

Instructors must obtain approval from the appropriate dean prior to inviting outsiders for speaking engagements at the college. The guest speaker is not to be considered a substitute for the instructor; the instructor must be present during the speaker's presentation. Stipends for guest speakers are generally not available.

Conference Hours

Each instructor shall schedule, maintain and post conference hours in a manner convenient for students’ information. Each full-time instructor will schedule ten (10) conference hours per week for consultation with students with the schedule being approved by the department chairperson/program coordinator and dean. Part-time instructors must schedule one (1) on-campus conference hour per week, unless they teach entirely online.

For full-time faculty, at least seven (7) conference hours must be traditional face-to-face and on campus, while up to three (3) of them may be “virtual” or online hours. In the event that a faculty member is teaching an amount greater than 30% online, then the virtual conference hours may be adjusted to equal the ratio of online to face-to-face classes. All ten (10) hours must be scheduled and published.

All faculty members should maintain the required number of face-to-face conference hours on days of on-campus instruction. Full-time faculty will schedule a minimum of one (1) conference hour on teaching days; exceptions shall be granted for teaching schedules that are six (6) hours or greater in a single day. Weekend conference hours may be appropriate only if classes are taught on Saturdays or Sundays.

It is understood that the instructor commonly devotes many additional hours on and off campus for class preparation and grading of work and/or other professional activities.

Mandatory Testing Policy

The college’s Mandatory Testing Policy states that all entering students, regardless of educational intent, are required to complete the institution’s math, reading and writing assessment or show alternative documentation. This assessment must be done prior to enrollment in any credit-bearing courses.

The purpose of the placement test is to provide students and counselors with necessary course placement information. The Triton College placement test does not restrict entry to the college but identifies students' needs so that appropriate services and courses can be assigned.

The placement test consists of the following elements:

- Writing Assessment
- Reading Assessment
- Mathematics Assessment

Students scoring in the developmental range must enroll in the appropriate developmental courses, preferably within the first semester of attendance. Students are allowed one retest each year. Scores are valid for two years. If the student does not enroll in appropriate course work within two years, the student must retake the test prior to registration. The placement tests are given on a walk-in basis at the Testing Center, Room A-126. For more information, call Ext. 3252.
Attendance and Grading Policies

Class Attendance Policy

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.

Attendance Records
State financial support to the college and financial assistance to students is based on verifiable enrollment and attendance records. Therefore, all instructors are required to maintain accurate attendance records for each student who is enrolled in each course and submit them to the Records Office at the end of the semester.

Per Board Policy #6020, the following will apply to all instructors.

- Attendance must be reported on class rosters and/or attendance sheets.
- Students who fail to begin attendance by the census date of the course must be withdrawn within 48 hours and the never attended status reflected on attendance records.
- Mid-term verification of attendance must be submitted to the appropriate college department within 72 hours of the mid-term date.
- At the end of each semester, class attendance records must be submitted to the Records Office.

Student absences must be recorded on attendance sheets. An attendance spreadsheet is available for use in the MyTriton portal, but faculty may create and use their own attendance sheets as well. A student who arrives a few minutes late or leaves early normally will not be considered absent. However, a student who misses a large portion of a class period may be marked absent at the discretion of the instructor.

Instructors should report errors on class rosters to the Office of Admission and Records, Room B-216E. Class rosters are available in the instructor’s MyTriton portal in WebAdvisor for Faculty. Please verify throughout the semester that students are listed correctly on your class roster. If a student does not appear on the roster but is attending classes, the student must immediately complete the re-enroll process at the Welcome Center.
**Attendance Records Procedure**

Upon submission of final grades **Attendance Records** including each student’s final grade are required via email to the Records Office at records@triton.edu before the due date. Submit one Attendance Record for each course. An attendance Excel spreadsheet is available for use in MyTriton under Faculty Information, Class Roster. However, faculty may create and use their own attendance sheets.

**Midterm Verification of Enrollment**

**Midterm Enrollment Verification** is mandatory for state funding and is submitted through WebAdvisor for Faculty at MyTriton. Because state funding is based on mid-term enrollment and the enrollment report for the college cannot be prepared until all instructors submit enrollment verifications for each of their courses, it is imperative that the reports be submitted on time. The State of Illinois requires that the enrollment of students in each class be verified at the mid-term date to be eligible for state funding.

Instructors assigned to a credit course combined with a community education course should be aware that enrollment must be verified for both credit and community education courses separately. For information about a mid-term form for a community education course, instructors may contact the Community Education Office at Ext. 3500.

**Final Examination Policies**

The Triton College Board of Trustees requires that all instructors administer a final examination/evaluation in each class during the officially designated final exam period for that course. Non-written final examinations must have prior approval by the appropriate dean.

The final examination schedule is prepared and distributed each semester by the Office of the Vice President of Academic Affairs and Student Affairs.

Recognizing that unusual circumstances may prevent a student from taking a final examination on the scheduled date, individual exceptions to the published examination dates may be made for illness or accidents, permanent relocation, military obligation or calendar conflicts. The student will be required to provide appropriate documents to substantiate the request. This policy does not apply to self-paced, individualized-instruction classes.

Those scheduled for graduation will be permitted to take early final examinations if necessary in order to meet graduation deadlines. If a student is authorized to take a final examination after the regular scheduled date and fails to do so within the first 30 days of the following semester (excluding summer college), a grade of "F" will be assigned.

**Final Examination File Copy**

If required, one copy of the final examination shall be submitted to the department chairperson/program coordinator. The decision to require this is up to each individual department.

When an instructor plans not to administer an in-class written final examination, he/she must:

- Obtain prior approval from the department chairperson/program coordinator for the activity that will substitute for the in-class written final examination.
- Submit a written rationale for the alternative activity to the department chairperson/program coordinator.

The rationale and approval will be forwarded to the appropriate dean.
**Final Grades Procedure**

Final grading is completed online using WebAdvisor for Faculty at MyTriton. Enter grades using the Final option under Grading. Instructions for grading are located on the MyTriton home page under WebAdvisor Resources & Documents, Resource Type: Faculty.

Students may challenge a final grade by presenting their grade dispute to the instructor. If the request is denied by the instructor, the student may then petition the department chairperson and/or academic dean. The decision of the academic dean will be final.

Strict adherence to the deadline date for final grade submission is critical. Students need final grades in a timely manner in order to:

- transfer credits to another institution.
- receive tuition reimbursement for completed classes.
- register for next semester classes.
- receive verification for insurance discounts and other programs.

Submitting grades beyond the deadline date significantly delays the grade reporting process, which can delay a students’ ability to transfer or obtain employment.

Students may challenge a final grade by presenting their grade dispute to the instructor. If the request is denied by the instructor, the student may then petition the department chairperson and/or academic dean. The decision of the academic dean will be final.

**Grade Changes**

Once a course grade has been officially assigned, it may be changed only if there has been an error in computing or recording the grade. To change a grade, the instructor must submit the Grade Change Report form (which may be obtained from the Records Office, Room B-216E) to the office of the appropriate academic dean and obtain his/her approval for the change. Forms submitted within 30 days require only the instructor’s signature. After 30 days, signatures of all indicated parties are required.

**Grading: Its Importance**

Major decisions about students' lives are made partially on the basis of grades; therefore, elaborate care should be exercised in the entire testing and grading process. Evaluation of student achievement should be an ongoing process using a variety of means.

Instructors are expected to keep each student informed of his/her academic standing in class and ensure that students earning D's and F's are aware of their poor performance. Performance notification can be insured through an instructor's use of the college’s Retention Alert.

**Grading System**

The College uses the following system of grading for all courses in all programs:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4 points</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3 points</td>
</tr>
<tr>
<td>C</td>
<td>Fair</td>
<td>2 points</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1 point</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0 points</td>
</tr>
</tbody>
</table>
Grades of "P" or "R" vs. "P" or "F" are assigned in specific approved courses based on individual academic department policy.

Students in physical education courses numbered below 150 may elect to be graded on a Pass "P"/Fail "F" basis rather than the "A" through "F" system.

Computing Grade Point Average

A student's overall academic credit record is measured in terms of a grade point average (GPA). The number of grade points earned as a final grade in each course is multiplied by the number of semester hours attempted, excluding courses for which a "W," "P," or "R" are recorded.

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

The formula is expressed as follows: Grade points x semester hours ÷ total semester hours attempted = grade point average (GPA).

Example: If a student earns an "A" in a course with 5 semester hours of credit and a "C" in a course with 2 semester hours of credit, his/her GPA would be computed:

4 (points for "A") x 5 (credit hours) = 20 grade points  
2 (points for "C") x 2 (credit hours) = 4 grade points  
24 (total grade points) ÷ 7 (total credit hours attempted) = 3.42 GPA

Grading Standards

The following criteria for grading student performance in credit courses ensure that the grading system is understood and is consistently applied. Instructors should strive to maximize the validity and precision of the grades they assign. The level of student achievement that is required for each grade should be consistent with the expectations that prevail in post-secondary education for similar courses.

Grade of an "A"

- Consistently earns superior scores on examinations.
- Completes assignments in prescribed form on time, with evidence of careful research on subject matter and planned presentation.
- Consistently shows independent thinking in terms of the subject matter of the course in written assignments and/or class discussion.
- Demonstrates understanding of relationships between concepts within the subject area in written assignments and/or class discussion by citing parallels, similarities and paradoxes.
- Applies learning to new situations.
- Asks questions that demonstrate understanding of the subject and that stimulate relevant discussion.
- Complies with attendance regulations.
Grade of "B"
- Consistently earns above average achievement on examinations.
- Completes assignments in prescribed form on time with consistently above-average quality.
- Demonstrates independent thinking in written assignments and/or class discussions of the subject.
- Demonstrates general understanding of the subject by citing parallels in its various aspects in written assignments and/or class discussion.
- Demonstrates understanding of intended learning outcomes and applies learning to some new situations.
- Asks questions that demonstrate above average knowledge of the subject.
- Complies with attendance regulations.

Grade of "C"
- Earns satisfactory scores on examinations.
- Completes assignments in the prescribed form on time and of acceptable quality.
- Demonstrates a satisfactory level of understanding of subject through written assignments and/or class discussion.
- Demonstrates a satisfactory level of understanding of the organization of textbooks and other forms of instruction.
- Demonstrates some understanding of the relationship of the subject to academic, vocational or social goals.
- Asks relevant questions.
- Complies with attendance regulations.

Grade of "D"
- Earns below average examination scores.
- Often turns in incomplete or late assignments; quality of work is marginal.
- Is a passive listener rather than an active participant in class discussion.
- Demonstrates only a marginal understanding of the relatedness of concepts.
- Demonstrates evidence of a minimal application of subject outside of class.
- Complies with attendance regulations.

Grade of "F"
- Earns unsatisfactory examination scores.
- Does not complete assignments or turns in unacceptable assignments.
- Is inattentive in class.
- Demonstrates little or no interest in or comprehension of the subject.
- Makes unsatisfactory progress toward achieving intended learning outcomes.
- Does not comply with attendance regulations.
- Demonstrates unsatisfactory performance in the clinical setting even though other intended learning outcomes have been achieved.

Grade of "I" (Incomplete)
If a student has satisfactorily completed credit course requirements but misses the final examination or fails to complete a major course assignment, the instructor may assign the grade of "I," Incomplete. An "I" grade is a failing grade until it is removed. An "I" grade will become an "F" grade in the student's permanent record unless the required course work is completed within 30 calendar days after the beginning of the next regular semester (i.e., fall or spring term).

To assign the "I" grade, the instructor must submit the Incomplete Grade Report form to the Records Office, Room B-216E. To change a grade of Incomplete ("I") to a permanent grade, the instructor or department chair/ coordinator must submit the Grade Change Report form to the Records Office.
**Grades for Community Education Courses**

Grades of "A" through "F" and "I" are not given for community education courses. The only two grades awarded are "P" and "W." A "P" grade is awarded for students who have attended the majority of their classes and who have made substantial progress in mastering the material of the course. A "W" is used for students who have withdrawn from the course, have had excessive absences or who have not made satisfactory academic progress.

**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 (first week of the course) is the only time students may register to audit a course. Students must receive written permission from the instructor on a general petition to audit a course. Students may preregister for all courses except those intended for audit. The cost of auditing a course is the same as that charged for enrolling for credit.

**Credit by Examination or Portfolio**

The current college catalog describes the procedures for obtaining credit by examination including the College Level Examination Program (CLEP) and other proficiency examinations in compliance with individual department policies and subject to approval of the chair/coordinator and dean. A College Proficiency Examination Notebook, stored in the deans’ offices, provides current information in more detail. Although a number of courses have proficiency examinations available, the majority of courses do not.

**Portfolio Development Program**

The Portfolio Development Program allows students to identify and document college level learning acquired through life and work experiences. The portfolio is reviewed by the appropriate academic instructor and/or department chairperson who assesses the information presented.

**Independent Study**

Students in Arts and Sciences (university transfer) curricula may pursue faculty supervised Independent Study when such study is a reasonable and moderate extension of courses already approved for community college programs and under the following conditions:

- A student may not exceed a cumulative total of four (4) semester hours of Independent Study credit at Triton College.

- Independent Study may not be used in place of a regularly scheduled course.

- Enrollment in Independent Study is allowed only after successful completion of at least fifteen semester hours of college credit.

- After consultation with a full-time instructor who approves and agrees to supervise the Independent Study, the student must submit an Independent Study Proposal to the department chairperson/coordinator for approval. The proposed Independent Study must be comparable to existing academic requirements.

- The Independent Study Proposal must include a statement of objectives, activities and evaluation criteria.
Approval of the **Independent Study Proposal** by the student, supervising instructor, department chairperson/ coordinator, and the appropriate dean or assistant dean will constitute a contract between the student and the college. The terms of the contract may be revised with the consent of all parties to the agreement. Forms may be obtained from the dean’s office of the School of Arts and Sciences.

Upon completion of Independent Study, some tangible evidence of the quality of the completed work (e.g., final exam, term paper, model, slide presentation, etc.) may be required by the Office of the Dean. A brief description of the completed work will be entered into the student’s records in the Admission and Records Office by the supervising instructor. The appropriate dean’s office should receive a copy of the final grade, which has been submitted by the instructor. A payroll adjustment will then be forwarded to the Human Resources Office.

The grade for Independent Study will be posted at the end of the semester for which the student is enrolled. The “Incomplete Grade (I)” may be assigned by mutual consent of the instructor and the student. If a student officially withdraws from Independent Study, the “W” will be assigned. Prevailing college regulations concerning grades of “I” will apply.

Students may register for Independent Study through the seventh week of the semester. A student may not register for more than seventeen (17) semester hours per semester (including Independent Study) without permission of the Dean of Enrollment Services or a counselor.

The tuition rate for Independent Study is the same as that for a regularly scheduled college course.

Independent Study is not available for extension of any career course. Where career courses are “transfer” courses, the criteria for Arts and Sciences Independent Study will apply.

**Academic Honors**

The college encourages academic excellence and officially recognizes outstanding student achievement by the designations of President's Honor List (for students with a semester GPA of 3.75 or above) and Dean's Honor List (for students with a semester GPA of 3.50 to 3.74).

Full-time credit students earning 12 semester hours or more or part-time students having earned 12 hours are eligible for these honors. No more than 6 of these hours may be in developmental education courses.

**Standards of Academic Progress and Restrictions**

The college is committed to helping students attain their educational goals. The standards of progress and restrictions are intended to identify students who are seemingly making little or no progress and help them correct academic weakness as early as possible. The standards include and prescribe specific kinds of assistance. A student's academic progress will be reviewed at intervals of each 12 semester hours attempted.

**Academic Warning**

Academic warning status: 6 to 12 semester hours attempted with completion of less than 50 percent of semester hours attempted or cumulative GPA of less than 2.00.

Academic warning is indicated on the grade report. Students are strongly encouraged to review their academic program with a counselor before enrollment for the next semester.
**Academic Probation**
Academic probation status: 13 to 24 semester hours attempted with completion of less than 50 percent of semester hours attempted or cumulative GPA of less than 2.00.

Academic probation is indicated on the grade report. Students may enroll for a maximum of 12 semester hours and are required to review their academic program with a counselor before enrollment for the next semester. Students may be required by the counselor to engage in one or more of the following: (1) an assessment program, (2) developmental education courses, (3) CSG 150 Career/Life Planning or (4) COL 101 Introduction to College course.

**Academic Suspension**
Academic suspension status: 25 to 36 semester hours attempted with completion of less than 50 percent of semester hours attempted or cumulative GPA of less than 2.00. Academic suspension is indicated on the grade report. Students are required to discontinue enrollment for one semester (fall or spring).

Students are eligible to apply for readmission to the college after the suspension period. Admission will be on a petition basis; for readmission to be approved, the petition must be approved by a counselor.

If a student is readmitted, the student must review his/her academic program with a counselor prior to enrollment for the next semester. Students may be required by the counselor to engage in one or more of the following: (1) an assessment program; (2) developmental education courses; or (3) CSG 150 Career/Life Planning course.

**Academic Dismissal**
Academic dismissal status: More than 36 semester hours attempted with completion of less than 50 percent of semester hours attempted or cumulative GPA of less than 2.00.

Academic dismissal will be indicated on the grade report. Students are required to discontinue enrollment for one year.

Students are eligible to apply for readmission to the college after the dismissal period (one year). Admission will be on a petition basis; for readmission to be approved, the petition must present evidence of some change in the student’s circumstances. The petition must be approved by a counselor.

If a student is readmitted, the student must review his/her academic program with a counselor prior to enrollment after dismissal and may be required by the counselor to engage in one or more of the following: (1) an assessment program; (2) developmental education courses; or (3) CSG 150 Career/Life Planning course.

**Excessive Absence, Retention Alert System and Termination**

A student whose absence has seriously affected the quality of course work should be notified by the instructor either directly or through the Retention Alert System.

Accessible through MyTriton, the Retention Alert System is a college-wide, web-based retention tool designed to improve persistence and promote student success on campus. This system allows faculty members to refer students who may be experiencing academic or personal difficulties to support staff who will assist in connecting these students to College resources. Support staff includes the Counseling Department, Financial Aid, the Academic Success Center, and the Center for Access and Accommodative Services. Additionally, the Retention Alert System can be used to notify staff members who are in regular contact with the student (i.e. Athletics, Center for Access and Accommodative Services, etc.) of student concerns. Through utilization of the Retention Alert System, faculty and staff will contribute to the early detection and intervention necessary to a student’s successful academic performance in college.
If, after the notification, the student's continued absences make it impossible for course completion, the student should be notified of this fact on a **Notice of Termination** form. This form is used for credit students rather than community education students. Completed **Notice of Termination** forms should be submitted to the Dean of Enrollment Services, Room B-100A.

**Readmission after Termination**

A student who has been terminated for excessive absence from a credit class may be readmitted to class upon the approval of the instructor and the academic dean using a **General Petition** or **Petition for Readmission to Class**. The student may obtain this form from the Welcome Center in Room B-100. The **General Petition** is also available in “Online Forms” at www.triton.edu.

**Student Withdrawal from Class**

Students may withdraw from credit classes for various reasons. Specific withdrawal deadline dates for each semester are posted in the current course listing. Withdrawal forms are available to students and are processed at the Welcome Center in Room B-100. Instructor signature is required only for the following course prefixes; DMS, NUM, NUR, OPH, RAS, RSC, and SRT.

If attendance records indicate that a student is no longer attending and the student has not initiated a withdrawal form, the instructor should formally withdraw the student when submitting Midterm Enrollment Verification through WebAdvisor for Faculty at MyTriton or by using a **Notice of Termination** form.

**Family Educational Rights Privacy Act**

The Federal Educational Rights and Privacy Act (FERPA) (Buckley Amendment), passed in 1974, is a comprehensive federal act intended to legislate the handling of personal information by educational institutions.

In general, the law defines what information schools may release without the student's consent. In addition, guidelines for review of files, third-party handling of records and other information processing concerns are provided.

**Directory Information**

As mentioned above, FERPA suggests that there is a certain class of information which a school may publish and disseminate without first securing the student's consent.

Such information is called "directory information," which includes the following at Triton College:

- Name, address, telephone number, dates of attendance and classes.
- Previous institutions attended, major field of study, awards, honors, degree(s) conferred and their dates.
- 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.
**Preventing Disclosure**

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 for disclosure for directory information by the college for any purpose, at its discretion. All student records are maintained in the Records Office, Room B-216E in the College Center. For information about FERPA visit [http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

**Special Provisions for Health Career Programs**

Specific policies for Health Career programs supersede general college policies and procedures concerning admission, attendance, grading, etc.

**Course Outlines**

Each course offered by the college has an approved master course outline on file. Course outlines are essential components of well-planned, quality instruction. A course outline serves a variety of purposes, including:

- Enhancing consistency of instruction among faculty, full-time and adjunct, teaching different sections of the same course.
- Documenting specific course content for transferability to senior institutions.
- Providing an overview of course content for guidance and advising purposes.
- Meeting the requirements of special approving and accrediting bodies.

A dynamic institution requires resources that are current; therefore, Triton College's Academic Policy #6060 states that all course outlines are to be kept in a master file and reviewed on an annual basis, assuring that every course outline is reviewed and approved every year.

The master file of all course outlines is maintained in each academic dean's office and at the College Curriculum Committee’s MyTriton web site. Course outline and other College Curriculum Committee forms, available the College Curriculum Committee’s MyTriton web site, are to be submitted to the appropriate department chairperson and dean for approval. All major and many minor changes in course outline or program content are subject to approval by the College Curriculum Committee and the Illinois Community College Board (ICCB) and, when appropriate, the Illinois Articulation Initiative (IAI) and Illinois Board of Higher Education (IBHE).

**Course Syllabi**

Board Policy #6080 requires that an up-to-date, instructor-developed course syllabus (based on the college-approved Course Outline) is required for each section of a course. The syllabus is to include

- Course, semester, and instructor identification
- Conference availability
- Required text and supplemental texts
- Course objectives
- Course structure
Course requirements  
Grading policy  
Attendance policy  
Automatic withdrawals and penalties  
Course content covered each week  
A statement of academic honesty

Instructors are to give a copy of the course syllabus to each student during the first three to five hours of a course and turn in one copy to their appropriate supervisor as determined by the Vice President of Academic Affairs and Student Services.

Other items that may appear on a syllabus include

- Classroom behavior policy
- Class cancellations or campus closure policy
- Policy regarding special circumstances, like student emergencies and extensions
- Where students can find help with assignments (ASC/ETRC)
- Where students can find help with personal issues (Counseling/CAAS)
- Where and under what circumstances students may contact you off campus

Consult with your department chair, program coordinator or lead instructor about departmental policies regarding syllabi. Some departments prepare master syllabi for their instructors, while others maintain files of sample syllabi for each course. The College Curriculum Committee recommends that all departments adopt the Master Syllabus Template that can be found at its Internet (http://www.triton.edu/curriculum/) and MyTriton portal (http://mytriton.triton.edu/faculty-resources/curriculum/Pages/default.aspx) pages.

Course Numbering System

Arts and Sciences Courses

Arts and Sciences (university transfer) courses are numbered from 100. Such courses must meet Triton articulation requirements with respect to transferability to four-year colleges and universities. Such courses are applicable to the AA and AS degrees.

Career Education Courses

Career Education courses are numbered from 100. Career Education courses are intended primarily to prepare students for employment upon completion of a program (and are not applicable to the AA and AS degrees). However, the credits earned in some courses are accepted by some four-year institutions.

Developmental Courses

Courses numbered 001 through 099 are developmental courses and are offered through the department of College Readiness.

Adult Community Education Courses

Courses with the “E” prefix are vocational education courses that have been approved by ICCB for state apportionment. Courses with the “C” prefix are adult community education courses that have not been approved for state apportionment and are offered on a tuition-sustaining basis.
Adult Education Courses

Evening High School, ESL and GED courses with the “E” prefix are approved by ICCB for state apportionment.

Course Fees

Course fees have been established for a number of courses and cover a variety of extraordinary costs for instruction. Reasons for fees include the traditional “lab fee” for materials, added personnel costs for lab assistants and instructor costs not reimbursed by the state, equipment costs and unique expenses such as malpractice insurance.

In some cases, the direct, extraordinary fee for a particular course may be so high that the costs need to be spread over all courses in the program. Therefore, while some courses may appear to have course fees not totally attributed to that particular course, this is offset by decreased costs in other courses in the same program.

Course fees are typically reviewed biannually by the Board of Trustees. Recommendations for changes may be submitted to the department chairperson and appropriate dean for recommendation to the board. Course fees are listed on the class schedule and are subject to change. Fees are paid by students at the time they register.

Course and Curriculum Initiation & Change

Curriculum development is an exciting facet of the community college and has been an integral part of Triton College’s success. The faculty, deans, College Curriculum Committee (CCC) and administrators are all involved in the curriculum process and may propose ideas for additions or revisions. Faculty are directly involved in the support and development of the courses and curriculum, formulate development and initiate the proposal. The steps for credit course and curriculum initiation and change are:

Step One: Formulate Concept

The first step is to develop an idea for a new course or for a revision to a course or curriculum currently being offered. The idea may arise from a number of sources. An annual review of course outlines may indicate that revision is necessary, other colleges may be offering courses that have been successful, the IAI may have added new course offerings or require revisions of current courses, accreditation requirements may have changes, results of assessment data may suggest changes, or employment trends may drive a curricular revision or the development of a new curriculum.

Step Two: Initial Planning

Faculty are encouraged to contact the CCC Chairperson, Director of Teaching and Learning and/or the Curriculum and Assessment Specialist to discuss the idea. Additionally, the Office of Research and Institutional Effectiveness can provide needed research data and assist with planning, form completion and development.

The CCC has an Internet page at http://www.triton.edu/curriculum/ and a MyTriton portal page at http://mytriton.triton.edu/faculty-resources/curriculum/Pages/default.aspx, from which CCC forms, deadlines, meeting dates and other information can be obtained. Most current topical course outlines are available in electronic form. A course proposal form and topical course outline are required for any course changes (revision, deletion, new). A curriculum proposal form is required if the course change(s) affect any
aspect of the curriculum/major emphasis/degree to which the course is attached or if a new curriculum is developed.

New career curriculum also require the completion of a Form 20 or Form 21. These forms are complex (and time-consuming) to complete and must include research data and support documentation. Faculty must allow for a significant amount of time to plan for and complete these forms.

**Step Three: Departmental Review**

The faculty member initiating the proposal must discuss the proposed changes with all faculty, the chairperson/coordinators and dean directly responsible for the course/curriculum. If aspects of the proposal require the support of other departments, incorporate content offered by another department, or affect another department, the chairperson/coordinator and dean responsible needs to be included in the review and approval process. The purpose for this step is to ensure that those who are responsible for or affected by the course or program are informed and involved in the decision-making process. The proposal should be reviewed with consideration to as many aspects as possible. This review may include: impact on the current curricula and students, advisory committee recommendation, workplace skills standards, assessment results, IAI requirements, IAI panel recommendations, licensure and accreditation requirements and input from all involved.

**Step Four: Submit Proposal/Forms to Chairperson/Coordinator and Dean(s)**

After the department has provided a thorough review of the proposal, the faculty initiator needs to complete the required forms. The faculty initiator is encouraged to meet with the Director of Teaching and Learning and/or Curriculum and Assessment Assistant to review the forms and assure they are completed appropriately. The proposal is then sent electronically to the chairperson/coordinator and dean(s).

**Step Five: Electronic Submission to the CCC**

The dean responsible for the area will approve and electronically forward the complete proposal, including his/her email recommendation(s) to the CCC.

**Step Six: CCC and Technical Review**

The CCC and its Technical Review Sub-committee (TRC) conducts an online review of all course and curriculum proposals for proper technical content (e.g. correct current information, topical contact hours to coincide with the lecture/lab credits, spelling, grammar, etc.) of all proposals submitted by the deadline. Initiators are encouraged to log into the CCC’s Blackboard Shell to respond to the TRC’s comments and revisions. The Curriculum and Assessment Specialist will communicate the results of the review to the initiator and dean. Complete proposals will be placed on the CCC agenda. If the proposal(s) require additional revisions, the changes need to be made prior to placing those item(s) on the agenda.

The faculty initiator then must send a final electronic version to the dean directly responsible for the curriculum. The chairperson/coordinator and dean(s) must send an email to the faculty initiator stating whether they do or do not recommend the proposal be implemented and those emails should be forwarded with the proposal to the dean.
**Step Seven: Electronic Submission for CCC Agenda Planning**

After the dean submits final approval, complete proposals will be placed on the CCC agenda. At the discretion of the Agenda Planning Committee, the submitter and dean may be required to attend the Agenda Planning meeting.

**Step Eight: CCC Agenda Planning**

The CCC agenda planning committee will review all proposals submitted by the deadline. Complete proposals will be placed on the CCC agenda. The Curriculum and Assessment Assistant will communicate the results of the agenda planning meeting with the initiator and dean. If the proposal needs additional revisions the changes need to be made prior to placing those item(s) on the agenda. Incomplete proposals will be returned to the initiator with an explanation for that return.

**Step Nine: CCC Review and Recommendations**

The faculty member initiating the proposal is required to attend the CCC meeting to present his/her proposal and answer any questions. Once the CCC has made its recommendation, the proposal will be placed on the Academic Senate agenda.

**Step Ten: Academic Senate Approval**

Action taken by the CCC on proposals is presented to the Academic Senate during committee reports. Should the CCC not recommend passage of the proposal, it is within the rights of the initiator to appear at the Academic Senate to present his/her case for approval.

**Step Eleven: President and Board of Trustees Approval**

Proposals receiving the support of Academic Senate are presented by the President of the College to the Triton College Board of Trustees for approval prior to requesting ICCB approval.

**Step Twelve: ICCB/IBHE/HLC Approvals**

Remaining ICCB forms are prepared for approved new programs by the Curriculum and Assessment Assistant, placed on the Triton College database as pending and forwarded to ICCB/IBHE for approval. All other revisions to programs, courses and new courses are submitted to the ICCB/IBHE through Internet-based CurricUNet. The ICCB may approve or disapprove all submissions. Upon approval by ICCB/IBHE, the database is updated, the initiator, dean and Scheduling are informed and the changes are incorporated in the Triton College catalog.

**NOTE:** It is important that the initiator review ICCB/IBHE, IAI Gen-Ed Panel and Triton College deadlines to ensure their proposal(s) can become effective as proposed and included in the catalog.

The Higher Learning Commission (HLC) will review and either approve or disapprove all new programs. In the case that the program(s) is (are) not approved, depending on the reason, the program(s) would need to be revised and resubmitted through the curriculum process.
**Student Conduct**

Board Policy #5208 indicates that academic achievement is built on personal commitment, honest work and academic development. Triton College faculty promote and expect these qualities in their students. Personal commitment belongs to the student; without it, achievement is improbable. Academic development flows from the teaching and learning process, to which faculty and students contribute equally. Therefore, both faculty and students should be made aware of their roles and responsibilities in relation to academic honesty.

Underlying academic achievement is the need for honest, independent work from the student. Cheating, in all its forms, is unacceptable. Examples include copying someone else's work or answers, using materials hidden on one's person, obtaining and using tests and answers in an unauthorized fashion, and appearing for a test in the place of someone else. These and other such fraudulent acts violate the basic expectations of the college.

On another level, dishonesty is less simple to define, explain or discover, but equally as serious. Plagiarism is understood as presenting someone else's words, data, work and ideas as one's own. It is important to remember that the rule applies not only to the actual material of the original author but to the structure of its ideas and to those ideas themselves, even in paraphrase.

When using such material, a student must always identify the source clearly and acknowledge the fact that the material is borrowed. Simply copying such material is not sufficient proof of academic development and achievement on the part of the student. Independent work is always expected.

The consequences of a violation of the expectations of academic honesty begin with the instructor concerned. Refer to "Student Unethical Practices" below for more specific information.

**Student Unethical Practices**

Student unethical practices such as cheating on examinations or assignments or misrepresenting authorship should not be tolerated. When such unethical practices are confirmed, the instructor has the following options:

- The student may be required to redo the assignment or to take another examination.
- The grade of "F" may be assigned for the activity.
- If the instructor recommends more severe sanctions be invoked, he/she must submit an online **Incident Report** within seven (7) calendar days of discovery of the unethical practice. The Dean of Student Services or designee will promptly conduct a hearing and inform the instructor and the student of the decision. The decision to suspend or dismiss a student from the college may be appealed to the Student Life Committee for a formal hearing.

The online **Incident Report** form can be found at [https://publicdocs.maxient.com/incidentreport.php?TritonCollege](https://publicdocs.maxient.com/incidentreport.php?TritonCollege).
Classroom Behavior

Access to higher education is a privilege. It is earned by prior academic achievement, demonstrated abilities and interests, and the ability to benefit from instruction. Once admitted 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.

Referral Process for Inappropriate/Disruptive Student Behavior

There are individuals who, at times, demonstrate behavior that is not appropriate to the college environment. Behavior that is disruptive may be symptomatic of alcohol or drug abuse, psychological disorder or personal crisis.

The process of dealing with these situations is usually a very informal interaction between the student and the instructor. Sometimes, however, the student's behavior may warrant additional assistance from other areas.

This information is designed to provide direction to the instructor who encounters a disruptive student. When in doubt about any situation, an instructor should call the Triton College Police at Ext. 3203 or 3204.

How to Handle the Situation

The first step is for the instructor to evaluate whether the problem is a crisis or non-crisis situation. If the instructor determines there is an immediate threat to self, others and/or property, he/she should follow the crisis steps listed below. If the problem does not present an immediate threat, the instructor should follow the non-crisis steps also listed below. In all situations it is important the instructor remain calm, avoid overreacting and remember that he/she is the person in control.

Crisis Situation

A crisis is a situation that requires immediate action – danger is imminent to self, others and/or property (e.g. severe depression, suicide attempts, drug overdose, threatening behavior, seizures, accidents, law violations). In a crisis situation, the instructor should

1. Immediately contact the TCPD at Ext. 3206, 3207, 3208, or at 456-6911 (direct line) or Emergency House Phone, dial 11. or dial 911. Campus police are available 24 hours a day, 365 days a year
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

It is important the instructor remain calm and keep others at a safe distance. He/she should make mental notes and be prepared to brief the police when they arrive. Once police are on the scene, the instructor should follow their directions.

In case of severe threat ALWAYS contact Triton College Police Department.
Non-Crisis Situation
A non-crisis situation is one in which immediate action is not necessary because there is no imminent danger to self, others and/or property. There is time to explore appropriate solutions to the situation with the student. In this case, students should be 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 class, certain sanctions may be imposed. These sanctions may include suspending a student from the class for the day affected or, in more serious situations, imposing a three-consecutive-school-day suspension. An Incident Report form documenting these situations must be immediately filed by the instructor with the Dean of Student Services.

Students may also express a need for help through writing about problems on paper. Other warning signs for help may include behavior changes (sudden drop in grades, an increase in absences) or behaviors that suggest emotional or psychological concerns such as emotional variability, changes in attitude and attention-focusing behavior.

The following are suggested steps that may be taken to resolve the problem:
1. Use Retention Alert to engage CAAS, counselors or Student Success Strategist services.
2. Gather information and pursue informal resolution in a one-to-one meeting with the student to assess student’s problem and set behavioral or academic expectations.
3. If the student’s issue is one the staff member does not feel qualified or comfortable discussing with the student, the staff member should contact or refer the student to Counseling Services.

The online Incident Report form can be found at https://publicdocs.maxient.com/incidentreport.php?TritonCollege.

Student Disciplinary Procedures

Procedures for Terminating Students from Class

Termination Due to Excessive Absences
While the responsibility of withdrawing from class is the student's, instructors also have the authority to terminate students due to lack of attendance. Should an instructor elect to do so, the following procedures should be followed:

1. Include his/her attendance policy in the course syllabus.
2. Review his/her attendance policy with all students at the first class meeting.
3. Complete a Notice of Termination form if the student fails to attend, and forward it to the Dean of Enrollment Services in Room B-100A.
4. A Notice of Termination must also accompany each withdrawal indicated while submitting Midterm Enrollment Verification.

Note: Appropriate documentation of absences will need to be recorded on the instructor's attendance sheet. As much as possible, attendance policy should be uniformly administered.
**Termination Due to Violation of College Policy and Procedures** (disruptive behavior, violation of safety rules, etc.)

Instructors have the authority to remove a student from a class session or invoke a three-day suspension for disruptive classroom behavior. The following procedures need to be adhered to prior to formal termination:

1. Informal resolution: The instructor should meet with the student (outside of instruction time) to review the inappropriateness of the behavior and advise the student of the instructor's intent to terminate him/her if inappropriate behavior persists. (If necessary, the instructor may want to involve the department chairperson/program coordinator or a Triton counselor in this dialogue.)

2. File an online **Incident Report** form describing the details with the Dean of Student Services’ office. The Student Conduct Committee will hold a hearing and invoke disciplinary sanctions.

The online **Incident Report** form can be found at [https://publicdocs.maxient.com/incidentreport.php?TritonCollege](https://publicdocs.maxient.com/incidentreport.php?TritonCollege).

Note: All academic dishonesty incidents are to be reported to the respective Academic Dean. Additionally, a student may not be formally terminated for inappropriate behavior without a disciplinary hearing.

**Termination of Students who are Unable to Benefit from Instruction**

College policy as specified in the *Triton College Catalog* provides a process for terminating students who are unable to benefit from instruction. Upon faculty recommendation, a student not possessing the necessary basic skills to benefit from instruction should be referred to the Counseling Department for additional assessment of his/her academic skill level. Based upon this assessment, the counselor may require the student to withdraw from class or take appropriate developmental course work.

**Student Grievance/Appeal Procedures**

**Student Grievances for Non-Academic Issues***

1. The student files a written statement describing grievance with the Dean of Student Services’ office.

2. The Student Conduct Committee, led by the Dean of Student Services, makes a ruling.

3. If the student does not concur with the decision (if it involves suspension or dismissal), he/she may appeal through the Student Life Committee for a hearing.

4. An appeal of the Student Life Committee's ruling may be made to the president of the college (if dismissal is involved). The decision of the president is final.

*Excludes discrimination/sexual harassment process.

**Student Grievance for Academic Issues**

If informal resolution between the student and the faculty member cannot be reached, the student shall submit a **General Petition** to the department chair/program coordinator for review.

Appeals in response to the decision of the department chairperson/program coordinator shall be made directly to the academic dean. The decision of the dean is final. If the student's grievance implicates misconduct of the instructor, a panel of faculty peers may be appointed by the Triton College Faculty Association to hear the case. Final appeal may be directed to the College President.
Behavioral Intervention Team, Student Conduct Committee, and Crisis Management Team

Triton College is committed to providing a supportive, safe, and welcoming college environment.

Behavior Intervention Team (BIT)

The Behavior Intervention Team (BIT) is a multidisciplinary and multijurisdictional team charged with being the primary resource for proactively addressing student behavioral concerns that may result in risk of harm to self or others, or behaviors that significantly disrupt the learning environment. The BIT investigates reports of concerning behavior on campus and seeks to identify and recommend appropriate steps. The team will follow up on the referral of concern and respond appropriately. The BIT does not replace faculty classroom management and/or public safety responses to incidents.

BIT Members
- Dean of Student Services (Chair)
- Counselor
- Director, Center for Access and Accommodative Services
- Triton Police Officer
- Student Services Official

The team will:
- Incorporate a formalized protocol of explicit engagement techniques and strategies.
- Facilitate a comprehensive reporting culture within the institution, supported by accessible data collection software managed by Maxient, LLC.
- Integrate campus and community resources such as emergency operations plans and, emergency response procedures.
- Provide consultation and support to faculty, staff and administration in assisting students and employees who display concerning or disruptive behaviors.
- Gather information to assess situations involving students and employees who display concerning or disruptive behaviors.
- Evaluate appropriate intervention strategies or disciplinary sanctions.
- Connect students and employees with needed campus and community resources.
- Monitor ongoing behavior of students and employees who have displayed disruptive or concerning behavior.

The Student Conduct Committee

The Student Conduct Committee is charged with ensuring that each student against whom the College brings charges against is warranted procedural due process. Any member of the Triton College community may initiate the accusation of an alleged violation.

Students accused of disciplinary violations are entitled to the following procedural protections:
- To be informed of the specific complaints against them
- To be allowed reasonable time to prepare a response
- To hear and respond to all evidence upon which a charge is based
- To question relevant witnesses and make statements in response to statements made against them
- To be assured of privacy, in accordance with the terms of the Family Educational Rights and Privacy Act of 1974 (FERPA)
• To waive the hearing (failure on the part of the student to appear at the hearing may result in automatic dismissal from Triton College
• If necessary, appeal the decision made by the Student Conduct Committee

The Student Conduct Committee shall be impartial, and no voting member shall be a witness for or against students. It will also inform students of its decision within 72 hours after the end of the hearing (unless further investigation is warranted).

For information about the BIT or Student Conduct Committee, contact the Dean of Students at (708) 456-0300, Ext. 3868.

**Crisis Management Team**

Triton College has established a Crisis Management Team (CMT) to educate the campus community about proactive measures to mitigate the probability of a crisis. The team will forecast, evaluate, recommend and implement comprehensive strategies that identify safety and security concerns that meet the needs of the campus community.

The CMT recently implemented several programs, strategies and services designed to address the campus’ crisis prevention, intervention and post-crisis needs, including but not limited to

- the selection of Building Safety Managers who monitor the safety needs in all campus buildings on a regular basis;

- the establishment of a Behavioral Intervention Team (BIT) to monitor student behavior on a proactive basis;

and the establishment of an Emergency Notification System (EMS) to provide immediate contact with faculty, students, staff and the community in the event of a crisis situation.
Campus Services

Faculty and Staff Services

Employee Assistance Program

Triton College offers an Employee Assistance Program designed to help its full-time employees and their families address concerns related to substance abuse or emotional, financial, or other stressful problems, all of which can affect their health, well-being and job performance. The EAP provider is Perspectives. The program is free, voluntary, and strictly confidential. Evaluation, counseling, and referral services through the EAP are benefits that are provided by the college at no cost to you. Should you and the counselor decide that a referral or treatment program is necessary, those costs will be your responsibility. You will be referred to an appropriate resource, taking into account coverage that may be provided by the Triton College employee health plan as well as your ability to pay. To access this service, call Perspectives at 1-800-456-6327. Emergency consultation is available 24 hours a day, seven days a week.

Health Services

B-112
Ext. 3359
Monday through Friday 8 a.m. - 4 p.m.

Health Services is located on the first floor of the College Center, Room B-112. Nurses are available for on-campus emergencies, illnesses and consultations. All injuries occurring on campus should be reported to Health Services. The Police Department will respond to any emergency call and will contact the Health Service Office. If an instructor has any questions concerning what should be done in the event of a seizure or other condition, he/she should contact the Health Service Office at Ext. 3359.

Note: Extension-center instructors should contact the extension-center director for health-related information.

Police Department

N-Building, Second Floor
Ext. 3206 or 11 from any campus phone (708) 456-6911
24/7

The Triton College Police Department (TCPD) provides law enforcement services to the college. Police officers are duly sworn and commissioned under the provisions of the Illinois Compiled Statutes and enforce all state and local laws. The department, a 24-hour public service law enforcement agency, is charged with protecting life and property, preventing crime, controlling traffic/parking, providing general security services, responding to alarms and investigating crimes. The TCPD is located in the second floor of the N-building and can be reached at Ext. 3206, 3207 or 3208, from any phone at (708) 456-6911, by dialing 11 on any Emergency House Phone or via Teletypewriter (TDD) at (708) 452-8115.

An important part of our service is traffic and parking control. Please heed traffic and parking signs. State citations are issued for moving violations; village ordinance tickets are issued for parking violations; and there are several designated tow-away zones.
The following is a list of additional services your police department offers.

- Free service truck for vehicle problems on campus staffed by civilians who handle jump-starts, lock-outs, etc.
- Rules of the road manuals
- Police escort for your safety, upon request
- Foreign language translation bank
- Safety officer, Ext. 3258
- Defensive driving course
- Police information visits
- Lost and found
- Identification engravers
- Emergency crisis notification

**Clery Act Annual Report Information**
Pursuant to 20 United States Code, section 1092(f), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Code of Federal Regulations (CFR), each institution of higher education in the United States which participates in federal student aid programs must produce and distribute an annual report containing crime statistics and statements of security policy.

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 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 assaults, sex offender registration, and other matters. Reports are posted on the TCPD’s Internet web site.

**Center for Teaching Excellence**

E-210E/W  
Ext. 3371  
**Monday through Thursday 8:30 a.m. - 6:00 p.m.**  
**Friday 8:30 a.m. to 4:00 p.m. (Closed on Fridays in Summer)**

The Center for Teaching Excellence (CTE) was founded in July 2009 to serve full- and part-time faculty as they continually strive to improve assessment, curricula, and pedagogy. Its services include an in-house library, teaching assistance, individual and group consultations, instructional technologies training, seminars and workshops. Additionally, the CTE provides free use of its computer lab, Smart Boards, wireless Internet access, meeting spaces, power sources and quiet work space for use by all Triton College faculty. The CTE has both an Internet (www.triton.edu/cte) and MyTriton (http://mytriton.triton.edu/faculty-resources/cte/Pages/default.aspx) web site.

**Marketing/Creative Services**

P-104  
Ext. 3165  
**Monday through Thursday 8:30 a.m. - 6:00 p.m. Friday 8:30 a.m. - 4:00 p.m.**

Marketing/Creative Services produces materials for promotion and classroom use, including brochures, flyers, original art, posters, and signs. A photographer is available for special assignments. This department also covers campus events and generates news releases to the local press. It also is responsible for writing and placing advertisements in local newspapers and/or trade publications. All advertisements must go through this office.

The department monitors the media and keeps records of publicity Triton receives. Subscriptions to many
of the newspapers that cover Triton are kept in this department and a clippings book on Triton press coverage is compiled each month.

Marketing also is responsible for updating portions of the Triton College Internet site and distributing *Triton Today* email messages that keep faculty and staff apprised of upcoming events.

Marketing Requests must be submitted well before the materials are needed at the department’s MyTriton site at [http://mytriton.triton.edu/employee-resources/marketing/Pages/default.aspx](http://mytriton.triton.edu/employee-resources/marketing/Pages/default.aspx).

**Professional Development Center**

*E-210E/W*

*Ext. 3231*

*Monday through Thursday 8:30 a.m. - 6:00 p.m.*

*Friday 8:30 a.m. to 4:00 p.m. (Closed on Fridays in Summer)*

The Professional Development Center (PDC) is a resource for staff to learn, collaborate, and enhance their usage of software, email and Internet systems. It also offers programs and workshops in the areas of soft skills, supervisor training, and technology. The PDC has both an Internet ([http://www.triton.edu/pdc/](http://www.triton.edu/pdc/)) and MyTriton web site ([http://mytriton.triton.edu/employee-resources/pdc/Pages/default.aspx](http://mytriton.triton.edu/employee-resources/pdc/Pages/default.aspx)).

**Staff Services**

*P-106*

*Ext. 3170*

*Monday through Thursday 7:00 a.m. - 7:30 p.m.*

*Friday 7:00 a.m. – 6:00 p.m.*

*Saturday 8:00 a.m. – 1:00 p.m.*

Staff Services provides a wide array of general and specialized services such as duplicating, binding and finishing of paper and transparent instructional media. As a cost-saving measure, faculty are encouraged to work with Staff Services to reproduce large numbers of copies, including syllabi, handouts and instructional materials. Drop-off (3 hour wait) and instant-print (while you wait) orders are accepted in person in Room P-106. Order forms are available in each department and in Staff Services.

**Student Services**

**Academic Success Services**

The Division of Academic Success promotes student success by providing quality support services, resources and programs that aid the transition of students to college and support the successful retention of students throughout their enrollment at the college. The dean's office works to: develop, coordinate and promote the programs and services of the Library, the Academic Success Center the TRiO Student Support Services, and the Educational Technology Resource Center; seek and continuously develop quality personnel to effectively deliver programs and services; assess the effectiveness of all programs and services for student success. Collectively, and in collaboration with members of the Triton College community, the Division of Academic Success supports the success of Triton's highly diverse community of traditional and non-traditional life-long learners.
Learning Resource Center  
A-Building, First and Second Floors

Fall/Spring Hours  
Monday through Thursday 8:00 a.m. - 10:00 p.m.  
Friday 8:00 a.m. - 8:00 p.m.  
Saturday 9:00 a.m. - 4:00 p.m.

Summer Hours  
Monday through Thursday 8:00 a.m. - 8:00 p.m.  
Friday 8:00 a.m. - 4:00 p.m.  
Saturday 9:00 a.m. - 4:00 p.m.

Library  
Ext. 3215
The Triton College Library maintains a collection of print and non-print resources to support the college curriculum that includes more than 80,000 books, over 5000 ebooks, over 400 current periodical subscriptions and numerous print and electronic indexes to journal articles. The library’s electronic resources also feature I-Share, SWAN and WorldCat to facilitate interlibrary loan requests.

Library Ext. 3215

Laptop computers with wireless access and MS Office 2007 are available for student use in the library with Triton College student ID and a driver's license/state ID card.

Group study rooms are available for use by 2 or more students to study or work collaboratively. Rooms can be reserved up to 1 week in advance by calling the Circulation Desk at Ext. 3215.

Triton faculty are encouraged to recommend additions to the collection in their teaching areas. Recommendations will be ordered if they meet the selection guidelines and if funding permits. The Library Recommendation form is available at the library’s Internet site.

Reference Services  
Ext. 3698
A staff of professional librarians provides individual and class instruction to help students be successful in the retrieval of information and the use of an array of print and online library resources. The Triton College Reference Desk is scheduled with professional librarians whenever the library is open.

Reference librarians answer reference questions, teach information literacy skills, and suggest research strategies and instruct students in the use of print and online resources. Faculty, students and community members are encouraged to ask the librarian on the desk for assistance at any time.

Circulation, Reserve and Interlibrary Loan Services  
Ext. 3215
Materials from the circulating collection may be checked out at the Circulation Desk by Triton employees, students and community members. Triton employees use their staff I.D.s to check out. Students use their student I.D.s. Triton community residents may check out up to three items using a valid in district public library card. For loan periods, please consult the Fine Schedule.

Triton faculty often place materials on reserve for student use. The materials may be from the library or from their personal collection. Most reserve materials are limited to Room Use Only, but some may be checked out for a shortened loan period. These materials can be searched in the online catalog and are available at the Circulation Desk by the instructor's name or by department.

Books or articles not owned by the Triton Library are often available from other institutions through interlibrary loan. Current Triton staff and students may request materials to be sent to Triton. Interlibrary loan books can be requested and renewed online by the patron. Consult with a librarian for more information on how to locate and request materials. When the items arrive, the circulation staff will notify the requester and hold the materials at the Circulation Desk for pick up.
**Academic Success Center (ASC)**
**A-106**
**Ext. 3341**
The Academic Success Center (ASC) offers free tutorial services to all enrolled students in reading, writing, mathematics, sciences, business, accounting, behavioral sciences, culinary arts, technology, and health programs. Tutorial assistance is designed to encourage students’ success by strengthening study skills and by helping students apply these skills to coursework. Most tutoring occurs on a walk-in basis, except for Accounting, Spanish, Reading and Writing, for which half-hour appointments are made with a maximum of one session per day, three sessions per week. A current Triton College ID is required. Services also include test preparation, Passkey, interactive learning models, group study sessions, specialized academic workshops sessions, iPad2 units and access to Smarthinking online tutoring.

The ASC front desk, general information, Career and Science tutoring are located in A-106. The Math Zone is located in A-112, and The Writing Zone is located in A-314. For further information visit www.triton.edu/asc.

**Educational Technology Resource Center (ETRC)**
**A-100**
**Ext. 3361**
The Educational Technology Resource Center (ETRC) is Triton's primary computer lab, with current technology and software, and it supports the college curriculum and encourages effective 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. It is also the student support center for all Online/Blackboard and Illinois Virtual Campus (IVC) courses, providing orientations, online tutorials, tutoring, e-mail, telephone, walk-in and online help services. For more information, visit [http://www.triton.edu/etrc/](http://www.triton.edu/etrc/).

**Assessment Services/Testing Center**
**Room A-126**
**Ext. 3252**
*Monday through Thursday 8:00 a.m. - 8:00 p.m. Friday 8:00 a.m. - 4:00 p.m.*
*Saturday 9:00 a.m. - 2:00 p.m.*

The Testing Center administers the college’s placement tests and offers test proctoring services for make-up tests and online courses that require students to take a test on campus. The most common tests administered by this department include:
- Ability to Benefit testing
- Automotive Service Excellence
- CLEP
- Institutional Placement tests
- Nurses Aide Competency exam
- Private testing
- Proficiency exams
- Special testing for selective admission programs

**Make-up Tests**
Instructors may leave tests for students and provides information on how to administer the test, time and any aides (notes, calculator or open book) allowed and any special instructional needs. Students need to make appointments to take proctored exams in the Testing Center and are required to arrive 15 minutes early to their scheduled appointment to complete the verification process prior to entering the test.
Proctoring room. Students needing two or more exams will need to make back-to-back appointments and can call ext. 3252/3283 during regular Testing Center office hours for an appointment.

**Proctored Tests**
The Testing Center proctors all tests from Triton other colleges or universities on request of students, faculty, colleges and universities. To schedule a proctored exam, please send an e-mail to testingcenter@triton.edu.

**Financial Aid**
**Room B-216W**
**Ext. 3155**
**Monday-Thursday 8 a.m.-7:30 p.m. Friday 8 a.m.-4 p.m. Saturday: 9 a.m.-1 p.m.**

Financial aid is designed to bridge the gap between the resources of students and their families and the cost of attending Triton College. Although Triton's tuition costs are less than those of major colleges and universities, yearly expenses still can be a strain on a tight budget.

The Financial Aid Office provides services to assist students unable to finance their total education because of a lack of financial resources. The office is located on the second floor of the Student Center, Room B-216W. You may reach the staff by calling Ext. 3441 or 3738.

Most financial aid programs are based on financial need. Financial assistance may be available to a student who is enrolled at Triton for one or more courses. This assistance may be in the form of grants, loans, work on campus, or various local scholarships.

Applications for financial aid are available through area high schools or the Financial Aid Office at Triton and should be submitted in the spring for students planning to attend Triton in the fall. Students who apply and qualify before March 1 will be given best consideration for maximum awards. Other awards will be made according to need and availability of money.

**Veterans Benefits**
Triton College is approved by the Illinois Department of Veterans Affairs, the state approving agency for the training of eligible persons under Title 38 U.S. code section M75C.F.R.21.400. The Coordinator of Veteran’s Services can be reached at Ext. 3531.

**Illinois Veterans Grant (IVG)**
The Illinois Veterans Grant is available to veterans of World War II, the Korean Conflict, the Vietnam War and Desert Storm, in addition to veterans who have at least one year of active duty in the U.S. Armed Forces.

The grant will pay for in-state and in-district tuition, and certain fees at all state-controlled colleges, universities and community colleges. The grant may be used for a period equivalent to four calendar years, including summer terms. Use of the program is determined by a point system in which the maximum number of points available is 120. The student has 16 years or 120 points, whichever comes first.

**Illinois National Guard Scholarship**
To be eligible for the Illinois National Guard Scholarship, an individual must be on active duty and must have served for at least a year in the Illinois National Guard or Naval Militia. Recipients must maintain satisfactory academic progress. Any grant recipient under this program is entitled to payment of tuition and fees for 8 semesters or 12 quarters or the equivalent at Illinois state-controlled universities or public community colleges. An applicant is eligible for 96 units of eligibility. The entitlement includes tuition and fees. The lab fees are paid by the applicant. The scholarship pays for in-and out-of-district tuition.
Scholarship Opportunities

Scholarships are available for students from a variety of sources. In an effort to reward students for their academic ability and involvement in community and school activities, Triton College offers high school seniors and continuing students the opportunity to apply for scholarships offered by the college. An updated list of available scholarships and applications can be found in the Scholarship Office, located in the Financial Aid Office, College Center, Room B-216W, Ext. 3616 or the Triton College website.

In addition to institutional scholarships, the Scholarship Office has a list of scholarships available to students in specific areas of study, such as accounting, education, criminal justice, health careers, photo offset, etc. Information on these scholarships and those offered by a variety of service organizations is available in the Scholarship Office or the Triton College website.

Counseling
Room B-100 Ext.
3588
Monday - Thursday 8 a.m. - 7:30 p.m. Friday
8 a.m. - 4 p.m.
Saturday 9 a.m. - 1 p.m.

Counselors assist students with career and educational exploration, selection of academic programs and courses, and resolution of personal problems. A variety of delivery systems are utilized, including individual appointments and walk-in counseling. In addition, student development workshops are offered each semester, including topics such as career decision making and program planning. In addition to assisting students with specific curricular questions, the Counseling Department also provides the following services.

Pre-Admission Counseling – Assistance in formulating educational plans is available.

Program Planning – Assistance in the development of a four- to eight-semester educational plan is available.

Transfer Planning – Information is available to students who plan to continue their studies at a baccalaureate institution.

Credit Courses CSG 150, CSG 296, and COL 101/COL 102 – Students may enroll in CSG 150 (Career and Life Planning), a one-credit-hour course which is designed to explore interests, skills, values, and abilities and examine appropriate careers. This course emphasizes life planning and decision-making skills in relation to education, occupation and leisure time. Counselors are assigned to work with students in specific areas of the college. A detailed list of these assignments is forwarded to faculty each semester.

- CSG 296 is a one credit special topics course (i.e. Self-Esteem & Stress Management).
- COL 101 (Introduction to College) is a one-credit-hour course designed to help students develop academic skills needed to succeed in college (study skills, note-taking, time management and library resource use).
- COL 102 (Being Successful in College) is a three-credit-hour course set up as an extended version of the COL 101 course.

Personal Development – Assistance is available through individual appointments, small group sessions, workshops and referrals.

Student Assistance Plan – A Triton College-sponsored benefit for currently enrolled students provided in cooperation with the Employee Resource Center (ERC) located in Hillside.
Triton College offers numerous student activities, clubs and organizations, and programs and services that will enhance the out-of-the-classroom college experience.

**Triton College Student Association (TCSA)** – TCSA is the college's student government and is made up of 25 elected student senators and five elected officers. The TCSA provides students representation and leadership opportunities on college committees, allocates students service fees, and establishes guiding principles for the student body.

**Program Board** – The Program Board is the student organization responsible for developing, promoting and implementing student activities, including the annual Corn Roast and Student Success Fest, film festivals, novelty acts, comedy shows, special events, social awareness programs, family and children's entertainment and more. Students are strongly encouraged to get involved today.

**Student Ambassador Program** – Student Ambassadors work with students throughout the admission process by participating in high school visits, college fairs, student orientations, serving as volunteers at signature events and providing campus tours. Student Ambassadors are also available to speak in classrooms about the Triton experience.

**Clubs and Organizations** – Many clubs and organizations exist on campus, including honors, ethnic, co-curricular, social, religious, service and special-interest groups. Students are also encouraged to start their own organization on campus. The Office of Student Life is always looking for faculty, mid-managers or administrators to advise our clubs and organizations on campus. If interested in signing up, please call Ext. 3221.

**The Parachutes Lounge** – The Parachutes Lounge is a comfortable setting for student club meetings located off the main corridor in the College Center in Room B-130. Activities, films and special events are also held in this room throughout the semester. To reserve this space, please contact the Office of Student Life at Ext. 3383.

**Athletics** – Triton fields ten intercollegiate sports teams. Men’s teams include soccer, basketball, wrestling, baseball and track. Women’s teams include soccer, volleyball, basketball, softball, and track. Triton College also has quality athletic facilities – including baseball, softball and soccer fields, a basketball court, a swimming pool, a fitness center and more – for students, faculty, staff and the surrounding community to enjoy.

**Swimming Pool** – Triton's swimming pool is olympic in size and quality. The pool is utilized for swimming classes and open swim time.

**Student Newspaper** – The *5th Avenue Journal* is Triton's student newspaper featuring campus information. The *Journal* is always looking for students to serve as writers and editors.
Community Services

Bookstore
C-Building
Ext. 3376
Monday through Thursday 8:00 a.m. - 7:00 p.m.  Friday 8:00 a.m. - 4:00 p.m.
Saturday 9:00 a.m. - 1:00 p.m.

Triton College’s bookstore is owned and operated by the Follet Higher Education Group and is open to the general public. The bookstore stocks required and recommended textbooks, supplemental materials, school supplies, computer software, small electronics and clinical garb, Triton College branded clothing and accessories, snacks and sundries. It also offers textbook rental and buyback services. Faculty may submit book orders directly to the textbook manager or via Follet’s online adoption service.

Café 64 (Hospitality Dining Room)
Room B-201/202
Tuesday and Thursday 11:30 a.m. - 1 p.m.
Wednesday 5:30 - 7:00 p.m.
Ext. 3267

Café 64 (Hospitality Dining Room) runs a fully operational dining room, Café 64, where Hospitality Administration Industry students apply classroom studies to practical work experience. Reservations are accepted.

Career Services
Room A-204
Ext. 3619 or 3805
Mondays through Thursdays 8 a.m. - 7:30 p.m.  Fridays 8 a.m. - 4 p.m.

Career Services offers a variety of career planning services, resources, and access to information for individuals (students, graduates and community members) seeking to get better jobs, start new careers, or re-entering the workforce. The staff is committed to helping its users to prepare for career options that match their individual skills, values, interests and goals by offering career support services and resources. The following resources are available through the Career Services Center.

Classroom Presentation Topics
- Job search skills
- Career readiness
- Resume and cover letter writing
- Portfolio development
- Networking techniques
- Interviewing skills
- Social networking ideas
- Cooperative Education/Internship experiences
- Identifying and utilizing employment trends and forecasts
- Using Career Cruising to help make career decisions
- Resources of support through monthly Job Club meetings
- Finding job leads and opportunities
- Career exploration events, workshops and presentations
Specific services include:

**Career and Job Research Assistance** – is available to assist students, alumni and community members in using a wide range of traditional and online career and job search materials available in the center.

**Career Management Advice** – helps job seekers develop a job search strategy, set career goals, learn networking skills, and practice interview techniques.

**Computerized Assessment Tools** – can be accessed via [Careercruising.com](http://www.careercruising.com), an interactive career resource designed to help people of all ages plan their future and find the right careers. (Access [www.careercruising.com](http://www.careercruising.com). On the home page, enter the username (triton2000) and password (rivergrove) to begin the assessment tool.)

**Personalized Assistance with Resume and Cover Letter Writing** – is offered by trained staff members who assist in the development or review of resumes, cover letters, thank you notes and other written materials on a walk-in or appointment basis.

**Mock Interview Sessions** – can be scheduled by appointment to help job seekers master the art of interviewing, a key component of job search success.

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**Cernan Earth and Space Center**

**I-Building**

**Ext. 3372**

**Monday - Thursday 9 a.m. - 5 p.m.**

**Friday 9 a.m. to 4 p.m. and 6:30 - 9:30 p.m.**

**Saturday 6:30 - 9:30 p.m.**

**Sunday 1:30 - 4:30 p.m.**

The Cernan Earth and Space Center launches individuals into a unique, space-age world that combines education and entertainment for people of all ages. It is open year-round and houses a 100-seat domed theater, a space hall with exhibits on space exploration and astronomy, and the Star Store gift shop. The Cernan Center presents regularly scheduled programs on Friday and Saturday evenings and Sunday afternoons.

The 44-foot diameter domed theater is equipped with a planetarium star projector, a special C-360 motion picture projector, a multi-color laser projector, a large format video projection system and a powerful stereo sound system. At least four different shows are offered to the public at any one time. Programs discuss subjects such as the current night sky, the space shuttle, tornadoes and dinosaurs. The laser light shows blend popular music with full-color laser light images and special visual effects.

Faculty members and their immediate families may attend public shows at one-half the regular adult rate. Faculty members also receive a 10% discount on Star Store merchandise.

Triton College classes can incorporate one or more of the Cernan Earth and Space Center’s dome theater programs for their academic use, at no cost to the students or the department. However, there must be some relevant connection between the Cernan Center’s show content and the academics of the class. Requests for the academic use of the Cernan Center theater must be made by the appropriate Dean that supervises each instructor.

For more information, call the Cernan Earth and Space Center at, or call the 24-hour Program Line at (708) 583-3100 for current public show information.
**Child Care Services**  
*Room G-120*  
*Monday - Friday 7 a.m. - 5:30 p.m. Ext. 3222*

The Triton College Child Development Center offers pre-school and toddler programs for children of faculty, staff and the community. Flex-time is a special program for students with children. While students attend classes, children learn in a safe, caring environment on the college campus. A nominal fee per hour is charged. Children must be between the ages of 3 and 5 and must be toilet-trained.

The Triton College Child Development Center also offers a full-day Kindergarten from 8:30 a.m. to 3:30 p.m., Mondays through Fridays. All Kindergarten fees include before and after school care, a hot, nutritious lunch including two snacks, and all curriculum materials and supplies.

**Cultural Events, Fine and Performing Arts**

Triton College is a thriving cultural resource in its own right, providing affordable, high quality entertainment for the entire community. Each year the school sponsors a rich variety of performing arts programming, including art exhibitions, concerts, and theater performances.

**Cox Auditorium**  
*J-108*  
*Ext. 6932*  
This “Black Box Theater” is a large, open, fully flexible room with theater-style lighting and sound that seats approximately 80 people. The Department of Visual, Performing and Communication Arts presents three theater productions each year.

**Fine Arts Gallery**  
*J-107*  
*Ext. 3506*  
Each year the Triton Fine Arts Gallery hosts a number of interesting exhibitions featuring work by Triton faculty and students, students from area high schools, community arts organizations and visiting artists.

**Performing Arts Center**  
*R-Building*  
*Ext. 3757*  
The Performing Arts Center hosts annual concerts as part of the community service aspect of the Music Program within the Visual, Performing, and Communication Arts department. The center also is the venue for theater program performances as well as presentations by guest artists and community groups.

**Hospitality Bakery**  
*Student Cafeteria*  
*Tuesday, Wednesday and Thursday 11:30 a.m. - 2 p.m. Ext. 3996*

Triton's Hospitality Bakery is a fully operational retail bakery and culinary laboratory for Hospitality Administration Industry students that is open to the public. The Bakery offers students valuable practice in creating confectionery delights as well as hands-on experience in operating a retail business. The bakery accepts special orders via phone or in person. Special orders require a minimum of one week's notice.
Triton College students, faculty and staff no longer have to leave campus to find a full-service bank with the US Bank branch now on Triton College’s campus. The US Bank On-Site branch is readily available to provide financial services such as checking accounts, savings, loans, mortgages, investments and more to all students, faculty and staff on campus. There is also a US Bank Automated Teller Machine (ATM) located at the branch.

**TCTV**
*Comcast Channel 16*

The school’s cable channel broadcasts 24/7 to over 500,000 cable households in approximately 51 separate towns and unincorporated areas throughout the Chicago metropolitan area. The station is the educational default application for Comcast, which allows our signal to be carried additionally in many communities outside of our district. Programming consists mainly of college credit telecourses, marketing programming (commercials and webisodes) and college event announcements. Student productions from the Mass Communication curriculum are also featured.

**WRRG**
*88.9FM*

The radio station broadcasts daily at 88.9FM throughout Triton’s district and directionally northeast into a large portion of the city of Chicago and northern suburbs. The signal also streams daily over the Internet at tune-in.com and Streaming@Facebook.com. A volunteer staff averaging 30 Triton students, former students, and community members work at the radio station bringing listeners a variety of programming targeted primarily to high school and college-aged listeners. The “mostly music” format features Indie Rock, Jazz, Metal, Blue Grass, Retro, and World Music. Promotional announcements for Triton classes, curriculum, and events are featured during every break. The station also broadcasts live from Triton and district high school sporting events as well as several community festivals throughout the year.
College Publications

College Catalog

The college publishes a catalog containing general information about the college, the college calendar, admission procedures, college and academic regulations, requirements for certificates and degrees, descriptions of curricula, course descriptions and a listing of full-time faculty and administrators. Production of the catalog for each academic year begins in December of the preceding year, and the new catalog is released by the following April. Faculty are expected to have a working knowledge of catalog information. Access the online version of the college catalog at http://www.triton.edu/collegecatalog/index.htm.

Course Schedule

Course schedules are prepared by the department chairperson and dean of the area. The Marketing Department publishes a tabloid newspaper-style schedule that is mailed to all district residents and businesses. The schedule carries feature articles and “ads” for specific programs and courses. The following schedules are produced:

Fall and Spring Semester
- Combined Credit and Continuing Education Schedule
- Continuing Education Schedule

Summer Semester
- Combined Credit and Continuing Education Schedule
- Schedule of transfer courses mailed to in-district students attending four-year colleges

5th Avenue Journal

The 5th Avenue Journal is the college student newspaper. It is published as a laboratory experience for students interested in journalism. The newspaper is open to participation by all students. The Journal’s organization and operational procedures were designed to simulate a newspaper publishing business. Advertising and information about news events should be submitted to the editors.

Page One

Page One provides a bridge of communication between Triton College and its surrounding communities. Its function is to build strong relationships with district residents and achieve the college’s mission through the sharing of information about Triton’s students, faculty, events and programs. The publication is produced by the Strategic Marketing and Public Relations Department at Triton College.

Student Handbook (411 Book)

The Student Handbook (411 Book) contains information about clubs, student activities and support services. The handbook also includes the complete text of the Student Senate constitution and by-laws, student rights and responsibilities, student regulations and college policies. The Student Handbook (411 Book) is available online through the student portal.
Full-Time Faculty
Professional Development & Evaluation

Faculty Development Activities

Faculty Development Activities may be planned by the Professional Development Committee of the Academic Senate, individual departments, administrators or individual faculty members.

Faculty Workshop

The semi-annual Faculty Workshop, held the day before classes begin in Fall and Spring, serves as a kick-off to the new academic year and typically involves remarks from the President and Vice President as well a guest speaker or faculty panel who present on pedagogical best practices or hot educational topics. The Faculty Workshop is planned by the Professional Development Committee of the Academic Senate and organized by the Center for Teaching Excellence.

Tuition Reimbursement

In accordance with the terms and conditions of the Faculty Negotiated Agreement, full-time instructors are entitled to tuition reimbursement. The procedures for reimbursement are described below.

Upon completion of an approved course, an instructor must fill out a Tuition Reimbursement Claim. A copy of the grade report and proof of payment (including a breakdown of tuition and fees) must be attached to this form and submitted to the respective dean. Tuition reimbursement for approved courses will be paid within thirty (30) days after submission. Persons no longer employed by Triton College at the time of the payment date will not qualify for reimbursement.

Reimbursement will be made upon completion of approved courses in which an instructor has received at least a "C" or equivalent in undergraduate and a "B" or equivalent in graduate work.

Under no circumstances will reimbursement be granted for more than twelve (12) semester hours per college year. Summer session will be considered part of the previous college year. Conditions for course approval are specified in the Faculty Negotiated Agreement.

Professional Growth Units

Professional Growth Units (PGUs) for full-time faculty may be awarded upon prior approval of the dean for the following types of activities. It is essential that prior written approval or an approved application form is received before beginning the PGU activity.

- Summer work experience (must be directly related to instructional assignment, i.e., electronic technician, air conditioning service, etc.). One PGU for each 100 hours with 3 PGU maximum per
summer. Unless unusual circumstances warrant such approval, PGU for summer employment would be approved for every other summer only.

- Seminars, workshops (participation requiring significant effort: material development, presentation of paper, etc.). Available only if during non-college work periods; 0.3 PGU per day.

- Special in-service program (programs developed by Triton and offered to staff on voluntary basis). PGU determined by specifics of program, i.e., length, outside effort, day scheduled, etc.

- Credit courses (graduate or undergraduate; accredited or non-accredited institution if course has direct application to one's area of instruction). PGU equals actual credits earned.

- Non-credit courses (courses directly applicable to instructional responsibilities). One to three PGU, depending on length of course and amount of outside effort required. Fifteen hours of class equal one PGU.

- Special projects (projects other than college-supported R&D projects beyond the scope of regular duties, special research projects, development of unusually time-consuming instructional aids, etc.). PGU value to be tentatively assessed when the proposal is made and reviewed at the halfway mark. One to three PGU depending on complexity of activity and time requirements.

Requests for PGU other than the above must be accompanied by a written rationale and approved by the department chairperson/coordinate before submitting the requests to the dean for approval.

**Professional Development Units**

To further the educational attainment of the students of the college, faculty understand the need to maintain educational expertise through the completion of a minimum of six (6) Professional Development Units (PDUs) over the course of every two (2) years for full-time faculty. Courses that are not in a faculty member’s discipline or a related discipline may be submitted to the PDU Committee for consideration. After a review of the courses(s) and objectives, the PDU Committee will make a recommendation to the Vice President of Academic and Student Affairs.

Professional Development Activities (PDAs) refer to conferences, conventions, meetings, seminars, workshops, etc.

Attendance at internal workshops will be forwarded to Human Resources automatically and does not require the completion of PDU forms.

Earned PGUs will receive PDU credit. The appropriate dean will forward PGU/PDU credits to Human Resources.

Upon submission of the PDU Completion Form, PDUs will be awarded for eligible publications, exhibits, performances, workshops, seminars, audited courses and appropriate summer work experiences. For a full list of eligibility and explanation of credit allocations, refer to the *Faculty Negotiated Agreement.*
**Faculty Development Leave**

On the recommendation of the College President, the Board of Trustees may grant faculty development leaves of variable duration to full-time faculty. The number of leaves granted and the amount of remuneration will be determined by the board. At no time will an instructor on such a leave be expected to earn less than what he/she would be earning on his/her base contractual salary. Proposals for leaves must be submitted in writing to the dean on the prescribed form. Proposals may be initiated by the faculty member or may be recommended by the dean. There must be a reasonable expectation that the college will derive substantial benefit from the leave.

Upon completion of the leave, the faculty member will submit to the dean documentation that he/she has fulfilled the purposes for which the leave was granted.

**Sabbatical Leave**

On the recommendation of the College President, the Board of Trustees may permit members of the professional staff to take sabbatical leaves for the purpose of self-improvement and benefit to the college district. The Faculty Association may make recommendations to the Vice President of Academic Affairs and Student Services for sabbatical leaves. A Sabbatical Leave Committee will be formed with a faculty member serving as chair.

Sabbatical leaves may be combined with programs of study, research or travel financed by outside noncommercial agencies such as universities or foundations. A maximum of 5 percent of the professional staff may be on a sabbatical leave at any one time.

Qualified staff members may be permitted to choose between the following alternatives as to the length of their sabbatical leaves:

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<th>Minimum Consecutive Years of Service</th>
<th>Regular Salary Paid on Leave</th>
<th>Regular Salary Paid on Leave</th>
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<td>13 or more 1 year</td>
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<tr>
<th>Minimum Consecutive Years of Service</th>
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<td>10 or more 1 semester</td>
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</table>
A staff member shall return for a minimum of one year after a one-semester sabbatical leave and a minimum of two years after a full-year sabbatical leave or repay the district for the amount of sabbatical pay. A staff member shall be required to put in a minimum of three years' service before applying for another sabbatical leave.

The leave shall be conditional upon a plan for study, research, travel or other activity proposed by the applicant and deemed by the board to benefit the college district. The plan shall be approved by the board and not thereafter modified without the approval of the board.

The applicant also agrees in writing that if he/she does not return to contractual service in the district, all district remuneration received from the board during the sabbatical leave will be refunded unless the applicant is prevented from returning because of illness or incapacity.

The board shall pay the instructor's contribution to the State Universities Retirement System during the sabbatical leave computed on the annual full-time salary rate under which the member last received earnings immediately prior to the leave or a proportional part of such rate for a partial year of sabbatical leave credit. At no time will pay exceed 100 percent, including SURS payment.

The amount of any financial grant provided by an outside noncommercial agency shall be considered in the granting of leave.

Applications for sabbatical leave will be made to the Sabbatical Leave Committee chairperson. Applications for sabbatical leave must be made prior to February 1 for leaves beginning the following fall and September 15 for leaves beginning the following spring. These deadline dates may be waived by the Sabbatical Leave Committee under unusual circumstances.

**Professional Memberships**

Faculty are encouraged to become active members of professional associations and to participate in related activities where possible. Professional institutional memberships may be paid for by the institution in certain cases. Individual memberships are paid for by the faculty member.

**Travel Allowances**

Instructors may utilize budgeted travel and meeting funds and be absent to attend local, state and national professional development activities upon the approval of the Dean or appropriate administrator for in-radius travel or upon the approval of the Dean or appropriate administrator and the Board of Trustees for out-of-radius travel.

Each department or consolidated program unit designated in the Faculty Negotiated Agreement will be allocated $1000 for each full-time faculty member plus $500 for the department or consolidated program unit. The department or consolidated program unit shall set its own procedure for the allocation of travel allowances for the purpose of professional development and instructional benefit.

When a faculty member has been requested to attend a PDA as an official representative of the college, or when he/she attends a PDA as an officer of the organization holding the PDA, or to present a paper, or to serve as a member of a panel, and such attendance has been approved and/or requested by the administration, he/she shall be reimbursed for all reasonable expenses. Such expenses shall not be charged against the department’s budget.
**Grants**

Faculty members are encouraged to become active in the external grant process. External grants supplement institutional funds with funds from government and private or corporate sources which can be used to: 1) expand and improve or maintain programs/services; 2) open new and creative venues for the students, the institution, departments, programs, etc. and 3) provide continuous professional improvement and technical skill enhancement opportunities for faculty members with potential to target areas such as research, lab development, equipment, travel and grant writing skill. Internal and external partnerships and collaborative efforts provide additional dimension of grant work, which extend to the community and the world beyond Triton College.

There is an established set of grant process procedures and forms at Triton College. These procedures cover all external grant activity whether Triton is the primary submitter of a grant or serves as a partner or subcontractor on a grant submitted by another entity. These documents are available through the Grants Development Office (Ext. 3022). *It is important to note any and all proposals or grant activity involving or citing Triton College and/or its faculty must be approved through the respective Deans and by upper-level administration prior to making a commitment and be a matter of record on file in the Grants Development Office.*

**Evaluation**

For tenured faculty members, the objectives of evaluation are to improve the instructor’s quality of instruction and for staff development.

For non-tenured faculty members, the objectives of evaluation are to recommend continued employment, to improve the instructor’s quality of instruction and for staff development.

Full-time faculty members shall be evaluated on a regular basis.
- Non-tenured faculty – one (1) assessment per semester
- Tenured faculty – one (1) time every two (2) years

The evaluation process includes separate classroom observations by the chair/coordinator and dean, pre- and post-observation meetings and a self-evaluation. Chairs/coordinators and/or deans may also require a Professional Development Plan and/or Portfolio.

Written evaluations will be forwarded through the Vice President of Academic and Student Affairs to Human Resources for inclusion in the faculty member’s personnel file.
WebAdvisor Instructions

Class Roster and Instructor Schedule

Instructors will have the option of selecting either their own schedule or a class roster by term. The Records office will enable/disable term selection options across the years but in most cases rosters will be viewable for several semesters after class conclusion. Information displayed is real time meaning a student that registered a minute before the roster was selected, will show on the class list.

When selecting the Class Roster option from the Faculty section in WebAdvisor, faculty will be able to select any class roster which they have been assigned as an instructor. The selection roster is sorted by term and section name. A quick view of the selection screen will provide basic section identification information as well as enrollment numbers of Registered Students (Reg), Available Seats (Avail) and when rolled out Waitlists (Wait).

To access the Class Roster, choose the Faculty Information then Class Roster option under WebAdvisor for Faculty.

To pull up your class rosters for a selected term simply choose the term using the drop down arrow.

Simply click on the hyperlinked section name to pull up the desired roster. Note- if you have a number of classes to scroll through use the filter option at the bottom to limit the list to a term or even by start/end date.
The Class Roster will once again display basic class information on the top section. The student roster will display on the bottom and includes several hyperlinked options to view the Student Profile (by clicking in the student name) or send an individual student an email (clicking on their email address). Limited information is displayed on our test case below but valuable information such as phone numbers, the status of their registration and credits are displayed. A revised roster is under development, which includes the student program, but is not available when preparing this document.

Note- while the default option on the roster displays only active students, there is a filter field at the bottom that allows you to include all Dropped students on the roster. The waitlist feature is not available at this time.
Some helpful information to know about the roster.

- The student ID number is now the key to the student record. Social Security Numbers are no longer required in the system and is only used in restricted areas within the system. While not as sensitive as the SSN, the student ID is still their personal identifier so refrain from posting the number.
- Triton is moving toward a mandatory student email addresses. Once deployed, only email students using their Triton email address.
- The Status field is used to track specific registration situations in the system. Below is a key for codes you will see:
  - New: Student registered before the class begins.
  - Override New: Student registered before the class begins AND requirements such as class capacity, prerequisites, etc were overridden with authorization.
  - Add: Student registered after the class began.
  - Override Add: Student registered after the class began AND requirements such as class capacity, prerequisites, etc were overridden with authorization.
  - Dropped: Student dropped the class after the class began. W grades are automatically issued after the refund period.
  - Admin Drop: Student was dropped by the College staff after the class began. The most common situation is for non-payment or non-attendance.
Instructors can view their class schedule by selecting the Class Schedule option. Simply select the term from the drop-down menu or filter further by date if desired. In most cases, you will see the term title displayed, but it's important to note that the configuration has changed. Credit courses have a separate term from Non-Credit and Adult Education. As you see in the list below, you must choose them separately. The term configuration is:

- Credit - the 4-digit year followed by 2 alpha characters for each term (SU, FA, SP) e.g., 2013FA.
- Non-Credit and Adult Education - the 4-digit year followed by 2 alpha characters for each term (CU, CF, CS) e.g., 2013CF.

Basic class information is displayed on the form. Users can click into the hyperlinked Class Name and Title to view class information details.

Revised May 6, 2013
Student Attendance Reporting

Until a more permanent solution can be developed, the reporting of student class attendance will be done by recording class participation on a spreadsheet. At the conclusion of the class the document(s) will be emailed to Records Office for audit reporting and archiving. The information below and directions on the spreadsheet walk you through the process of downloading and saving the term template, copying the WebAdvisor roster into the attendance roster and ultimately sending a copy to Records.

To access the Attendance Reporting, choose the Faculty Information then Class Roster option under WebAdvisor for Faculty.

In the Class Roster Select Section area there is a link just below the header to term attendance chart(s). Simply click on the link and save a copy to your Desktop or hard drive.

When the spreadsheet opens it should display the ‘Notes’ tab with instructions for creating a class roster attendance sheet. It’s important to create/save one copy for each section you will be teaching and to incorporate the section course and number into the document name eg 2013SU RHT-101-001. This will allow easy tracking and storage of the thousands of documents that will be received each semester.
Attendance rosters can be submitted at the end of each class but no later than the end of the term. Simply create an email to be sent to records@triton.edu and attach the class rosters to be submitted. Please title the email in the format of (List Term) Attendance- Last Name, First Name eg 2013SU Attendance- Smith, Robert.

If you have any questions about the spreadsheet or the process please contact the Records Office.

Revised May 6, 2013
Non-Attendance, Midterm and Final Grading

Starting Summer 2013 grading of classes will be done online in WebAdvisor through MyTriton portal. Scanton grade sheets and the accompanying ‘Addition to Optical Scan Sheet’ will no longer be used after the Spring 2013 term. When logged in, instructors will only have access for grading sections for which they have been assigned. Within the Grading function instructors will be able to do three different operations: dropping students who fail to meet the attendance requirements of the class; recording attendance at mid term for state reporting compliance and lastly, entering final grades earned by the student in the class.

*Tip*- watch your class roster throughout the term. If the student does not appear on the roster, you will not be able to grade them when it’s time.

When selecting the Grading option from the Faculty section in WebAdvisor, faculty will be able to select any class roster which they have been assigned as an instructor. The selection roster is sorted by term and section name. A quick view of the selection screen will provide the class name/number and title as well as class meeting information to help in identifying the class.

To access the Grading form, choose Faculty Information then the Grading option under WebAdvisor for Faculty.

Select the Term for the section you want to access. There is no need to enter the Start or End dates.
After clicking Submit you will need to select which type of function you want to complete. Both the Drop for Non-Attendance and the Midterm Attendance functions will be under the ‘Midterm/Intermediate’ option and Final Grading under ‘Final’. Below, we’ll walk through each function.

**Drop for Non-Attendance**

The Drop for Non-Attendance process is an automated approach to remove students from classes where they fail to meet attendance requirements. The process below can be done anytime throughout the class meeting dates where a student needs to be dropped. Every day the system deregisters students that are tagged through the process below for Non-Attendance.

Begin by selecting the ‘Midterm/Intermediate’ option.

Next select the course section in which the student is enrolled and click Submit.

The Midterm Grading form will display with all students that are actively enrolled.
When dropping a student for Non-Attendance enter a “W” grade in the Midterm Grade column and enter the Last Date of Attendance OR click the Never Attended flag.

We recommend you enter students regularly who need to be dropped should they fail to meet class attendance requirements. Click Submit when you are finished entering in drops.

Below is the Grading Confirmation page that displays after you save the form.

- You can return to this form as often as you like however, the students that were issued a “W” grade will no longer appear on your roster after we certify the students’ withdrawal. For the student to re-enter the class, they must complete a general petition which would require all signatures, registration is completed at the Welcome Center.
- If you are withdrawing a student you are required to complete a Notice of Termination form and submit to your Academic Dean’s Office.
Midterm Attendance

Reporting student attendance at midterm is required before Triton can submit claim reimbursements to the state. This is a relatively simple process of marking students on a class roster with an “S” for Satisfactory Attendance. The process should be completed as close to the midterm date of the class as possible. Once again, use the class midterm date.

Note- Look at the ‘Important Dates’ tab on the Attendance spreadsheet to verify the mid-term and other important dates for your class. This can vary from course section to course section.

As described in the Drop for Non-Attendance process above, begin by selecting the ‘Midterm/Intermediate’ option. Next select the course section where the student is enrolled and click Submit and the class roster will be displayed.

There are two Midterm Grades that can be entered. Enter an S for any student that has Satisfactory Attendance. Enter a “W” and Last Date of Attendance for those who are no longer attending. While you can select a “W” grade and Never Attended, most likely that student would have been processed much earlier under the Drop for Non-Attendance process above. Below is an example of a completed roster.

- Note- you can enter dates with either slashes or in a mmddyy format without slashes.
- Midterm verification must be completed before submitting final grades.

TIP- if the student does not appear on your grading roster, instruct them to fill out the ‘General Petition’ form and follow the process to re-enroll in the class. Effective immediately these petitions will require authorization signatures from the instructor, the coordinator or chair and the department dean. Completed general petitions can be returned to the Welcome Center.
Click Submit when finished.

Note- that all students on the roster as of the class midterm must be graded with either an “S” or a “W” with Last Date of Attendance. Make sure you scroll to the bottom of the roster to mark all students.
Final Grading

When the class finishes, instructors will enter grades using the Final option under Grading. All grades entered are unofficial and are not posted to the student record until the class ends. Unofficial grades are not viewable to the student and can be changed in WebAdvisor up to the end of class. Once grades become official (after the course is finished) you can no longer change them in WebAdvisor. All official grades are posted daily (provided the class has ended) to the student transcript. To change official grades, please submit a Grade Change form to the Records Office with appropriate signatures.

**TIP** - if the student does not appear on your grading roster, instruct them to fill out the ‘General Petition’ form and follow the process to re-enroll in the class. Effective immediately these petitions will require authorization signatures from the instructor, the coordinator or chair and the Academic Dean. You can no longer fill out the ‘Addition to Optical Scan Sheet’ form to add students to a class.

Begin by selecting the ‘Final’ option, choose the section then click Submit.

The Final Grading form will display with all students that are actively enrolled.
The grading process is very straightforward as shown below. There are 3 basic entries that you will make:

- **Standard**: Enter the authorized A, B, C, D, etc. grade. WebAdvisor final grading accepts only validated grades.
- **Withdrawal**: You can still enter a “W” grade at this time which would reflect as a “W” grade on the student’s transcript. Once again the Last Date of Attendance is required.
- **Incomplete**: Per College policy you can issue an “I” grade to a student that must be completed within 30 days after the start of the next term. If you want to shorten the window in which the student will be required to submit their work; that date it should be between the end date of the class to the 30 day policy window. Dates entered beyond the 30 day window will be updated to reflect a grade of “F”.

**Please note the following:**

- When the Expire Date is reached, the student’s ‘I’ grade will change to an ‘F’ grade.
- You cannot change ‘I’ grades in WebAdvisor once they are posted (official). To change an ‘I’ grade, submit a grade change form with appropriate signatures to the Records Office. If you submit the form within 30 days only the instructor signature is needed. If it is after 30 days all signatures are required.
Below is the Grading Confirmation page that displays after you save the form.

**Grading Confirmation Form**

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Status</th>
<th>Final Grade</th>
<th>Expire Date</th>
<th>Last Date of Attendance</th>
<th>Midterm Grade</th>
<th>Class Level</th>
<th>Credits</th>
<th>CEUs</th>
<th>Cross-Listed Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>DS</td>
<td>N</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DT</td>
<td>N</td>
<td>B</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FE</td>
<td>N</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HE</td>
<td>N</td>
<td>T</td>
<td>09/27/2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KM</td>
<td>N</td>
<td>W</td>
<td>07/25/13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

“Your changes have been saved. Modified records are shown below.”

You may return to the Final Grading form but remember you cannot change grades once they are officially posted at the end of the course.

**Final Grading**

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Status</th>
<th>Grade</th>
<th>Expire Date</th>
<th>Last Date of Attendance</th>
<th>Midterm Grade</th>
<th>Class Level</th>
<th>Credits</th>
<th>CEUs</th>
<th>Cross-Listed Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1043</td>
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<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1045</td>
<td>N</td>
<td>S</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1114</td>
<td>N</td>
<td>P</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1007</td>
<td>N</td>
<td>T</td>
<td>8/1/13</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1001</td>
<td>N</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1016</td>
<td>N</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

[Submit]
Some helpful information to know about grading-

- All grading is done online through the MyTriton portal. Departments do not have access to add grades on the behalf of faculty or print grade rosters or old Scantron® forms.
- Only active students on your roster can be graded. All students attending your class should appear on your class roster and grade entry forms. If the student does not appear they should go to the Welcome Center for assistance in getting officially enrolled.
- The Status field is used to track specific registration situations in the system. Below is a key for codes you will see:
  - New- Student registered before the class begins.
  - Override New- Student registered before the class begins AND requirements such as class capacity, prerequisites, etc were overridden with authorization.
  - Add- Student registered after the class began.
  - Override Add- Student registered after the class began AND requirements such as class capacity, prerequisites, etc were overridden with authorization.

*Revised June 13, 2013*
Emailing Students

Instructors will have the ability to email all or selected students on their roster directly from WebAdvisor. Whether it’s a quick note to alert them to an upcoming assignment or to notify them that the class is canceled, it can all be done through the roster.

There are two email links on your Class Roster option. To email all or a select group of students on your roster select the ‘E-Mail these Students’ hyper link just under the Meeting Information on the top. To send a personal message to one student, simply click the hyperlinked E-Mail Address to the right of their name.

If you select the ‘E-Mail these Students’ option the following form will be displayed. First choose to email ‘All Students Listed’ OR ‘Only Selected Students’ in the E-Mail Options box. For selected students simply click the radio button next to the student name in the lower box.

Click Submit when you’re ready to write the email.
The options on the ‘Send E-Mail’ are pretty straight forward. Note that the Subject Line and E-mail Text are required fields and that your Sender Name and Sender E-Mail address are auto-populated. Always send emails using your Triton.edu address. If you don’t have one contact your Dean’s Office to get the process started.

Revised May 6, 2013
**Student Profile**

Instructors can access current academic information such as address, email and phone information and current academic program for students on your roster by selecting Student Profile.

To see student academic profile data click on the student name hyperlink and you will immediately be taken to the Student Profile screen. Note that the roster contains some summary Student Profile data like email address and phone.

Basic demographic data will be displayed on the top of the form.

- Student ID and Preferred Name. Remember to protect the student ID as though it is your Social Security Number.
- Student Home/Permanent address
- Email address(es) and types
- Phone number(s) and types

The middle section displays all active academic programs. Note that there are 3 academic levels within the system; UG (Undergraduate), CE (Continuing Education) and AE (Adult Education). Some of the fields that are important to consider are:
- Program name. While state ‘Curriculum codes’ are still used for state reporting you will no longer see them within the system. The name is prefaced with the degree (when appropriate).
- Catalog. This is the program catalog year the student is working under. Students will have the ability to run Degree Audits 24/7 through WebAdvisor.
- Academic Standing. No change from before except you will now see the title of any ‘bad’ academic standing like Probation or Suspension.

Note- Triton is not using the Advisor or Counselor functionality of the system nor are we maintaining Emergency Contact information in the lower sections. Retention Alert will be rolled out in the Fall of 2013.

Note- Just like on the Class Roster, you can email a student by clicking their email address hyperlink.

Revised May 6, 2013