



Student Handbook



There's
a place
for you.



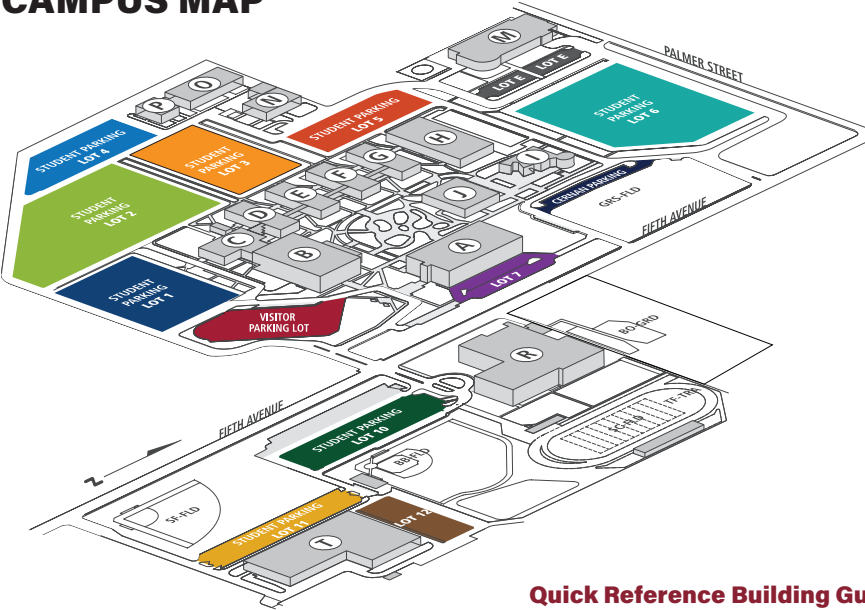
Triton College



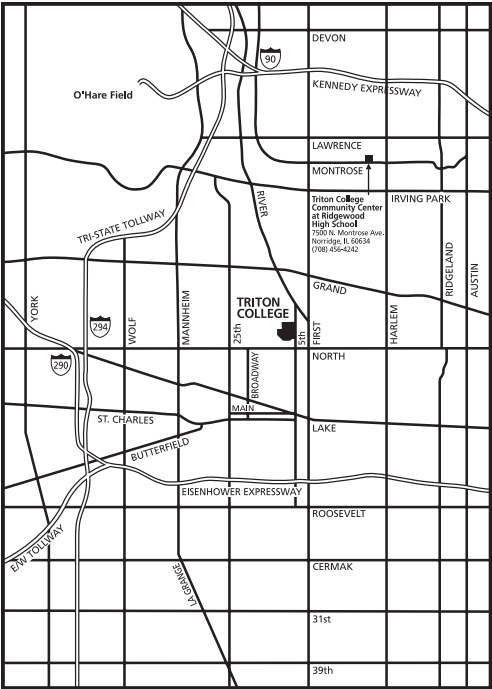
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CAMPUS MAP



AREA MAP



Quick Reference Building Guide

- A** **Learning Resource Center**
(Academic Success Center, Adult Education, Center for Access and Accommodative Services, Counseling and Wellness Center, Educational Technology Resource Center, Library, Office of Early College, School of Continuing Education, Testing Center)
- B** **Student Center** (Admissions and Advising, Cafeteria, Cashier's Office, Financial Aid, Records, Transfer Center, Student Services, Welcome Desk)
- C** **Bank, Bookstore**
- I** **Cernan Earth and Space Center**
- J** **Gallery, Cox Theater**
- N** **Triton College Police Station**
- R** **Art Kraft Fitness Center, George T. Jorndt Athletic Complex, Gymnasium, Older Adults Center, Pool, Triton College Performing Arts Center**
- BB-FLD** **Symonds-Puckett Baseball Field**
- BO-GRD** **Botanic Garden**
- GRS-FLD** **Grass Field**
- SC-FLD** **Soccer Field**
- SF-FLD** **Softball Field**
- TF-TRA** **Track Field**



Mission Statement

Valuing the Individual, Educating and Serving the Community.

Vision Statement

A Community with Equitable Opportunity for Growth and Success.

STUDENT HANDBOOK

This informative guidebook will act as your companion as you navigate Triton's programs, services, departments, and the wealth of resources available on campus. It features:

- Alphabetic listing of campus information.
- Policies and guidelines.
- Triton College Student Association's Bylaws and Constitution.

Hours

Mondays through Fridays • 6:30 a.m. to 11 p.m.

Saturdays • 6:30 a.m. to 5 p.m.

Sundays • Closed

Please consult with each individual office for exact office operating hours. There are exceptions for authorized events and activities.

Message from the Dean of Students

Welcome to the 2025-2026 Academic Year at Triton College!







Dear Triton Trojans,

Welcome to a brand new academic year at Triton College! Whether you're stepping onto campus for the first time or returning to continue your journey, I'm thrilled to welcome you to the 2025–2026 school year.

As your Dean of Students, it is both an honor and a privilege to support you through this important chapter of your academic and personal development. This year holds endless possibilities for growth, discovery, and connection – and you are at the center of it all.

At Triton College, we are committed to building an inclusive, empowering, and engaging environment where all students feel seen, supported and inspired to succeed. No matter your background or goals, you belong here – and we're here to help you thrive.

Take full advantage of the many resources available to you:

-  Academic support services.
-  Mental health, wellness and basic needs support programs.
-  Career development opportunities.
-  Student life events and leadership programs.

Involvement outside the classroom can be just as impactful as what happens inside it. I encourage you to join a student organization, attend campus events, volunteer, or simply say hello to someone new. Triton's vibrant community is made stronger by your voice, your presence and your contributions.

This year, commit to challenging yourself, asking for support when you need it, and celebrating the wins – big or small. You are capable, you are resilient, and you are not alone on this journey. The Triton College community is here to cheer you on every step of the way.

Here's to a successful, transformative and fulfilling 2025–2026 academic year. Let's make it one to remember!

With Trojan pride,

Julia Willis
Dean of Students
Triton College

ABBREVIATIONS

Building Codes

Building and Facility Names

A

Learning Resource Center Building

(Library, Academic Success Center, Administrative Offices, Adult Education, Center for Access and Accommodative Services, Center for Business and Professional Development, Continuing Education, Counseling, Educational Technology Resource Center, Testing Center)

B

Student Center (Admissions, Advising, Cafeteria, Cashier's Office, Financial Aid, Records, Office of Student Life, Transfer Center, Welcome Desk)

C

Bookstore

D

D Building (Plus Lab)

E

E Building (Deans of Arts and Services)

F

F Building

G

G Building (Health Services, Childcare Center)

H

H Building (Dean of Health Careers and Public Services)

I

Cernan Earth and Space Center

J

Fine Arts (Gallery, Cox Theater)

M

M Building (Barber and Cosmetology Lab)

N

N Building (Police Station, Shipping and Receiving)

O

O Building (Physical Services)

P

P Building (Payroll, Human Resources, Marketing)

R

R Building (George T. Jorndt Athletic Complex, Gymnasium, Triton College Performing Arts Center, Retired Seniors Volunteer Services, Fitness Center, Pool)

T

T Building (Dean of Business and Technology, Automotive and Engineering Technology)

OTHER ABBREVIATIONS YOU SHOULD KNOW

AE

Adult Education

ASC

Academic Success Center

CE

Continuing Education

ELA

English Language Acquisition (Formerly ESL)

ETRC

Educational Technology Resource Center

GPA

Grade Point Average

HSC

High School Completion (Formerly G.E.D.)

LAC

Learning Assistance Center

PTK

Phi Theta Kappa Honor Society

RSVP

Retired and Senior Volunteer Program

TCSA

Triton College Student Association

WRRG

Triton's Radio Station FM 88.9

Academic Advising

B Building, First Floor • Rooms B-141, B-120, D-218 and D-222 • Ext. 3728

triton.edu/admissions-aid/advising

Academic Advising plays a pivotal role in guiding students towards their educational and career goals. Our dedicated advisors provide personalized support, helping students navigate course selection, degree requirements, and academic planning. Whether you're exploring majors, seeking assistance with class schedules, or planning for transfer to a four-year institution, our advisors are committed to empowering you with the knowledge and resources needed for success.

Advising services include, but are not limited to:

- New Student Registration
- Class Registration/
Course Selection
- Program and Career Exploration
- Academic Planning
- Transcript Evaluation
- Waiver/Petitions
- Course Withdrawal
- Academic Holds
- Transfer Advising

Academic Success Center

A Building, First Floor • Room A-100 • Ext. 3341 • triton.edu/asc

The Academic Success Center (ASC) offers free in person and virtual tutoring services to all students enrolled at Triton. ASC provides tutoring support across all subjects.

Admissions Office

B Building, First Floor • Room B-140 • Ext. 3130, 3867 or 3485

triton.edu/admissions

Our dedicated admissions team is here to guide you through the admissions process, answer your questions, and help you embark on your academic journey with confidence. Whether you're a first-time student, transferring from another institution, or returning to further your education, we're committed to making your transition smooth and seamless. Explore our programs, discover opportunities, and join our vibrant community of learners. Your success starts here at Triton College!

For prospective students, see an Admissions Representative in Room B-140 or call Ext. 4113, 3379, 3277. Visit triton.edu/admissions to complete your application.

Admissions Call Center

N Building, Second Floor • Room N-202 • Ext. 3130

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

Affirmative Action/Equal Opportunity

P Building • Room P-105A • Ext. 3075 or 3748

Individuals applying to a college program, as well as students or employees who believe they have experienced unfair or discriminatory treatment, are entitled to a formal process for seeking resolution. The Affirmative Action Program is dedicated to promoting cultural diversity and gender equality, and to ensuring an educational and work environment that supports learning and fair treatment for all students, employees, and community members. Complaints related to discrimination based on race, religion, age, color, sex, sexual orientation, veteran status, marital status, national origin, or political affiliation can be submitted to the Affirmative Action/Equal Opportunity Office within the Human Resources Department.

AllOne Health – Student Assistance Program

Balancing school, work and life can be challenging – but you're not alone. AllOne Health provides free, confidential support for you and your family, including short-term counseling, stress and anxiety management, and life coaching to help you stay focused and motivated. You can access in-person, video or phone sessions, plus 24/7 resources through the student portal – featuring articles, assessments, podcasts and more to support your overall well-being.



Call: (800) 456-6327

Visit: perspectivesltd.com/login

Access Code: TRI004

Alma Mater

The Halls of Higher Learning

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

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

Alumni Association

Ext. 3692 • alumni@triton.edu • triton.edu/alumni

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

You may also visit triton.edu/alumni or the Triton College Alumni page on Facebook for more information.

Americans with Disabilities Act (A.D.A.)

A Building, First Floor • Room A-105 • Ext. 3854 • [ada.gov](https://www.ada.gov)

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

Aquatic Center

R Building • Room R-220 • Ext. 3826

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

Athletics

R Building, Second Floor • Room R-202 • Ext. 3950 • tritonathletics.com

Triton College has had one of the richest athletic traditions in the country, capturing numerous national, regional and conference titles while also producing hundreds of All-Americans. Triton currently participates in ten intercollegiate sports, including men's baseball, basketball, soccer, track and field, and wrestling; women's basketball, soccer, softball, track and field, and volleyball. As a Triton athlete, you may have the opportunity to compete against some of the top teams in America.

Athletic Facilities

R Building, Second Floor • Room R-202 • Ext. 3950 • tritonathletics.com

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

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

For times and access information, call the Athletics Office at Ext. 3950 or stop in Room R-202. For more information visit us at tritonathletics.com.

Bike Racks

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

Board of Trustees

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

Bookstore

C Building • (708) 452-1180 • bkstr.com/tritonstore

Explore all your needs by visiting us in person or online. Rent or purchase the textbooks you need for class, and browse our selection of school supplies, laptops, Triton apparel and gifts, nursing and culinary supplies, reference materials, and snacks. Additionally, we offer book buybacks year-round.

Botanical Gardens

R Building

Discover Triton College's hidden gem! Experience the tranquility you've been seeking. Whether you're looking for a peaceful retreat, a quiet place to reflect, or simply to relax on the lush green lawns—our Botanical Gardens are waiting for you. Admire blooming flowers, diverse shrubs, and vibrant perennials. It's also a perfect spot for romantic proposals or capturing unforgettable wedding photos. Don't miss out on exploring our vegetable garden. Visit Triton College Botanical Gardens today, open from dawn until dusk.

Bus Passes

Pace Suburban Bus Service and Chicago Transit Authority (CTA) bus passes are available for purchase at the Cashier's Office. This can only be done in person so please visit, Room B-130 (Cashiers' Office) in the Student Center.

Bus Stop

Triton is routed for several public transportation lines and the central bus stop is located in front of the east end of the Student Center building. Bus schedules usually are available in the Office of Student Life, Room B-240 in the Student Center.

CampusNet

B Building, Second Floor • Room B-240J • Ext. 3221

Presidents and Vice Presidents of all clubs and organizations meet regularly in a forum that promotes the discussion of issues, co-sponsorship and interaction between all of the clubs and organizations. This is a great way to exchange ideas and meet other students.

Campus Dining – Tri-Cafe

B Building, First Floor • Student Center Cafeteria

triton.edu/campus/campus-dining

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

Career Services Center

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

triton.edu/students/career-services

Career Services team is dedicated to helping students and alumni explore career paths, develop essential job search skills, and connect with employment opportunities. From resume building and interview preparation to career counseling and job fairs, we provide comprehensive resources to support your career development goals. Whether you're exploring majors, seeking internships, or preparing for your dream job, we're here to empower you every step of the way. With our Cooperative Education program, you can gain valuable real-world experience through internships and partnerships with industry leaders. Unlock your potential and achieve career success.

Cashier's Office

B Building, First Floor • Room B-130 • Ext. 3229 and 3113

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

Center for Access and Accommodative Services

A Building, First Floor • Room A-105 • Ext. 3854 and 3917 • triton.edu/caas

The Center of Access and Accommodative Services (CAAS) provides students a place to create an inclusive and supportive learning environment for all students. Our center is dedicated to providing accommodations, support services to students with disabilities, ensuring equal access to education and opportunities and adaptive technology for students who have medical, physical, and sensory or learning disabilities. Students must submit their accommodation request and support services prior to the semester they plan to attend. Whether you need assistance with academic accommodations, technology resources, or advocacy services, CAAS is here to assist you every step of the way. We work closely with students, faculty, and staff to promote awareness, understanding, and accessibility across campus.

Cernan Earth and Space Center

I Building • Dome Theater • Ext. 3372 • triton.edu/cernan

The Cernan Earth and Space Center of Triton College is a unique and exciting place for persons of all ages. The facility houses a 100-seat dome theater, a Space Hall with exhibits on space exploration and astronomy, and the Star Store gift shop. The Cernan Center is equipped to present a variety of innovative multimedia planetarium programs, C-360 wrap around films and exciting laser light shows. These programs are presented to the public on Fridays, Saturdays and Sundays. Triton College students (with a current ID) are admitted to programs for free.

For more information, call the Cernan Earth and Space Center at (708) 456-0300, Ext. 3372. For current program information, call (708) 583-3100, or visit us at triton.edu/cernan.

Child Development Center

**G Building, First Floor • Room G-102 • Ext. 3841
triton.edu/students/child-development-center**

The Child Development Center is open daily, Mondays through Fridays, between 7:30 a.m.- 6 p.m. when regular Triton classes are in session. We serve children between the ages of 15 months to six years old through the following programs:

The Toddler Program is available for children between the ages of 15 months and three-years of age. For more information, stop by Room G-110 or call Ext. 3668 or 3209.

The Flex Care Program is available during the day for children between the ages of 3-5 and during the evening for children between the ages of 3-7. The program is designed for children to learn as they have fun. Any parent enrolling a child in the Flex Care Program must be a currently enrolled Triton College student (part- or full-time). Enrollment is on a basis of first-come, first-served for Triton students. The service requires a registration fee and an hourly fee of \$5. For more information, stop by Room G-102 or call Ext. 3209.

Clubs and Organizations

B Building • Room B-240 • Ext. 3383

studentlife@triton.edu • triton.edu/students/student-life

Interested in joining a club or organization, but don't know which one or where to go? Triton College offers many clubs and organizations for you to join, including clubs related to specific academic areas, governing/programming, cultural, special interest, recreation, spiritual and more. Participating in extracurricular activities enriches your Triton College experience, providing a well-rounded education that extends beyond the classroom. By joining a club/org, you have the opportunity to explore your interests, connect with like-minded individuals, and broaden your horizons. Additionally, if you have a passion for a particular area and wish to establish a new student club, you can!

Code of Conduct

The Code of Conduct outlines the responsibilities that Triton College students must follow as part of the academic community. It specifies acceptable behavior and consequences for breaching these responsibilities.

For more information: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5105_042120.pdf.

College Catalog

Discover everything Triton College has to offer with our comprehensive Course and College Catalog. This invaluable resource serves as your guide to academic programs, course descriptions, policies, services, and much more. Whether you're a prospective student exploring your options or a current student planning your academic journey, the catalog provides detailed information to help you make informed decisions. Learn about degree requirements, program outcomes, and transfer opportunities to four-year institutions. Navigate through the catalog to discover pathways to success, access important academic policies, and stay informed about college updates. Use the catalog as a guideline for charting your academic progress here at Triton.

Catalogs can be picked up at the Welcome Center in the B Building, or view the online catalog here: triton.edu/academics/courses--online-catalog.

Commencement

Commencement, also known as graduation, is the culmination of your academic success at Triton. Annually a commencement ceremony is held in a formal setting. For more information on this ceremony, call the Office of Student Life at Ext. 3383 or visit us at triton.edu/commencement.

Continuing Education

A Building, Second Floor • Room A-201 • Ext. 3500 • triton.edu/ce

Discover endless lifelong learning opportunities for all ages. Continuing Education provides affordable quality programming in the areas of career and professional development, recreation and leisure, workforce development and self-improvement. From certificate programs to enrichment classes, Continuing Education at Triton College empowers you to achieve your goals and stay ahead in today's dynamic world.

Copy Machine

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

Counseling and Wellness Center

A Building, First Floor • Room A-106 • Ext. 3588

triton.edu/students/counseling

The counselors at Triton College play a crucial role in shaping your college journey. Skilled professionals help students define and refine their career and academic objectives, as well as address personal challenges. Additionally, counselors offer a Career and Life Planning course (CSG 150) available during both fall and spring semesters.

For more details about counseling services, you can access further information through the Student Portal at mytriton.triton.edu or to book an appointment, please visit us at triton.edu/students/counseling.

Cox Auditorium

(Dr. George R. Cox)

J Building, First Floor • Room J-108 • Ext. 3597

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

Deans' Honor Roll

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

Deans' Offices and Extensions

Dean	Office	Ext.
Academic Success	A-210	3747
Adult Education	A-205	3676
Arts and Sciences	E-103	3508
Business and Technology	T-100	3395
Continuing Education	A-201	3714
Health Careers and Public Service Programs	H-120	3712
Students	B-250A	3865
Retention and Student Engagement	B-120D	3679

Dean of Students

Student Center, Second Floor • Room B-250A • Ext. 3865

The Dean of Student Services supervises the Student Services division and ensures the effective delivery of programs and services within this department. Additionally, the dean addresses disciplinary matters, student grievances, and various tasks related to a student's welfare. This includes advocating for basic needs support for students on campus.

Early College

A Building, First Floor • Room B-120 • Ext. 3980 • triton.edu/earlycollege

Dual Degree, Dual enrollment and Dual Credit programs provide high school students with unique opportunities to accelerate their educational journey. These programs allow students to earn college credits while completing their high school requirements, providing a head start on their college education. Whether pursuing a dual degree or college course enrollment at our institution or earning transferable credits, students benefit from a structured pathway that combines rigorous academic coursework with real-world experience. These programs empower students to explore their academic interests, achieve their educational goals faster, and build a solid foundation for future success in higher education and beyond.

Emergency Aid Program

The ECMC Emergency Aid Program aims to assist students in persisting towards completing their certificates or degrees by eliminating unexpected financial hurdles that could potentially deter them from pursuing higher education. Both full-time and part-time students, including those enrolled in dual enrollment programs, can receive a maximum of \$500 in financial assistance throughout the program's duration. This aid is intended to cover unforeseen expenses such as utilities, housing/rent, food, medical/dental costs, transportation, childcare and more. For more information, visit triton.edu/students/student-services.

Emergency Information

Medical Emergency

- Call Triton Police at (708) 456-6911 or dial Ext. 3206 on any campus phone.
- If individual is unconscious, get the closest AED and follow the audible directions.

Active Threat

- Run (get out). Know the exact location of the shooter before leaving an area of safety.
- Hide (shelter in place). If escape is not possible, lock and barricade your door. Turn off lights. Silence phones, remain quiet.
- Fight. Attempt to incapacitate the shooter, acting with physical aggression and using an improvised weapon. Be committed to your actions.

Fire

- Pull fire alarm.
- Evacuate building (reference exit chart).
- Do not use elevators.

Severe Weather

- Stay away from windows and other glass surfaces.
- Move quickly to the interior or core of the building.
- Remain indoors until storm passes.
- During dangerous lightning conditions, a single continuous siren will warn to stay indoors. Three consecutive blasts will indicate an all-clear.

Bomb Threat/Suspicious Package

- Any student or employee receiving notification of a bomb threat or discovery of a suspected explosive device should call Triton Police immediately. Do not use cellphones within 500 feet of the device.
- Follow directions delivered over the building public address system.

For more information go to triton.edu/crisismanagement.

Emergency Response Guide

Our Emergency Response Guide provides essential information and protocols to ensure the safety and well-being of our campus community during critical situations. It outlines procedures for various emergencies, including natural disasters, medical emergencies, and security incidents. By familiarizing yourself with this guide, you can contribute to a prepared and responsive campus environment, promoting swift and effective actions that prioritize the welfare of all individuals on campus.

To view the Emergency Response Guide, visit:

triton.edu/globalassets/media/documents/emergencyresponseguide_revsd_110821.pdf.

Emergency Road Service Truck

Police Station • N Building, Second Floor • Room N-206

Ext. 3206 or Red Phones • triton.edu/campus/campus-safety

Are you stranded on campus? Should you find yourself stranded on campus, utilize any of the available house telephones to contact Triton's Emergency Road Service. They offer assistance with dead batteries and can provide air for flat tires as well. This service is free and co-sponsored by the TCSA and the Triton Police

Financial Aid

Student Center, First Floor • Room B-160 • Ext. 3155 • triton.edu/financial-aid

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

Fine Arts Gallery

J Building, First Floor • Room J-107 • Ext. 3597

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

Fitness Center

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

tritonathletics.com/facilities/art-kraft-fitness-center/6

The Fitness Center features a variety of weight machines, a free weight room, and cardio equipment such as treadmills, elliptical trainers, and stationary bikes. Our team includes experienced exercise science instructors and supportive staff, including personal trainers available to assist you in setting and achieving health and fitness goals. Additionally, our facilities include an indoor running track and a spacious multi-purpose room.

General Petition

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

For more information please visit: triton.edu/students/records or complete the form at triton.edu/admissions-aid/admissions/online-general-petition.

Greenhouse

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

Health Services

G Building, First Floor • Room G-109 • Ext. 3051

triton.edu/students/health-services

Triton's Health Services Office offers treatment for minor illnesses, emergency first aid, non-prescription medications, health referrals and blood pressure screening. A registered nurse is available to care for emergency illnesses or injuries. All services provided are FREE to students. Students have access to emergency contraceptives and free pregnancy tests. Students can obtain insurance through 1st Agency at 1stagency.com.

Hospitality Bakery

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

The Hospitality Bakery is a fully operational retail bakery and culinary laboratory for Hospitality students at Triton College. The bakery offers students valuable practice in creating confectionery delights as well as hands-on experience in operating a retail business. Open to the public, the bakery accepts special orders via phone (special orders require a minimum of one week's notice). You can also visit our shop in person to place a special order or to purchase our exquisite desserts and delicious artisan breads. The bakery is open to the public Wednesdays and Thursdays from 11:30 a.m. to 1:30 p.m. Hours of operation are subject to change.

Hospitality Dining Room – Café 64 and Bistro

B Building, Second Floor • Rooms B-201, B-202 and B-225 • Ext. 3267

triton.edu/cafe64

One aspect of Triton's Hospitality Program, that is unique in the field of education, is that students are able to apply classroom studies with practical work experience. Students learn their trade through working in Triton's Hospitality Dining Room.

Café 64

Thursdays • 11:30 a.m.-1 p.m.

Bistro

Wednesdays • 5:30-7 p.m.

Hours

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

House Phones

House phones are located on each floor of every building. These phones can only be used to call extensions within the campus. In case of an emergency, dial 11.

Incident Report

Reporting incidents is essential for maintaining a safe and supportive environment at Triton College. If you have witnessed or experienced any concerning incidents, including harassment, safety hazards, or other issues, please take a moment to complete our incident reporting form. Your input helps us address concerns promptly and take necessary actions to ensure the well-being of our community. All reports are treated with confidentiality and handled professionally. Thank you for your cooperation in creating a safe and respectful campus environment for everyone. Click here to complete the form: cm.maxient.com/reportingform.php?TritonCollege.

Kappa Beta Delta (KBD)

Student Center, Second Floor • Room B-240 • Ext. 3221

triton.edu/schoolofbusiness

Kappa Beta Delta is the international honor society for associate degree business schools accredited by ACBSP, the Accreditation Council for Business Programs.

Library

A Building, Second Floor • Ext. 3215 (Library Services)

library.triton.edu

Explore a world of knowledge and resources at the Triton College Library! Our library is your gateway to a vast collection of books, journals, online databases and multimedia materials to support your academic pursuits. Whether you're researching for a project, studying for exams or simply diving into a good book, our friendly librarians and library staff are here to assist you every step of the way.

In addition to our extensive collection, we also offer a convenient Laptop Loan program. Need access to technology for your studies? Borrow a laptop from the library and stay connected and productive wherever you are on campus. Experience the convenience and flexibility of our Laptop Loan program while accessing a wealth of information at the Triton College Library. The Library is also the place to ask your questions about Triton College email, portal, Blackboard and multi-factor authentication (MFA). Visit us today and unlock a world of learning opportunities.

Lost and Found

N Building • Police Station • Ext. 3206

Did you lose something? If it has been found, it could be at the Police Station. Please check with them to see if it has been turned in. To contact Triton College Police, call (708) 456-6911 or Dial 11 on a house phone.

Meeting Rooms

B Building, Second Floor • Room B-240 • Ext. 3383

If your club or organization needs a space for meetings, you can book one of our student-based facilities. The Senate Chambers and Conference Room are both open for reservations. The Office of Student Life is ready to assist with coordinating all meeting requirements for student organizations. Drop by the office to reserve your club or organization's space today.

Mounds

The heart of the west campus, affectionately referred to as the "Mounds," is a bustling hub of activity. During pleasant weather, you can expect to see a variety of student activities taking place, faculty conducting classes, or students simply unwinding and enjoying the sunshine during breaks.

New Student Orientation

Ext. 3728 • triton.edu/nso

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

Parking

triton.edu/about/campus

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

Pavilion

The Pavilion is a sheltered outdoor space equipped with picnic tables, ideal for hosting various outdoor events. Whether you want to unwind, study, enjoy a meal, or socialize with friends, the Pavilion offers a perfect setting. The Pavilion is located adjacent to the north end of the Student Center.

Triton College Performing Arts Center

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

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

To receive information regarding events, please send your name and address to Triton in care of Maria Correa via email at mariacorrae@triton.edu, or call (708) 456-0300, Ext. 3757.

Phi Theta Kappa (PTK)

Student Center, Second Floor • Room B-240 • Ext. 3383

triton.edu/student-life

Phi Theta Kappa is an internationally recognized honor society of two-year colleges. PTK is the largest organization of its kind in the United States. There are over 50 chapters in Illinois and nearly 1,300 chapters nationwide. The Chi Zeta chapter at Triton College exemplifies the four hallmarks of scholarship, leadership, fellowship and service.

Testing Center

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

triton.edu/students/testing-center

The Testing Center at Triton College is your gateway to academic success! Our Testing Center offers a variety of services to support your educational journey, including placement testing for new students. Placement testing is a crucial step that helps determine your readiness for college-level courses in math, reading, and writing. Our placement tests provide insights into your academic strengths and areas for improvement, allowing you to make informed decisions about your course selection. Schedule your placement test today and take the first step towards achieving your academic goals.

Triton Police

N Building, Second Floor • Room N-206 • Ext. 3206

triton.edu/campus/campus-safety

Police officers at Triton College are state certified and have all powers possessed by city police to enhance your safety. We ask you to report incidents, complaints and suspicious activities as soon as possible. You can reach us by calling:

Non-Emergency

(708) 456-0300, Ext. 3206

Emergency

(708) 456-6911

Direct-line red phones are located throughout the campus as well. Internal incident reports may also be filed in person at the Police Station.

Policies

Triton College's Board Policies for Students, where transparency and accountability guide our educational environment. Our board policies serve as a framework to ensure fairness, equity and excellence in every aspect of your academic journey.

As a student, familiarizing yourself with our board policies is essential for understanding your rights, responsibilities and the expectations placed upon you within our college community. These policies cover a wide range of topics, including academic integrity, student conduct, rights and freedoms, grievance procedures, and more. By adhering to these policies, you contribute to a respectful and inclusive learning environment that promotes success for all. We encourage you to explore our board policies and become an informed and empowered member of the Triton College community. For more information, visit triton.edu/about/administration/board-of-trustees.

President's Office

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

triton.edu/about/administration/office-of-the-president

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

President's Honor Roll

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

Radio Station/WRRG

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

triton.edu/WRRG

Tune into WRRG 88.9 FM radio station where you can hear what's going on around Triton College, sports scores, announcements and community events. We play the best in indie and progressive rock. Our specialty programming includes Jazz, Blues, Metal, Urban and Pop. Find us on Facebook – WRRG, Triton College Radio and click the link to listen online.

Records

B Building, Second Floor • Room B-220 • Ext. 3559 or 3444

triton.edu/students/records

The Records office serves as your primary resource for all academic records and administrative requirements. Our goal is to assist you with various services:

- Provide support with registration, graduation evaluations, and maintenance of student records.
- Handle Evaluation of Transfer Credit, Graduation Petitions, Diplomas, and International Student Applications to ensure comprehensive assistance.
- Information regarding Admissions application or high school transcripts.

You may order your transcript using the Student Portal at mytriton.triton.edu or call Ext. 3722.

Registration

Student Center, First Floor • Room B-100 • triton.edu/advising

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

RSVP Volunteer Program

LEAD WITH EXPERIENCE

R Building, Second Floor • Room R-221 • Ext. 3835 and 3603 • triton.edu/rsvp

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

Scholars Program

E Building, First Floor • Room E-102 • Ext. 3250 • triton.edu/scholars-program

The Scholars Program offers a distinguished “college within a college” experience tailored for students aiming to transfer to four-year institutions, especially those interested in Pre-professional studies, Liberal Arts, or Hard Sciences. Expert faculty members teach a range of courses spanning communications, science, humanities, mathematics, and social sciences across four semesters. With small class sizes, the program emphasizes the development of writing and oral discussion abilities. Additionally, students receive guidance from transfer specialists and are encouraged to participate in activities that enhance their appeal to programs at four-year institutions. Admission to the program is based on a selective application process, which can be obtained from Room E-102. A preferred criterion includes an ACT composite score of 25 or above, along with a high school GPA of 3.5 or higher. Successful applicants are awarded full scholarships covering tuition and fees.

Scholarships

B Building, First Floor • Room B-160 • Ext. 3616 • triton.edu/scholarships

Triton College, the Triton College Foundation, and the Triton College Student Association (TCSA) offer a variety of scholarship opportunities for new and continuing students. Scholarship opportunities are available using our online platform at Academicworks, triton.academicworks.com.

Senate Chambers

B Building, Second Floor • Room B-270 • Ext. 3383

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

Smoke Free Campus

Smoking of any sort is prohibited on Triton's campus. See the “Smoke-free” policy here: triton.edu/globalassets/media/documents/board-policy-manual/3000/policy_3610_021823.pdf.

Student Life and Activities

B Building, Second Floor • Room B-240 • Ext. 3383

triton.edu/students/student-life

The Student Life Office is dedicated to enhancing your Triton experience by overseeing campus-wide activities and initiatives. This includes managing student clubs, organizing events, offering leadership training, and advising the Triton College Student Association (TCSA). We provide a range of exciting opportunities for students to get involved and make the most of their time at Triton.

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

Some of the many student activities are:

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

Get involved! We have the best in campus entertainment. Be a part of student life.

Student Center

triton.edu/about/points-of-pride/cutting-edge-facilities/student-center

The Student Center serves as the hub of the campus with a multitude of services, activities and facilities that you can use. Inside the center, you'll find the TriCafe (cafeteria), Café 64, Bakery, Bistro, Bookstore, Admissions, Advising, Cashier's Office, Financial Aid, Transfer Center, Records Office, Student Life and University Center. You'll also find your friends here congregating, studying or just taking a break between classes.

Student Photo ID Card

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

A student identification card is required for all students. A student ID is required for admittance into the Educational Technology Resource Center (ETRC), checking out materials in the Library and discounted admittance to student events. You may obtain your ID at the Welcome Center located in the Student Center. Two forms of identification are required: your current class schedule and a valid photo ID. There is no charge for the initial ID; however, there is a \$5 replacement charge if the card is lost, stolen, or damaged. Currently enrolled students with a validated student ID will receive a \$10 credit on their student I.D. cards every semester toward copies and printing. This can be done in person at the Welcome Desk, open Mondays-Thursdays, 8 a.m. to 7 p.m. and Fridays, 8 a.m. to 4 p.m.

Student Trustee

B Building, Second Floor - Room B-240 - studenttrustee@triton.edu

The student trustee is elected by fellow students during the spring semester and serves as a bridge between the board of trustees and the student body. This role includes active participation in the college's governance structure, representing the student body's interests, and maintaining an advisory voting role on all action items presented to the Board of Trustees. Board meetings are held once a month on the third Tuesday starting at 6 p.m. Feel free to show up at these meetings and speak during audience participation. A complete listing of the qualifications needed to run for student trustee can be found in the TCSA Bylaws and Constitution. The student trustee maintains an office in the TCSA area. For more information and qualifications visit triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5108.pdf.

Success Express Shuttle Bus Service

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

The shuttle operates between the hours of 7:30 a.m. and 10:30 p.m. Mondays through Thursdays and 7:30 a.m. until 1 p.m. on Fridays. The Success Express Shuttle does not operate when the campus is closed. Delays in the Pace Bus Schedule may affect the departure and arrival times of the shuttle.

For more information please contact the Office of Student Life located in Room B-240 or call Ext. 3383.

Sustainability Center

M Building, First Floor • Room M-107 • Ext. 3210

triton.edu/campus/sustainability

The Triton College Sustainability Center aims to expand training and employment opportunities while improving community and environmental health. The Sustainability Center works in collaboration with the Greening the Campus Committee.

Title IX Notice

triton.edu/students/student-services/title-ix

Triton College adheres to Title IX of the U.S. Department of Education's Education Amendments of 1972, which prohibits discrimination based on sex/gender. This includes all phases of employment, admission or financial aid programs, and other educational activities. The Title IX Coordinators at Triton College collaborate with faculty, staff, and students to uphold Title IX regulations and promote a college environment that is free from unlawful gender discrimination, sexual harassment and sexual violence.

Title IX incidents and concerns should immediately be reported to the Title IX Coordinators:

Students

Dean of Students
Triton College
2000 Fifth Avenue
Room B-250A
River Grove, IL 60171
(708) 456-0300, Ext. 3865

Staff

Associate Vice President
of Human Resources
Triton College
2000 Fifth Avenue
River Grove, IL 60171
(708) 456-0300, Ext. 3743

Section 504

Director, Center for Access and
Accommodative Services
Triton College
2000 Fifth Avenue, Room A-105
River Grove, IL 60171
(708) 456-0300, Ext. 3854

Transfer Center

Student Center, First Floor • Room B-110 • Ext. 3417

triton.edu/transfer-center

The Transfer Center offers a range of services to support students in their transfer journey. The Triton College Transfer Center's goal is to offer services and resources, such as transfer fairs, transfer workshops, university transfer representative visits to Triton College, One on One Transfer Advising, etc., that increase awareness and enable students to transfer smoothly to four-year institutions. Triton College is part of the Illinois Articulation Initiative (IAI). The IAI agreement facilitates General Education Core Curriculum (GECC) courses taken at Triton College to transfer to other Illinois IAI higher education institutions.

TRIUMPH and SURGE

triton.edu/students/triumph-and-surge

The TRIUMPH & SURGE Program is a minority retention program, designed to increase the number of minority students completing from Triton College. This initiative provides academic support, one-on-one mentoring and coaching, career exploration and development, community service projects and assistance in transitioning to a four-year institution or into the workforce.

Triton College Jazz Band

Ext. 3597

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

Triton College Student Association (TCSA)

B Building, Second Floor • Room B-240 • Ext. 3383

triton.edu/students/student-life

The TCSA is an exciting way for students to get involved with student governance, leadership and campus activities. Through the TCSA, you can gain valuable leadership skills, participate on campus committees and most importantly, make a difference at Triton College. The TCSA is made up of multiple student senators and five elected officers. Senate meetings are held at 2:15 p.m. every Tuesday during the fall and spring semesters in the Senate Chambers, Room B-270.

Triton College Television (TCTV)

(708) 456-0300, Ext. 3665

Broadcasts on Comcast Channel 16 analog and various digital channels. Now featured on AT&T's Uverse system as well. The school's cable channel broadcasts 24/7 to over 500,000 cable households throughout the Chicago metropolitan area. Programming consists of college credit telecourses, informative programs about Triton, college announcements, and student productions from the Mass Com Program.

Triton Foundation

Ext. 3758 • triton.edu/about/triton-foundation

Established in 1981, the Triton College Foundation was formed to enhance educational opportunities and services for students and residents of District 504 by supporting the college's facilities and programs. Governed by an independent Board of Directors, the Foundation raises funds for initiatives beyond the College's annual budget. Thanks to the generosity of donors, the Foundation has awarded numerous scholarships, enabling countless students to pursue higher education.

Triton Trust

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

In order to pursue this goal, the Triton Trust was created on, June 25, 1991, and remains in effect.

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

In accordance with this Trust:

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

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

To read more on this and student conduct: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5105_042120.pdf.

Troy Mart Meal Pantry

A Building, First Floor - Room A-160G - Ext 3919 - triton.edu/troymart

Troy Mart provides free food and personal care items to all students who self-identify their needs. Troy Mart offers a variety of breakfast, lunch, dinner and snack options. In collaboration with our HIA department, our menu selection changes with the variety of freshly made items. Our goal is to serve students in need by providing healthy and delicious food options that are essential to our students' success. Troy Mart is conveniently located inside the Counseling and Wellness Center.

Troy Rides

B Building, Second Floor - Room B-240 - Ext 3397 - triton.edu/troyrides

Triton will be offering transportation services to students in need. Troy Rides, powered by Lyft, provides free transportation support for Triton students facing barriers getting to and from campus, work, or clinicals. Eligible students may receive up to six one-way rides per semester (a round trip counts as two rides), with all rides limited to a 12-mile radius from Triton College. To access this service, students must complete the Troy Rides application and schedule a brief transportation intake through the Office of Student Life.

Troy Safe Haven Program

triton.edu/students/student-services/troy-safe-haven

Troy Safe Haven is here to support students experiencing urgent housing needs, personal crises, or financial hardships. In partnership with local agencies and campus resources, we provide emergency housing, help with rent and utilities, access to Troy Mart for food and hygiene items, and transportation assistance through Troy Rides. We also offer childcare referrals and limited financial support for student parents. Our goal is to ensure students have the stability they need to succeed in and outside the classroom.



Troy Safe Haven Program Application

forms.office.com/r/hjtfPPDR14

Troy's Style Station

B Building, Second Floor - Room B-280 - Ext 3383

Dress to impress – without the stress. Troy's Style Station is Triton College's free on-campus clothing closet for students in need of business, business casual or everyday wear. Whether you're prepping for a job interview, internship, presentation or just want a wardrobe refresh, we've got stylish, professional pieces for all sizes – at no cost.

Vending Machines

Various vending machines are located in almost every building on campus. If you experience any problems with any of the vending machines on campus please contact the Cashier's Office in Room B-130, Ext. 3581.

Veterans' Education Benefits

Student Center, First Floor • Room B-160 • Ext. 3651 or 3531

Our office offers information and assistance concerning veterans' educational benefits, covering both Federal and State programs. These include benefits like the GI Bill®, Illinois Veterans' Grants, Illinois National Guard Grant, and Illinois MIA/POW Scholarship Grant. For more information, please visit triton.edu/students/Veterans-Services/Veterans-Information-and-Educational-Benefits.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at benefits.va.gov/gibill.

Welcome Center

B Building, First Floor • Ext. 3888

triton.edu/admissions-aid/admissions/#welcome-center

The Welcome Center team, situated in the Student Center, is here to help students, staff, and visitors navigate the college campus. They provide general college details, maps, directions, assistance with class registration, referrals, and student photo ID's. The Welcome Center is open Mondays-Thursdays, 8 a.m. to 7 p.m. and Fridays, 8 a.m. to 4 p.m.

Workforce Empowerment Initiative (W.E.I.)

A Building • Room A-204 • Ext. 3842 • wei@triton.edu • triton.edu/wei

The Workforce Empowerment Initiative (WEI) is a grant program supported by the Illinois Community College Board (ICCB). The aim of the WEI grant is to expedite the pathway for African American students to access and excel in post-secondary education/training programs that prepare them for employment in high-skilled, high-paying, and in-demand occupations.

EMERGENCY RESPONSE GUIDE

Emergency Situations, General

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

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

One can reach the Triton Police Department at (708) 456-6911 (direct line), by dialing 11 or 911.

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

Response to a Hostile Situation, Including Active Shooter and Law Enforcement Emergencies

A. General Information

1. Be alert to suspicious situations or persons and report them to the Triton Police Department by dialing 11 or (708) 456-6911 (direct line).
2. If you are a victim of or witness to any on-campus violation of the law, such as assault, robberies or theft, contact the TCPD.
3. Notify the TCPD as soon as possible and provide them with the following information:
 - a. Nature of incident.
 - b. Location of incident.
 - c. Description of person involved.
 - d. Description of property involved.

B. Hostile Intruder in a Building

1. **Escape – GET OUT.** If one can safely make it out of the building by running away, and then they should do so. This is normally one's best option. **Note:** One must know the exact location of the hostile intruder before leaving an area of safety. Also, one must consider the fact that there may be more than one hostile intruder.
 - a. Do not run in a straight line.
 - b. Attempt to keep objects such as, desks, cabinets, fixtures, etc... between you and the hostile person(s).
2. **Shelter in Place – HIDE OUT.** If running from the building is not a viable option, faculty (staff) should immediately lock students and themselves in an office or the classroom. If not already in a locking office or classroom, exit the building or find a locking office or classroom.
 - a. Do not sound the fire alarm.
 - b. Keep classrooms secure until police arrive and give directions.

C. Hostile Intruder(s) on the grounds of the campus

1. Run away (**GET OUT**) from the threat if you can, as fast as you can.
2. Refer to (**Escape – GET OUT**).

Medical Assistance and First Aid

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

- A.** In the event that a student, visitor or employee injures himself/herself or falls ill, the student or employee shall make every effort to assist that person in the following ways:

1. TCPD shall be contacted at Ext. 3206, 3207, 3208, by direct line (708) 456-6911 or by an emergency House Phone located on the interior and exterior of buildings (*24 hours a day/7 days a week).
(One may dial "911" for serious illness or injuries)

AND/OR

2. The college nurse shall be contacted at Ext. 3051. Health Services is located in the G Building, Room G-109 (*limited hours available).
- C.** The caller should remain calm and give the following information to the TCPD and/or the Nurse's Office.
 1. Caller's name and location
 2. Injured person's exact location (must be specific)
 3. Injured person's condition if known (i.e. fainted, bleeding)
 4. Caller should hold on the line until emergency services are dispatched and should return to the injured party and wait for assistance to arrive or as directed by the TCPD or Health Services personnel.
- B.** TCPD and/or Health Services personnel shall render necessary aid and shall assess the situation and determine the need for further assistance (i.e. ambulance, additional manpower, etc.).

Power Failure(s)

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

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

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

Fire Emergencies

1. **Pull fire alarm.** Evacuate and close doors as you go without locking them.
2. **Evacuate building using the most direct route and nearest exit.**
3. **Do not use elevators.**
4. Once outside, move to a clear area at least 150 yards away from the affected building. Keep the walkways clear for emergency vehicles.
Do not return to an evacuated building unless directed to do so by the Triton College Police Department.
5. Each instructor shall make an accurate check of all students under their responsibility.
6. **Notify emergency personnel of persons with disabilities who are in the building and need help to evacuate.**
7. Notify Triton College Police Department (TCPD) concerning any special circumstances such as failure of the staff to evacuate persons with disabilities. This information will be forwarded to the Fire Department.
8. Should you become trapped in the building, dial 911, if possible, to inform TCPD of your location. If a window is available, attempt to attract the attention of TCPD or emergency response personnel.

When Evacuation is Complete

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 or fire department will give the re-entry order.

Severe Weather

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

- A.** Follow room instructions to move to a place of safety.
- B.** Move away from windows.
- C.** Seek hallways or rooms without windows. If time allows, move to lower building levels.
- D.** Stairwells (without windows) are also safe locations during severe weather.
- E.** Avoid rooms with large roof spans such as the gymnasium, Café or theaters.
- F.** If outside, avoid downed power lines and trees and try to get to a building.
- G.** Wait until storm passes and "All Clear" message is issued.

In the aftermath of severe weather, there could be significant damage to any or all the structures of the College. If there is severe damage affecting utilities, such as water, 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.

Bomb Threats/Found Devices

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

- A.** Any Triton College student or employee receiving notification of a bomb threat or the discovery of any suspected explosive or incendiary device shall immediately contact the Triton Police Department by dialing 11, 911 or (708) 456-6911 (direct line).

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

1. Exact location of the device or package & time of detonation.
 2. Description of the device & location (what is it in or how is it concealed).
 3. Name of caller and/or organization affiliation and their location.
 4. Reason bomb was placed on campus.
 5. Phone number of telephone from which call was received on.
 6. Any other information as description of caller and/or his/her location (speech, background noises, exact language used, special identifying characteristics, sex, race, age, etc.).
- B.** Upon making notification to the police department, each student or employee shall also report the identity of any persons who may have overheard the call, whether or not the call was recorded and other information as directed by the police official. **Bomb threat calls should not be discussed with any other personnel.**
(If the bomb threat is left on voicemail, save the call and contact police. Do not share the call with other employees or students until the police arrive.)
- C.** The Triton College Police Department will conduct a detailed search and investigation. **Do not self initiate any investigation.**
- D.** Evacuation decision will be made by the Triton College Police Department. If ordered to evacuate please use stairs only (Not elevators), and notify emergency personnel of persons with disabilities who are in the building and need help to evacuate.
- E.** Follow all directions from the Triton College Police Department, if ordered to evacuate ensure to move at least 500 feet from the building.
- F.** The Triton College Police Department will advise all personnel on what further direction to do and when clear to return to the building.

Suspicious Package

**If you receive or discover a suspicious package or device:
DO NOT TOUCH IT, TAMPER WITH IT OR MOVE IT!**

Contact the Triton Police Department by dialing 11, 911 or (708) 456-6911 (direct line).

NOTE: Do not use a cell phone within 500 feet of the suspicious package.

What constitutes a suspicious letter or parcel?

Some typical characteristics which should trigger suspicion include letters or parcels that:

1. Have a powdery substance on the outside.
2. Are unexpected or from someone unfamiliar to you.
3. Have excessive postage.
4. Handwritten on poorly typed addresses, incorrect titles or titles with no name.
5. Misspellings of common words.
6. Are addressed to someone no longer with your organization or are otherwise outdated.
7. Have no return address or have one that can't be verified as legitimate.
8. Are of unusual weight, given their size, or are lopsided or oddly shaped.
9. Have an unusual amount of tape.
10. Are marked with restrictive endorsements, such as "Personal" or "Confidential"
11. Have strange odors or stains.

What to do if you receive a suspicious package or parcel:

1. Handle with care. Do not shake or bump.
2. Isolate it immediately.
3. Don't open, smell, touch or taste.
4. Treat it as suspect. Call the Triton Police immediately.

Hazardous and Radioactive Materials

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

1. Contact the Triton Police Department by dialing 11, 911 or (708) 456-6911 (direct line).
2. Isolate the affected area after notifying the police department
3. Isolate and confine all exposed and contaminated people to a safe area.
4. All exposed person(s) should remain together, but may move to an area of safety as a group.
5. Do not remove any items from a contaminated area
6. If not exposed, remain at least 500 yards from the area to avoid exposure.
7. Do not eat, drink, or smoke in the area. Do not use food or drinking water that may have been in contact with the material from the incident.
8. Provide police or fire personnel with information about the incident or the circumstances before, during, and after exposure. Assist police in their investigation and serve as a witness if requested to do so.
9. Be prepared to surrender personal items, including clothing, until same can be decontaminated.
- 10. DO NOT COLLECT SOUVENIRS.**

Gas Leak

Any employee who suspects, or verifies, that gas is leaking into an area on campus shall immediately contact the Triton Police Department by dialing 11, 911 or (708) 456-6911 (direct line) AND evacuate the area.

Campus Closure (Know Before You Go)

It is very rare for the campus to close during normal operating hours, but it can happen for any number of reasons. Before coming to campus, during a snowstorm for example, students and staff can find out the status of the college via any number of resources. Triton will communicate to students and employees via Triton.edu, employee email and the emergency notification system (text messaging).

Before coming to campus, you can go to [emergencyclosingcenter.com](https://www.triton.edu/emergencyclosingcenter.com) on any computer to see if the Triton College campus is open or closed.

POLICIES AND PROCEDURES

Important Information! Explore Triton College's complete guide to key policies and procedures, covering all you need to know about campus regulations managed by our committed Board of Trustees. From academic guidelines to administrative protocols, our policies are crafted to foster a safe, inclusive, and productive environment for every member of the Triton community. Whether you're a student, faculty, or staff member, familiarizing yourself with these policies is crucial to upholding our commitment to excellence and integrity

Academic Honesty Policy #5208

Triton College takes pride in maintaining academic integrity at our institution. Any form of academic dishonesty, including plagiarism, cheating on exams, or unauthorized collaboration, is strictly prohibited and will result in disciplinary action. We encourage all students to uphold ethical standards in their academic pursuits to maintain a fair and honest learning environment.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5208.pdf.

Academic Honors Policy #5240

Our Academic Honors policy at Triton College recognizes and celebrates outstanding achievement among our students. It acknowledges academic excellence across various disciplines, encouraging and inspiring continuous dedication to scholarly pursuits. We aim to foster a culture where achievement is recognized and celebrated, motivating all students to strive for their highest potential.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5240.pdf.

Academic Placement Policy #5201

Academic Placement policy at Triton College ensures that students are appropriately matched with courses that align with their current skill levels and academic readiness. Through thoughtful assessment and evaluation, we aim to provide each student with the best possible learning experience, setting a solid foundation for their academic journey. Our goal is to support students in reaching their full potential by offering placement guidance that promotes success and achievement.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5201_042120.pdf.

Acceptance of Academic Credit Policy #5265

Acceptance of Academic Credit policy is designed to recognize and honor prior learning experiences of students. We evaluate and accept credits from various accredited institutions and examinations, ensuring a seamless transition into our academic programs. This policy aims to support students in their educational pursuits by maximizing the transferability of credits earned elsewhere, facilitating progress towards their academic and career goals. We are committed to providing transparent guidelines and opportunities for students to leverage their prior achievements effectively.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5265.pdf.

Administration of Student Activity Fees Policy #5123

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

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5123.pdf.

Admission Requirements for Health Career and Public Service Programs Policy #5101.3

The Admission Requirements for Health Career and Public Service Programs Policy at Triton College outlines the standards and criteria for entry into specialized educational pathways. Designed to select candidates who demonstrate both academic aptitude and a commitment to service-oriented professions, this policy ensures that students are well-prepared for the challenges and responsibilities of their chosen fields. By adhering to rigorous admission standards, we uphold our commitment to producing highly skilled professionals who contribute positively to their communities and beyond.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5101.3.pdf.

Affirmative Action Policy #5107

The Affirmative Action Policy at Triton College underscores our commitment to diversity, equity, and inclusion in all aspects of campus life. This policy promotes fair and equal opportunities in recruitment, hiring, and educational access, ensuring that individuals from all backgrounds have an equitable chance to excel. By actively fostering a diverse community, we enrich the educational experience and prepare students to thrive in a global society. Triton College remains dedicated to upholding these principles, striving for a campus environment that embraces and celebrates diversity in all its forms.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5107.pdf.

Alcoholic Beverage Policy #5122.1

The Alcoholic Beverage Policy at Triton College maintains a clear stance on the responsible consumption of alcohol on campus. Aligned with state laws and college regulations, this policy promotes a safe and conducive learning environment by strictly prohibiting the unauthorized use, possession, or distribution of alcoholic beverages on college premises except for instructional purposes (i.e., hospitality industry management and/or associated programming). Through education and enforcement, we prioritize the well-being and safety of our students, faculty, and staff, fostering a campus culture that values responsible behavior and supports academic success.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5122.1.pdf.

Application for Admission Policy #5112

The Application for Admission Policy at Triton College outlines the process and criteria for prospective students seeking enrollment. Designed to ensure fairness and accessibility, this policy guides applicants through the steps required to join our diverse academic community. By evaluating each application holistically, we strive to identify individuals who demonstrate potential for success and who align with our institutional values. We are committed to facilitating a straightforward and transparent application process that welcomes students from all backgrounds to pursue their educational goals at Triton College.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5112_121123.pdf.

Athletic Scholarships and Grants In-aid Policy #5902

The Athletic Scholarships and Grants-in-Aid Policy at Triton College supports student-athletes in achieving both academic and athletic excellence. Under the National Junior College Athletic Association (NJCAA) and Conference standards students are considered qualified to receive scholarships and grants in-aid. This policy outlines the criteria and procedures for awarding financial assistance to deserving athletes, promoting a balanced approach to sports and academics. By providing opportunities for talented individuals to pursue their athletic dreams while earning a quality education, we aim to foster a competitive and supportive environment. Triton College is committed to investing in the development of well-rounded student-athletes who contribute positively to our community and beyond.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5902_012820.pdf.

Auditing a Course Policy #5203.1

The Auditing a Course Policy at Triton College allows students to enrich their academic experience by auditing courses of interest without receiving formal grades or credit. This policy provides an opportunity for individuals to expand their knowledge and skills in a relaxed and non-evaluative setting. By promoting lifelong learning and exploration, auditing courses supports personal and professional development. Triton College encourages students to take advantage of this policy to enhance their educational journey and pursue a deeper understanding of subjects that align with their interests and career goals.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5203.1.pdf.

Cancellation of a Course Policy #5241

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

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5241.pdf.

Card Playing/Table and Board Games Policy #5106

Card playing, along with other table and board games regulated by the institution, may only take place in the Student Center or other designated areas authorized by college officials during regular operating hours. Participation in these activities is restricted to current Triton College students only. Failure to adhere to this policy may result in disciplinary measures, up to and including dismissal from the College. Visitors found in violation of this policy will be escorted off campus. Gambling of any kind is strictly prohibited on the Triton campus at all times.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5106.pdf.

Change of Grades Policy #5201.1

Students wishing to contest a final grade issued by an instructor must initially address their concerns directly with the instructor involved. If further action is necessary, the student may escalate the grievance by consulting the chairperson overseeing the instructor, and subsequently, the dean supervising the chairperson. The decision rendered by the academic dean will be final.

To begin the process, students must contact the instructor no later than the final day of the subsequent regular semester (fall or spring semester).

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5201.1.pdf.

Chronic Communicable Diseases Policy #5410

The Chronic Communicable Diseases Policy at Triton College outlines protocols and guidelines to ensure the safety and well-being of students and staff affected by long-term communicable diseases. This policy emphasizes confidentiality, non-discrimination, and support for individuals managing chronic conditions. Triton College is committed to providing a supportive environment that promotes awareness, prevention, and appropriate response measures for chronic communicable diseases, fostering a campus community that prioritizes health and inclusivity.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5410.pdf.

Class Attendance Policy #5206

Given the significant role of regular attendance in the learning process, students are required to attend all scheduled course meetings. Attendance policies may differ between courses, and faculty will communicate these specifics in the course syllabus as per Board policy. Students who miss class are accountable for completing assignments given during their absence. Faculty have the authority to remove students from a course due to excessive absences or failure to attend by the course's census date. Students can request reinstatement through a petition process with faculty.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5206.pdf.

Classroom Behavior Policy #5207

The Classroom Behavior Policy at Triton College establishes guidelines to foster a respectful and conducive learning environment for all students and instructors. It outlines expectations for behavior, emphasizing mutual respect, participation, and academic integrity. Students are expected to engage constructively, refrain from disruptive behavior, and adhere to the instructions and guidelines set by faculty members.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5207.pdf.

Clinical Education Student Performance Procedures

The Clinical Education Student Performance Procedures are tailored to meet the specific needs of our diverse health career departments. These guidelines detail the exact expectations, evaluation criteria, and feedback mechanisms essential for students in clinical placements in fields like nursing, diagnostic imaging, physical therapy, pharmacy, and more. Following these department-specific protocols allows students to navigate their clinical experiences effectively, fostering professional growth and maintaining compliance with industry standards across various healthcare disciplines.

For more details regarding clinical policies specific to your health career field, please refer to the handbook relevant to your area of study.

Clubs and Organizations Policy #5810

The Triton College Board of Trustees recognizes that students bring diverse interests to campus and may develop new ones within the academic community. Students have the freedom to form and join associations that reflect their shared interests. Our policy on clubs and organizations outlines guidelines for establishing and operating student groups on campus. It ensures a supportive environment where clubs can thrive, fostering leadership development, community engagement, and diverse interests among students. This policy encourages creativity, collaboration, and responsible conduct, enriching the campus experience and promoting a vibrant campus community.

All student clubs and organizations, including those affiliated with external organizations, will be open to all students without discrimination, as mandated by law, except for religious qualifications required by sectarian organizations.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5810.pdf.

Disciplinary Probation and Disqualification Policy #5213

Students who do not adhere to Triton College policies, regulations, and rules may face disciplinary measures, up to and including dismissal from the College. Disciplinary hearings will be overseen by the Dean of Student Services office or an appointed designee, and conducted by the Student Conduct Committee. The committee, appointed by the Vice President of Enrollment Management & Student Affairs, undergoes annual membership review.

In cases resulting in suspension or dismissal, students may appeal the decision through the Student Conduct Committee. Academic concerns related to disciplinary matters are addressed through grievances initiated with the instructor, department chairperson, and academic dean, whose decision is final.

Students accused of violating college policies may be redirected from the disciplinary process if it is determined they are experiencing a psychological disorder. This decision may occur if their behavior poses a threat of physical harm, significant property damage, or obstructs the lawful activities of others.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5213.pdf.

Final Examinations Policy #5220

Examinations at Triton College will not exceed a duration of two hours. All students are required to take their final examinations as scheduled and will not be excused from this requirement. In the event of exceptional circumstances necessitating a special examination at a different time, students must obtain explicit authorization from the relevant academic dean. Failure to secure such authorization may result in a final grade of "F" or, at the instructor's discretion, a reduced grade. In specific situations, early examination arrangements may be considered and approved.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5220.pdf.

Financial Aid Policy #5310

Financial aid based on demonstrated financial need may be accessible to students enrolled at Triton College in a certificate or degree program comprising a minimum of 16 credit hours.

Student financial aid programs encompassing grants, loans, scholarships, and employment opportunities are designed to ensure that no eligible student is unable to pursue a college education due to financial constraints. Detailed guidelines for these programs are formulated and made available by the Financial Aid Office.

Triton College prohibits discrimination in its financial aid programs on the basis of race, color, age, creed, sex, disability, national origin, or any other characteristic protected by law. All students have equal access to participate in and receive benefits from these programs.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5310.pdf.

Financial Obligations Policy #5113

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

The Cashier's Office will determine when a student has failed to fulfill a required payment.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5113.pdf.

Fundraising Policy #5812

The Triton College Board of Trustees recognizes that there are times when students representing Triton organizations and/or clubs desire to raise monies through a variety of fund-raising activities. All student fund-raising activities must be approved by the Director of Student Services prior to the fund-raising activity. There will be no solicitation on campus or any other type of fund-raising by external organizations without the approval of the Vice President of Enrollment Management and Student Affairs.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5812.pdf.

Grading System Policy #5205

Triton College employs the following grading scale for all courses across its programs (except where specified):

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

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

Graduation Requirements Policy #5118

The Graduation Requirements Policy at Triton College outlines the criteria and procedures necessary for students to earn a degree or certificate from the institution. This policy details the specific coursework, credit hours, and GPA requirements that students must fulfill within their chosen program of study. It also includes any additional requirements such as completion of specific courses, exams, or practical experiences. Triton College is committed to ensuring that all graduates meet rigorous academic standards and are well-prepared to pursue their career goals upon completion of their program.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5118.pdf.

Harassment, Discrimination and Misconduct Policy #6175

The Harassment, Discrimination and Misconduct Policy at Triton College highlights our commitment to fostering a campus environment free from harassment, discrimination, and misconduct. This policy prohibits any form of harassment or discrimination based on race, color, religion, sex, gender identity, age, disability or any other protected characteristic under applicable law. Triton College provides clear guidelines and procedures for reporting and addressing incidents of harassment, discrimination, or misconduct, ensuring prompt and fair resolution. We are dedicated to promoting a respectful and inclusive community where all individuals are treated with dignity and have equal access to educational and employment opportunities.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/6000/policy_6175_111720.pdf.

Health Services Policy #5506

The Health Services Policy at Triton College outlines the provision of healthcare resources and support to promote the well-being of students and faculty. This policy ensures access to essential health services, including medical consultations, counseling, and wellness programs. Triton College is committed to fostering a healthy campus environment by offering preventive care, health education, and resources for managing physical and mental health challenges. The Health Services Policy reflects our dedication to supporting the holistic development and success of every member of the Triton College community.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5506.pdf.

High School Student Admission Policy #5103

Triton College welcomes high school students to apply for admission, with a commitment to providing accessible educational opportunities. Our admissions policy for high school applicants is designed to facilitate a smooth transition from secondary education to college.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5103.pdf.

Identification Card Students Policy #5110

The Identification Card Students Policy at Triton College establishes guidelines for obtaining and utilizing student identification cards. These cards serve as official identification for students and are required for accessing campus facilities, resources, and services. The policy ensures that all students receive their ID cards promptly upon enrollment and understand the responsibilities associated with card usage. Triton College encourages students to carry their ID cards at all times to facilitate a smooth and secure campus experience.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5110.pdf.

Incomplete Grades Policy #5202

The Incomplete Grades Policy at Triton College provides guidelines for faculty and students regarding the issuance and completion of incomplete grades. This policy allows students facing extenuating circumstances to request an incomplete grade for a course, extending the time needed to fulfill outstanding course requirements. Faculty members outline specific conditions and deadlines for completing coursework, ensuring clear communication and mutual understanding between instructors and students. Triton College aims to support student success by offering flexibility in completing coursework under exceptional circumstances while maintaining academic rigor and integrity.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5202.pdf.

Insurance Policy #5121

The Insurance Policy at Triton College outlines provisions for safeguarding the well-being of students, faculty, staff, and visitors. This policy ensures adequate insurance coverage across various aspects of campus activities, including health, liability, property, and other pertinent areas. Triton College is committed to providing a secure environment through comprehensive insurance measures that mitigate risks and protect individuals and assets.

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

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5121.pdf.

International Student Admission Policy #5102

The International Student Admission Policy at Triton College details the requirements and procedures for prospective international students seeking admission. This policy ensures a streamlined process for applicants from around the world to enroll in academic programs at Triton College. It includes guidelines on visa status, English language proficiency, academic credentials evaluation, and any specific requirements for international students. Triton College welcomes diversity and encourages global perspectives through its commitment to supporting international students in achieving their educational goals.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5102_083023.pdf.

Job Posting Policy #5901

The Job Posting Policy at Triton College governs the process of advertising employment opportunities to students and the broader community. This policy ensures transparency, fairness, and compliance with relevant laws and regulations. Job postings must adhere to specific guidelines set forth by Triton College, including criteria for content, duration, and dissemination channels. By facilitating a structured approach to job postings, Triton College supports students and community members in accessing valuable employment opportunities that align with their career aspirations.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5901.pdf.

Mandatory Enrollment in COL 102, Learning Framework for College Success Policy #5904

The institution will actively identify students who can benefit from enhancing their non-cognitive skills and academic performance. To address or improve academic outcomes:

1. First-time college students pursuing an AA, AS, AFA, or AGS degree, identified as needing improvement in non-cognitive skills through assessment, will be mandated to enroll in COL 102 Learning Framework for College Success.
2. Students who have completed 12 credit hours and hold a cumulative GPA below 2.0 will be required to enroll in COL 102 in the following semester.
3. This policy shall be mandated for students placed on academic probation as a result of coursework completed within the previous 12 months.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5904_102122.pdf.

Non-discrimination Policy #4102.2

Triton College's Non-discrimination Policy underscores our commitment to fostering an inclusive and equitable environment for all members of the community. We prohibit discrimination on the basis of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, veteran status, or any other characteristic protected by applicable law. This policy applies to all aspects of Triton College operations, including admissions, employment, educational programs, and activities.

Triton College is dedicated to promoting diversity, respecting individual differences, and ensuring equal opportunities for everyone in our community. We encourage a culture of mutual respect and understanding, where each person's contributions are valued and celebrated.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/4000/policy_4102.2.pdf.

Out-of-district Students Joint Agreements Policy #5119

The Out-of-district Students Joint Agreements Policy at Triton College governs agreements with other educational institutions to facilitate enrollment for students residing outside Triton College's district boundaries. This policy outlines the terms and conditions under which out-of-district students may access educational opportunities at Triton College through joint agreements with their home institutions. It ensures clarity regarding tuition, fees, and administrative procedures involved in these partnerships. Triton College values collaboration with other institutions to broaden access to quality education and enrich the academic experience for all students involved.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5119.pdf.

Outside Speakers and Programs Policy #5605

The Outside Speakers and Programs Policy at Triton College establishes guidelines for hosting external speakers and programs on campus. This policy ensures that events featuring outside speakers or programs align with Triton College's educational mission and values, promoting diverse perspectives and academic discourse while maintaining a respectful and inclusive environment. Organizers must adhere to specific procedures for inviting, vetting, and coordinating external speakers and programs to ensure compliance with college policies and regulations. Triton College encourages events that enhance learning opportunities and cultural exchange while fostering a vibrant and intellectually stimulating campus community.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5605.pdf.

Permit for Posting Signs, Posters and Banners Policy #5731

The Permit for Posting Signs, Posters, and Banners Policy at Triton College governs the guidelines and procedures for displaying promotional materials on campus. This policy ensures that signage activities are conducted in a manner that respects campus aesthetics, safety, and regulations. Clubs, individuals and organizations wishing to post signs, posters, or banners must obtain a permit from the office of the Dean of Student Services or the appropriate college authority. The policy outlines specific criteria for approval, including content guidelines, placement locations, and duration of display. Triton College encourages responsible promotion of events and activities that contribute positively to campus life while maintaining the integrity of its facilities.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5731.pdf.

Permit to Assemble: Protests/Demonstrations Policy #5730

The Board of Trustees acknowledges the rights of students and staff to express themselves collectively, whether in support of or opposition to any topic or cause, which may include protests and demonstrations.

To assemble on campus for group protests or demonstrations, Triton College students and/or staff must obtain a permit. This permit requires approval from the Vice President of Academic Affairs, the Vice President of Enrollment Management & Student Affairs, and the Chief of Campus Police at least 24 hours prior to the scheduled demonstration.

The Board of Trustees expects all participating students and/or staff to adhere to the following responsibilities during assemblies:

1. Maintain a peaceful atmosphere.
2. Conduct activities outside campus buildings.
3. Avoid obstructing entrances to campus buildings.
4. Ensure normal traffic flow on streets, sidewalks, and parking lots.
5. Refrain from using amplification equipment.
6. Respect the regular operations and classes of the college.

Any protest or demonstration that fails to meet these criteria will be disbanded.

Specific regulations, including an approval form for permits to assemble, will be developed by the Vice Presidents of Academic Affairs, Enrollment Management & Student Affairs, and Business Services to implement this policy effectively.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5730.pdf.

Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs/Drug Abuse Education Programs Policy #5122

The Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs Policy at Triton College outlines regulations governing the possession, use, and sale of alcohol and illegal drugs on campus. This policy prohibits the unauthorized possession, consumption, or distribution of alcoholic beverages and illegal drugs by students, faculty, staff, and visitors on Triton College premises.

Triton College is committed to maintaining a safe and healthy environment conducive to learning and personal growth. The policy includes provisions for drug abuse education programs aimed at raising awareness and promoting responsible behavior among the campus community. Violations of this policy may result in disciplinary action, up to and including expulsion or termination, and may also involve legal consequences.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5122.pdf.

Privacy Act and Directory Information Policy #5717

The Privacy Act and Directory Information Policy at Triton College safeguards the privacy rights of students by delineating guidelines for the management and disclosure of personal information. This policy adheres to the Family Educational Rights and Privacy Act (FERPA), which protects the confidentiality of student records. Triton College designates certain information as directory information, which may be disclosed without prior consent unless the student opts to restrict its release. Students have the right to access their records, request amendments, and control the disclosure of directory information. Triton College is committed to upholding the highest standards of privacy and compliance with federal regulations to ensure the confidentiality and security of student information.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5717.pdf.

Registration Policy #5111

A schedule of classes will be sent to all in-district households before each term to assist residents interested in enrolling at Triton College. Current students will receive a registration notice. Students can register either in person or online for most career and university transfer courses, as well as nearly all courses offered through the School of Continuing Education. To insure proper academic placement, degree seeking students, first time enrolled, will be required to participate in new student orientation and placement testing, per Board Policy No. 5201

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

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5111.pdf.

Repeating a Course Policy #5203

The Repeating a Course Policy at Triton College outlines guidelines for students who wish to retake a course to improve their academic performance. This policy allows students to repeat a course to replace a previous grade or to enhance their understanding of the subject matter. Triton College provides clear procedures for registering to repeat a course, including limitations on the number of times a course can be retaken and the impact on GPA calculation.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5203.pdf.

Residence Policy #5115

The Residence Policy at Triton College outlines guidelines pertaining to residency requirements for students. This policy establishes criteria for determining residency status for tuition purposes, ensuring fair and consistent application of residency regulations. Triton College aims to provide clear procedures for students to establish residency status, including documentation requirements and deadlines. By adhering to this policy, Triton College maintains transparency and equity in tuition assessment while supporting access to higher education for all eligible students.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5115_062724.pdf.

Servicemembers' Opportunity College (Military Personnel) Policy #5112.1

The Servicemembers' Opportunity College (Military Personnel) Policy at Triton College is designed to support military personnel in pursuing their educational goals. This policy acknowledges the unique challenges faced by servicemembers and outlines provisions to facilitate their academic success. Triton College offers flexible enrollment options, transfer credit opportunities, and academic advising tailored to military schedules and commitments. Additionally, the policy ensures compliance with federal regulations, including those related to tuition assistance and military benefits. Triton College is committed to honoring and supporting the service of military personnel through accessible educational opportunities and dedicated support services.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5112.1.pdf.

Student Admission Policy #5101

The Student Admission Policy at Triton College outlines the criteria and procedures for admitting students into academic programs. This policy ensures a fair and transparent process for prospective students seeking enrollment. Triton College welcomes applications from diverse backgrounds and provides clear guidelines on admission requirements, including documentation, testing, and deadlines. By adhering to this policy, Triton College fosters an inclusive environment where all students have the opportunity to pursue their educational aspirations.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5101.pdf.

Student Code of Conduct / The Triton Trust Policy #5105

The Student Code of Conduct, also known as The Triton Trust Policy at Triton College, establishes the standards of behavior expected from all students. This policy promotes a respectful and safe learning environment by outlining guidelines and expectations regarding academic integrity, personal conduct, and interactions within the college community. Students are encouraged to uphold principles of honesty, responsibility, and mutual respect in all aspects of campus life. Violations of the code may result in disciplinary actions designed to educate and support students in their personal and academic growth. Triton College is committed to fostering a community where everyone can thrive academically and socially.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5105_042120.pdf.

Student Complaint Process

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

The student complaint process governs any case in which a student has a complaint on an action that is deemed objectionable by the complainant against Triton College or a member of the faculty, administration, or employee of the institution. Students are strongly encouraged to resolve any concern informally through the appropriate individual or department with whom the concern resides. If however, an issue or problem still exists, there is a formal complaint process that students may initiate.

NOTE: The student complaint process does not apply to a request for a routine decision (e.g., tuition appeals, requirement waiver, etc.), grade appeals, complaints of sexual harassment, or complaints of discrimination. Please refer to the student handbook for procedures regarding these types of complaints (i.e. "change of grades", "sexual harassment", "non-discrimination policy").

Procedure

All complaints should be submitted in writing (complaints may also be submitted via email) in complete detail promptly after the occurrence, describing the concern clearly and concisely. In order to fully investigate the complaint, the following information is needed:

1. The name and contact information for the student who is communicating the concern.
2. Date and details of the incident/nature of the complaint.
3. Name of the person(s) involved.
4. Name and contact information of any witnesses of the incident.
5. Signature of the complainant.
6. Complainant's desired resolution.

A delay in reporting can make it difficult to investigate and address the concern. All complaints must be filed within 30 days of the date that the incident occurred.

Academic Student Complaint

Step I

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

Step II

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

Step III

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

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

Decision of the Vice President is final.

Non-Academic Student Complaint

Step I

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

Step II

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

Step III

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

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

Decision of the Vice President is final.

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

Student Conduct Committee Process

The Student Conduct Committee at Triton College plays a crucial role in upholding campus standards and promoting a respectful learning environment. This committee is responsible for reviewing alleged violations of the Student Code of Conduct, ensuring fair and impartial adjudication of cases involving student behavior. Comprised of faculty, staff, and student representatives, the committee evaluates incidents, conducts hearings, and determines appropriate sanctions when violations are substantiated. Triton College is committed to fostering accountability and supporting student development through the ethical application of disciplinary measures.

How to navigate the process click here: triton.edu/contentassets/ce4cccb3b25f4bb6941d321138bdbbbf/student_conduct_committee_proceedings.pdf.

Student Travel Policy #5420

The Student Travel Policy at Triton College governs guidelines and procedures for student travel activities organized or sponsored by the college. This policy ensures the safety, welfare, and educational benefits of students participating in travel-related programs, events, or competitions. Triton College prioritizes the well-being of students by requiring adherence to specific protocols, including travel approvals, risk assessments, emergency preparedness, and compliance with college policies and regulations. The policy aims to enhance students' academic experiences through responsible and enriching travel opportunities while maintaining transparency and accountability.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5420.pdf.

Student Trustee Qualifications Policy #5108

The Student Trustee Qualifications Policy at Triton College outlines the eligibility criteria and responsibilities for students interested in serving as a trustee on the college's governing board. This policy ensures that student trustees are selected based on their leadership qualities, academic standing, and commitment to representing the student body effectively. Triton College values the input and perspective of student trustees in decision-making processes and encourages their active participation in shaping the college's policies and initiatives.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5108.pdf.

Tobacco and Smoke Free Campus Policy #3610

Triton College's Tobacco and Smoke-Free Campus Policy promotes a healthy and clean environment for all members of the college community. This policy prohibits the use of tobacco products, including smoking and vaping devices, on all college property, both indoors and outdoors. Triton College prioritizes the well-being of its students, faculty, staff, and visitors by creating a smoke-free environment that supports respiratory health and wellness. The policy encourages compliance through education, signage, and community awareness, reflecting the college's commitment to promoting a sustainable and healthy campus culture.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/3000/policy_3610_021823.pdf.

Tuition and Fees Senior Citizens Policy #5117

Our policy regarding tuition and fees for senior citizens of the Triton College district ensures accessibility to higher education for individuals of retirement age. We offer discounted or waived tuition rates, providing opportunities for lifelong learning and continued personal development. This policy emphasizes our commitment to supporting senior citizens in their pursuit of knowledge and skills enhancement, fostering a vibrant and inclusive educational community.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5117.pdf.

Tuition for Employees of In-district Companies Policy #5116

Triton College's Tuition for Employees of In-District Companies Policy provides opportunities for professional development and education for employees of local businesses within the college's district. This policy aims to support workforce development by offering tuition benefits or discounts to eligible employees who wish to enroll in Triton College courses or programs. By fostering partnerships with local businesses, Triton College contributes to the growth of the regional economy and enhances educational access for employees seeking to advance their skills and careers.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5116.pdf.

Tuition Refund Policy #5120

The Tuition Refund Policy at Triton College outlines guidelines and procedures for students seeking refunds of tuition fees under various circumstances. This policy ensures transparency and fairness in financial transactions related to student enrollment and withdrawal. Triton College provides clear information on refund eligibility, deadlines, and the process for submitting refund requests. By adhering to this policy, Triton College supports students in making informed decisions about their academic commitments while maintaining accountability in financial matters.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5120.pdf.

Tuition Refund/Credit Voucher for Students Called to Active Military Service Policy #5120.1

The Tuition Refund/Credit Voucher for Students Called to Active Military Service Policy at Triton College provides guidelines and support for students who are called to active military duty. This policy ensures that students who are unable to complete their courses due to military service obligations can request a refund or credit voucher for tuition and fees. Triton College acknowledges the sacrifices made by servicemembers and aims to facilitate a seamless transition by offering financial assistance options during periods of deployment.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5120.1.pdf.

Tuition Waiver/Student Trustee Policy #5109

The Tuition Waiver/Student Trustee Policy at Triton College outlines the provisions and responsibilities related to tuition waivers for student trustees serving on the college's governing board. This policy ensures that student trustees receive a waiver of tuition fees for the duration of their term in recognition of their service and contributions to the college community. Triton College values the input and perspective of student trustees in governance and decision-making processes, fostering leadership development and student engagement.

To review the full policy, please click here: triton.edu/globalassets/media/documents/board-policy-manual/5000/policy_5109.pdf.

TRITON COLLEGE STUDENT ASSOCIATION CONSTITUTION AND BYLAWS

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

Constitution/Preamble

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

Article I/Purpose

The purpose of this organization shall be to:

- Section 1:**
- A.** Represent all students enrolled in a credit course at Triton College.
 - B.** Approve TCSA portion of the Restricted Purposes Fund Budget.
 - C.** Provide the necessary framework for the implementation of meaningful activities for students, staff and community.

Article II/Name and Color

- Section 1: Name**
- A.** The name of this organization shall be the Triton College Student Association.
 - B.** The nickname shall be the Trojans.

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

Article III/Membership

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

Article IV/Legislative Branch

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

Section 2 The Senate shall be an unicameral legislative body.

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

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

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

Section 5 Meetings

- A.** No official meeting of the Triton College Student Association Senate may be held without the presence of a quorum consisting of a simple majority of the total membership of the Senate and one officer.
- B.** Meetings of the Triton College Student Association Senate shall be conducted according to Roberts' Rules of Order. At the request of a majority of the senators present at an official meeting, the rules may be suspended. If no such request is made, normal meeting procedures shall be followed.
- C.** It is required of each senator to attend all meetings formally chaired by an executive officer of the TCSA. Failure of the absent senator to attend such meetings without said senator notifying an executive officer of the TCSA constitutes an unauthorized absence. Two such unauthorized absences will be allowed; however, the third such absence will result in the termination of the senator's tenure in office.
- D.** Notification of an impending absence by the absent senator is to be done by verbal or written communication at least two hours before any meeting formally chaired by an executive officer of the TCSA. It is the responsibility of the senator making the notification to ensure the communication to an executive officer is verifiable with regard to time of notification. An absence will only be excused if all qualifications referred to in Article IV, Section 7 are met.

- E. All TCSA senators will supply the Secretary with the means with which to contact any, and/or all, individual senator(s). In this way, the secretary will have the means with which to disseminate information, as needed, to any and/or all senator(s). Further, information disseminated to any senator using the contact information provided by the senator to the secretary, will be considered as binding notification by the senator(s) of any, and/or all, information provided the notification meets the requirements as stipulated in Article IV, Section 5, Paragraph F.
- F. Information disseminated to any senator, pursuant to Paragraph E above, shall require a 48-hour window, excluding weekends, of notification in order for such communication to be valid for holding such senator responsible for adhering to the information provided in the communication.
- G. The line of succession for chairing of the meetings shall be: president, vice president, treasurer, secretary, a duly elected senator appointed by the president with the approval of the Senate as president Pro Temp of the Senate.

Section 6 Legislation

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

Section 7 Attendance

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

Services that he or she will be unable to attend a meeting due to just cause. Justification of absences and tardiness is left to the discretion of the TCSA president, or if the reason for absence meets the criteria outlined in paragraph E of this article and section.

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

Article V/Executive Branch

Section 1 Officers

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

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

Section 2 Duties

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

Section 3 Veto Power

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

Section 4 In the event of the removal of the president from office, his/her inability to fulfill the requirements of office, or if a vacancy occurs in the office, the line of succession shall be the vice president.

Section 5 A duly elected or appointed officers is allowed a minimum of two unexcused absences from Senate meetings in the college year. Should an officers acquire more than two unexcused absences, the officer may be asked to resign. Classes scheduled during regular Senate meetings do not constitute reasons for the validity of all absences.

Article VI/Judicial Branch

Section 1 The judicial branch shall be known as the Judicial Review Board.

Section 2 There shall be five members on the Judicial Review Board appointed by the TCSA president and approved by the Senate. They shall elect their own chairpersons. Appointments should be confirmed by Oct. 1 of each year.

Section 3 Students on the Judicial Review Board shall not be executive officers of the TCSA, TCSA senators, members of TCSA committees, officers of any recognized campus clubs or employees of Triton College.

Section 4 The Judicial Review Board shall have original jurisdiction in all cases assigned to it by the Dean of Students, in cases involving the constitutionality of Senate bills and resolutions, and in the recall of a senator or officer to determine grounds for recall.

Section 5 The students may appeal the Judicial Review Board's decision, with the exception of Senate bills and recall to the Student Life Committee whose decision shall be final.

- Section 6** The Judicial Review Board shall operate by normally accepted hearing procedures.
- Section 7** Once presented with a case, the Judicial Review Board shall hear the student's arguments, the officers' defense, and then publish all facts after the hearing.
- Section 8** Upon finding justification of a petition through hearing procedures, the Judicial Review Board shall bring the decision to the students of Triton College for a vote at the specified times as listed in Article XII, Sections 1 and 2 of this constitution.

Article VII/Committees

- Section 1** The following standing committees shall be appointed by the president with the consent of a majority of the Senate voting at an official meeting. All committee appointments should be made by Oct. 1 of each year or as necessary.
- A. Budget Committee** – Consists of a minimum of seven TCSA members, the director of student life and/or his/her designee(s). The TCSA treasurer shall serve as the chairperson. Qualifications and duties are in the form of a job description in the bylaws of this constitution (Article III, Section 7).
 - B. Elections Committee** – Consists of five students and one TCSA senator who shall serve as its non-voting chairperson. Qualifications and duties are in the form of a job description in the bylaws of this constitution (Article III, Section 8).
 - C. Athletics Committee** – Consists of a minimum of three TCSA senators. The committee selects its own chairperson. Qualifications and duties are in the form of a job description in the bylaws of this constitution (Article III, Section 9).
 - D. Bylaws Committee** – Consists of a total of five TCSA members. The TCSA vice president shall serve as the chairperson. Qualifications and duties are in the form of a job description in the bylaws of this constitution (Article III, Section 10).
 - E. Campus Relations** – Consists of a minimum of ten TCSA senators. The committee selects its own chairperson. Qualifications and duties are in the form of a job description in the bylaws of this constitution (Article III, Section 11).
 - F. Student Relations** – Consists of a minimum of eight TCSA senators. The committee selects its own chairperson. Qualifications and duties are in the form of a job description in the bylaws of this constitution (Article III, Section 12).
 - G. Technology Committee** – Consists of a minimum of four TCSA senators. The committee selects its own chairperson. Qualifications and duties are in the form of a job description in the bylaws of this constitution (Article III, Section 13).

- Section 2** Appointments to institutional college committees shall be made by the president with the consent of a majority of the Senate present and voting at an official meeting. Appointments will be made as is necessary to fill vacancies. Some institutional committees include: Academic Senate (2), Curriculum Coordinating (2), Student Development (2) and various others.
- Section 3** Appointments to ad-hoc student association committees shall be made by the president of the Senate and confirmed by a majority of the senate present and voting at an official meeting.
- Section 4** All committee appointments shall be communicated in writing, by use of Senate meeting minutes, to the director of student life by the TCSA president following their confirmation by the Senate.

Article VIII/Elections

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

Article IX/Impeachment

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

Article X/Amendments

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

Article XI/Bylaws

Section 1 Definition

A bylaw shall be a motion which directly concerns policy or permanent operation of the Senate, but is not of a constitutional nature.

Section 2 Recording

All bylaws shall be recorded and accompany all copies of the constitution.

Section 3 Limitations

Contradictions – No motion shall contradict any bylaw except a constitutional amendment or a motion to rescind that bylaw. A bylaw which contradicts any previous motion passed by the Senate shall rescind said motion.

Section 4 Procedure

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

Article XII/Initiative, Referendum, Recall

Section 1 Initiative – The student body enrolled in a credit class has the right to initiate bills by the presentation to the Senate of a petition containing the full text of the proposed measure and signature of five percent of the students enrolled in a credit class at Triton College. If, after presentation of the bill, the Senate does not pass it, the Senate shall call for a special election, not to exceed two special elections per semester, and shall abide by the decision of the student body regarding the bill. Said bill shall go into effect immediately and become a matter of Senate record if approved by a simple majority of the students voting.

Section 2 Referendum – The student body enrolled in a credit class shall have the right to refer to themselves such bills as have been passed by the Senate but are deemed as contrary to the purpose of the Senate upon the presentation of a petition signed by five percent of the students enrolled in a credit class at Triton College. This bill shall be null and void if defeated by a majority of the students voting. The election shall be called by the Senate, not to exceed two special elections per semester, after the presentation of the petition.

Section 3 Recall – In the event a student or students feel that an elected officer is not representative of the student body enrolled in a credit class, the student or students may do the following:

- A.** Establish on a petition the name of the student who will act as spokesman, the name of the elected officer to be recalled, charges to be brought and the reason for bringing the charges.

- B.** Obtain the signature of 10 percent of the student enrolled in a credit class at Triton College as established at the previous spring semester enrollment and forward the petition to Student Life Committee for hearing.
- C.** All rules established in the guidelines for Judicial Review Board operations is listed in Article VII will be enforced.

Article XIII/Appointments

Section 1 The president of the TCSA shall make all appointments with the approval of the Senate, to all TCSA vacancies, committees, internal and external associations and other institutional student appointments as the need arises.

Section 2 In the event of a vacancy in the TCSA, the president must declare that a vacancy exists and publicly open the position to accept candidacy petitions and stipulate a closing date for accepting candidacy petitions.

- A.** This vacancy must be posted throughout campus for 10 working days after the position has been opened.
- B.** Interested students seeking the appointment must submit a candidacy petition to the director of student life or his/her designee, and meet all qualifications for the position as stated in these by-laws and constitution.
- C.** After the closing date of the vacancy announcement, all candidacy petitions will be reviewed by the TCSA at a regularly scheduled Senate meeting, and an appointment will be made by the president and approved by the Senate respectively.

Article XIV/Enactment Clause

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

Adopted: March 18, 1971

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

For changes, see the Dean of Student Services.

TRITON COLLEGE STUDENT ASSOCIATION BYLAWS

Article I/Rights and Freedoms of Students

Section 1: Freedom of Access to Higher Education

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

Section 2: In the Classroom

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

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

Section 3: Student Records

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

A. Educational Records

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

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

B. Access to Educational Records

1. Written Request

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

2. Scheduling

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

3. Conditions

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

C. Challenges to the Content of Educational Records

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

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

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

Section 4: Student Affairs

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

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

1. The membership, policies and actions of a student organization will be determined by vote of only those persons who hold bona fide membership in the college community.
2. Affiliation with an extramural organization should not of itself disqualify a student organization from institutional recognition.
3. If campus advisers are required, each organization should be free to choose its own adviser, and institutional recognition should not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Campus advisers may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations.

4. Student organizations may be required to submit a statement of purpose, criteria for membership, rules of procedure, and a current list of officers. They should not be required to submit a membership list as a condition of institutional recognition.
5. Campus organizations, including those affiliated with an extramural organization, should be open to all sex, creed or national origin, except for those religious qualifications, which may be required by organizations whose aims are primarily sectarian.

B. Freedom of Inquiry and Expression

1. Students of organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They always should be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public demonstrations or expressions, student or student organizations speak only for themselves.
2. Students should be allowed to invite and to hear any person of their own choosing. Those routines and procedures required by the college before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities should not be used as a device of censorship. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval, endorsement or the views of expressed either by the sponsoring group or the institution.

C. Students' Participation in Institutional Government

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

D. Student Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large. This institution, as the publisher of student publications, may have to bear the legal responsibilities for the contents of the publications. In the delegation of the editorial responsibilities to students, the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity as vehicles for free inquiry and free expression in an academic community.

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

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

Section 5: Off-Campus Freedoms of Students

- A. Exercise of Rights of Citizenship** – College students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials should ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of their rights of citizenship both on and off campus.
- B. Institutional Authority and Civil Penalties** – Activities of students may upon occasion result in violation of the law. In such cases, institutional officials should be prepared to apprise students who violate the law that they may incur penalties prescribed by civil authorities, but institutional authorities should never be used merely to duplicate the function of general laws. Only where the institution's interest as an academic community is distinct and clearly involved should the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his or her off-campus activity, such as those not relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

Section 6: Procedural Standards in Disciplinary Proceedings (See "Student Rights and Responsibilities" Section II in the student handbook, Pages 59-60.)

Article II/Election Regulations

Section 1: Qualifications

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

Section 2: Petitions

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

Section 3: Dates, Times and Locations of Elections

- A.** Elections will be held electronically on the student portal. Dates for the elections are pre-determined by the Dean of Student Services and/or his/her designee.
- B.** The online polls shall open at 9 a.m. on Tuesday and close at 7 p.m. on Wednesday during the week of elections.

Section 4: Elections Committee

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

Section 5: Campaigning and Campaign Materials

- A.** All candidates must supply their own campaign materials.
- B.** All guidelines listed on the current posting policy of the Office of Student Life must be adhered to for any campaign materials posted on campus bulletin boards.
- C.** The TCSA and the Office of Student Life accepts no responsibility for the safety of a candidate's campaign material.

- D. Maintenance personnel will be requested to remove and destroy all campaign materials at the request of the Elections Committee and the Dean of Student Services or his/her designee.
- E. No campaigning that will disrupt class, impede a person's progress or infringe on the rights of others will be permitted.
- F. All political parties are banned from the senatorial elections in the fall.

Section 7: Polling Procedures

- A. All students registered in a credit class and holding a valid Triton College identification card may vote.
- B. Every effort will be made to have the election results available no later than 24 hours after the closing of the polls.
- C. Write-in candidates must obtain a total vote equal to one percent of the year's eligible voters and meet all other qualifications to be elected.
- D. The results of all general elections shall be made public as soon as they are final.

Section 8: Infractions of Election Regulations

- A. If alleged infractions of these election regulations occur, the complaining party shall file a General Petition stating the complaints, sign it and file with the Elections Committee and/or the Dean of Student Services within 48 hours of the closing of the polls. General Petitions are available in the Student Services Office.
- B. The Elections Committee and an equal number of randomly selected students shall meet in a public meeting no later than three school days after a filing of the complaint. All candidates, witnesses or interested parties may attend. The meeting shall be chaired by the chairperson of the Elections Committee, however, only those who have filed the petitions and witnesses will be permitted to speak at this meeting. The chairperson of the Elections Committee shall make a list of students who have filed a petition and each speaker will be allowed a maximum of two minutes and must speak to the issue presented in his/her written petition. Prior to his/her speaking, the chairperson of the Elections Committee shall announce the name and read the petition submitted. After all who have filed a petition have spoken, the Elections Committee and the equal numbers of randomly selected students will deliberate on each written petition. They shall deliver a decision each petition and that decision shall be final.
- C. Alleged infractions of rules by the Elections Committee shall be dealt with following the above procedures with the Judicial Review Board replacing the Elections Committee as the decision making body.

Section 9: Tie Votes

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

Article III/Job Descriptions

Section 1: President of the Triton College Student Association

A. Qualifications

1. Must have completed a minimum of 12 semester hours of credit classes at Triton College or any other college prior to run for the office of president.
2. Must be in good academic standing (2.5 cumulative GPA) as determined by the Records Office of Triton College, at the time the petition for office is filed and during the entire term of office, if elected.
3. Must be currently enrolled in nine semester hours of credit classes at Triton College from the beginning of each semester to the last day for withdrawal with a "W" as stated in the current college catalog.
4. Must agree to serve a minimum of one full term of office unless there are extenuating circumstances.
5. Must receive a plurality of votes cast in the general election.

B. Duties

1. Chairs all regular and special TCSA Senate meeting.
2. Serves as official representative of the TCSA.
3. Upholds the rules, ideals, philosophy and objectives of the TCSA and Triton College.
4. Knows, understands and follows the TCSA Constitution and Bylaws, is familiar with *Robert's Rules of Order*.
5. Convenes and chairs evaluation and planning sessions for executive officers with the director of student life in February, May and September.
6. Attends and participates in leadership workshops as scheduled.
7. Evaluates the office on Jan. 1 and May 1. Submits a written annual report on or before May 1 of each year to the director of student life.
8. Attends and directs Executive Committee and agenda meetings.

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

Section 2: Vice President of the Triton College Student Association

A. Qualifications

1. Must have completed a minimum of 12 semester hours of credit classes at Triton College or any other college prior to run for the office of vice president.
2. Must be in good academic standing (2.5 cumulative GPA) as determined by the Records Office of Triton College, at the time the petition for office is filed and during the entire term of office, if elected.
3. Must be currently enrolled in nine semester hours of credit classes at Triton College from the beginning of each semester to the last day for withdrawal with a "W" as stated in the current college catalog.
4. Must agree to serve a minimum of one full term of office unless there are extenuating circumstances.
5. Must receive a plurality of votes cast in the general election.

B. Duties

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

Section 3: Treasurer of the Triton College Student Association

A. Qualifications

1. Must have completed a minimum of 12 semester hours of credit classes at Triton College or any other college prior to run for the office of treasurer.
2. Must be in good academic standing (2.5 cumulative GPA) as determined by the Records Office of Triton College, at the time the petition for office is filed and during the entire term of office, if elected.
3. Must be currently enrolled in nine semester hours of credit classes at Triton College from the beginning of each semester to the last day for withdrawal with a "W" as stated in the current college catalog.
4. Must agree to serve a minimum of one full term of office unless there are extenuating circumstances.
5. Must receive a plurality of votes cast in the general election.

B. Duties

1. Is responsible to the TCSA president.
2. Upholds the rules, ideals, philosophy and objectives of the TCSA and Triton College.
3. Knows, understands and follows the TCSA Constitution and Bylaws, is familiar with *Robert's Rules of Order*.
4. Has the following fiscal responsibilities:
 - a. Cooperates with the TCSA Budget Committee, the Dean of Student Services (or his/her delegated representative) and the TCSA Senate in the preparation and administration of the TCSA portion of the Restricted Purposes Funds Budget.
 - b. Approves in conjunction with the TCSA Budget Committee, Dean of Student Services and the TCSA Senate all portions of the Restricted Purposes Funds Budget.
 - c. Arranges for and advertises the budget hearing which shall be open to all students prior to submission of the TCSA portion of the Restricted Purposes Funds Budget to the Senate.
 - d. Revises preliminary budget following hearing, if necessary, in cooperation with the TCSA Budget Committee and Dean of Student Services.
 - e. Submits final TCSA portion of the Restricted Purposes Funds Budget to TCSA Senate for approval by March of each year.
 - f. Submits all proposed expenditures from the TCSA portion of the Restricted Purposes Funds Budget to the Senate for approval within at least two weeks of the expenditure.

- g. Delegates all appropriate monies upon request of two-thirds majority of Senate quorum.
 - h. Communicates regularly with the Dean of Student Services (or his/her delegated representative) concerning revenues and expenditures of the TCSA. Is responsible for maintaining the original records of the revenues and expenditures of the TCSA portion of the Restricted Purposes Funds Budget.
 - i. Responsible for all expenditures of monies from the TCSA Senate portion of the Restricted Purposes Funds Budget. Prepares and delivers monthly budget reports to the TCSA Senate on the current status of the TCSA Senate portions of the Restricted Purposes Funds Budget. Said reports shall be accompanied by official documentation of all expenditures.
- 10. Represents the TCSA in preparing the Memorandum of Agreement with the Dean of Student Services and representatives of the Triton College Business Office. Chairs regular and special TCSA Senate meetings in the absence of the president and vice president.
 - 11. Evaluates the office on Jan. 1 and May 1. Submits a written annual report on or before May 1 of each year to the Dean of Student Services.
 - 12. Performs a variety of other duties as may be assigned by the TCSA president or vice president.

Section 4: Secretary of the Triton College Student Association

A. Qualifications

- 1. Must have completed a minimum of 12 semester hours of credit classes at Triton College or any other college prior to run for the office of secretary.
- 2. Must be in good academic standing (2.5 cumulative GPA) as determined by the Records Office of Triton College, at the time the petition for office is filed and during the entire term of office, if elected.
- 3. Must be currently enrolled in nine semester hours of credit classes at Triton College from the beginning of each semester to the last day for withdrawal with a "W" as stated in the current college catalog.
- 4. Must agree to serve a minimum of one full term of office unless there are extenuating circumstances.
- 5. Must receive a plurality of votes cast in the general election.

B. Duties

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

Section 5: Triton College Student Trustee

A. Qualifications

1. Must have completed a minimum of 12 semester hours of credit classes at Triton College or any other college prior to run for the office of student trustee.
2. Must be in good academic standing (2.5 cumulative GPA and no major restrictions) as determined by the Records Office of Triton College, at the time the petition for office is filed and during the entire term of office, if elected.
3. Must be currently enrolled in credit classes at Triton College from the beginning of each semester to the last day for withdrawal (as stated in the current college catalog) with a "W."
4. Must agree to serve a minimum of one full term of office unless there are extenuating circumstances.
5. Must receive a plurality of votes cast in the general election.
6. Must be a resident of Community College District #504.
7. Must be enrolled in nine credit hours and successfully complete at least 70 percent of their courses each semester.
8. Must be an undergraduate-degree- or certificate-seeking student.

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

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

B. Duties

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

C. Disclaimer

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

Section 6: Triton College Student Association Senator

A. Qualifications

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

B. Duties

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

Section 7: Budget Committee

A. Qualifications

1. Must be a registered student in a credit class at Triton College and in good academic standing (2.0 cumulative GPA) at the time of appointment and throughout the term of office.
2. Must agree to serve the minimum of one semester in office unless there are extenuating circumstances.
3. There shall be a minimum of six TCSA senators, the Dean of Student Services and/or his/her designee(s) and the treasurer of the TCSA.

B. Duties

The function of the Budget Committee shall be to work in coordination with the treasurer and the Senate to allocate the funds of the TCSA Senate portions of the Restricted Purposes Funds Budget.

Section 8: Elections Committee

A. Qualifications

1. Must be a registered student in a credit class at Triton College and in good academic standing (2.0 cumulative GPA) at the time of appointment and throughout the term of office.
2. Must agree to serve the minimum of one semester in office unless there are extenuating circumstances.
3. There shall be six members consisting of one TCSA senator, who shall serve as its non-voting chair, and five voting members.
4. The voting members shall not be executive officers of the TCSA, TCSA senator, members of the TCSA committees, officer of any recognized campus club or employee of Triton College.

B. Duties

To monitor all TCSA elections and to ensure that all rules and procedures are carried out legally and in accordance to Article II of the Bylaws of this Constitution.

Section 9: Athletics Committee

A. Qualifications

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

B. Duties

1. Responsible to the TCSA Senate.
2. Meets at least once a week.
3. Communicates the needs and desires of the students to the Athletic Department at Triton College.
4. Reports to the TCSA Senate on all athletic policy changes and activities.
5. To promote all the Athletic Department programs.

Section 10: Bylaws Committee

A. Qualifications

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

B. Duties

The function of the Bylaws Committee shall be to review the TCSA Constitution and Bylaws and recommend revisions.

Section 11: Campus Relations Committee

A. Qualifications

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

B. Duties

1. Responsible to the TCSA Senate.
2. Meets at least once a week.
3. Campus Security
 - a. To stay abreast of current trends, procedures and equipment that will aid in enhancing the institutions policing needs.
 - b. To provide input and act as a liaison between the students, administration and the campus police department in addressing student concerns about campus security and policing.

- c. To work with all campus policing entities in ensuring effective performance in securing the safety and security of our students.
 - d. To evaluate existing security and policing initiatives and recommend student-related perspectives aimed at maintaining or improving current initiatives.
 - e. To establish and promote relationships between students and the campus policing entities.
- 4. Differently Abled**
- a. To advise and help promote handicap awareness in the Triton College community
 - b. Address the issues facing students with disabilities on campus.
- 5. Financial Aid**
- a. Recommends revisions and/or new scholarships.
 - b. To communicate the availability of on.
 - c. To promote and distribute financial Aid Office.
- 6. Quality of Life**
- a. To provide a continual growth towards the well being of the campus population.
 - b. To educate and promote such societal concerns as environmental, sexual and substance abuse awareness.
 - c. To help promote multicultural equality among students.

Section 12: Student Relations Committee

A. Qualifications

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

B. Duties

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

4. Senate Programming

- a. Responsible for programming events for the TCSA Senate.
- b. Responsible for the line item in the TCSA Budget for senate programming.
- c. Must submit a budget proposal to the TCSA Budget Committee.

5. Student and Faculty Relations

- a. To encourage positive relations and interactions among students and faculty through campus activities, as well as review current affairs, projects and services.
- b. Reports to the TCSA Senate on all interactions.

Section 13: Technology Committee

A. Qualifications

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

B. Duties

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

Adopted: March 19, 1971

Revised: Aug. 24, 1971	Oct. 25, 1978	May 9, 1995
May 25, 1972	Nov. 7, 1979	Nov. 27, 2001
May 29, 1973	Jan. 17, 1983	April 13, 2004
April 2, 1974	March 21, 1987	May 15, 2008
March 11, 1975	May 9, 1991	May 11, 2011
March 2, 1976	May 12, 1992	April 29, 2014
Feb. 15, 1977	May 11, 1993	Aug. 29, 2017
May 9, 1978	May 10, 1994	