



2023-2024



# Student Handbook



**Trinidad State College**  
Student Handbook 2023-2024

This handbook exists to help students understand college processes and to identify and locate services available through Trinidad State College (TSC). The Student handbook is only one of the many resources available. Although we strive for accuracy, this handbook should not be considered an expressed or implied contract between TSC and any current or prospective Student.

To the extent that any provision of this Handbook is inconsistent with State or Federal Law, State Board for Community Colleges and Occupational Education Policies or Colorado Community College System Procedures, the law or the appropriate Board Policy or System Procedure shall supersede and control. Policies and Procedures are subject to change throughout the year and are effective immediately upon adoption by the Board or System Chancellor, respectively. Students are expected to be familiar with and adhere to college policies, as well as College directives, including, but not limited to the contents of this Handbook.

To access all Board Policies (BPs) and System Procedures (SPs), visit the Colorado Community College System website at: <https://www.cccs.edu/about-cccs/state-board/policies-and-procedures/>

TSC reserves the right to modify, change, delete or add to the information in this Handbook, as it deems appropriate. Information in this handbook is subject to change without notice.

## **President's Welcome**

Welcome to Trinidad State College!

Trinidad State is an exceptional college serving students with two campuses in beautiful southern Colorado. We offer a variety of courses and programs designed with you in mind. This handbook contains valuable information that may help you succeed at TSC. In addition, you'll find that our faculty and staff are also committed to your success. If you have any questions, please ask. If you have concerns, please tell us. Above all, please stop by and get to know us. We're very glad you've chosen to pursue your goals here at Trinidad State. Hope you have a great year!



Rhonda M. Epper, Ph.D.  
President, Trinidad State College

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## TRINIDAD STATE COLLEGE

### **Welcome to Trinidad State College!**

This handbook was created by the Student Services Offices at the Trinidad and Valley Campuses of Trinidad State College (TSC). It is designed to help students identify and locate services and programs available on campus. Use this handbook to familiarize yourself with important dates, the Student Code of Conduct, college policies and various campus services.

This handbook is a guide and reference for student related issues at TSC. All statements made in this handbook and similar publications distributed generally to prospective or admitted students shall be for informational purposes and are subject to change as needed. Trinidad State College (TSC) reserves the right at any time, without notice, to change, modify, or cancel any course, program, procedure, policy, financial requirement, or disciplinary arrangement set forth in this handbook whenever TSC administrative procedure determines such action to be appropriate.

**Mission:** Enriching our diverse communities through quality educational experiences and lifelong learning.

**Vision:** Educate for the future.

**Core Value:** Students First.

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**Accreditation:** Trinidad State College is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, IL 606041411, 1-800-621-7440. In addition, several programs hold approval or accreditation from national and state level associations and agencies.

**Affirmative Action (AA) Statement:** TSC does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment, or employment in its educational programs or activities. Inquiries may be referred to: Affirmative Action Officer and Title IX and Section 504 Coordinator, Berg Building, TSC, Trinidad, Colorado 81082 (719) 846-5534; TSC Valley Campus, Alamosa, Colorado 81101 (719) 589-7050 or Director of Affirmative Action for the Colorado Community College System, 9101 East Lowry Boulevard, Denver, CO 80230 (303) 595-1552, or to the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, (303) 844-5695. Information or guidance regarding student's rights, policies, and/ or procedures may be obtained from: Affirmative Action Officer, Yvette Atencio. Berg Building, Room 109, Telephone: (719) 846-5538. Any student is invited to confer with the Affirmative Action Officer. All conferences will be kept in strict confidence.



**Notice of Non-Discrimination:** Trinidad State College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Trinidad State College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated the Director of Human Resources as its AA/ EEO and Title IX Coordinator, and the Senior HR Specialist as Deputy Title IX Coordinator, with the responsibility to coordinate the college's civil rights compliance activities and grievance procedures. If you have any questions, please contact the Director of Human Resources or Deputy Title IX Coordinator, 600 Prospect Street, Room 101, telephone 719.846-5538, email [yvette.atencio@trinidadstate.edu](mailto:yvette.atencio@trinidadstate.edu) . You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO 80204; phone: 303.844.5695.

Aviso de no discriminación Trinidad State College (TSC) prohíbe todas formas de discriminación y acoso, inclusive violación de leyes federales y estatales o las políticas educativas 3-120 y 120 4 del Consejo Estatal de Colegios Comunitarios y Laborales. El Colegio no discrimina en base al sexo/ género, raza, color, edad, credo, origen nacional o étnico, incapacidad física o mental, estado de veterano, estado de embarazo, religión, información genética, identidad de género o orientación sexual en sus prácticas de empleo, programas educativos, o actividades que ofrece el Colegio. TSC tomará medidas apropiadas para asegurar que la falta de conocimientos del idioma inglés no será un impedimento para la inscripción y participación en programas de educación vocacional.

El Colegio ha designado el Director de Recursos Humanos (RH) el oficial de Acción Afirmativa (AA), Igualdad de Oportunidades de Empleo (EEO), y Coordinador de la ley-Título IX. El Especialista Mayor de Recursos Humanos en TSC es designado como Diputado Coordinador de la ley Título IX con la responsabilidad de coordinar las actividades de cumplimiento de derechos civiles y procedimientos de quejas. Si usted tiene alguna pregunta, póngase en contacto con el Director de Recursos Humanos o el Diputado Coordinador de Título IX, 600 Prospect, ubicados en el edificio de Administración Central, sala 109, teléfono (719) 846-5538, o correo electrónico [yvette.atencio@trinidadstate.edu](mailto:yvette.atencio@trinidadstate.edu). También puede comunicarse con la oficina de derechos civiles con el Departamento de Educación, Región VIII, Edificio de Oficinas Federales, 1244 North Speer Blvd., Suite 310, Denver, CO 80204; teléfono: 303.844.5695.

Trinidad State College is an equal opportunity educational institution and does not discriminate on the basis of race, color, creed, national origin or ancestry, sex, veteran status, age, sexual orientation, or disability in employment in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Human Resources, 600 Prospect Street, Trinidad, CO, 81082, (719) 846-5538; or Human Resources, 1011 Main Street, Alamosa, CO 81011, (719) 589-7050, or Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO, 80204, (303) 844-2981, TDD (303) 844-5695.

**Title IX Compliance Officer:** TSC does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment, or employment in its educational programs or activities. Inquiries may be referred to: TSC Title IX Compliance Officer Trinidad Campus, Yvette Atencio, Berg Building, Room 101, Trinidad, Colorado 81082 (719) 846-5538 or the Director of Affirmative Action for the Colorado Community College System, 9101 East Lowry Boulevard, Denver, CO 80230 (303) 595-1552, or to the Office for Civil Rights, U.S. Department of Education, 1961 Stout St., Denver, CO 80294.

## ENROLLMENT SERVICES

**Admission:** TSC is open to all Colorado high school graduates, nongraduates of high school who are seventeen (17) years of age or older and any other person who can benefit from the instruction. Admission does not assure acceptance of any individual student in a particular course or program. In the event that an applicant does not meet the requirements for a particular program, the student will be advised of special courses or programs available to them. Admission is also subject to space availability. TSC ensures that any person who meets the minimum requirements and wishes to enroll will be admitted if space is available; and if the student is able to benefit from the curricular offerings of the college, provided that such admission is not inconsistent with the best interest of the applicant, other students or the orderly operation of the college.

**Academic Support:** TSC provides qualified academic support to assist students with planning proper programs in vocational and academic studies. Any student who desires assistance of any type should inquire in Student Success Center on the Trinidad Campus or the Valley Campus Learning Center. Students are encouraged to meet with an advisor at the beginning of each semester. Advisors are available throughout the academic year.

**Change in Tuition Classification:** A student classified as “Out-of-State” may request a change in tuition classification. The procedures require that a student must submit a petition for a change from “out-of-state” to “in-state” tuition status by the first Friday of each semester. The tuition classification officer must request and maintain adequate documentation to support any applicant’s claim for change in status. For tuition agreement forms including Colorado/New Mexico Reciprocity Program and Petition for In-State Tuition can be accessed at [TSC Tuition Information](https://trinidadstate.edu/tuition/index.html) or <https://trinidadstate.edu/tuition/index.html>

Active Duty Military who are stationed (or TDY) in Colorado and their eligible dependents can receive in-state tuition rates by presenting a copy of their valid Military ID or active duty orders to the Registrar. Deployed soldiers should contact [Christy.holden@trinidadstate.edu](mailto:Christy.holden@trinidadstate.edu) for assistance with in-state tuition. Veterans (or their eligible dependents) will be considered in-state for tuition purposes beginning August 1, 2021. The Veteran’s DD214 needs to be filed with the Registrar and the VA Certifying Official before the beginning of each semester.

Members of the armed forces, their spouse, and dependent children whose permanent duty is in Colorado will be charged in-state tuition, even if the permanent duty station changes, as long as the student (armed forces member, their spouse or dependent child) is continually enrolled in classes. The policy for tuition classification is outlined in the Colorado Community College System (CCCS) System President’s Procedure 4-40. For more information, go to <https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-40-in-state-tuition-classification/>

*Appeal Procedures:* When a decision is rendered and the student is not in agreement with the decision, the student may appeal the decision to the “Tuition Classification Panel” by contacting the Registrar, Christy Holden. The student will be required to present supporting documentation to a panel of institutional representatives for review and resolution. The student will be notified of the decision made by the Academic and Student Affairs Committee panel and the reasons behind the decision. The decision of the appeals panel is final.

*Deadlines:* Students have until the first Friday of each semester to submit a petition for change in Tuition Classification. Once the petition is submitted, the College will decide by census date.

**Western Undergraduate Exchange (WUE):** WUE is a program of the Western Interstate Commission for Higher Education (WICHE). Through WUE, students in many western states may enroll in many two-year and four-year college programs at a reduced tuition level-150 percent of the institution’s regular resident tuition. WUE’s tuition is considerably less than non-resident tuition.

To be eligible for WUE, a student must be, and remain, a resident of one of the participating states / U.S. Territories: Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, or Commonwealth of the Northern Marianas Islands.

If you have moved to Colorado in the last 12 months with the intention to attend TSC and plan to return to your home state after your education is completed, you may be eligible for the WUE program. No semesters in which a student is classified as WUE may be counted towards the 12 month domicile requirement to establish Colorado residency. Please be aware that online courses are not eligible for the WUE program.

To qualify, a WUE application form must be submitted no later than 30 days from the beginning of each term in which you are enrolling.

- [WICHE/WUE Application \(online submission form\)](#)
- [WICHE/WUE Application \(PDF submission form\)](#)  
*PDF forms should be submitted to the Registrar’s Office., Berg 201*
- For additional information contact Christy Holden, BERG 201, Trinidad Campus or 719-846-5550.

Information on WUE is available at [wue.wiche.edu](http://wue.wiche.edu)  
Questions may also be emailed to [info-sep@wiche.edu](mailto:info-sep@wiche.edu) or sent to:

Student Exchange Programs  
Western Interstate Commission for Higher Education  
PO Box 9752  
Boulder, CO 80301-9752

**College Opportunity Fund (COF):** The College Opportunity Fund (COF) became a law in July 2004. The legislation established a new student-based funding process for state funds to go to public and some private institutions of higher education. Public Colleges in Colorado receive state funding based on eligible COF hours to support **in-state students'** education.

### **Who is Eligible for COF?**

- Students who are classified as in-state residents attending undergraduate public institutions.
- Students who are attending private institutions with criteria set and approved by Colorado Department of Higher Education.
- Students who have filed a COF application with the College Access Network.

**How do Students Apply for COF:** Students complete a one-time application for COF at <https://cof.college-assist.org/>. The application is also available in Spanish. It is a requirement for Colorado public institutions of higher education to disclose on student's tuition bills the portion of state's contribution to their education in the form of a stipend. Be sure to sign up for the College Opportunity Fund (COF), which provides a stipend to eligible college students in Colorado. Students who do not apply for and authorize the use of the COF funding will be responsible for the full amount of in-state tuition.

**How do Students Authorize COF:** Each semester students will need to authorize COF for their courses. To do this students will need to access COF through their student portal, select courses to authorize for COF stipend, and submit authorization.

**Drops, Withdrawals and Repeating a Course:** It's important to know the drop and withdrawal dates for all classes. The dates are listed on the [academic calendar](https://trinidadstate.edu/academic-calendar/index.html) (<https://trinidadstate.edu/academic-calendar/index.html>) or in the course syllabus.

What's the difference between "drop" and "withdraw"? If you drop a class before the census date, you will receive a tuition refund, and you will not lose College Opportunity Fund (COF) credits. You can withdraw between the census and withdrawal dates. It won't affect your grade point average. However, you will not get a refund and you will lose COF credits. A student who earns a grade of D, F or U may repeat the course once for the purpose of improving the grade point average (GPA). The highest grade earned is entered on the transcript and will be counted in calculating the cumulative grade point average. Duplicate credit is not granted for repeating a course.

It is the student's responsibility to drop or withdraw from classes if they stop attending. You can withdraw from courses for the semester you are enrolled in on the student portal at [www.trinidadstate.edu](http://www.trinidadstate.edu), "TSC Connect Portal". Look at your detailed class schedule available on the Student tab of your Trinidad State Portal for drop and withdraw deadlines specific to each class. It is recommended that you speak with an advisor prior to dropping or withdrawing from a course. It is important to check with the business and financial aid offices regarding any outstanding balances and/or financial consequences.

If you are an online student, please contact the following:

**Admissions Trinidad Campus**                      **719-846-5621**

**Admissions Valley Campus**                      **719-589-7026**

Or you can contact your advisor. If you are on campus and wish to withdraw, you can do so by completing, signing, and submitting a ***Withdrawal Form*** at the Admissions and Records Office on your appropriate campus.

If a student decides to withdraw from a class after the census date, but before the last 20% of the class, and has a passing grade, the grade will be recorded as "W." A "W" is not counted in computing grade point averages. If a student withdraws during the last 20% of the class, a regular grade will be assigned that does not count in computing grade point averages. Requests for exception to this procedure may be made to the appropriate Dean.

Course Repeats: All college-level courses may be repeated, with the following limitations:

- Students are limited in the number of times they can take the same course
- Certain courses are exempt from the repeat course procedure due to the nature/offering of the course
- If a student has taken a course and attempts to register for the course a second time, the student will be notified of possible financial aid implications, available support services and how to access services.
- If a student has taken a course twice and attempts to register for the course a third time, the student will not be able to register for that particular course until an action plan is created and approval granted by the appropriate academic Dean. Please note that the student is able to register for other courses without needing an action plan or approval.
- If the Dean believes the registration is warranted, the student may appeal to the Vice President of Academic Affairs.
- If a student has taken a course three times and wants to register for the course a fourth time, the student must request approval through the Vice President of Academic Affairs.

Each registration for the course and each grade received will be listed on the transcript. On the transcript a notation will follow the course indicating that the course was repeated and designating whether the course will be included in the GPA. The highest grade will be used in the GPA calculation. There will be no limitation on course grades that are eligible for repeat. All credit hours earned for initial and repeated courses will be deducted from a student's remaining COF stipend eligible hours. In the event that the same grade is earned two or more times for a repeated course, the most recent instance of the duplicate grade will be included in the term and cumulative GPA. All other duplicate grades will be excluded from the term and cumulative GPA.

Repeated courses may be applied only one time to a certificate or degree, except for variable credit courses and designated courses that may be repeated for professional development.

For Financial Aid purposes, students may repeat a course with passing grades only twice, but may not receive aid again for the third or subsequent time.

**Charges to student account:** A student's bill is considered owed at the time that a student has enrolled in classes and the student has not dropped classes by census date. Student accounts must be paid in full by the end of the semester or they will be unable to register for successive terms. Students will be turned over to collections for non-payment as the result of non-payment of student account. All billing is communicated to students through the student portal. Payment plans are available through the Business Office, 719-846-5547. Additional information regarding billing, payment plans and payment options can be found at <https://trinidadstate.edu/payment-options/index.html>

**Trinidad State Institutional Error Procedure:** Institutional error occurs as the result of action or inaction by TSC. Prior to last day of current term, a student or staff member may contact Student Services to appeal for a change in registration in the event TSC staff have made an error in processing an enrollment request, a withdraw, or a drop for non-attendance. If the appeal is found to be valid by Student Services it will be forwarded to a Committee (to be comprised of the Vice President of Academic Affairs, Vice President of Student Services, Vice President of Administrative Services or designee) to determine the remedy for the error.

1. Trinidad State drops for no shows (on census date). Backdated drops may be utilized if documentation supports that a student never attended classes during the semester in question or is reported as a no show, recorded through written documentation by the instructor after the fact. Non-participation after census date by a student attending is not grounds for a backdated drop.
2. A student request for a backdated drop must provide supporting documentation. For example, an instructor is late notifying the Advisor, Dean or staff member of the no show which should be supported by a dated written documentation from the instructor(s).
3. The Committee will meet on a case by case basis, and will make the final decision regarding institutional errors.
4. A student would be eligible for tuition and fee refunds if the backdated drop is finalized after the semester in question. If approved for a backdated drop for non-attendance due to non-reporting by the instructor or another institutional error, written notification should be submitted by the Committee to the Cashier's office of the change in registration. Tuition and fees related to the course will be removed by the cashier from the student account. Should the student have late

fees on the account for the dropped course(s), they will be removed. Any refund due to the drop will be processed within accordance to the TSC refund policy. Backdated drops may have negative financial implications to the student in regards to Financial Aid eligibility, VA benefits, etc. which is a student responsibility and will need to be repaid in accordance with TSC payment policy.

5. Institutional error requests must be submitted no later than ten (10) days after the semester in which the institutional error was made. All supporting documentation will be dated and archived with the transaction.

**Withdrawals for Extenuating Circumstances:** A student's bill is considered owed at the time a student enrolls in classes and the student has not withdrawn from classes by withdrawal date. (Colorado Community College System (CCCS) SAP-5 Accounts Receivable Policy).

1. It is the student's responsibility to withdraw from classes if they stop attending. Students can withdraw from courses for the semester they are enrolled in on the student portal. A detailed class schedule is available on the student tab of the Trinidad State Portal. Withdrawal deadlines specific to each class are available on the portal. It is recommended that a student speak with an advisor prior to withdrawing from a course. It is important to check with the business and financial aid offices regarding any outstanding balances and/or financial consequences of withdrawal.
  - a. A backdated administrative withdrawal can be requested from the Committee (comprising of the Vice President of Student Services, Vice President for Academic Services, Vice President of Administrative Services or designee) prior to the first day of the following semester. Examples TSC would consider for withdrawal for extenuating circumstances include major severe illness or health problems during the semester in question, experienced a death in the family, other traumatic experience during the semester, military service or Title IX accommodations.
  - b. For illness or family death/traumatic experience required documentation must include a letter from a doctor or a death certificate or obituary.
  - c. Student is responsible for payment of their courses and all fees associated with that course by the end of the term in order to be able to register for the following semester.
  - d. Students may be turned over to collections for non-payment or there may be income tax implications from result of non-payment.



**Immunization Requirement:** Colorado law requires that all full-time students born after January 1, 1957, show proof of immunization against measles, mumps and rubella (MMR). As of July 2005, Colorado law requires proof of Meningitis immunization (MEN ACWY) for all students who reside in a residence hall. Meningitis vaccine must be within the last 5 years. Proof of immunization is required for a valid resident hall application. Students will not be allowed to move into a residence hall without valid proof of immunization records. There are two ways to complete the immunization requirement:

- Proof of vaccination
- Vaccine exemption

Only vaccines that are approved by the World Health Organization (WHO) will meet the TSC vaccine requirements.

There are two types of exemptions:

**Medical exemption:** Medical exemptions must be signed by a licensed physician and must include a date and reason for exemption.

**Non-medical exemption:** Non-medical exemptions are provided for religious or personal beliefs that are opposed to immunizations.

In the event of a COVID outbreak, isolation or quarantine directive from the local health department, non-medical exemption students will be required to temporarily relocate to an off-campus location at their own expense. Medical exemption students will be accommodated on campus

**International Students:** At Trinidad State, we consider international students an integral part of our diverse student body. We have students from countries around the world who bring experience, perspective and background to our college community.

**International Application Process:** International students may apply for admission for the fall, spring or summer semesters. Deadlines are:

Summer Semester: April 15

Fall Semester: July 15

Spring Semester: November 15

To meet the International application deadlines above, International students must submit items 1-10 on or before the deadline date. Please submit all items to the International Designated School Official, listed near the bottom of the page. Only complete applications are considered. Steps to apply include:

1. [Apply for Admission](#)
  - There is no application fee. You can apply online.
2. Submit a copy of your Passport
  - Submit copy of your visa (if applicable)

3. Submit the International Student Supplemental Information form. This form verifies specific information required to complete the I-20 immigration document accurately.
  - [https://trinidadstatejuniorcollege-ybqqz.formstack.com/forms/international\\_student\\_supplemental\\_information](https://trinidadstatejuniorcollege-ybqqz.formstack.com/forms/international_student_supplemental_information)
4. Submit the International Student Statement of Financial Support
  - [https://trinidadstatejuniorcollege-ybqqz.formstack.com/forms/international\\_student\\_affidavit\\_of\\_financial\\_support](https://trinidadstatejuniorcollege-ybqqz.formstack.com/forms/international_student_affidavit_of_financial_support)
  - This document, along with the required paperwork documentation (bank statements, affidavits of support, sponsorship letters, etc.) verifies the student's ability to cover their cost of attendance while attending Trinidad State.
5. Provide certified English translations of official high school transcripts indicating graduation date and/or College transcripts from any College or University attended (U.S. or foreign). <http://www.naces.org>
  - *Mailing Address:*  
Trinidad State College  
Attn: Admissions  
600 Prospect Street  
Trinidad, CO 81082
6. If English is not your first language, submit proof of English proficiency as indicated by a Test of English as a Foreign Language (TOEFL), Duolingo, or International English Language Testing System (IELTS).
7. Provide a copy of your immunization records in English which must include: measles, mumps, and Rubella (MMR), and meningitis.
8. International students are required to carry medical insurance while studying at Trinidad State. When you arrive in the U.S. you will need to bring a copy of your current medical insurance card and policy details. Insurance coverage must meet the following minimums in (U.S. dollars):
  - Medical Coverage:
  - Accident or sickness- \$100,000
  - Accidental Death and Dismemberment- \$10,000
  - Repatriation- \$15,000
  - Medical Evacuation- \$50,000
9. The International Processing Fee is a \$100 non-refundable fee that is required for all new and transfer International students. Please contact Ruth Blasi in the billing department by phone (719) 846-5547 or email [ruthann.blasi@trinidadstate.edu](mailto:ruthann.blasi@trinidadstate.edu) to pay the fee.
10. Upon receipt of all of the above required documents, Trinidad State will issue the United States Immigration form I-20. You then will apply for an F-1 visa through the U.S. Consulate in your home country.

## SEVIS I-20 and F-1 Visa

Follow these steps to get an F-1 visa:

1. Obtain I-20 from Trinidad State.
2. Check the current [wait times](#) for visa appointments and issuance in your city.
3. Pay the [SEVIS fee](#), if applicable.
4. Complete the Visa Application form [DS-160](#).
5. Make a visa appointment and go to an interview at a U.S. Embassy or Consulate.

\* Canadian citizens are not required to apply for a visa to enter the United States as an F-1, but must still pay the SEVIS fee and present their I-20 at the U.S. port of entry. However, if the visitor has “Landed Immigrant” status in Canada, a U.S. visa is required to enter the United States.

International students are required to meet status requirements that include:

1. Enrollment in College level courses (no developmental courses).
2. Maintain enrollment of at least 12 credit hours. Only one class may be hybrid or online each semester.
3. Progress toward the completion within a reasonable time period.
4. Pay balance on student account at time of registration or by the deadline established by the Business Office.
5. Verification of health insurance is mandatory. International students are required to carry medical insurance while studying at Trinidad State. When you arrive in the U.S. you will need to bring a copy of your current medical insurance card and policy details. Insurance coverage must meet the following minimums (in U.S. Dollars):

Medical Coverage – Accident or sickness.	\$100,000
Accidental Death and Dismemberment.	\$10,000
Repatriation.	\$15,000
Medical Evacuation.	\$50,000
6. Check in/check out with the International Student Advisor each semester.
7. Non-compliance with any United States Citizenship and Immigration Service (USCIS) guideline may result in probation or suspension.

**International Transfer Students:** If you are transferring from another U.S. institution, you must provide documentation of transfer eligibility signed by your previous school’s International Office and copies of your visa, passport, I-94, and previous I-20 with your application materials. You must submit completed documentation to the Trinidad State Registrar for review.

**International Admission to Trinidad State:** After all materials are reviewed, Trinidad State will issue the United States Immigration Form I-20. You then will apply for an F-1 visa through the U.S. Consulate in your home country. When you arrive in Colorado, you must report to the designated school official and bring with you your I-20, visa, passport and medical insurance documentation.

**Student Bill of Rights:** The General Assembly of the State of Colorado implemented the Student Bill of Rights (C.R.S. 23-1-125) to assure that students enrolled in public institutions of higher education have the following rights:

- a. Students should be able to complete their Associate of Arts and Associate of Science degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours unless there are additional degree requirements recognized by the commission;
- b. A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by the commission;
- c. Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees;
- d. Students have a right to know which courses are transferable among the state public two-year and four-year institutions of higher education;
- e. Students, upon completion of core general education courses, regardless of the delivery method, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education;
- f. Students have a right to know if courses from one or more public higher education institutions satisfy the students' degree requirements;
- g. A student's credit for the completion of the core requirements and core courses shall not expire for ten years from the date of initial enrollment and be transferable.

**Refund Policy:** If a student officially drops from classes prior to the class census date, a 100% tuition refund is made. To be eligible for tuition refunds, students must officially withdraw through the Student Services Office and apply for the refund by presenting the completed documents to the Business Office. The College reserves the right to cancel course offerings where enrollment is too low to make a course educationally sound and/or economically feasible. Course cancellations will result in refund of tuition.

During the academic year, some or all of the instructional formats may change due to an emergency situation affecting college operations, public safety or public health including the COVID-19 pandemic. Tuition and fees are charged at the beginning of the semester and will remain in place regardless of any changes in instructional format. Tuition and fees will not be refunded in the event curriculum delivery format changes for any part of the academic year.

**Registration Deadline:** The deadline for registering for classes is the first Friday of class or as designated in the TSC schedule. Students requesting to register after the deadline date must obtain approval from the Instructional Dean for the authorization and registration into a class after the deadline date.

**Room and Board Disclaimer for the 2023-2024 School Year:** Room, board, and meal plan charges will not be refunded in the event that a student elects to move off-campus for reasons related to the COVID-19 pandemic, including but not limited to changes in instructional format.

## FINANCIAL AID

The following information has been prepared to provide students with a better understanding of the financial aid programs at Trinidad State College. The purpose of financial aid is to assist eligible students who, without such aid, would be unable to pursue their educational goals. The primary responsibility to meet college costs lies with the student and the student's family, with financial aid from the College being a supplementary source of financing. The basic types of financial aid at TSC include:

**Grants:** Grants are gift aid awarded to students. Funds are awarded based on a student's calculated need as determined by financial aid staff and grant guidelines.

**Institutional Scholarships:** Information about institutional scholarships is available on the TSC website at [TSC Scholarship Information](#). For institutional scholarships, students are required to maintain 15 credit hours/semester to be eligible. The available institutional scholarships include: Learn Local Scholarship; Automatic Merit Scholarship; President's Scholarship; and Finish Line Scholarship. Each institutional scholarship requires an official high school transcript be submitted. More detailed information for these scholarships can be found at [TSC Institutional Scholarships](#).

**TSC Educational Foundation Scholarships:** TSC offers many foundation scholarships annually to students who attend Trinidad State College at both campuses. These scholarships provide monetary recognition on a year-by-year basis to first-time and continuing students. Information about TSC Educational Foundation Scholarships are available on the TSC website at [TSC Foundation Scholarship Information](#) or by contacting the Foundation office at 719-846-5520.

**Athletic Scholarships:** A limited number of athletics scholarships are available for students with exceptional athletic ability. Athletic Scholarships are awarded and coordinated through the office of the Athletic Director, 719-846-5653.

**Loans (Both Need- and Non-Need Based):** Loans available to Trinidad State College students include Federal Direct (both subsidized and unsubsidized). A loan is money a student borrows and must pay back with interest. If you apply for financial aid, you may be offered loans as part of your school's financial aid offer. When you receive a student loan, you are borrowing money to attend a college or career school. You must repay the loan as well as interest that accrues. It is important to understand your repayment options so you can successfully repay your loan. Detailed information can be found on the Federal Student Aid website at [Federal Student Aid - Types of Loans](#).

**Subsidized Loans** are made to eligible undergraduate students who demonstrate financial need, to help cover costs of higher education at a college or career school. Financial need is determined by cost of attendance minus expected family contribution and other financial aid such as grants and scholarships. Subsidized loans do not accrue interest while a student is in school at least half-time or during deferment periods.

**Unsubsidized Loans** are loans made to eligible undergraduate, graduate, and professional students. Eligibility is not based on financial need. Interest is charged during in-school, deferment, and grace periods. Unlike subsidized loans, a student is responsible for the interest from the time the unsubsidized loan is disbursed until it is paid in full. A student can choose to pay the interest or allow it to accumulate and be capitalized (added to the principal loan amount). Capitalizing interest will increase the amount you have to pay.

**Federal Loans (Direct and Parent Loans for Undergraduate Student [PLUS]):** Federal Direct loans are funds that a student is required to repay after graduating from college (or once no longer enrolled at least half time). Parent Loans for Undergraduate Students (PLUS) are funds that a credit-worthy parent may borrow on behalf of the student. PLUS loans begin repayment while the student is in school.

**Private/Alternative Loans:** A Private/Alternative Loan is a loan that a student can borrow to help finance the family's expected contribution. These loans are based on one's credit history (A student who has not established credit can apply with a co-borrower and can borrow up to the cost of attendance minus any aid received). A wide variety of private loan providers are available. We strongly recommend that you carefully review all the terms of each individual loan, as they can vary greatly. Individual loan providers have their own applications and time lines. Plan to apply at least 30 days prior to the date the bill is due.

**Employment/Work Opportunities Federal or State Work-Study Work Opportunity:** Through work-study awards, students can earn money to help meet expenses. There are usually plenty of employment opportunities available, so students have ample opportunity to earn their full awards. Information about work study is available in the financial aid office on each campus.

**Payment of Fees:** All tuition and fees are due and payable at the time of registration each semester. Registration is not complete until the student's financial obligation is met in full. A student with unpaid financial obligations of any type, will not be allowed to register for subsequent semesters. Tuition and fees are subject to change depending on legislative action. Therefore, TSC reserves the right to change the amount of tuition and fees pursuant to such action. Students should refer to the TSC website, or the Business Office for current tuition and fee schedules. <https://trinidadstate.edu/tuition/pdf/tuition.pdf>

**Payment Plans:** All students (with the exception of concurrent enrollment students) are required to complete and set-up a payment plan each semester. Required payment plans are to ensure that student bills are paid allowing student to register for the following semester and without being sent to collections for non-payment (which carries at least a 30% APR.). Payment plans are set-up with the TSC payment plan partner NelNet. Payment option methods will include automatic bank payments or credit card/debit card. There is a \$40 nonrefundable enrollment fee per semester and a \$30 returned payment fee. **Failure for student to set-up a payment plan and non-payment will result in student being dropped from classes.**



Enrollment can be completed by visiting [mycollegepaymentplan.com](http://mycollegepaymentplan.com) or through the student's TS Connect Portal. If using the student portal, the student will click on "Student Account Tab" (lefthand navigation bar) and then click on "Create or Manage My Payment Plan" in the Billing Information section. Authorized payers can be established if someone is paying on behalf of the student. The student must access or setup their account first and then add an authorized payer.

Each semester will have important dates regarding when plans become available and deadline to sign-up for that semester. Please pay attention to these dates. The down payment amount and number of payments will be determined by enrollment day. Later enrollment dates may result in more required for a down payment, higher monthly payment amounts, and fewer options for months of payment. The availability of the payment plan is determined by Trinidad State. Please be aware the college may elect not to have the payment plan available during specific times and dates during registration.

If a payment plan is set-up and then not needed, the student must directly contact NelNet to cancel the payment plan. NelNet contact phone number is 800-609-8056. Furthermore, please do not assume your balance will automatically be adjusted if financial aid is received or a class is dropped or added. You should review your agreement balance online, verify completeness, or call Trinidad State Cashier's Office at 719.846.5547.

**Financial Aid Awards:** All financial aid awards are made in compliance with the policies, guidelines and regulations set by the State of Colorado, Federal government and Trinidad State College. Awards may consist of one or a combination of the various financial aid. Financial Aid recipients are notified of their award by mail, online or in person (providing an award has been made). Award estimates are NOT made. Funding of all financial awards is contingent upon State and Federal funding of financial aid programs at TSC.

All students who receive financial aid must meet the standards of satisfactory academic progress. Standards are outlined in the General Information Publication available upon request from the Financial Aid Office.

**Application and Deadlines:** Steps to apply for financial aid and to submit a FAFSA (Free Application for Federal student aid) can be found at <https://studentaid.gov/>. FAFSA is available October 1 of every year. Eligibility for Financial Aid must be determined each college year; therefore, an annual FAFSA application is required.

**Verification Policy and Procedure:** Verification is process of checking accuracy of the information you provide when you apply for federal student aid from the U.S. Department of Education. The institution may also select additional applicants for verification. If you are chosen for verification, you will be notified by the Financial Aid Office to submit additional documentation. It is important to submit the required information to the financial aid office by the June 30 of the subsequent year: For example: 2020-2021 academic

year, June 30, 2020 is the deadline. Incomplete documentation will not be accepted. Failure to meet this deadline will keep the applicant's aid from being processed.

**Satisfactory Academic Progress:** In order to meet satisfactory academic progress requirements for terms in which assistance was received, financial aid recipients must:

1. Maintain a cumulative grade point average of 2.0 or above for all classes attempted; **and**
2. Successfully complete a minimum of 67% of attempted credit hours.

Review of Satisfactory Academic Progress will be done shortly after the stated due date for grades at the end of each term. Credit hours attempted through consortium agreements will be included in the review of this criterion. Students who fail to meet either or both of these criteria will be notified through a warning, probation or letter of eligibility from the Financial Aid Director. Students should refer to the College catalog or website for further information. The policy for satisfactory academic progress is outlined in the Colorado Community College System (CCCS) System Procedure SP 4-40d. For more information, go to <https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-20d-satisfactory-academic-progress-for-financial-aid/>

TSC defines and assigns grades and their interpretations.

1. Grade symbols of A, B, C, D earned during the fall, spring and summer will be considered acceptable for courses completed and Satisfactory Academic Progress Consideration S and P (credit) grades will be assigned the equivalent value of a 2.0 GPA.
2. Grades of F, I, W, IP, AW, and AU earned during the fall, spring and summer WILL NOT be considered acceptable for Satisfactory Academic Progress.
3. Students who received an incomplete grade (I) are responsible for notifying the Financial Aid Office if the incomplete grade has been removed. Students can be made aware of this by statements on the TSC website or within probation and/or suspension letters. Refer to the TSC catalog as to when the "Incomplete" grade will be changed to a failing grade should the student not complete the course as agreed to in the Incomplete Grade Contract.

A student's progress will be measured by comparing the number of attempted credit hours with credit hours successfully completed.

- Good Standing: Student is eligible to receive all types of aid
- Warning: Student is eligible to receive all types of aid.
- Probation: Student will continue to receive aid, but will be monitored closely and must meet good standing criteria by the end of the probation term.
- Ineligible: Student is not eligible to receive financial aid (federal, state or, at times, institutional)

**Maximum Time Length:** Federal regulations require that institutions establish a maximum time period or maximum number of credit hours in which a student should complete an educational degree and/or certificate if financial aid is received. Financial aid



recipients will be considered as making satisfactory academic progress if they complete their educational degree and/or certificate in the time frame outlined in TS catalog. If a student changes a course of study, the attempted hours under all courses of study are included in the calculation of attempted and earned hours. Transfer credit hours are included in the calculation of allowable maximum time length. All attempted credit hours, whether or not financial aid was received for the credit hours, must be evaluated when determining the maximum time length for financial aid consideration.

**Financial Aid Warning, Probation and Ineligible Status:** The Financial Aid Office will evaluate each financial aid recipient's academic progress each term. Each semester-end evaluation will include a GPA review as well as an assessment of the student's completion of the credit hours attempted for that term.

Financial aid recipients will be placed on a warning status if they have reached 110% to 150% of the maximum allowable credit hours for their current program. This includes students who have obtained a degree and/or certificate and are seeking to pursue another degree and/or certificate.

Students will be placed on financial aid probation:

1. If they fail to successfully complete at least 67% of the total attempted hours
2. If they earn a cumulative GPA below 2.0 and/or
3. If they have attempted less than 110% of the maximum allowable credit hours for their current program.

Students are eligible for payment of aid during the probation term. Students are not able to appeal probation. If at the end of the probationary term, under 1 and 2 above, students successfully complete 67% of their attempted hours with a minimum cumulative GPA of 2.0, they will automatically be removed from financial aid probation. Students placed on probation under number 3 above will remain on probation until they attempt more than 150% of the credit hours required for graduation under their program of study. Students will be placed on a warning status for financial aid at that time and be ineligible for financial aid the following semester if they do not complete their program of study.

All financial aid recipients will be ineligible for financial aid consideration for two enrolled terms:

- If they fail to complete 67% of all credit hours they attempt and/or
- If they earn less than a 2.0 cumulative GPA and/or
- If they have reached 150% of the maximum allowable credit hours for their current program. This includes students who have obtained a degree and/or certificate and are seeking to pursue another degree and/or certificate.

**Appeals:** Trinidad State maintains a Financial Aid Appeal Committee and a secondary process for students to appeal the primary decision of the Financial Aid Appeal Committee. A student may appeal when they do not meet the GPA standard or the 67% minimum completion rate. Appeals must be submitted to the Financial Aid Office with documentation (appeal application, written explanation, degree plan signed by advisor

and if needed, a success plan signed by advisor.)

Appeals may be filed for mitigating circumstances, such as:

1. Medical problems (family illness).
2. Family emergency (death of a family member).
3. Other documented extenuating circumstances beyond the student's control.

A student appealing for:

1. Extension of the maximum allowable credit hours for the currently enrolled program, or
2. Funding for an additional degree and/or certificate, may be required to meet with an academic advisor or counselor to discuss the accumulation of attempted hours beyond the degree requirement and/or the educational purpose of a subsequent degree and/or certificate.

The Financial Aid Appeal Form can be obtained from the Financial Aid Office or online at <https://www.trinidadstate.edu/fia/forms.html> within Forms. The student is responsible for presenting sufficient information and documentation to substantiate the existence of mitigating circumstances.

The Financial Aid Director will initially review and make a decision about the appeal. If the student wishes to appeal that decision, they may submit a written request to have the appeal reviewed by the Financial Aid Appeal Committee. The committee is made up of five members. The committee will notify the student within ten days of the decision.

Students with approved appeals will be notified in writing and will be placed on Probation for the term in which the appeal was approved. Students with denied appeals will be notified in writing of the decision and of the reinstatement process.

**Reinstatement:** A student who has been terminated may request reinstatement of eligibility after completing one term with a minimum of 6.0 credit hours at their own expense, (without the assistance of federal, state or institutional money) meeting the satisfactory academic progress requirements, and repaying any overpayment that he or she may have received. Once these criteria are met, the student must submit a written request to the Financial Aid Office for a review of their satisfactory academic progress eligibility status.

**TSC Return of Title IV Federal Financial Aid:** The law specifies how TrinidadState College must determine the amount of Title IV program assistance that you earn if you withdraw from school. Title IV programs covered by this law include: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loan, Direct Plus Loans, Federal Supplemental Educational Opportunity Grants and Federal Perkins Loans.

When a Title IV aid recipient completely withdraws from TSC prior to the end of the term, a refund of the aid will be calculated. The calculation will be based on the number of days attended compared to the total number of days in the semester. Withdrawal after

60% of the term is not subject to the return calculation. Aid used for tuition, fees, books, and room/ board, will be refunded by both the student and the College. The withdrawal date will need to be determined in order to calculate the amount to be returned. This will be the date the student began the withdrawal process with the Student Services Office, or otherwise provided the institution with notification of intent to withdraw. If the student drops without any notification, the midpoint of the term (50% aid returned) will be used as the withdrawal date or the student's last date of attendance at a documented academically related activity. If the withdrawal process was not begun because of illness, accident, or similar circumstance beyond the student's control, the institution will determine the appropriate withdrawal date. If at the end of the semester the student receives all W's, F's or a combination, then again, the midpoint of the term (50% aid returned) will be used as the withdrawal date or the student's last date of attendance at a documented academically related activity.

The College will return to the Title IV programs, the amount based on the standard calculation. That amount is now due to the College by the student. Additionally, the student will return any remaining unearned Title IV funds. (If the student needs to return funds to the Pell or SEOG programs based on the return priority, they need to return no more than 50% of the original amount). Students have 45 days to repay their portion. After 45 days, the college will notify the Department of Education. The student will then be ineligible for Federal Title IV aid at any post-secondary institution until the overpayment is repaid. The loan amounts the student needs to return will be repaid according to the regular repayment schedule for the loan. The school refund to the loan will be credited to the original loan amount. This State Board Policy, SP4-20c can be reviewed at <https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-20c-return-of-title-iv-funds/>

**Consequences of Withdrawing:** Federal funds may not cover all unpaid institutional charges due to the institution upon the student's withdrawal. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. This includes Title IV program funds that the school was required to return on your behalf. Refer to Trinidad State College's Refund Policy at <http://www.trinidadstate.edu/admissions/withdraw.html>

A student will not be able to register for future terms until the balance owed Trinidad State College is paid in full. Failure to pay the balance in full within 45 days may result in your account being referred to Enterprise Recovery System (ERS). In addition, a student may be placed on an ineligible status for financial aid. Refer to Trinidad State College's Satisfactory Academic Progress Policy at <https://trinidadstate.edu/academic-progress/index.html>

**National Student Loan Database System (NSLDS):** Please note that any loan borrowed by the student or parent will be submitted to the National Student Loan Database System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

**Post-Withdrawal Disbursement:** If a student withdraws or drops and as a result of applying the institutional refund policy the school reverses, reduces or cancels a student's charges, the return to Title IV Financial Aid requirements still apply. An otherwise eligible student who begins attendance at a school and is disbursed or could have been disbursed Title IV grant or loan funds prior to a withdrawal or drop earns a portion of these funds.

Students dropping all courses during the add/drop period may be eligible for a Post Withdrawal Disbursement based on the amount of time they were in attendance. Any otherwise eligible student who began attendance at an institution and was disbursed or could have been disbursed Title IV grant or loan funds prior to a withdrawal has earned a portion of those Title IV funds (668.22(a) and 668.22 (1)(4)). The charges used in return calculation are always the charges on student's account prior to withdrawal or drop.

The order of return of Title IV funds will be as follows:

1. Unsubsidized Stafford Loans
2. Subsidized Direct Stafford Loans
3. Federal Perkins Loans
4. Direct PLUS Loans
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (FSEOG)

The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time. Financial aid policies not listed here are available in the Financial Aid Office or online.

**Professional Judgments:** A request for professional judgment is appropriate when you, your spouse or your parents experience a change in income that was reported on your original financial aid application. The request must include a written statement, attached to the "Professional Judgment Worksheet" document that discusses the reason for the requested change as well as a copy of your federal tax transcript or signed tax return for the two years prior to current academic year for which the professional judgment is being requested. This request form, along with SUPPORTING DOCUMENTATION, (proof of sources of income listed) must be submitted to the Office of Financial Aid. A request without documentation will not be considered.

Processing for Professional Judgments may take up to 6 weeks or longer. Students will be notified in writing when a decision is made. This notification may be in the form of an award letter and/or corrected Student Aid Report. Each request will be reviewed on a case by case basis. Approval or denial of the appeal will be determined by a Financial Aid Officer and is final. Approval of this application does not guarantee that you will receive any additional financial aid.

For profession judgment requests, a "Professional Judgment Form" must be submitted. This form is located within "Forms" tab at <https://www.trinidadstate.edu/fia/forms.html>

**Certificate Programs and Financial Aid:** Some certificate programs offered at TSC

are not eligible for financial aid. Please check with the financial aid office and with an advisor to check about your certificate program and financial aid eligibility.

## ACADEMIC INFORMATION

**Full-Time and Part-Time Enrollment:** A student who registers for 12.0 or more credit hours within a semester is a full-time student. A student who registers for fewer than 12.0 hours within a semester is a part-time student.

A student enrolled in an academic program may not register for more than 18.0 credit hours without permission from his or her advisor and the approval of the appropriate Instructional Dean. A student enrolled in a vocational/occupational program may not register for more than 22.0 credit hours without permission from his or her advisor and the appropriate Instructional Dean.

**Grade Point Average (GPA):** The scholastic standing of students at Trinidad State College is indicated by letter grades, which have the following interpretation:

<b>GRADE EARNED</b>	<b>QUALITY POINTS EARNED</b>
A - Superior	4 credit points per credit hour.
B - Good	3 credit points per credit hour.
C - Average	2 credit points per credit hour.
D - Deficient	1 credit point per credit hour.
F - Fail	0 credit points per credit hour.
P - Pass	0 credit points per credit hour.
S - Satisfactory	0 credit points per credit hour.
U - Unsatisfactory	0 credit points per credit hour.
W - Withdrawal Passing	0 credit points per credit hour.
AU - Audit	0 credit points per credit hour.
SP - Satisfactory Progress	0 credit points per credit hour.

Grades of "AU", "I", "S", "U", and "W" are not assigned quality points and are not computed into the grade point average. "D" grades do not count toward graduation for degree or credential requirements.

The computation of a student's grade point average takes into consideration the grades received for successful completion of classes, the quality points earned for those classes, and the total number of completed credit hours. Please note, transfer credits do not include the transfer of quality points or calculated grade point average.

<b>EXAMPLE:</b>	<b>Grade Earned</b>	<b>Credit Hours</b>		<b>Grade Points</b>	<b>=</b>	<b>Quality Points</b>
Sociology 251	B	3	X	3	=	9
Biology 111	A	5	X	4	=	20
English 121	C	3	X	2	=	6
History 201	W	3	X	0	=	0

Total credit hours completed (11). Total quality points (35). The grade point average (GPA) is computed as follows:  $GPA = \text{Total Quality Points (35)} / \text{total credit hours earned (11)} = 3.1818$  GPA.

*Cumulative Grade Point Average:* To compute the cumulative GPA, add the # of credit hours earned for each semester completed and add the total quality points earned for each semester. Divide the total quality points by the total credit hours earned.

**EXAMPLE:**

<b>Semester</b>	<b>Earned Hours</b>	<b>Quality Points</b>
Fall	15	40
Spring	13	32
	28	72

$72/28 = 2.57$  cumulative GPA. A cumulative GPA of 2.0 is required to graduate with a degree or certificate.

**AU – Audit:** By auditing a course, a student may participate in course activities, but does not receive a formal transcript grade. Students must indicate intent to audit a course at registration or by the deadline listed in the course schedule. Audited courses are not eligible for the College Opportunity Fund stipend. Students will be responsible for the full in-state or out-of-state tuition. Audited courses do not meet the credit hour requirement for financial aid or veteran benefits and may not be applied to certificates or degrees.

**Incomplete:** The “Incomplete” (I) grade is a temporary grade and is designed for students who, because of documented illness or circumstances beyond their control, are unable to complete their coursework within the semester, but have completed a majority of the coursework (defined as at least 75% of all course assignments and tests) in a satisfactory manner (grade C or better).

Students are encouraged to let instructors know, as soon as possible (before withdraw date), if they are having difficulties that may prevent them from completing a test or assignments at the end of the term. In requesting an incomplete grade the student must present to the instructor the documentation of circumstances justifying an incomplete grade. Instructors will fill out an “Incomplete Contract Agreement” with the terms, i.e.

assignments and/or tests to be completed and deadlines for completion.

An agreement will be signed by instructor and student. In the event a student and instructor cannot reach resolution concerning an Incomplete, the student can seek mediation with appropriate Dean. Military personnel and emergency management officials who are required to leave in the middle of a term should contact their instructor for special consideration. Documentation of an Official TDY assignment is required and must be approved by appropriate Dean. Incomplete grades not converted to a letter grade by instructor after one subsequent semester (not including summer semester) will revert to an F grade unless a higher default grade has been assigned by the instructor.

**Final Examinations:** Final exams and/or final evaluations are given the last full week of classes during regular class times.

### **Academic Appeal Procedures**

1. Statement of Purpose-To secure equitable solutions to problems of an academic nature that affect a student's academic progress.
2. Basis for an Academic Appeal - An academic appeal may be initiated for the following:
  - a. Denial of program completion/graduation
  - b. Academic dismissal from a program
  - c. Appeal an end of semester grade (final grade)
3. Procedure
  - a. Informal Appeal - This process must be used first. The student and instructor should attempt to resolve the problem on an informal basis whenever possible. If this fails, the student may meet with the instructor to resolve the issue. If the issue is not resolved in the informal process, the student may initiate the formal appeal process.
  - b. Formal Appeal - A written request, via email, to the appropriate Dean of Instruction must be initiated according to the procedures and timelines listed below:
    - i. Final grade appeals must be initiated by the student within thirty calendar days of the awarding of the grade by the instructor after the semester ends.
    - ii. Denial of program completion/graduation or academic dismissal appeals from any program must be initiated within ten calendar days following the notification to the student.
    - iii. The student may initiate a formal appeal by submitting a written request, via email, to the appropriate Dean of Instruction. Appeals may be submitted outside the timelines indicated above only if documented extenuating circumstances exist. These circumstances must be fully explained in the written request and accompanied by supportive documentation. Acceptance of late appeals will be at the discretion of the Instructional Dean.
    - iv. The Dean of Instruction will convene an administrative hearing.
    - v. Participants in the administrative hearing will include the student,

- instructor(s), and the Dean of Instruction.
- vi. The instructor may submit written statements by other individuals having information regarding the complaint. If a student wishes to submit supporting documentation with their appeal, it must be uploaded with the written request before submitting via email.
  - vii. After the hearing, the Dean of Instruction will review all oral and written statements and reach a decision. Students will be notified of the appeal decision via their student issued CCCS email account, accessible through Student Portal within ten calendar days after the hearing. A written notification will also be sent to the instructor.
  - viii. Petition for Review of Due Process: After the appeals decision by the Dean of Instruction, the student may submit a written request to the campus Vice President of Academic Affairs for a process review of the appeals proceedings. The Petition for Review must be submitted within ten calendar days of the written notification of the initial decision. Failure to meet the ten-day deadline for a written request for review will result in the initial decision made by the Dean of Instruction being final and not subject to additional review. All decisions of the Vice President are final.

Note: Appeals/grievances of a non-academic nature are handled by the Vice President of Student Services in accordance with the current student grievance procedure.

**Academic Progress Policy:** Trinidad State wants students to succeed and encourages responsible academic choices. Students must maintain at least a cumulative 2.000 grade point average (GPA) to remain in good standing. A student's academic standing at one college will impact academic standing at another CCCS college.

**Academic Standings:**

Initial Standing: Student has attempted fewer than 9 cumulative credit hours with a GPA => 2.000 for all classes attempted.

Good Standing: Student has attempted at least 9 cumulative credit hours and has a GPA => 2.000 for all classes attempted.

If a student's GPA drops below a 2.000, TSC will place you in one of the following categories to encourage improvement:

Academic Alert: GPA less than 2.000 after attempting 9 credit hours or fewer. Students may continue to enroll in classes provided they have met with an academic advisor to discuss a plan for academic improvement.

Academic Probation: GPA less than 2.000 after completing 9 or more credits in residence at TSC. Students may continue to enroll in classes provided they meet with an academic advisor and prepare a plan for academic improvement and provided the student earns higher than a GPA in the next full semester.



Continuing Academic Probation: GPA less than 2.000 for all courses completed in residence and the last term GPA is 2.000 or higher.

Academic Suspension: If a student on Academic Probation earns a GPA of less than 2.0 for all classes attempted, the student will be suspended and will not be allowed to enroll at any CCCS college for the next term, excluding summer term (summer term may not be used as a suspension term)

Suspension Rules:

- Summer term may not be used as a “suspension term”
- Summer term may be used to remediate (improve) the GPA. If a student wishes to enroll for summer term after being suspended, the student will need to follow his or her home institution’s process.
- Initial suspension is for one term, excluding summer term.
- A second suspension is for two terms, excluding summer term.
- If a student, who has served the suspension term for initial suspension or second suspension wishes to return, he or she will be allowed to re-enroll only after meeting with an academic advisor at the CCCS college the student wishes to attend. The student will be placed on Academic probation.
- A third suspension is for two full years, or four academic terms excluding summers.
- If a student, who has served the third suspension time of two years, wishes to return, the student must meet with an advisor from the CCCS college the student wishes to attend in order to get the suspension hold removed.

Note: Academic probation/suspension is different from Financial Aid warning/ probation /ineligibility. Please see the Financial Aid section of this handbook for information about Financial Aid Warning/Probation/ Ineligibility.

**Attendance Policy:** Students are expected to attend all scheduled meetings of each course and the encouragement of regular class attendance remains with the instructor while the responsibility remains with the student. Each course syllabi provides information on course attendance. Absence, for any reason, does not relieve the student of the responsibility of completing all of the work for the course to the satisfaction of the Instructor.

Class attendance is the responsibility of the student. The student should communicate to each of their instructors regarding any attendance situation that may affect course assignments, exams or grades. Students serving on athletic teams or as members of approved college clubs or related activities who miss class will be considered excused by instructors for the duration of the travel. The college coach, sponsor or staff representative should communicate the students who will be participating. Students are representatives of the college in these approved instances. It is the responsibility of the student to make faculty aware of upcoming excused absences for approved college activities and to assume responsibility for completion of all assignments during the

excused absence. It is the responsibility of the coach, sponsor or staff representative to inform faculty of students who miss class because of approved student travel.

Attendance definitions:

Contact hour: A contact hour is fifty minutes of clock time.

Class period: That period of time during which the Instructor meets with the student in a classroom, lab or other educational setting, beginning and ending at previously announced times. It may include one or more contact hours. Students should expect to spend approximately two hours on out of class assignments and preparation for every one hour of class time.

Excused Absence: Any absence caused by travel to and attendance of any function approved by a coach of a recognized college sport or sponsor of an approved campus club by a current team or club member; any absence caused by illness if the student presents a written statement from a certified health care provider; and any other reasonable excuse acceptable to the Instructor.

**Prior Learning Assessment**: Prior learning is college-equivalent education acquired through non-traditional schooling, work or other life experiences. These might include skills from military, job-related training and volunteer arenas. Students demonstrate and earn college credit for prior learning through such methods as nationalized testing, challenge exams and portfolio examination. For more information about how you might gain credit for prior learning, inquire with the Registrar's Office.

**General Education Guaranteed Transfer Program**: A student completing an A.A. or A.S. degree, containing a minimum of 38 credit hours of State Guaranteed Transfer Courses and passing all coursework with a "C" or higher is guaranteed to have a minimum of 60 credit hours transfer to any 4-year state college/university in Colorado. For further information, contact a TSC advisor, or check out the TSC Catalog.

**Bridge to Bachelor's Degree**: The CCCS Bridge to Bachelor's Degree Program ensures first-time students attending any CCCS College are guaranteed admissions to a participating four-year college or university upon completion of an Associate degree. For more information go to: <https://www.cccs.edu/transfer/>

**Graduation Requirements**: TSC awards the Associates of Arts (A.A.) Degree, Associate of Science (A.S.) Degree, Associate of General Studies (A.G.S.) Degree, Associate of Applied Science (A.A.S.) Degree, and various Certificates. Graduation requirements are described in the TSC Course Catalog.

Applying for Graduation: All students must apply for graduation to be considered a candidate for graduation from a degree or certificate program at TSC. Students may complete graduation requirements anytime during a specific term. However, the official graduation date posted on the student transcript is the last day of full-term classes for the appropriate term. The commencement ceremony is held annually in the spring.

It is recommended that students schedule an appointment with the advisor for verification of eligibility for graduation at the beginning of the semester in which the student will complete his/her program of study.

The **Application for Graduation Form** must be completed and returned to the Office of the Registrar, Berg 108 or Valley Campus, Room 104 prior to the following deadlines:

Fall	November 1
Spring	March 1
Summer	June 30

Applications for Graduation are available from the Registrar's Office or online at [TSC Application for Graduation](#)

Detailed Graduation Information can be obtained at [trinidadstate.edu/graduation](http://trinidadstate.edu/graduation)

**Graduation Ceremony:** Commencement is a formal academic occasion and should be viewed as such in dress and demeanor. The following guidelines are provided to help prepare for the event.

**Graduation Dress:** The academic robe is blue with a V neckline and will show part of your clothing underneath. The recommended dress is similar to what you would wear to a formal interview. *Graduates who are not dressed appropriately will be asked to leave the assembly area and will not be allowed to participate in the Commencement ceremony.*

Please review the following guidelines:

- Shorts are not permitted.
- Dress shoes are suggested. The stairs to the stage are steep; please keep this in mind when considering heel height.
- The gown should be mid-calf.
- Undergraduate students earning Latin honors (cum laude, magna cum laude, summa cum laude) Latin honors cord; cords are distributed to students with the cap and gown or at the Student Achievement Awards.
- The mortarboard (academic hat) should be worn with the front point over the forehead below the front hairline, so the flat board is parallel to the floor. (Not worn on the back of the head with the board pointing upward). Students may decorate caps in accordance with the following rules:
  - Cannot contain any advertisement, symbols, abbreviations, initials, words, slogans, patches, or pictures that: Refer to drugs or controlled substances, tobacco, alcohol, or weapons or be of a sexual nature.
  - Cannot denote an affiliation with gangs or which advocate drug use, violence, illegal activity, or disruptive behavior which is detrimental to the safety and welfare of other students.
  - Cannot be obscene, profane, vulgar, or lewd.
  - Cannot include numbers other than the graduation year.

- Cannot threaten the safety and welfare of any person.
- Cannot make noise. No bells, horns, or anything that makes noise.
- Only the flat, top area of the mortar board may be decorated. There may be nothing hanging down from any of the sides of the cap.

**Administration will reserve the right to disallow anything that is not considered appropriate for commencement ceremony.** Requests and questions regarding graduation regalia should be directed to the Dean of Student Retention and Enrollment.

**Graduation Decorum:** Graduation ceremonies are, by their very nature, festive occasions. The festivity manifests itself in many ways including the dress of the students and faculty adorned in academic regalia and the warmth, joy and satisfaction of accomplishment. The ceremonies are also a solemn occasion; the actual conferring of degrees signifies long, hard work on the part of everyone involved: students, faculty, administrators, parents and spouses. As a consequence of the serious nature of the ceremony, students are expected to maintain a measure of decorum consistent with the occasion. Graduates are expected to return to their seats after receiving their diploma, and to remain seated for the rest of the ceremony. Family and guests are asked to remain seated for the entire ceremony, refraining from leaving their seats in order to take pictures or to talk to graduates.

Please note these additional rules:

- No alcohol or illegal drugs will be permitted in or around the graduation event. Graduates who appear to be under the influence of either will be removed from the lineup and will not participate in the ceremony.
- Candidates should not chew gum or tobacco.
- Air horns or other noisemaking devices are not permitted by graduates or guests and will be confiscated. Balloons and banners are not permitted inside the graduation event during commencement.
- Children are not allowed to sit and/or walk with the graduates.
- Candidates should not have personal belongings in their possession during the commencement ceremony. Students are encouraged to leave valuables with family or friends.

**Graduation Honors:** Graduation honors recognize outstanding academic achievement throughout a student's academic career at the home institution. The honors are awarded to students who complete the requirements for an associate degree and earn a 3.5 or better cumulative grade point average at the institution. Only college level courses completed at the institution will be included in the GPA calculation. To be eligible for graduation honors a student must have earned 15 credits at Trinidad State College by the end of the previous semester. The three levels of recognition are defined as follows and will be posted on the student's transcript.

<b>Cum Laude</b> (“with honor”)	3.50 to 3.749 Cumulative GPA
<b>Magna Cum Laude</b> (“with great honor”)	3.75 to 3.990 Cumulative GPA
<b>Summa Cum Laude</b> (“with greatest honor”)	4.00 Cumulative GPA

*Phi Theta Kappa (PTK) Honor Graduates:* Phi Theta Kappa is recognized by the American Association of Community and Junior Colleges as the only official honor fraternity for two-year colleges. PTK recognizes and encourages scholarship among college students. PTK provides opportunity for stimulation of interest in continuing academic excellence, for the development of leadership and service and for lively fellowship of scholars. Eligibility requirements for PTK are:

- Be enrolled in an institution that has a Phi Theta Kappa chapter
- Have completed at least 12 hours of coursework toward an associate or bachelor’s degree or at least 6 hours of coursework toward a 1-year certificate
- Generally, have a cumulative 3.5 grade point average\*
- Once eligible, students receive an invitation (usually by mail or email) to join the chapter at the college where you’re presently enrolled.
- If you think you may be eligible for membership but haven’t received an invitation, talk with the TSC PTK advisor at each campus.

The Gamma Xi Chapter, the oldest PTK Chapter in Colorado, was chartered at Trinidad State College in 1937 and is active on the Trinidad Campus. The Valley Campus Chapter is Beta Kappa Mu. Students are invited to join PTK if they obtain a grade point average of 3.5 must be obtained during a semester in which a student is enrolled in a minimum of 12 college-level credit hours.

A cumulative 3.5 GPA must be maintained to retain membership. Membership is open to all students without regard to their status as candidates for a degree. PTK members in good standing are permitted to wear the PTK gold stole at graduation indicating their participation in the Honor Fraternity.

To promote scholarship and academic excellence in the profession of nursing, the Organization for Associate Degree Nursing (OADN), has established the *Alpha Delta Nu* honor society which is active on both campuses.

*Psi Beta* is a national honor society, with a chapter at Trinidad State, for students attending two-year colleges, inviting students who plan to major or minor in psychology, as well as students who simply have an interest in psychology.

*President’s List:* Students who enroll in twelve or more college credit hours and earned a 4.0 term grade point average are recognized on the President’s List.

*Vice-President’s List:* Students who enroll in twelve or more college credit hours and earn a term grade point average between 3.75 and 3.99 are recognized on the Vice-

President's List.

*Dean's List:* Students who enroll in twelve or more college credit hours and earn a term grade point average between 3.5 and 3.749 are recognized on the Dean's List.

**Academic Integrity:** Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to outcomes as set forth in the Student Behavioral Expectations and Responsibilities Resolution Procedure.

*Cheating:* The act of using or attempting to use an examination or other academic work, material, information, or study aids which are not permitted by the instructor. Cheating includes, but is not limited to:

- Using books, notes, or calculators or copying from or conversing with others during examinations (unless such external aids are permitted by the instructor).
- Having someone else do research, write papers, or take examinations for someone else.
- Submitting work completed in one class to fulfill an assignment in another class without prior approval from the instructor(s).
- Stealing, distributing, selling, and buying tests or having someone take an exam on someone else's behalf.

*Fabrication:* The invention of material or its source and its use as an authority in academic work. Fabrication includes, but is not limited to:

- Inventing the data for a scientific experiment.
- Inventing the title and author of a publication in order to use the invented publication as a source.
- Knowingly attributing material to an incorrect source.

*Plagiarism:* The act of using someone else's work without giving proper credit to the original source. The work can be written, artistic, musical, language, symbols, or media. Reusing one's own work without proper citation (or approval of instructor) is also plagiarism.

### **Instructional Format Change**

During the academic year, some or all of the instructional formats may change due to an emergency situation affecting college operations, public safety or public health, including the COVID 19 pandemic. Tuition and fees are charged at the beginning of the semester and will remain in place regardless of any changes in instructional format. Tuition and fees will not be refunded in the event the curriculum delivery format changes for any part of the semester.

## CAMPUS SERVICES

**Bookstore:** Trinidad State offers a full-service bookstore experience. Students may charge up to \$750.00 to their student account for books and required course materials at the bookstore up until the 15-week census day. Shop in store on the Trinidad Campus or online 24/7 at <http://www.trinidadstate.edu/bookstore/index.html>

The bookstore offers extended hours during the first and last week of each semester. Textbook buyback can be done any day of the year. However, the end of the semester offers the best buyback prices.

Please Note:

- Basic textbooks for TSC and CCOnline are selected and ordered by the Deans of CCOnline. The textbook for any given course may differ according to the campus. For example, if you change campuses in the middle of PSY 201, you may have to buy a different book.
- Supplementary materials may be used to accompany a basic textbook. Such materials may be selected and ordered for an individual instructor. These types of materials may or may not be required for a subsequent term or bought back and the end of the term.
- Refunds or exchanges are available for drop/add courses. Materials must be in original condition, access codes unopened and unscratched. All refunds are at the discretion of bookstore management.
- For students using financial aid accounts, a photo ID is required at time of purchases.

**Computer Laboratories:** Computer laboratories provide the following computing facilities and services:

- A. Computer laboratories are available to faculty, staff, and students who require computer time for teaching/learning functions, including all academic and occupational areas of study.
- B. Hours of operation in computer laboratories are posted. Special permission is required to extend normal hours of operation.
- C. The Trinidad Campus Computer labs are located in the Berg Building on the 3rd floor, in Leone Lounge of Sullivan Student Center and at the Student Center. The Berg Computer lab is only open to students when there is supervision.
- D. The Valley Campus Computer labs are located on the second floor of the Main Building in room 204, 205, 206 and 105. The classroom labs are only open to students when there is supervision.
- E. IT Support Trinidad Campus 719-846-5663
- F. IT Support Valley Campus 719-589-7105

**Continuing Education:** A large variety of vocational and academic coursework is available at TSC. The goal of TSC in continuing education is to provide an opportunity for lifelong learning throughout the region. For current information about continuing education, please see the TSC website at [trinidadstate.edu/continuing-education](http://trinidadstate.edu/continuing-education)

**Educational Opportunity Center:** The TRiO Educational Opportunity Center at Trinidad State College is one of five in the State of Colorado. It is a federally funded program geared toward serving the “nontraditional” student, generally meaning individuals returning to school after a long absence, and those with dependents. The Trinidad EOC office is located in Berg 201 and the Alamosa EOC office is located in Main Building Room 108. Contact information for the EOC 719-846-5689.

**E-Mail:** The College’s e-mail system is provided by the Colorado Community College System to all students within the TSC community. To protect student privacy, TSC communicates with students using their official TSC e-mail address. Students may forward their e-mail to another account if they choose. Instructors are able to issue assignments by e-mail and students are allowed to email in their work. The College also provides faculty and students with access to Desire 2 Learn (D2L), a web-based learning management system. This system allows instructors to post assignments and announcements, have students participate in asynchronous discussions, share written materials, etc.

**Facilities, Shops, Laboratories, and Equipment:** For scheduling public meeting rooms or facilities contact Theresa Martinez (719) 846-5618. This office will coordinate facility use, schedule and issue written notification of the time and date of the facility use. Facilities are not available for use by employees or students for any type of personal benefit or monetary gain.

Use of College facilities for preparation of instructional materials is permissible and in instances where no direct cost to the College is incurred. Equipment, materials or supplies are not to be removed from the College campus without specific prior approval of administration.

**Food Service:** Food Services are provided on the Trinidad Campus in the Sullivan Student Center Dining Area. Students who live in a residence hall are required to participate in the 19-meal plan.

**Dining Hall:** Trinidad State College is in proud partnership with Sodexo, a global campus dining and facilities solutions company. In the Sullivan Center Dining room, Sodexo serves breakfast, lunch and dinner (5) five days a week and offers brunch and dinner on weekends for all students, faculty/staff, and visitors.

For more information on Sodexo Campus Services, contact the Sodexo Campus General Manager at (719) 846-5629. Sodexo Campus Services information may be found online at <https://trinidadstate.sodexomyway.com/>.



	Breakfast	Lunch	Dinner
Sunday	11:00am -12:30pm		5:15pm - 7:00pm
Monday	7:00am - 8:30am	11:30am - 1:00pm	5:15pm - 7:00pm
Tuesday	7:00am - 8:30am	11:30am -1:00pm	5:15pm - 7:00pm
Wednesday	7:00am - 8:30am	11:30am -1:00pm	5:15pm - 7:00pm
Thursday	7:00am - 8:30am	11:30am -1:00pm	5:15pm - 7:00pm
Friday	7:00am - 8:30am	11:30am -1:00pm	5:15pm - 7:00pm
Saturday	11:00am -12:30pm		5:15pm - 7:00pm

\*Changes will be posted in the Sullivan Student Center dining room.

**Insurance Information:** You may obtain information on student health insurance from the Student Services Office on either campus. Insurance is voluntary and not a prerequisite to enrollment at TSC. However, international students and student athletes are required to provide evidence of insurance coverage. TSC reserves the right to require insurance in some programs such as the allied health and nursing programs. TSC makes insurance information available, but an insurance company sells the policy directly to you. TSC is not affiliated with the insurance company in coverage of the student body with accident and health insurance. Payment of premiums and filing of claims are matters between you and the insurance company.

**Library:** Although currently closed for renovation, the Samuel Freudenthal Memorial Library serves the students, staff and faculty of the Trinidad and Valley campuses. There are several research databases available via the Internet for students including ProQuest, Easy Bib, and EbscoHost, additional databases are listed on the Trinidad State web page. The TSC library resources can be accessed on or off campus at: <http://www.trinidadstate.edu/library-ts/index.html> Library hours are subject to change without notice. The library's phone number is: (719) 846-5593, please contact the library for current hours.

Library services are available for Valley Campus students through the Nielsen Library at Adams State University or the Alamosa Public Library. The Nielsen Library is located six blocks from the Valley Campus in Alamosa at 208 Edgemont Blvd. Valley Campus students can access the Nielsen Library as a community member of the San Luis Valley. For more information about the Nielsen Library go to: <https://www.adams.edu/library/> or call 719-587-7781.

TSC Valley Campus students also have access to the Alamosa Public Library, located at 300 Hunt Avenue. For the most current hours and services available, contact <https://www.alamosalibrary.org/> or call 719-589-6592.

Both Campuses maintain textbook collections. On the Valley Campus, the Learning Center maintains a growing collection of current textbooks covering many academic subject areas. On the Trinidad Campus, the collection is located in the Student Success Center. Textbooks are available for students to use on-site and are available on a first come, first serve basis.

**Residence Halls:** Accommodations for campus living are available for both men and women in the residence halls at the Trinidad campus. The College maintains four (4) residence halls. Applications for living in the residence halls and the Residence Hall Handbook are available online at: <https://www.trinidadstate.edu/residence-life/index.html>

A room reservation deposit of \$100.00 is required with the housing application. Any unused portion of the deposit is returned to the student within 30 days of final student check out. Students residing in the residence halls MUST purchase the meal plan.

Students residing into a residence hall are required to have settled and paid student account balances before checking into the hall. Students must also be registered for current semester classes. During academic breaks students must check-out of resident hall and turn in room keys.

More specific and detailed information pertaining to check-in process, residence hall expectations and guidelines, and check-out process can be found at <https://www.trinidadstate.edu/residence-life/index.html> in “Residence Halls Handbook.”

**Disability Services – Trinidad & Valley Campus:** Trinidad State is committed to providing equal educational opportunity for persons with disabilities in accordance with the Affirmative Action Policy of the College and in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students including concurrent high school students requesting accommodations must self-identify to Disability Services and provide current documentation from a qualified professional. The student must take on the role and responsibility of self-advocacy. Your disclosure is always voluntary, but in order to receive accommodations, you must identify yourself as having a disability. This can be done by contacting the disability services representative at each TSC campus.

Trinidad State will provide reasonable accommodations provided they do not:

1. fundamentally alter the nature or operation of the programs, services, or activities at the College,
2. cause undue burden to the College, or
3. pose a direct threat to the health and safety of others.

Accommodations are not retroactive.

Disability Services contact information:

Trinidad Campus, Berg 209	719-846-5014
Valley Campus, Student Success Center	719-589-7067

**Academic Support:** The Trinidad Campus academic support is located in Berg 209. Academic support services enhance academic opportunities and support for all

students to increase retention, graduation, articulation agreements, and transfer of Trinidad State College's diverse student population.

The Valley Campus Student Success Center is located on the first floor of the main building. Both centers provide students with academic support, referrals and intervention services. For additional information, call (719)846-5624 for Trinidad and 719-589-7135 for Alamosa.

Services provided to all students include:

- Individualized student academic assessment and case management
- Academic support and service referral
- Instructional assistance with online classes, and classroom-based learning strategies
- Hybrid/online support for both students and faculty
- Transfer and articulation agreement advising

### **TRiO Student Support Services Program:**

TRiO Student Support Services at Trinidad State College is a federally funded grant that helps first generation and low-income students stay in college and meet their educational goals. TRiO provides the following for qualified participants:

- Tutoring and study group assistance for many courses.
- Drop in assistance in completing writing assignments for any course.
- Drop in assistance for all students in any level of mathematics.
- State-of-the-art computer lab for word processing and writing assignments.
- Financial Aid guidance and counseling including assistance with completion of applications and forms.
- Grant Aid Scholarship for those participants who qualify.
- Guidance in identifying a course of study & defining career goals.
- Advising and visits (all expenses paid) to assist in transferring to a four-year college or university.

TRiO Student Support Services is located in Berg 209 on the Trinidad Campus and in the Student Success Center, Room 104, of the main building on the Valley Campus. For additional information, Trinidad Campus call (719) 846-5624 or the Valley Campus call (719)-589-7063.

**Student ID Card:** TSC students get ONE free photo ID card. ID's are issued in the Admission Office in Berg 201 on the Trinidad campus and in Room 104 on the Valley Campus. Students are required to be currently enrolled as a student, have an S# and present state or government issued identification to receive a TSC Student ID. Proof of registration and an "S" number is required. Replacement cards cost \$10.00. It is highly recommended students keep their ID with them at all times while on campus.

**Veteran Education and Services:** Trinidad State College has been approved for veterans' training under Chapter 35 Title 38 (DEA) USC, Title 10 USC, Chapter 106, Chapter 30 Title 38, and Chapter 32, Title 38. The Director of Financial Aid serves as Trinidad State College Certifying Official. The contact phone number of the director is 719-589-7045. Standards of Progress are set forth for veterans and eligible students receiving benefits under Chapter 30, 32 and 35, Title 38, United States Code in compliance with V.A. Regulations 14253, 14277 and Title 10 USC, Chapter 106. The policy for all "W" grades at TSC will be the same for veterans as for all students who are attending. Detailed information regarding Veteran Benefits at TSC can be found at <https://trinidadstate.edu/fia/va-benefits.html>

## STUDENT LIFE

The Office of Student Life is designed to serve an ever-changing energetic and enthusiastic student population. The Office of Student Life strives to enhance the academic experience and provide students with opportunities to participate fully in co-curricular activities and programs. Students are provided opportunities to pursue leadership roles, participate in decision-making, and explore personal interests through Student Government, clubs and organizations, student activities, prevention and awareness programs.

**Student Government Association (SGA):** SGA is here to represent students to the faculty and administration as well as provide educational and meaningful activities. SGA is comprised of seven executive board positions from which student may earn a stipend. There are additional positions representing clubs, organizations, residence halls, and athletic teams. These representative positions may not be paid.

**Clubs and Organizations:** All students are encouraged to join a club or organization. All clubs have open membership to all full and part-time students enrolled at TSC. Clubs are updated on each campus annually. For an updated list of clubs on your campus see the Student Life Coordinator at 719-846-5474. If you do not find a club or organization that attracts your interest, then start a new club! To find out more about campus organizations, visit the Office of Student Life on your campus. All club-sponsored activities, on or off campus, must be registered and recognized through the Office of Student Life. An official request form must be filed two weeks prior to the date of the event. Club and Organizations are encouraged to do fundraising or sponsorship for activities. The Student Government Association will entertain request for funds, but approval is not guaranteed. All campus approved clubs and organizations must abide by the policies set by the Student Government Association, the Office of Student Life, TSC, the State of Colorado and Federal laws and regulations. Examples of TSC clubs include:

Alpha Delta Nu Nursing Honor Society	Art Club
Phi Beta Lambda Business Honor Society	Gun Club
Phi Theta Kappa International Honor Society	Nursing Club
Cosmetology Club	

**Student Center:** At the Trinidad Campus, the TSC Student Center is located between Johnson and Romero Resident Halls. The student center is open to all TSC students whether or not they reside in a resident hall. At the student center there are study and work stations, computers and printers for student use, a pool table, ping-pong table, basketball shoot, televisions. Hours of operation vary each semester, for most current hours, please check website at <https://www.trinidadstate.edu/student-life-tc/index.html> At the Valley Campus, the student center is located in Lounge area near Atrium of the Main Building. There are study tables, a basketball shoot, and beverage corner.

**Intercollegiate Athletics:** The athletic department at Trinidad State College, a member of NJCAA (National Junior College Athletic Association), is designed to be a vital and integrated part of a student's educational experience. By participating in intercollegiate athletics, students can develop a sense of fair play, cooperation, responsibility, self-discipline, and leadership. Competitive sports include:

Women's Basketball	Women's Indoor Track & Field
Men's Basketball	Men's Indoor Track & Field
Women's Soccer	Women's Outdoor Track & Field
Men's Soccer	Men's Outdoor Track & Field
Women's Softball	Women's Volleyball
Men's Baseball	Women's Beach Volleyball
Women's Cross Country	Men's Wrestling
Men's Cross County	Women's Wrestling
Women's Half Marathon	Esports
Men's Half Marathon	

Athletics TSC exist for the purpose of furthering the physical development and educational aspirations of student athletes. Athletics are an integral part of the College, not a separate program unto itself.

Information about student athlete completion, graduation and transfer is available on the TSC website at <https://tsctrojans.com> or by requesting a copy of the Equity in Athletics Data Analysis annual report from the Athletic Director.

Because of the high profile of collegiate athletics, all athletes at TSC are expected to represent the College in the highest manner of academic pursuit, good citizenship, and appropriate behavior.

## CAMPUS SAFETY

**Campus Safety:** Trinidad State College is dedicated to providing our students, faculty, staff, and visitors a living and learning environment that is safe and secure. Our two locations (Trinidad and Alamosa) are open campuses filled with people who care about each other. Because of the accessibility, all students, faculty and staff are encouraged to exercise a sense of personal responsibility for their own safety and well-being, and the safety and well-being of others. Safe Campus information and link can be found at <https://trinidadstate.edu/safe-campus/>

Security and college staff are available on each campus and prepared to respond and to make reports of incidents, criminal activity or other emergency situations which arise. Use the “**Incident/Concern Reporting Form**” to report concerning behavior, observations and incidents related to Trinidad State College. Information reported using this tool will be shared with staff that can appropriately follow up. This form can be accessed at <https://cm.maxient.com/reportingform.php?TrinidadStateJC>

Security risks due to design, maintenance, or operation of buildings, grounds or equipment should be directed to the Physical Plant Director at 719-846-5619. Should an incident occur, it should be reported to a supervisor or administrator immediately.

Trinidad State contracts with Highpoint Security for safety and security support on both the Trinidad and Alamosa campuses. Highpoint employees are armed guards, in uniform. Highpoint Security can be reached at 719-580-5560.

**Reporting of Criminal Action or Emergencies:** Students, staff, faculty and guests are encouraged to report all crimes and public safety related incidents in a timely manner. To report a crime or an emergency, call 911 for Trinidad or Alamosa Police Department response.

**TSC Student Right-To-Know and Campus Security Act Campus Policies Regarding Student Right-to-Know (SRK):** The Student Right- to-Know and Campus Security Act of 1990, Title I of Public Law 101-542 is a federal law that requires institutions of higher education receiving federal assistance to make available several key points of information. Those points include:

1. The college graduation and/or completion rate for its full-time degree seeking students: The rate for first –time, degree-seeding students who enrolled at TSC in the Fall of 2017 and who graduated or transferred to a Colorado 2 year or 4-year institution by the summer of 2020 is 56%.
2. The college retention rate for its degree-seeking students: The retention rate for the 2019 cohort returning in 2020 was 64%.
3. The college’s crime statistics and security policy information: TSC maintains a contract agreement with the Highpoint Security to provide campus security for both the Trinidad and Alamosa campuses.

Students and employees are to report criminal actions or other emergencies occurring on campus to the local Police Department, Campus Security, and Campus Vice President or Dean of Completion and Enrollment. The College campus is open under normal work hours, as defined (8:00 AM - 5:00 PM). After hours, College personnel have limited access to facilities as needed. Any student or College personnel desiring use of College facilities beyond normal work hours must schedule and obtain written approval for use of facilities by calling 719-846-5618.

Students and staff are encouraged to report any crimes to the Vice President of Student Services and the contact security on campus and respective police departments in each community. All crime victims and witnesses are strongly encouraged to immediately report the crime to campus security and the appropriate police agency.

**Campus Security Authority:** Certain campus officials have a duty to report criminal misconduct, including sexual misconduct, for federal statistical reporting purposes (Clery Act – Federal Statistical Reporting Requirements). Campus Security Authorities (CSA's) are required to report misconduct to the Title IX Officer or Conduct Officer. CSA's are reminded annually to disclose reportable information.

All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps provide the community with a clear picture of the extent and nature of campus crime and ensure greater community safety.

CSA's include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

**Clery Act-Federal Timely Warning Reporting Obligations:** Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The college will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are CSA's described above.



For more information on Clery Act reporting requirements please contact the TSC Conduct Officer, 600 Prospect Street, Trinidad, CO 81082, (719) 846-5458. Or visit the TSC website at <https://trinidadstate.edu/safe-campus/>

**Crime Statistics:** The Office of Student Services prepares an Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Crime Statistics Act and the Violence Against Women Act. The full text of the report can be found on TSC's website at: <https://trinidadstate.edu/safe-campus/> This report is prepared in cooperation with local law enforcement agencies surrounding our campuses, the housing office, the Valley Campus, campus security and the Vice President of Student Services. Each entity provides updated information on their efforts and programs to comply with Federal requirements.

The Annual Security Report is required by Federal law and contains statements and crime statistics for TSC. The statements address TSC's policies and procedures concerning safety, prevention and security. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or adjacent to the campuses. This report is available online at <https://trinidadstate.edu/safe-campus/>

You may also request a paper copy of the report from the Student Services Office on the Trinidad Campus or the Student Services Office on the Valley Campus.

Campus crime, arrest and referral statistics include those reported to Campus Security, designated campus officials (including but not limited to directors, deans, department heads, and designated staff), Campus Security Authorities and local law enforcement agencies. Each year, an email notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification. Copies of the report may also be obtained at the TSC Office of Student Services. All prospective employees may obtain a copy from Human Resources or by calling (719) 846-5643.

**Fire Safety Report:** TSC is committed to assisting all members of the TSC community provide for their own safety and security. The annual Fire Safety Report compliance document is available within the Annual Security Report and is available online at <https://trinidadstate.edu/safe-campus/> or you may request a copy by calling the Office of Student Services at 719-846-5458.

Per federal law, TSC is required to annually disclose statistical data on all fire and fire safety procedures that occur in on-campus student housing facilities. The Annual Campus Security and Fire Safety Report contains information regarding campus security and personal safety including topics such as: crime prevention, fire safety and other matters related to safety on campus.

## GENERAL INFORMATION

**Appropriate Clothing:** Students are to dress appropriately while on campus. Students are not to wear gang affiliated or Department of Corrections issued garments. Some programs require students wear a uniform or safety equipment (Career and Technical Education programs) and it is a student's responsibility to purchase and wear that uniform or equipment.

**Building Access:** College buildings are generally open during normal business hours. After hours, use of facilities is limited. For information about use of Trinidad State facilities, call (719) 846-5618.

**Children in the Academic Workplace:** Students, staff, faculty and administrators can expect to attend and teach class, or complete work with a minimum of distractions or interruptions. Consequently, the following guidelines have been established to ensure an appropriate academic environment is maintained.

1. Children visiting campus must be closely supervised by an adult at all times.
2. Children will be prohibited from entering dangerous settings such as labs and equipment rooms without the approval of the appropriate supervisor.
3. Children may not attend a class in session without the prior approval of the instructor. Children under the care of the instructor may not attend class without the prior approval of the Dean or supervisor.
4. Children taking part in programs and/or special events on campus are expected to abide by the rules and regulations established by the program event or sponsor.

**Complaints:** Trinidad State College welcomes comments, suggestions or feedback from students, clients and volunteers. Individuals are encouraged to provide feedback or seek resolution about any concern or complaint at the lowest informal level progressing through the appropriate chain of command. If the concern or complaint is not resolved through an informal process, a written complaint may be submitted to the Vice President of Student Services. Complaint forms are available in the Student Services Office on each campus or online through the TSC portal and website, at: <https://trinidadstate.edu/students-current/complaints.html>

**Copyright Information:** Trinidad State College is a state system community college governed by the State Board for Community Colleges and Occupational Education. BP 3-125 and 3-90 outline the college procedures and guidelines <https://www.cccs.edu/policies-and-procedures/board-policies/bp-3-90-copyrights-and-patents/>

<https://www.cccs.edu/policies-and-procedures/board-policies/bp-3-125-electronic-communication-policy/>

**Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:** Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to copy, distribute, perform, or display a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

For more information, please see the TSC website for a full outline of TSC’s copyright policy at: <https://trinidadstate.edu/general/copyright.html>

**Distribution of Printed Materials:** Written information may be posted in approved locations. Stamp approval and a list of approved locations for posted materials may be acquired from the Student Services Office located at Berg 201 on the Trinidad Campus or Room 104 on the Valley Campus. Unauthorized distribution of printed materials and publications on campus is strictly prohibited, including handing out materials and putting information on car windshields. A service, event or activity must be scheduled through Laura Gowen in Berg 210, 719-846-5440.

**Drug and Alcohol Policy:** Trinidad State College is a state system community college governed by the State Board for Community Colleges and Occupational Education (“Board”). Board Policy (BP 3-24) requires TSC to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in federal law) and the Higher Education Opportunities Act (HEOA) of 2008. The Drug and Alcohol Abuse Prevention Program (DAAPP) is outlined in the institution’s Biennial Review. This document is distributed twice each year to students, faculty and staff. A copy of this report is available in the Student Services Office on each campus. In addition, TSC’s drug and alcohol policy (BP 19-30) is available <https://cccs.edu/policies-and-procedures/board-policies/bp-19-30-drug-free-schools/>

**Electronic Communication Policy:** Trinidad State College is a state system community college governed by the State Board for Community Colleges and Occupational Education (“Board”). Board Policy (BP 3-125) and System Procedures outline and guide the usage of all forms of electronic communication at Trinidad State. Electronic Communication Policy (BP 3-125) defines electronic communications to include but not be limited to email, internet services, distance education equipment, web pages and system computer use. For a complete copy of the electronic communication policy, go to: <https://www.cccs.edu/policies-and-procedures/board-policies/bp-3-125-electronic-communication-policy/>

**Firearms Policy:** The policy for firearms on campus is outlined in the Colorado Community College System, System President's Procedure SP19-10. For more information on this procedure go to:

<https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-19-10-violence-firearms-on-campus/>

The procedure outlines that no person may have on his or her person any unauthorized firearm, ammunition, explosive device, or illegal weapon on campus or any facility used by the college.

Authorized Use: The TSC Gunsmithing Department and TSC Law Enforcement Training Academy (LETA) maintain procedures and regulations pertaining to the use of firearms as part of recognized programs of instruction, which require access to a firearm as an integral part of program curriculum.

Program procedures outline authorized use/ possession of firearms on campus including repair or modification work, use at the gun range, authorized law enforcement use, vault storage procedures and instructional purposes associated with the Gunsmithing or LETA programs. Conditions under which firearms will be allowed on TSC's campus in accordance with SP 19-10 include:

1. Those persons conducting and participating in an approved program of instruction in the college's curriculum which requires access to such equipment is as an integral part of the instructional program;
2. Certified Peace Officers;
3. Those persons who have been issued a valid permit to carry a concealed handgun in accordance with Colorado's Concealed Carry Act, C.R.S.
4. § 18-12-201, et seq. and who are acting in compliance with the requirements of that Act; and
5. Those persons granted permission at the discretion of the College President for specific purposes from time to time.

Note: Live firearms and ammunition are not permitted in residence halls. Students with firearms must check them into the safe located in O'Connor hall. Ammunition is prohibited.

**Freedom of Expression:** TSC considers freedom of inquiry and discussion essential to a student's educational development. The College encourages students to engage in discussion, to exchange thought and opinion, and to speak, write or publish freely, in accordance with the guarantees and limitations of our state and national constitutions. The College believes this broad principle is in keeping with the history and tradition of our country and is a cornerstone of education in a democracy. The College endeavors to develop in its students a realization that all citizens not only have the right but the obligation to inform themselves regarding various problems and issues and to formulate viewpoints regarding these issues. However, in discharging their right and obligation of citizenship, students must also recognize their responsibilities to other individuals, to the

College, and to the State and nation. Consequently, responsible conduct and expression consistent with the objectives of the College are expected.

**Grievance Procedure:** The Student Grievance Procedure is intended to allow students an opportunity to present an issue which they feel warrants action, including the right to secure educational benefits and services. If the basis of the claim is discrimination and/or harassment based on federal or state civil rights laws, the student must file a grievance under the Civil Rights Grievance and Investigation Process. For more information go to: <https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-31-student-grievance-procedure/>

**Grievance and Investigation Process (Civil Rights):** Board Policy (BP)3-120 and BP 4-120 provide that individuals affiliated with the System or Colleges shall not be subjected to unlawful discrimination and/or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran or military status, pregnancy status, religion, genetic information, gender identity, sexual orientation, or any other protected category under applicable local, state, or federal law (also known as “civil rights laws”), including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, or other human rights agencies, in its employment practices or educational programs and activities. For details about the TSC procedure, how to file a complaint, grievance and/or the investigation process, go to: <https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-31-student-grievance-procedure/>

**Peaceful Assembly:** TSC acknowledges the rights and privileges of individuals or groups to gather on public property for the purpose of peaceful assembly. The College expects the rights and privileges of all persons to be respected. The College requires that persons engaged in such assemblies on campus will conduct themselves in a manner that will not impair the health of any individual, disrupt the normal conduct of College affairs, or damage or destroy property.

Persons planning or initiating such assemblies to be conducted on the TSC campus are requested to identify their group in advance to the appropriate College personnel through the office of the President and state the purpose of their proposed assembly. Areas may be reserved, if advisable, for the accommodation of such assemblies. Arrangements for any assembly, which involves the use of College buildings not available for general use, must be made with the Physical Plant, (719)-846-5618. The organization sponsoring a speaker, or conducting an assembly, assumes the responsibility for maintaining College policies on peaceful assembly and student freedom of expression. College security may be requested to assure the rights of all concerned are protected.

Peaceful assembly is defined as any purposeful gathering on campus, in or outside of a College building or facility, by one or more persons whose conduct is peaceful and whose conduct is in accordance with the College rules, practices, and law. Peaceful assembly includes meetings, speeches, debates, demonstrations, marches, vigils, sit-ins, rallies, protests, and similar meetings or gatherings that do not threaten or violate policies and rules, interfere with the conduct of College business or regularly scheduled events, infringe on the rights of others, endanger their health and safety, or damage or destroy property.

Any act by the student demonstrators which interferes with the rights of others, disrupts or impairs the normal functioning of the College, damages or destroys property, or impairs health or safety, is referred to the Student Code of Conduct and may be grounds for suspension or dismissal from the College. Demonstrations are prohibited in classrooms during hours they are scheduled for use, or at any locality when conducted in a manner, which interferes with educational functions.

**Animal Policy:** Trinidad State supports the use of service and emotional support animals on campus in compliance with applicable federal and state laws. Dogs and other animals are permitted on Trinidad State property outside of buildings if they are on a leash or otherwise under physical restraint so that the rights and safety of the community are safeguarded. While on campus, animals may not be confined or left unattended in motor vehicles for any period of time. For information about emotional support animals please contact the Disability Services Office on either campus and [SP 16-70a](#)

**Service and Emotional Support Animals:** In accordance with the Federal Fair Housing Act, students with disabilities may be allowed to have an emotional support animal (ESA) within campus housing facilities with **prior approval** from the Disability Services Office. Service animals are permitted on campus in accordance with ADA regulations. Students with disabilities using a service animal should contact the Disabilities Services Coordinator, on the Valley Campus at 719- 589-7067 or 719-846-5014 on the Trinidad Campus.

- Please see [SP 19-60b](#), regarding Student Disability Services for information related to service animals and emotional support animals.
- Please see the appropriate handbook for regulations and processes for service and emotional support animals in student housing, where applicable.



**Sexual Misconduct Procedure:** Trinidad State College and College communities have the right to be free from sexual violence. All members of the Trinidad State College communities are expected to conduct themselves in a manner that does not infringe upon the rights of others. Trinidad State believes in a zero-tolerance policy for sex/ gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this procedure, serious sanctions will be implemented to reasonably ensure that such actions are never repeated. This procedure has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. TSC follows the CCCS State Policy and Procedures [SP 19-60a](#) (Civil Rights and Sexual Misconduct Resolution Process).

When a complainant(s) and respondent(s) are Trinidad State employees, authorized volunteers, guests or visitors, Trinidad State College complies with Title VII of the Civil Rights Act of 1964. When a complainant(s) and/or respondent(s) is a student, the System and Colleges will comply with Title IX of the Education Amendments of 1972 (Title IX). For all individuals who this procedure applies to, Trinidad State adheres to its obligations under the Violence Against Women Reauthorization Act (VAWA) of 2013.

**Reporting an Incident of Sexual Misconduct.** The Colorado Community College System and Trinidad State do not permit sexual misconduct. The System and Trinidad State can respond to a complaint only if it is aware of the allegations made. Further, we can more effectively investigate the sooner the allegation is brought to its attention. Any person who believes they have been subjected to sexual misconduct should file a grievance pursuant to [SP 3-50a](#) and [SP 4-31a](#), Civil Rights Grievance and Investigation Process for Employee Grievances (SP 3-50a) and Student Complaint Procedure (SP 4-31a)

Individuals who feel they have been subjected to sexual misconduct and in need of additional information may contact Yvette Atencio, Title IX Coordinator, 600 Prospect Street, Trinidad, Colorado 81082; Phone 719-846-5538 or 1101 Main Street, Alamosa, Colorado 81011 (719) 846-5538. All matters involving sexual misconduct are taken seriously and investigated.

**Tobacco Free Buildings:** The use of tobacco products including smokeless tobacco, vape cigarettes, snuff, and chewing tobacco is prohibited in all College buildings, College vehicles and College facilities and is allowed only in designated areas at least 15 feet from building entryways. See State Board Policy SP 16-60 regarding Tobacco Use and Tobacco Free Buildings.

## STUDENT RIGHTS, RESPONSIBILITIES, EXPECTATIONS CODE OF CONDUCT AND DISCIPLINE

**Student Rights and Responsibilities:** Trinidad State College's approach to student learning and student conduct is to provide a safe and healthy learning environment that facilitates the mission of the College. When a student's conduct adversely affects the College's pursuit of its educational objectives, actions will be taken to remedy the situation. TSC's approach will be both to resolve the problem and to help students learn from their mistakes. In accordance with this general philosophy, efforts will always be made to resolve discipline issues informally, if possible. This section of the Student Handbook discusses student rights, responsibilities, and conduct at TSC.

*Student Rights:* The submission of an application for admission to Trinidad State College represents a voluntary decision on the student's part to participate in the programs offered by the institution pursuant to its policies, rules, and regulations. College approval of the student's application, in turn, represents the extension of a privilege to join the college community and to remain a part of it so long as the student meets its required academic and behavior standards.

*Student Responsibilities:* Enrollment at TSC is voluntary. When a student enrolls, the student assumes the obligations of performance and behavior, which the College believes appropriate. As a member of the College community, the student is held accountable not only for civil and criminal laws, but College Standards as well. Enrollment does not confer either immunity or special considerations with reference to civil and criminal laws.

Students may be accountable to both civil and College authorities for acts which constitute violations of law as well as violations of College rules and regulations. Disciplinary action by the College will not be subject to challenge or postponements on the grounds that criminal charges involving the same incident have been dismissed, reduced, or are pending in civil or criminal court. In addition, TSC reserves the right to pursue disciplinary action if a student violates a standard and withdraws from the College before administrative action is final.

All persons on College property are required, for reasonable cause, to identify themselves upon request of College officials acting in the performance of their duties. Acting through its administrative officers, the College reserves the right to exclude those deemed detrimental to its well-being or incompatible with its function as an educational institution.

The following guidelines attempt to balance the student's needs and the needs of the College community. If an individual is found in violation of the Code, the College's primary interest will be to help that individual avoid further inappropriate behavior and become a responsible member of the College community. However, if an individual fails to correct inappropriate behavior, or if the violation is serious, the



College will have no choice but to consider taking disciplinary action that may, in some cases, lead to suspension or expulsion from the College. There are some behaviors that will not be tolerated because they threaten the safety and violate the basic purpose of the College community or the personal rights and freedoms essential to other members of the community.

TSC recognizes, that many programs offered, identify additional standards of ethics, accountability and program expertise. The following programs at TSC require students to follow the standards identified in their program handbook in addition to the expectations outlined in this student handbook:

Administrative Medical Assistant	Gunsmithing
Automotive Service Technology	Nursing
Cosmetology	Certified Nurse Assistant
Early Childhood Education	Law Enforcement Training Academy (LETA)
Elementary Education	Athletics
Teacher Preparation	Robotics Program
Electrical Line Technology	Residence Halls
Emergency Medical Services	

### **Student Behavioral Expectations and Responsibilities Resolution Procedure**

This procedure applies to students within the Colorado Community College System, including Trinidad State College. This procedure applies to violations of the Code of Student Behavioral Expectations and Responsibilities (Code) (Appendix A).

If a student is alleged to have violated the Code, this procedure outlines the steps that can be taken in resolving the matter. Students reported to have violated the Code be given the opportunity to participate in the behavioral expectations and responsibilities process. The procedure aims to engage students in a restorative, fair, educational, and developmental process, and to prevent future occurrences of student misconduct.

**Definitions.** For definitions applicable to this procedure, refer to Appendix B.

**Jurisdiction.** This procedure applies to behaviors from students that take place at Trinidad State College, on a CCCS campus, at CCCS sponsored events, and may also apply to off-campus and to online behavior when the Senior Student Affairs Officer (SSAO) or designee determines that the off-campus or online behavior affects a substantial CCCS interest. A substantial CCCS or College interest includes, but is not limited to the following, when the circumstances are such that there is a disruption to CCCS or Trinidad State College operations, a significant negative impact to the campus community, or a detriment to the educational interests of the System or Trinidad State College:

- Any action that constitutes criminal offense as defined by federal or Colorado law. This includes, but is not limited to, single or repeat violations of any local,

state, or federal law committed in the municipality where the System or the Trinidad State College is located;

- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others; and/or
- Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder.
- Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of the System or the College's control (e.g., not on System or College networks, websites or between System or College email accounts) will only be subject to this procedure when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the First Amendment to the Constitution.

**Equity Statement.** The Colorado Community College System is committed to a procedure of equity and justice. We accept the responsibility to create an environment free from discrimination.

## **Procedure**

### ***Initiating a Conduct Process***

Any member of the System or Trinidad State College community may allege a violation by any student of the Code by reporting the matter to the appropriate SSAO.

The SSAO manages reports of Code violations made under this procedure and may delegate this responsibility. Students, faculty, instructors, staff, authorized volunteers, and guests are encouraged to report behavior that potentially violates the Code or that may be criminal in nature. Formal reports can be made by completing a College incident report on the Trinidad State website. If the conduct is believed to be criminal in nature, the SSAO should immediately report the alleged violation to campus law enforcement or security or external law enforcement.

There is no time limit on reporting violations of the Code; however, the longer someone waits to report, the harder it becomes for College officials to obtain information and witness statements and to make determinations regarding alleged violations. Anonymous complaints are permitted, though doing so may limit the College's ability to investigate and respond to a complaint effectively.

Complaints, concerns, or reports without reasonable cause will not be pursued. Upon receipt of the report, the SSAO or designee shall review the matter to determine if it alleges sufficient information to support reasonable cause that a violation has occurred. If so, the SSAO shall promptly notify the Complainant (if any) and the Respondent in writing of the allegations and any interim action that is being imposed. Should a student withdraw from the institution prior to the conclusion of the conduct process, the College will proceed with or without the student's involvement.

The SSAO will identify a conduct resolution pathway as outlined below based on the nature of the allegations and input from the involved parties. Decisions made by the SSAO shall be final unless subject to appeal. Any outcomes and restrictions imposed take effect immediately unless the SSAO agrees to delay or stay the outcome.

Proceedings initiated under this procedure are separate from civil or criminal proceedings that may relate to the same incident. Investigations or conduct proceedings by the College are not postponed while criminal or civil proceedings are pending unless otherwise determined by the SSAO.

***Interim Actions*** - The SSAO, in consultation with appropriate administrative personnel, may implement interim actions intended to protect the safety and well-being of the CCCS community; preserve CCCS property; address the effects of the reported behavior; and prevent further violations while the matter is under review or investigation. Interim actions may include, but are not limited to:

1. *Interim No Trespass*: The SSAO may issue a “Cease Communications,” “No Contact,” and/or “No Trespass,” directive, also referred to as a persona non
2. *Interim Suspension*: This interim suspension includes attending classes and events pending a final outcome. This interim suspension begins immediately upon notice from the SSAO. In cases where
3. a student is banned from campus on an interim basis, they will be subject to immediate arrest for trespass if they are on campus until the exclusion has been lifted. A meeting with an SSAO is then scheduled as soon as possible to determine the appropriate conduct resolution pathway.
4. Any other outcome listed in this procedure below may also be imposed on an interim basis.

In all cases in which an interim action is imposed, the individual will be given the opportunity to meet with the SSAO prior to such action being imposed, or as soon thereafter as reasonably possible, to show cause why the interim action should not be implemented. The SSAO shall have sole discretion to implement or stay an interim action, and to determine its conditions and duration. Violation of an interim action may be grounds for imposition of an outcome, up to and including expulsion.

### **Conduct Resolution Pathways**

**Alternative Conflict Resolution:** The SSAO, in consultation with the involved parties, may determine informally resolving student conduct matters through an alternative conflict resolution process is appropriate to resolve the reported concerns. The primary focus during alternative conflict resolution remains the welfare of the parties and the safety of the CCCS community, but it does not involve a formal investigation.

Alternative conflict resolution, includes, but is not limited to, dialogue, conflict coaching, mediation, restorative justice, or shuttle diplomacy. Alternative conflict resolution works best when students take responsibility for their actions, have a desire to restore the impact created in the incident, and actively participate in deciding and agreeing upon an outcome. If a resolution is reached, the matter will be closed without opportunity for an appeal.

At any time during the alternative conflict resolution process, the SSAO may elect to initiate formal investigation as deemed appropriate to resolve the matter. The parties can elect to cease the alternative conflict resolution process at any time before it concludes and proceed with a formal investigation.

**Formal Investigation:** Where formal investigation is designated, the SSAO shall investigate the allegations, provide the Respondent an opportunity to be heard, and render a decision as outlined below:

1. Investigation: The SSAO shall provide the Respondent an opportunity to respond to the allegations either by meeting with the SSAO to discuss the allegations or by submitting a written response, or both. The Respondent will have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting. An advisor may only consult and advise their advisee, but not speak for the advisee at any meeting or hearing. The SSAO may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation. The SSAO may also conduct any other investigation, such as meeting with the Complainant (if any), meeting with other relevant witnesses, and evaluating relevant documents, information, and evidence.
2. Decision: Once the investigation is complete, the SSAO shall render a decision as to whether a violation of the Code has occurred. The determination shall be based on the preponderance of evidence standard: *whether it is more likely than not* that the student violated the Code. The decision shall address whether alleged conduct occurred; whether and how the conduct violated the Code; and impose an outcome, if appropriate.
3. Notification of the decision in writing will be provided by the SSAO to the Respondent and any other involved parties, as appropriate. The decision will include information regarding the applicable appeals process. The decision is part of the student's educational record.

**Outcomes** - The following outcomes can be implemented by the SSAO as a result of finding a violation in the formal investigation process or as part of an agreed upon alternative conflict resolution. These outcomes are intended to develop an educational and restorative experience for individuals engaging with the conduct process. These outcomes may also be put in place to ensure safety of the individual and/or the CCCS community. Outcomes will be effective immediately upon notice to the student, except that the SSAO may delay or stay the effective date, in their discretion, upon request from the student (e.g., it may be appropriate to stay an

outcome pending the resolution of an appeal).

1. Loss of Privileges: The student will be denied specified privileges for a designated period of time, from one to three semesters or one academic year.
2. Building/Access Restriction: The student will be denied access to specific campus locations, from one to three semesters or one academic year.
3. Restriction on Visitation Privileges: Restrictions that may be imposed on a residence hall student or non-residence hall student. The parameters of the restriction will be specified.
4. Eligibility Restriction: The student is deemed “not in good standing” with the College for a specified period of time, from one to three semesters or one academic year. Specific limitations or exceptions may be granted by the SSAO, and terms of this outcome may include, but are not limited to, the following:
  - Ineligibility to hold any office in any student organization recognized by the College or maintain an elected or appointed office at the College.
  - Ineligibility to represent the College in any way, including, but not limited to participating in the study abroad program, attending meetings, or representing the College at an official CCCS function, event, or intercollegiate competition as a player, manager, or student coach, etc.
5. No Contact Orders: If a “no contact” order is issued, it is the responsibility of the student not to have any contact with the individual(s) named in the order, directly or through third parties, or electronically/online until the order is officially removed by the SSAO.
6. College Housing Reassignment: Reassignment to another College housing facility.
7. Restitution: Compensation for damage caused to the College or any individual’s property. This could also include situations such as failure to return a reserved space to proper condition, including labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
8. Referral for Treatment/Assessment: These include, but are not limited to, alcohol or drug education programs, anger management, or other relevant assessment and treatment programs. Some outcomes may include a cost or fee.
9. College/Community Service Requirements: Completion of a specific supervised College/Community service.
10. Confiscation of Prohibited Property: Items whose presence is in violation of College policy (pipes, bongs, weapons, etc.) will be confiscated. Prohibited items may be handled, disposed of, or returned to the owner at the discretion of the SSAO.
11. Educational Program/Project: Requirement to complete an educational or reflection project designed to support students in their understanding of the overall impact of their behavior, or a requirement to attend, present, and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about the violation for which the student was found responsible. Audience may be restricted.

12. **Warning:** An official notice that misconduct has occurred and/or that future specific behavior could result in more severe restrictions, conditions, and outcomes.
13. **Probation:** A period of time in which the privilege of continuing as a student is conditioned upon meeting certain requirements. Any violation or failure to comply with restrictions while on probationary status could be escalated for further outcomes, including removal from CCCS. Additionally, students on probationary status typically will be required to meet with SSAO or other College personnel for follow up meetings. Probationary status may range from one semester up to duration of time at CCCS.
14. **Suspension:** Separation from a College for a specified minimum period of time, after which the student is eligible to petition the SSAO for permission to return. Eligibility for return may be contingent upon satisfaction of specific conditions. The student is required to vacate the campus immediately upon receipt of notification of a suspension. During the suspension period, the student is restricted from College property, functions, events, and activities without prior written approval from the SSAO. Additionally, students may be suspended from one class period per incident by the responsible faculty member or instructor without triggering this procedure. Any longer suspension must be referred to the SSAO.
15. **Expulsion:** Permanent separation from CCCS. The student is banned from CCCS College properties and the student's presence at any CCCS-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.
16. **No Trespass:** The College may issue a "No Trespass" directive, also referred to as a persona non
17. **Other:** Additional or alternate restrictions, conditions, or outcomes that promote reflection and holistic student development (e.g., creative expression, community restoration project) may be created and designed as deemed appropriate to the violation.

***Appeal of Formal Investigation Decision*** - A student found responsible for violating the Code through the formal investigation process has a right to appeal if suspension or expulsion are imposed. If an outcome other than suspension or expulsion is imposed as a result of a formal investigation, a student may request in writing a discretionary appeal to the designated Appellate officer. A request for a discretionary appeal must be in writing and submitted to the Appellate Officer within five (5) business days of the notice of decision. The Appellate Officer must notify the student in writing of whether the appeal will be permitted and if permitted, the below appeal deadlines apply from the date of that decision.

All appeals must be made in accordance with procedures outlined in this section.

1. Important Information about Appeals:

- The appeal is the final step in the conduct process.
- An appeal does not provide a second meeting or review of the case. The appeal process will be based on the existing record and the appeal criteria.

- Situations may occur that shift the timeframe of the appeal process. Considerations will be given for extenuating circumstances, including but not limited to, College holidays, family crisis, trauma, and medical/non-medical emergencies. Any extensions are made at discretion of the SSAO.
  - Students are encouraged to consult with the SSAO and external resources about the appeal process prior to submitting the request for an appeal.
2. Appeals Criteria: A student may only appeal upon one or more of the following grounds:
    - A material procedural error occurred that significantly impacted the outcome of the factual findings, outcomes, or both (e.g., substantiated bias, conflict of interest, or material deviation from established procedures).
    - There is new information, unavailable during the formal investigation that could substantially impact the decision or the outcome. The new information must be included with the student's request for appeal and the student must show that the new information was not known to them at the time of investigation. Failure to participate in the initial investigation does not constitute new information for the appeal process.
  3. Initial Review of Appeal: Regardless if a case is appealed, all outcomes imposed in the case will go into effect immediately unless they are officially stayed pending the appeal decision. Appeals must be filed in writing within ten (10) business days of the notice of the initial conduct decision or decision allowing discretionary appeal. A student may file a written appeal by completing and submitting the College's appeal form, if applicable, and sending it to the Appellate Officer. It is the student's obligation to provide any and all materials for consideration at the time of appeal submission. Subsequent information and/or revisions to the appeal after initial submission will not be accepted. Upon receipt of an appeal, the Appellate Officer shall conduct an initial review to determine if the appeal meets the limited appeals criteria and is timely. The student will receive notification about the decision of the initial review of appeal within five (5) business days of receipt of the student's appeal. If the appeal is found to meet these criteria, the Appellate Officer shall give written notice to other involved parties, if applicable, to allow the other parties an opportunity to provide a response to the appeal.
  4. Appeal Determination: If it is determined an appeal meets the appeal criteria, the Appellate Officer will review the appeal. In reviewing the appeal, the Appellate Officer may only consider the information contained in the record of the case, but may seek clarification of the decision rendered by the SSAO. Upon review of an appeal, the Appellate Officer shall have the authority to:
    - Deny the appeal and affirm the initial decision and outcomes.
    - Find that a material procedural error occurred (e.g., substantiated bias, material deviation from established procedures) that impacted the outcome and refer the case back to the SSAO
    - or an alternate designee with instructions to reconvene the investigation and/or the Appellate Officer may otherwise correct the procedural error.
    - Find that the student has presented new information that is material to the decision or outcome of the case. Upon this finding, the Appellate Officer

shall conduct or request appropriate additional steps (such as requesting additional investigation by the SSAO) and/or modify the decision and outcome accordingly.

- The Appellate Officer will notify the student in writing of the decision, typically within ten (10) business days of completing the review.
- During this appeal process, if the Appellate Officer requires additional time, they shall promptly notify the parties.

**Student Records** Student conduct records will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and SP 4-80a, Student Educational Records and Directory Information. Generally, student conduct records are sealed seven (7) years after a final decision is delivered in the resolution process, except as required by law. Student conduct records may be sealed earlier by the SSAO upon written request from the student. Conduct records that result in a separation from the College (suspension or expulsion) and those that fall under Civil Rights, to include a Title IX investigation, will be maintained for seven (7) years.

**Financial** Students who are suspended or expelled as a result of the conduct process will not receive a refund of any tuition, fees, or other charges, and will be responsible for any outstanding balances owed to the College. Students who are terminated from housing will be responsible for fulfilling their housing and dining contract fees, if applicable.

**Retaliation** It is a violation of this procedure to engage in retaliation, such as taking adverse employment or educational action, against any person who reports an incident of a Code violation or because of the person's participation, or perceived participation, in any aspect of this procedure. Retaliation includes acts to intimidate, threaten, coerce, or discriminate against any individual for the purposes of interfering with any right or privilege provided by this procedure.

**Revising this Procedure** CCCS reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.

## Appendix A

### Code of Student Behavioral Expectations and Responsibilities (Code)

#### Proscribed Conduct

College disciplinary regulations are set forth in writing and in concert with [BP 4-30](#) and [SP 4-30a](#) in order to give students general notice of proscribed (prohibited) behavior. These rules and regulations should be read broadly and are not designed to define prohibited behavior in exhaustive terms. It is recognized by the College that students are expected to adhere to TSC regulations and the laws of the larger community and to take personal responsibility for their conduct. A student is therefore subject to two (2) sources of authority: civil/criminal authority and College



authority. Violation of any municipal ordinance, law or regulation of the state of Colorado, or law or regulation of the United States which may cause harm or endangerment to self or others, or somehow compromises the educational mission of the College, may result in disciplinary action, up to and including dismissal from the College. The College does not normally take disciplinary action for off-campus violations, but it retains the right to act in special cases. Disciplinary actions imposed by TSC may precede, and be in addition to, any penalty that might be imposed by an off-campus authority. When accused of a violation, a student has a right to review the evidence against him or her and to respond to the allegations; however, this does not necessarily mean the right to confront a witness. An attempt will be made to resolve all cases at the lowest level possible.

**Statement** A College community is defined by its values for learning, teaching, and service that reflect academic excellence, holistic student development, and societal impact. To guide student success, the Colorado Community College System (CCCS) has created the Code of Student Behavioral Expectations and Responsibilities (Code), which includes standards of behavior that support an engaged learning environment for all students. The Code embraces the institutional values of integrity, excellence, learning, diversity, intellectual freedom, and equal opportunity, and is rooted in conflict resolution practice to support students in resolving their own conflicts.

Each College's Student Affairs Division is authorized to enact the Code and utilize the Code procedures to support students while holding them accountable to the behavior that supports the College mission and vision. The outcomes of the student conduct process are designed to assist students in their development, help them think through their moral and ethical decision-making, and realign their behavior with the College's community expectations. In certain incidents, this may involve separation from the College either temporarily or permanently.

Outcomes are assigned based on the severity of the violation, cumulative conduct history, and educational needs of the student. Students at each College are provided a copy of the Code and are responsible for reading and adhering to the Code. The Code in no way creates a contractual obligation and CCCS reserves the right to revise the procedure at any time.

**Code.** The College considers the behavior described in the following subsections as inappropriate and in opposition to the values of the College community. These responsibilities apply to all students including continuing education. The College encourages and expects students, faculty, and staff to engage as active bystanders and report to College Officials incidents that involve the following behaviors. Any student found to have violated or to have attempted to violate the following responsibilities may be subject to the conditions, restrictions, and outcomes outlined in SP 4-30a, Student Behavior Expectations and Responsibilities Resolution Procedure.

The following section is organized alphabetically by violation followed by an explanation.

**Abuse of Conduct Process:** Abuse or interference with College processes, including conduct and academic integrity meetings:

- Falsification, distortion, or misrepresentation of information.
- Failure to provide, destroying, or concealing information during an investigation of an alleged Code violation.
- Attempting to discourage an individual's proper participation in, or use of, the campus conduct system.
- Inappropriately influencing any member of the campus community with conduct authority prior to, during, and/or following a campus conduct proceeding.
- Influencing or attempting to influence another individual to commit an abuse of the campus conduct process.

**Academic Integrity:** Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to outcomes as set forth in the Student Behavioral Expectations and Responsibilities Resolution Procedure.

- **Cheating:** The act of using or attempting to use an examination or other academic work, material, information, or study aids which are not permitted by the instructor. Cheating includes, but is not limited to:
  - Using books, notes, or calculators or copying from or conversing with others during examinations (unless such external aids are permitted by the instructor).
  - Having someone else do research, write papers, or take examinations for someone else.
  - Submitting work completed in one class to fulfill an assignment in another class without prior approval from the instructor(s).
  - Stealing, distributing, selling, and buying tests or having someone take an exam on someone else's behalf.
- **Fabrication:** The invention of material or its source and its use as an authority in academic work. Fabrication includes, but is not limited to:
  - Inventing the data for a scientific experiment.
  - Inventing the title and author of a publication in order to use the invented publication as a source.
  - Knowingly attributing material to an incorrect source.

- **Plagiarism:** The act of using someone else's work without giving proper credit to the original source. The work can be written, artistic, musical, language, symbols, or media. Reusing one's own work without proper citation (or approval of instructor) is also plagiarism.

**Alcohol/Drugs:** Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/ drug paraphernalia while on College-owned or College-controlled property, and/or at any function authorized or supervised by the College, and/or in state owned or leased vehicles.

**Animals/Pets:** Animals are not permitted on campus except as permitted by law or as specifically approved by the College.

- Please see [SP 19-60b](#), regarding Student Disability Services for information related to service animals and emotional support animals.
- Please see the appropriate handbook for regulations and processes for animals and pets in student housing, where applicable.

**Bullying/Non-physical abuse:** Bullying includes repeated and/or severe aggressive or negative actions or behaviors intentionally or reasonably likely to intimidate, hurt, control, or diminish another person, physically, mentally, or emotionally. Bullying may include direct or indirect communications in verbal or nonverbal form and specifically includes bullying by electronic means (e.g., cyberbullying).

- Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment.
- For more information and compliance, see [SP 19-10](#), Bullying/Violence/Firearms on Campus.

**Damage and Destruction:** Reckless and/or unauthorized damage to, or destruction of, College property or the individual property of another, regardless of intention. Damage or destruction of community, public, or private property.

**Deceitful Acts:** Engaging in deceitful acts, including, but not limited to: collusion, forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.

**Collusion:** Action with another or others to violate the Code.

**Falsification:** Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments, including electronic forgery and/or manipulation.

**Discrimination and Harassment:** Discrimination is any distinction, preference, advantage, or detriment given to a person based on one or more actual or perceived protected classes. Harassment is a form of discrimination that includes Quid Pro Quo and Hostile Environment.

Hostile Environment occurs when a person is subjected to verbal or physical conduct based on a protected class that is sufficiently severe, persistent or pervasive, and objectively offensive to alter the conditions of a person's employment or unreasonably interfere with a person's ability to participate in or benefit from CCCS educational programs or activities, from both a subjective and objective viewpoint.

Quid Pro Quo is a type of sexual harassment that exists when an employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, such as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Sexual harassment includes, but is not limited to, dating violence, domestic violence, stalking, and sexual assault. For more information and how to file a complaint regarding discrimination or harassment, including sexual misconduct, see [SP 19-60a](#), Civil Rights and Sexual Misconduct Resolution Process.

**Disruptive Behavior:** Engaging in any behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting) or disrupts the general operation of the College.

**Endangerment or Defacement:** Conduct that is detrimental to the College, and/or to community safety. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of College property or property of others.

**Failure to Comply:**

- Failure to comply with or follow the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and well-being of others.
- Failure to comply with or follow the directives and/or sanctions imposed under CCCS policies and procedures.
- Failure to identify oneself to College officials, acting in their official capacity, when requested to do so.

**Fire Safety:** Violation of federal, state, local, or campus fire policies including, but not limited to:

- Intentionally, recklessly, or negligently causing a fire that damages the College, individual property, or causes injury.
- Failure to evacuate a College owned, operated, or controlled facility during a fire alarm.
- Improper use of College fire safety equipment.

- Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on College property. Such action may result in a criminal action.

**Gambling:** Gambling as prohibited by the laws of the State of Colorado. Gambling may include, but is not limited to, raffles, lotteries, sports pools, and online betting activities. Participation in illegal gambling activities on College-owned or College-controlled property, and/or any function authorized or supervised by the College, and/or in state owned or leased vehicles.

**Harm to individuals:** Intentionally or unintentionally causing physical harm, threatening to cause harm, endangering the health and/or safety of any individual, or demonstrating violent behavior. Violent Behavior includes any act or threat of physical, verbal or psychological aggression, or the destruction or abuse of property by any individual. A threat is defined as direct or indirect, verbal or non-verbal conduct (including those made in person, by mail, over the telephone, by email, or by other means) intended to result or reasonably resulting in intimidation, harassment, harm, fear or endangerment of the safety of another person or property. For more information and compliance, see [SP 19-10](#), Bullying/Violence/Firearms on Campus.

**Hazing:** Defined as an act that endangers the psychological, emotional, intellectual, and/or physical health and/or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, team, or organization. Additionally, any act that places a student in a subservient role within an organization is considered hazing. Participation or consensual cooperation by the individual(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and failing to report those acts may also violate this code.

**Indecent Exposure:** Deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

**Retaliation:** Retaliatory acts include, but are not limited to intimidation, verbal or physical threats, harassment, coercion, or other adverse action(s) against a person who reports an incident of misconduct.

**Rioting:** Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or results in damage and/or destruction of property.

**Theft:** Obtaining, retaining or exercising control over property of another without authorization, or by threat or deception, with the purpose and/or effect of depriving the person(s) to whom the property belongs of its use or benefit.

**Tobacco Violation:** Smoking and the use of tobacco and related products, including electronic smoking, where contrary to applicable laws or policies established by the College. This includes smoking inside buildings or in areas where smoking is posted as prohibited.

**Trademark Violation:** Unauthorized use, including misuse, of the College or organizational names and images without the express written consent of the institution or organization.

**Unacceptable Use of College Equipment, Network or System:** Unacceptable uses of any College-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without the author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity. For more information, see [SP 4-32](#),

**Unauthorized Access and Entry:** Unauthorized access to any College facility, including misuse of keys, cards, restricted access areas, or unauthorized possession, duplication or use of other individual's means of access to any College facility; failing to provide a timely report of a lost College identification card or key; misuse of access privileges to College premises or unauthorized entry to or use of facilities, including trespassing, propping, or unauthorized use of alarmed doors for entry into or exit from a College facility.

**Violation of Laws, Directives and Signage:** Violating any municipal, county, state or federal laws, or executive orders, or violating any public health orders in a manner that adversely impacts the health and well-being of the campus environment and those on campus.

**Weapons Violation:** Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects, such as arrows, axes, machetes, nunchaku, throwing stars, or knives with a blade of longer than three (3) inches. This includes the unauthorized storage of any item that falls within the category of a weapon, including storage in a vehicle parked on College property, other than what is expressly permitted by law.

- Possession of an instrument designed to look like a firearm, explosive, or dangerous weapon is also prohibited by this policy.
- Intentionally or recklessly using and/ or possessing a weapon or any other item in such a way that would intimidate, harass, injure, or otherwise interfere with the learning and working environment of the College shall face increased consequences.

- Students, faculty, and staff possessing valid Colorado Concealed Handgun Licenses are permitted to carry concealed on campus in accordance with state law and CCCS policy.
- For more details about certain restrictions, please consult with the campus/local police and/or the Housing and Residential Education Handbook, where applicable.
- For more information and compliance, see [SP 19-10](#), Bullying/Violence/ Firearms on Campus.

**Violation of course, program, or activity rules:** Violation of established rules as contained in courses, programs activities, regulations, or guidelines and established by departments, regulatory boards, or licensing bodies, including all Housing and Residential Education policies, as applicable.

**Group Violations** A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this Code occur by the organization or its member(s), including the following conditions:

- Violation(s) take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or implied.
- Violation(s) have received the consent or encouragement of the organization or of the organization's leaders or officers.
- Violation(s) were known or should have been known to the membership or its officers.

Conduct meetings for student groups or organizations shall also follow the Student Behavioral Expectations and Responsibilities Resolution Procedure. In any such action, individual determinations as to responsibility will be made and restrictions, conditions, and outcomes may be assigned collectively and individually, and will be proportionate to the involvement of each individual and the organization. Procedures will begin with communication to the President or leadership of said organization.

**Amnesty-** Assisting an individual by calling for help in an alcohol or drug-related emergency means neither the person who calls for help, nor the person who needs help will be subject to formal investigation nor receive a formal conduct record for their behavior. Students seeking assistance under these provisions may be required to meet with the SSAO and to complete educational, counseling, or other requirements aimed at addressing health and safety concerns. The requirements will be informal or on a deferred basis. The student must fully comply with reporting to appropriate College officials for amnesty to be considered.

## Appendix B

### Definitions

**Alternative Conflict Resolution** - Alternative conflict resolution is a process of addressing differences that allow everyone involved to find a way to work together. Differences may be personal, financial, employment, political, emotional, or interpersonal. It is an alternative to formal investigation of a reported violation. There are many types of alternative conflict resolutions that may be utilized to work through conflict that may arise. Examples include:

- Dialogue: Students engage in a conversation to gain understanding or to manage a conflict independent of intervention or third-party facilitation.
- Conflict Coaching: Students seek counsel and guidance from the Division of Student Affairs to learn more about their own conflict styles and strategies to engage in conflict in a more effective and independent way.
- Facilitated Dialogue: Students access Division of Student Affairs for facilitation services to engage in a conversation to gain understanding or manage a conflict with another party. In a facilitated dialogue, parties maintain ownership of decisions concerning the conversations or any resolutions of a conflict.
- Mediation: Students access the Division of Student Affairs to serve as a third party to coordinate a structured session aimed at resolving a conflict and/or constructing a resolution agreement for the parties involved.
- Restorative Justice Practices (conferences, circles, and boards): The Division of Student Affairs provides space and facilitation services for students taking ownership for harmful behavior and those parties impacted by the behavior to jointly construct an agreement to restore community.
- Shuttle Diplomacy: A Resolution Coordinator actively negotiates an agreement between two parties who do not wish to directly engage with one another.

**Complainant** - Complainant is a person who is subject to alleged inappropriate or unlawful behavior. For purposes of this procedure, a Complainant can be a CCCS employee, student, authorized volunteer, guest, or visitor.

**Due Process** - Due process provides a student reported to be in violation of the Code, a written notice of the allegation of misconduct, time to examine the evidence and formulate a response, and the opportunity to explain their version of events to the SSAO.

**Notification** - Notification is an email from the SSAO requesting a meeting. The email will be sent to the student's College issued email address and will outline the incident in question, process, and rights of the student.

**Outcomes** - Outcomes are assigned and used to develop an educational and restorative experience for individuals engaging with the conduct process. Outcomes may also be put in place to ensure the safety of an individual and/or the campus community.



**Preponderance of the Evidence** - The standard of proof that shows more likely than not that a violation occurred, based on what a reasonable person would consider. This standard is utilized by the SSAO in the formal investigation process.

**Reasonable Cause** - Reasonable cause is defined as credible information that, if true, supports the proposition that a violation of the Code has occurred, including information provided by an anonymous source.

**Reporting Party** - Individual(s) who report an incident of concern and possible Code violation. Reporting parties could be students, faculty, staff, law enforcement, or community members.

**Respondent** - Individual(s) against whom the report was filed.

**Resolution Coordinator** - A Resolution Coordinator is a College official who is authorized by the SSAO to coordinate conduct resolution.

**Senior Student Affairs Officer (SSAO)** - The individual designated by the College President to oversee student affairs and be responsible for administering the Code of Student Behavioral Expectations and Responsibilities. The SSAO may delegate some or all aspects of this procedure to another individual (designee/Resolution Coordinator).

All references in these procedures to the SSAO include any designee.

\*Note: Previously referred to as Chief Student Services Officer (CSSO); other policies and procedures may also refer to this role as CSSO.

**Student** - Anyone who has been admitted within the prior three terms or who has completed a non-credit or academic course within the prior three terms. Withdrawal does not change student status. Students include those currently taking courses at or sponsored by the College(s), pursuing either credit or non-credit courses (or both), including those concurrently attending secondary or post-secondary institutions and College.

**Third Party** - An individual or group that are external to the incident or situation that are not directly involved.

## STUDENT RECORDS

**Privacy of Student Records:** Trinidad State College is obligated to annually notify you of the Family Educational Rights and Privacy Act (FERPA) of 1974, Sec. 438, Publ. L. 90–247, as amended, which sets forth requirements governing protection of your right to privacy in your educational records, and affords you the right to inspect such records. If you believe that Trinidad State College has failed to comply with the above Act and/or regulations, you may file a complaint with the U.S. Department of Education; or alternatively, you may follow College procedure by contacting the Vice President of Student Services. The College has adopted a policy that summarizes in greater detail your rights under the Act and Regulations, and describes a procedure for handling alleged violations of above Act and/or regulations. Upon written request, you may obtain a copy of the policy (or any page of your records, except transcripts from other institutions). Such requests shall be filed with campus student services office. Every effort is made to protect privacy and confidentiality of your records.

Your official academic records, supporting documents, and other records are maintained by appropriate members of the College administration.

Separate files are maintained for academic and general education records, records of disciplinary procedures, job placement records, financial aid records, and residence life records. Information regarding the responsible College administrator or faculty member for maintenance of these records is available from the Vice President of Student Services.

**Student Record Disclosure to Faculty and Administration:** Disclosure of your records to faculty and administrative officers shall be only for (1) internal educational purposes, (2) routine administrative and statistical purposes, or (3) legitimate inquiries made by faculty instructors pertinent to the specific instructor's need to review your background information in order to adequately instruct and guide you in a specific academic area.

**Student Record Disclosure to Persons Outside the College:** Certain information is designated as directory information and may be released without the student's consent. It should not be released indiscriminately if there is any question about the appropriate use of the information.

Release of any other information normally requires the student's written consent.

When can TSC disclose information from a student's records without consent?

- When it is directory information
- To a college official with a legitimate need for access
- To the parent of a student under 21 who violates drug/alcohol policy regardless of dependency
- To another college which the student attends or seeks to attend
- If the student poses a threat to self or others
- To the parents of a tax-dependent student of any age (campus registrar must approve documentation)

Directory information:

- Student's name
- Major field of study
- Enrollment status (i.e. full-time, three-quarter time, half-time, less than half-time, withdrawn, graduated, or deceased)
- Dates of attendance (not individual class sessions)
- Most recent educational institution attended
- Degrees, honors, and awards received
- Participation in officially recognized activities and sports
- Height, weight and high school attended (only for students in officially recognized activities and sports).

Directory information is limited to the current academic year only. Addresses (including mail and email) are considered Personally Identifiable Information (PII) and are not released as Directory Information except for the following:

- Graduation lists released to news media, which may include the student's city of residence
- Other listings to the new media and college personnel for special awards, honors and events. Notification to Phi Theta Kappa Honor Society and other academic honor societies for students who are eligible to be considered for membership.

**Student Review of Records:** You can keep track of entries made to official educational records by viewing your academic records online through the TSC portal. You are guaranteed access to your permanent educational record, subject only to reasonable regulation as to time, place, and supervision. You should direct requests to review educational records to the student services office on each campus. Please note that copies of transcripts from other institutions may not be given to you, but that review of such transcripts is possible. Contact the registrar at 719- 846-5550 to question the content of your educational records. Further appeal should be directed in writing to the Vice President of Student Services. Student access to the financial records of parents through the student financial aid file is not permitted. In addition, confidential letters and statements of recommendation that were placed in the educational records prior to January 1, 1975, are not available for review.

**Student Records Retention:** Official student academic records, financial aid data and applicant materials and documents are maintained by the College during your enrollment and for a specified period after your enrollment. Some records such as courses attempted, grades, etc., are maintained permanently (electronically) in the College's computer systems. Documents related to your admission and enrollment, such as the Application for Admission, are maintained by the College. The retention period varies by document, with the longest retention period being five years subject to audit. Contact the student services office at your campus for details on this policy.

**Use of Student Photographs:** Photographs taken of you or groups of students, for example, in classrooms, student lounge areas, and outdoors on campus, may be used by the College for release to newspapers or other media and for reproduction in TSC publications. If you are included in such photographs, you will not be identified by name or position and will not have your name released to outside individuals or organizations without your prior written permission. Student photographs taken for the TSC ID card are not intended for marketing and reproduction in TSC publications without your consent.

**TSC Student ID Number:** Your TSC ID will be used throughout your college career to identify you in the TSC software maintenance system “Banner” and your college records. Banner assigns a Student ID number at the time you apply for admission. Applicants for financial aid are required to provide Social Security numbers. Pell Grant Program applicants are advised that social security numbers are required by the U.S. Department of Education when processing applications. Also, students requesting deferments for previous loans are advised that the Social Security number is required.

## **FAMILY EDUCATION RIGHTS AND PRIVACY Trinidad State College Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. FERPA rights are afforded to the students at the time of admission. These rights include:

- 1. The right to inspect and review the student’s education records within 45 days of the day Trinidad State College receives a request for access.** A student should submit to the Office of the Registrar, a written request that identifies the record(s) the student wishes to inspect. The INSERT TITLE will make arrangements for access and notify the student of the time and place where the records may be inspected.
  
- 2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights.** A student who wishes to ask the Trinidad State College Registrar to amend a record should write the Trinidad State Registrar who will notify the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment using the Student Grievance Procedure SP 4-31. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**3. The right to provide written consent before Trinidad State College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College or Colorado Community College System in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the College Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Trinidad State College has designated the National Student Clearinghouse as a College official. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College discloses education records, without a student's consent, to officials of another school, in which a student seeks or intends to enroll, or after enrollment.

The college may share educational records to parents in the following circumstances: for a student who is dependent under I.R.S. tax code; a student under 21 years old who has violated a law or the school's rules or policies governing alcohol or substance abuse; and when the information is needed to protect the health or safety of the student or other individuals in an emergency.

## **FERPA Annual Notice to Reflect Possible Federal & State Data Collection & Use**

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which a student's education record(s) and personally identifiable information (PII) contained in such records — including Social Security Number, grades, or other private information — may be accessed without student consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("*Federal and State Authorities*") may allow access to student records and PII without student consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to student education records and PII without student consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive student PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without student consent PII from student education records, and they may track student participation in education and other programs by linking such PII to other personal information about students that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

**The Colorado Community College System considers the following to be directory information** and Trinidad State College staff may disclose this information, without prior consent, to anyone inquiring in person, by phone, or in writing: Student name; Major field of study; Dates of student attendance; Degrees / certificates and awards student has earned; Most recent educational institution attended by the student; enrollment status (full time, part time, etc.), Participation in officially recognized activities and sports; and if participating in an officially recognized activity or sport, height, weight, and high school attended.

Physical Addresses are considered PII and are not released as directory information except they may be released for the following limited purposes:

- Graduation lists released to news media, which may include the student's city of residence only,
- Other listings to the news media and College personnel for special awards, honors, and events,
- Notification to Phi Theta Kappa Honor Society for students who are eligible to be considered for membership,
- As may be needed by cash management service providers engaged by CCCS or the Colleges to process student refunds, or

- To institutions who have a written agreement with the CCCS System Office or Trinidad State College for early advising, scholarship, or admissions consideration. Credit hour threshold for release may be stipulated in system-wide or individual college agreements.

Email Addresses are considered PII and are not released as directory information except they may be released for the following limited purposes:

- Notification to Phi Theta Kappa Honor Society for students who are eligible to be considered for membership,
- As may be needed by cash management service providers engaged by the CCCS System Office or Trinidad State College to process student refunds, or
- To institutions who have a written agreement with the System or a CCCS college for early advising, scholarship, or admissions consideration. Credit hour threshold for release may be stipulated in system-wide or individual college agreements.

Phone numbers (including type) Date of Birth, Race/Ethnicity, and GPA are considered PII and are not released as Directory Information except for the following limited purpose:

- To institutions who have a written agreement with the CCCS System Office or Trinidad State College for early advising, scholarship, or admissions consideration. Credit hour threshold for release may be stipulated in system-wide or individual college agreements.

Additionally, name, address, college issued e-mail address, phone number, date and place of birth, level of education, most recently attended college, field of study, and degree(s) received of students may be released to military recruiters upon request in accordance with the Solomon Amendment. All other information contained in student records is considered private and not open to the public without the student's written consent. Students who do not want their directory/ public information released to third parties or students who do not want to be listed in the College online e-Directory should complete a form to suppress directory information available online or at the Registrar's Office or Office of Admissions and Records by the first day of the semester.

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-5901

**FERPA Release:** Records at TSC are considered confidential. Records will be released to faculty and professional staff for authorized College related purposes. Student academic records are released only with written consent by the student or under specific guidelines set out in the Family Educational Rights and Privacy Act of 1974. Transcripts may be withheld because of outstanding financial obligations to TSC.

Currently enrolled students may withhold disclosure of directory information by notifying the Registrar in writing by census date, that he/ she does not want the directory information released for that period of time. TSC will honor the request, and all or any portion of the information that the student requests to be withheld will be confidential. TSC assumes that unless a student specifically requests directory information be withheld, he/she is approving the directory information for disclosure. The FERPA release form is available on the TSC website at [trinidadate.edu](http://trinidadate.edu) or in the Student Services Office on each campus.



## EMERGENCY PROCEDURES GUIDE

**Introduction:** These guidelines are for dealing with emergencies at Trinidad State College. Review of this guide is important for emergency preparation. Questions and requests for staff training may be directed to the Safety Committee via the Physical Plant Director at 719-846-5619.

**Criminal Activity:** If you observe a crime in progress or suspicious behavior, immediately notify the local Emergency Dispatch Center:

- **Dial 9-1-1**

**Keep yourself safe. Do not approach or attempt to apprehend the person(s) involved.**

Report as much information as possible to dispatcher, including:

1. What the person(s) is/are doing.
2. Location of criminal activity.
3. Physical description and clothing of suspect(s).
4. License plate number of suspect(s)'s vehicle.
5. Direction suspect(s) is/are traveling.
6. Stay on the telephone with the police dispatcher and provide additional information as the situation changes, until the first police officer arrives at your location.

### **MEDICAL EMERGENCY/ AMBULANCE 1.**

1. **Dial 9-1-1**
2. Give the dispatcher the following information:
  - Nature of the emergency
  - Your name
  - Phone number you are calling from
  - Your location
3. Do not move a seriously injured person unless they are in immediate life-threatening situation.

### **BASIC FIRST AID**

1. A first aid kit is located in each building.
2. Contact the building supervisor if you are unsure where it is located.
3. Ask if anyone is certified to administer First Aid.
4. If there is not an immediate threat to an individual's health and safety, notify a TSC Faculty/Staff or an Administrator as soon as possible.
5. Give as much information as possible regarding the nature of the illness or injury.

### **FIRE / EXPLOSIONS**

1. If you discover smoke, fire, or hear an explosion, immediately activate the nearest fire alarm system in the building.

2. After sounding the alarm, call the Dispatch center: • **Dial 9-1-1**
  - Provide:
    - Building name, floor, and room number.
    - Type of incident.
    - Your name and location
3. Attempt to contain a small fire by utilizing available fire extinguishers, **only if you are trained to do so.**
4. If the fire is beyond control or involves potentially explosive materials, **evacuate the building immediately.**
5. When a fire alarm sounds, evacuate the building.
6. **Instructors, make sure all students in your class are accounted for. Take your attendance record with you to notify emergency personnel of missing students.**
7. Walk, do not run, to the nearest stairway exit and proceed to ground level.
8. Close doors and windows as you leave.
9. The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.
10. **DO NOT USE ELEVATORS DURING A FIRE EMERGENCY.**
11. Leave the building, and move at least 500 feet away to your gathering place, leaving walks and drives open for arriving firefighters.
12. Do not return to the building until directed to do so by police or fire officers.
13. Someone familiar with the situation and who knows the area involved should meet the arriving emergency service personnel (ambulance, fire department, police department, etc...)
14. Everyone **MUST** follow the orders of the fire and police department when they arrive.
15. Notify firefighters on the scene, if you suspect someone may be trapped inside the building.
16. Report potential hazards or address fire prevention questions to TSC Physical Plant Director at 846-5619 (work) or 845-6060 (cell).

### **EMERGENCY EVACUATION OF DISABLED PERSONS**

Faculty and supervisory staff who have disabled people under their direction shall meet with them as soon as possible to discuss evacuation procedures in case of fire or other evacuation emergency.

### **AMBULATORY PERSONS:**

1. Evacuate ambulatory disabled people (blind, hearing impaired, etc.) with other building occupants.
2. Provide an escort to accompany him/her

## **WHEELCHAIR DEPENDENT PERSONS:**

1. Do not use elevators, unless directed to do so by the fire or police department.
2. Protect individual in place, until rescue personnel arrive.
3. A prearranged escort should proceed with the individual to the nearest safe stairway.
4. Once the stairs are clear of other evacuating people, enter the stairway and remain on the landing near the door.
5. If the stairway becomes smoke filled or unsafe, move back into the building and proceed to another usable stairway. If none is available, locate the nearest designated safe area, close the door, and call Dispatch Center:
  - Dial 9-1-1.
  - If no phone is available, try to wave a coat or similar large object out a window to gain attention.
6. Faculty and staff who have mobility restricted individuals under their direction must notify police and fire authorities of the location of these people. This should be done in person, outside of the building.

## **UTILITY FAILURE**

In case of utility failure, call:

TSC Physical Plant Director 719-846-5619 (work) or 719-846-6060 (cell)

Be prepared to provide:

- Building name:
  - Floor:
  - Room number:
  - Type of incident:
  - Person to contact and extension:
1. During power failures, areas that do not have enough natural light to clearly see exit corridors, exit stairs, or exit doors should be evacuated while emergency lights are on.
  2. The building should not be re-entered until power is restored.
  3. Emergency lighting is temporary and is not provided to continue building operations.

## **CHEMICAL AND BIOLOGICAL SPILLS**

**Chemical spills not posing a serious health hazard should be handled as follows:**

1. If you are not trained to clean such spills or are not thoroughly familiar with the spilled material, you and all other persons in the room should immediately exit the room, closing the door behind you. If feasible, place a sign on the door warning of a spill inside, or station someone at the door to prevent others from entering
2. If you have been trained to do so, attempt to confine the spill, and if you are thoroughly familiar with the hazards of the spilled chemical or biological material. Use all safety procedures you have been trained in.

**If the spill is potentially hazardous, or if you are unsure, take the following steps:**

1. Avoid contact with any solid, liquid or gaseous chemical or biological materials, including vapor clouds.
2. Sound the building fire alarm.
3. Evacuate the building to 500 feet upwind from the building and leave a clear access for emergency personnel.
4. In large spills, or if a vapor cloud can be seen, the minimum safe evacuation distance is ½ mile (10 city blocks) upwind.
5. Do not return to the building unless instructed to do so by the police or fire department.
6. If emergency personnel instruct you to stay inside the building, close all doors and windows, and seal cracks around doors with towels, rags or other material. Contact TSC Physical Plant to turn off the building ventilation:
7. Dial 846-5619 (work) or 845-6060 (cell)
8. As soon as you have evacuated, call the Trinidad dispatch office:
9. Dial 9-1-1 and identify the: building name, floor, room number, type of incident, chemicals involved.
10. Do not touch any object or person who may have been exposed to a chemical or biological spill, as you may then become contaminated.

**GAS LEAKS**

**If a gas cylinder or piping begins leaking:**

1. Confine the fumes or fire as much as possible to limit impact to the leak area by closing doors in the immediate area of the leak.
2. Sound the building fire alarm so evacuation can begin.
3. Call Dispatch center:
  - Dial 9-1-1
  - and provide Building, floor, and room number, type of incident, Chemical names of gases involved.
4. Evacuate building to a safe area at least 500 feet away, leaving access for emergency personnel.
5. Do not return to the building until instructed to do so by the police or fire department.
6. Suspected gas leaks or suspicious odors should also be reported a TSC Faculty/Staff or Administrator so they may notify the City Utility Department.
7. Also contact the TSC Physical Plant at 719-846-5619 (work) or 719-846-6060 (cell).

## **EMOTIONAL CRISIS and BEHAVIORIAL INTERVENTION TEAM (B.I.T)**

An emotional or psychological crisis exists when an individual is threatening to harm themselves or others, or is out of touch with reality due to severe drug/alcohol reaction or a psychotic breakdown. A psychotic breakdown may be manifested by delusions, hallucinations, disorganized speech, uncontrollable behavior, or catatonic behavior. If psychological crises occur:

1. Never try to handle a situation on your own you feel is dangerous.
2. In extreme emergencies, immediately call the Dispatcher:
  - Dial 9-1-1
  - Clearly state that you need immediate assistance
  - Provide your name, location, and phone number
3. Notify a TSC Faculty/Staff member or TSC Administrator

## **COPING WITH A TRAUMATIC EVENT**

Any traumatic experience may cause a variety of reactions. Stress, fear, anxiety, nervousness, and sadness are just a few. Here are some things that you can do to cope with the situation:

- Talk about your reactions
- Mobilize your support system; connect with others
- Maintain your regular routine
- Take care of yourself by eating well; exercising, getting plenty of sleep, and continuing to do things that you enjoy doing.
- Limit exposure to media
- Do something to help others, such as donating time or resources.

There is no standard pattern of coping. There is no right way. Some people need quiet and calm others need more human connection. If depressed feelings don't go away or are so intense that they interfere with your daily life, it may be helpful to connect.

## **CRISIS RESOURCES CONTACT INFORMATION**

<b>RESOURCE SERVICE</b>	<b>CONTACT</b>	<b>WEBSITE</b>
Advocates Against Domestic Assault Mental Health Hotline	719-846-6665 Dial 988	-----
National Center for Victims of Crime National Domestic Violence Hotline	800-394-2255 800-799-7233 Text <b>START</b> to 88788	<a href="https://victimsofcrime.org/">https://victimsofcrime.org/</a>
National Suicide Hotline	800-273-8255	<a href="https://suicidepreventionlifeline.org">https://suicidepreventionlifeline.org</a>
National Sex Assault Hotline	800-656-4673	<a href="https://www.rainn.org/resources">https://www.rainn.org/resources</a>
National Hopeline Network	800-784-2433	<a href="https://www.thehopeline.com/">https://www.thehopeline.com/</a>
Crisis Text Line	Text <b>HOME</b> to 74174	-----
Safe to Tell	877-542-SAFE (7233)	<a href="https://safe2tell.org/suicidehotlines.com">https://safe2tell.org/ suicidehotlines.com</a>
Suicide Prevention/Emotional Crisis		

## **CAMPUS CLOSURE**

TSC classes, offices, and services will be open and functioning everyday as listed in the official calendar. In general, students, faculty, and staff members are expected to be present according to their normal schedules, unless specifically released.

There may be times when certain staff members cannot travel to work because of adverse weather conditions. If such conditions create extreme travel hazards for an individual staff member, the employee should notify his/her supervisor or department.

If adverse weather conditions are widespread and extremely severe, the President of TSC or designee may determine that classes should be canceled and announce the cancellation by means of the Emergency Notification System (ENS) – Notify Me, local radio stations, the TSC Facebook page and the TSC website: [trinidadstate.edu](http://trinidadstate.edu)

## **OFFICIAL COMMUNICATION**

Email is an official means for communication within Trinidad State College. Therefore, TSC has the right to send communications to students/staff/faculty via email and the right to expect that those communications will be received and read in a timely fashion. Please refer to the Notify Me section below.

## **TSC NOTIFY ME**

This is a notification service provided to you by Trinidad State College used to contact you about special campus activities, campus closures and most importantly campus emergencies in a rapid format. Students sign up and update their information for Notify Me in the student portal.

**VALLEY CAMPUS PHONE NUMBERS:****Toll-Free 1-800-TSC-1925 (1-800-872-1925) | Local: 719-589-7000**

<b>LOCATION</b>	<b>EXTENSION</b>
Admissions	719-589-7026
Adult Basic Ed	719-846-5640
Advising	719-589-7296
Automotive	719-587-1650
Dean of Instruction CTE	719-589-7064
Dean of Health Sciences	719-846-5524
Bookstore	719-846-5610
Business, Office Technology Program	719-589-7255
Career Services	719-589-7067
Concurrent Enrollment	719-846-5028
Cosmetology Program	719-589-7057
Cross Country/Track & Field Office	719-589-7068
Disability Services	719-589-7067
Diesel Mechanics Program	719-589-7082
Early Childhood Program	719-589-7064
TSC Educational Foundation	719-846-5520
EMT Program	719-589-7077
Financial Aid	719-589-7045
Human Resources	719-846-5534
International Advisor	719-846-5621
Learning Center	719-589-7135
Marketing	719-846-5009
Nursing Program	719-589-7077
Physical Plant	719-589-7039
President's Office	719-846-5541
Registrar	719-846-5550
Recruiter	719-589-7083
Student Life/Activities	719-846-5474
Testing Center	719-846-5621
TRiO Student Support Services	719-589-7063
IT Services/Technical Support	719-846-5663
Veteran's Certifying Official	719-589-7045
Vice President Academic Affairs	719-846-5559
Vice President Administrative Services	719-846-5569
Vice President Student Affairs	719-846-5458
Vice President Valley Campus	719-589-7075
Welding Program	719-589-7062

### **Non-Emergency Community Contacts: Valley Campus**

Alamosa Police Department	719-589-5807
Alamosa County Sheriff	719-589-6608
Alamosa Ambulance Service	719-567-4221
Alamosa Fire Service	719-589-2593
San Luis Valley Medical Center	719-589-2511
Colorado State Patrol	719-589-5807

### **TRINIDAD CAMPUS PHONE NUMBERS**

**Toll-Free 1-800-TSC-1925 (1-800-872-1925) | Local: 719-846-5621**

<b>LOCATION</b>	<b>EXTENSION</b>
Advising	719-846-5011
Admissions	719-846-5621
Adult Basic Ed. (GED)	719-846-5640
Affirmative Action Officer	719-846-5538
Athletics	719-846-5653
Bookstore	719-846-5610
Business Office	719-846-5542
Concurrent Enrollment	719-846-5028
Dining Services	719-846-5629
Dean of Instruction	719-589-7064
Dean of Health Sciences	719-846-5524
Disability Services	719-846-5014
Educational Opportunity Center	719-846-5689
TSC Educational Foundation	719-846-5520
Financial Aid	719-846-5017
Housing	719-846-5497
Human Resources	719-846-5538
International Advisor	719-846-5621
Student ID's	719-846-5621
Library	719-846-5593
Marketing	719-846-5009
Museum	719-846-5508
Nursing Program	719-846-5524
President's Office	719-846-5541
Physical Plant	719-846-5618
Registrar	719-846-5550
Recruiter	719-846-5622
Student Life/Activities	719-846-5474
Student Success Center	719-846-5011
Testing Center	719-846-5621



Title IX Coordinator	719-846-5538
Transcripts	719-846-5621
TRiO Student Support Services	719-846-5665
Tutoring	719-846-5638
IT Services/Technical Support	719-846-5663
Veteran's Certification Official	719-589-7045
Vice President Academic Affairs	719-846-5559
Vice President Administrative Services	719-846-5569
Vice President Student Services	719-846-5458
Vice President Valley Campus	719-589-7075

**Non-Emergency Community Contacts: Trinidad Campus**

Trinidad Police Dispatch	719-846-4441
Las Animas County Sheriff's Dept	719-846-2211
Trinidad Ambulance Service	719-846-7360
Trinidad Fire Service	719-846-2432
Mt. San Rafael Hospital	719-846-9213

**After Hours and Weekend Support**

**1-888-800-9198**

Login help for  
    Student Portal  
    D2L  
    CCOnline  
Technical support

**Password and login problems**

[https://trinidadstate.edu/login\\_help/](https://trinidadstate.edu/login_help/)

Policy Regarding Online and Print Versions of the Student Handbook: Every effort has been made to provide the most accurate, up-to-date information possible in this handbook. It is revised every year, but there may be times when substantive changes are required after the handbook has been published. Such changes are flagged in the online Student Handbook at [www.trinidadstate.edu](http://www.trinidadstate.edu), which is linked to a document entitled “Updates to the Student Handbook.” Students should consult the Trinidad State College online Student Handbook periodically for updates.