Got a Question? Check your Portal!

Financial Aid Award
Financial Aid Requirements
Course Access
Student Email
My Schedule

Go to Trinidad State’s website:
Click on the TSJC Portal Login at the bottom of virtually every page on http://trinidadstate.edu

At the TSJC Portal Login page:
You will need your Student #

Logging in for the first time:
Follow instructions for first-time users.

Your Portal: When you log in, you’ll land on the Dashboard. Click the Navigate icon to get started.

Support Desk: (719) 846-5663 - Trinidad, (719) 589-7105 - Valley
This handbook exists to help students understand college processes and to identify and locate services available through Trinidad State Junior College (TSJC). 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 TSJC 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 President’s 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 President, 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:
cccs.edu/about-cccs/state-board/policies-and-procedures/

TSJC 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 Junior 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 TSJC. 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
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TRINIDAD STATE JUNIOR COLLEGE

Welcome to Trinidad State Junior College!
This handbook was created by the Student Services Offices at the Trinidad and Valley Campuses of Trinidad State Junior College (TSJC). 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 TSJC. 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 Junior College (TSJC) 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 TSJC 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.

Accreditation: Trinidad State Junior 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 60604-1411, 1-800-621-7440. In addition, several programs hold approval or accreditation from national and state level associations and agencies.

Affirmative Action Statement: TSJC 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, TSJC, Trinidad, Colorado 81082 (719) 846-5534; TSJC Valley Campus, Alamosa, Colorado 81101 (719) 589-7022 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, 1961 Stout St., Denver, CO 80294. Information or guidance regarding student’s rights, policies, and/ or procedures may be obtained from:
Affirmative Action Officer, Lorrie Velasquez. Berg Building, Room 109, Telephone: (719) 846-5534. 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 Junior 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 Junior 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 109, telephone 719.846-5534, email lorrie.velasquez@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: 303.844.3417.

Aviso de no discriminación
Trinidad State Junior College (TSJC) 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. TSJC 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 TSJC 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) 846-5534, o correo electrónico lorrie.velasquez@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: 303.844.3417.

Trinidad State Junior 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) 846-5534; 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) 844-3417.

**Title IX Compliance Officer:** TSJC 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: TSJC Title IX Compliance Officer Trinidad Campus, Lorrie Velasquez, Berg Building, Trinidad, Colorado 81082 (719) 846-5691 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: TSJC is open to all Colorado high school graduates, non-graduates 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. TSJC 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 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: TSJC 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. 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 cccs.edu/SBCCOE/Policies/SP/PDF/SP4-40.pdf

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 Chief Student Services Officer on each respective campus. 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 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 make a determination by census date.

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 onetime application for COF at collegeincolorado.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 the 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.

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 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. 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..........719-846-5625
Admission 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 will be 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 needed an action plan or approval.
• If the Dean does not feel 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. Developmental courses are eligible to be repeated. All developmental courses will appear on the transcript.

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.

**Trinidad State Institutional Error Procedure:** 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 (Colorado Community College System (CCCS) SAP-5 Accounts Receivable Policy). Student accounts must be paid in full by the end of the semester or they will be unable to register to successive terms or obtain an official transcript.

Institutional error occurs as the result of action or inaction by TSJC. 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 TSJC 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 TSJC 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 TSJC 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 he/she is 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 TSJC 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 his/her 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:** Traditional aged students requesting to live on campus must show proof of immunization as required by Article 4, Title 25 Part Nine Colorado Revised Statute (CRS) and implementing rules prior to attending on-campus classes at the college. Proof of immunization must document proof of immunization against measles, mumps and rubella. Students residing in student housing are required to show proof of immunization against meningococcal disease or the student or parent/guardian must sign a waiver. Proof of immunization is required at the time of registration. Certification forms are available at the Student Services Office.

**International Students:** 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.
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.

Registration Deadline: The deadline for registering for classes is the first Friday of class or as designated in the TSJC 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.
FINANCIAL AID
The following information has been prepared to provide students with a better understanding of the financial aid programs at Trinidad State Junior 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 TSJC 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 available at TSJC is on the TSJC website. All institutional scholarships require a complete application be submitted. Students are required to maintain 15 credit hours/semester to be eligible for institutional scholarships.

TSJC Educational Foundation Scholarships: TSJC offers many scholarships annually to students who attend Trinidad State Junior College on a full-time basis. The scholarships provide monetary recognition on a year-by-year basis to first-time and continuing students who demonstrate academic expertise in a particular field of study or skill. Information about TSJC Educational Foundation Scholarships are available on the TSJC website 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 Junior College students include Federal Direct (both subsidized and unsubsidized).

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. 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 that are not billed by the institution, such as books and personal expenses. There are usually plenty of employment opportunities available, so students have ample opportunity to earn their full awards.

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, graduate or receive official transcripts. Tuition and fees are subject to change depending on legislative action. Therefore, TSJC reserves the right to change the amount of tuition and fees pursuant to such action. Students should refer to the TSJC website, trinidadstate.edu/tuition/index or the Business Office for current tuition and fee schedules.

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 Junior 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 the State and Federal funding of the financial aid programs at TSJC.

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: The deadline for early consideration for financial aid is May 1, preceding the college year for which assistance is desired. The final deadline for financial aid applications is June 15th of the current academic year. Steps to apply for financial aid can be found in the TSJC Catalog or online at trinidadstate.edu/fia/howto. Eligibility for Financial Aid must be determined each college year; Therefore, an annual application is required.
Verification Policy and Procedure: Verification is the process of checking the accuracy of the information you provide when you apply for federal student aid from the U.S. Department of Education. The U.S. Department of Education is required to select 30% of all federal aid applicants for verification. 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: 2015-16 academic year, June 30, 2015 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 criterions 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 President’s Procedure 4-40d. For more information, go to cccs.edu/SBCCOE/Policies/SP/PDF/SP4-40d.pdf

TSJC 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 TSJC website or within probation and/or suspension letters. Refer to the TSJC 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 to be making satisfactory academic progress if they complete their educational degree and/or certificate in the time frame indicated below. 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.

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 requirements and/or the educational purpose of a subsequent degree and/or certificate.

An appeal form can be obtained from the Financial Aid Office or online at trinidadstate.edu/fia/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, he/she 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 his or her 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.

**Return of Title IV Federal Financial Aid:** The law specifies how Trinidad State Junior 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 TSJC 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.

**Consequences of Withdrawing:** Federal funds may not cover all unpaid institutional charges due to the institution upon the student’s withdrawal. Therefore, you 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 Junior College’s Refund Policy at trinidadstate.edu/admissions/withdraw

You will not be able to register for future terms or obtain transcripts until the balance you owe Trinidad State Junior 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, you may be placed on an ineligible status for financial aid. Refer to Trinidad State Junior College’s Satisfactory Academic Progress Policy at cccs.edu/sp-4-20c-return-of-title-iv-funds/.

**NSLDS Disclosure:** 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 the return calculation are always the charges on the student’s account prior to withdrawal or drop.

Example: A student received a Pell Grant of $1,563. for full time enrollment of 12.0 credit hours. Student charges for the term totaled $726.20. The student completed 30 calendar days of the 111 day term.

Original Pell Award $1,563.00

Student withdraws after attending 30 calendar days (30/111)

Percentage of Title IV aid earned 27% .......................................$422.01

Pell award amount of Title IV aid unearned

Title IV aid to be returned.............................................................$1,140.99

Institutional Charges incurred by student........................................$726.20

Percentage of Title IV aid unearned 73%

Institutional Charges unearned....................................................$530.13

Title IV Aid to be returned by student, computed as follows:
(Original award – institutional charges) = student amount x percentage unearned/2 = total amount student must repay ($1,563 - $726.20) x 73% = $610.86/2 = $305.43

Pell funds to be returned to the Department of Education by the institution: $530.13
Pell funds to be returned to the Department of Education by the student: $305.43

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.
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 Junior College is indicated by letter grades, which have the following interpretation:

<table>
<thead>
<tr>
<th>GRADE EARNED</th>
<th>QUALITY POINTS EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – Superior</td>
<td>4 credit points per credit hour.</td>
</tr>
<tr>
<td>B – Good</td>
<td>3 credit points per credit hour.</td>
</tr>
<tr>
<td>C – Average</td>
<td>2 credit points per credit hour.</td>
</tr>
<tr>
<td>D – Deficient, but passing</td>
<td>1 credit point per credit hour.</td>
</tr>
<tr>
<td>F – Failure</td>
<td>0 credit points per credit hour.</td>
</tr>
<tr>
<td>S – Satisfactory</td>
<td>0 credit points per credit hour.</td>
</tr>
<tr>
<td>U – Unsatisfactory</td>
<td>0 credit points per credit hour.</td>
</tr>
<tr>
<td>W – Withdrawal Passing</td>
<td>0 credit points per credit hour.</td>
</tr>
<tr>
<td>AU – Audit</td>
<td>0 credit points per credit hour.</td>
</tr>
<tr>
<td>SP – Satisfactory Progress</td>
<td>0 credit points per credit hour.</td>
</tr>
</tbody>
</table>

Grades of “AU”, “I”, “S”, “U”, and “W” are not assigned quality points and are not computed into the grade point average.

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.

**EXAMPLE:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade Earned</th>
<th>Credit Hours</th>
<th>Grade Points</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sociology 251</td>
<td>B</td>
<td>3</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>Biology 111</td>
<td>A</td>
<td>5</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>English 121</td>
<td>C</td>
<td>3</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>History 201</td>
<td>W</td>
<td>3</td>
<td>X</td>
<td>0</td>
</tr>
</tbody>
</table>
Total credit hours completed (11). Total quality points (35). The grade point average (GPA) is computed as follows:

\[
\text{GPA} = \frac{\text{Total Quality Points (35), divided by total credit hours earned (11):}}{35/11 = 3.1818 \text{ GPA}}.
\]

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:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Earned Hours</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>15</td>
<td>40</td>
</tr>
<tr>
<td>Spring</td>
<td>13</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>72</td>
</tr>
</tbody>
</table>

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 course work within the semester, but have completed a majority of the course work (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. The agreement will be signed by the instructor and student.
In the event that a student and instructor cannot reach resolution concerning an Incomplete, the student can seek mediation with the 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 the appropriate Dean.

Incomplete grades that are not converted to a letter grade by the instructor after one subsequent semester (not including the 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:
      iii. 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.
      iv. 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.
      v. 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.

vi. The Dean of Instruction will convene an administrative hearing.

vii. Participants in the administrative hearing will include the student, the instructor, and the Dean of Instruction.

viii. 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.

ix. 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.

x. 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, TSJC 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 TSJC. 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 2.000 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 his/her 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 community/junior college advisor, or check out the TSJC Catalog.

Graduation Requirements: TSJC 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 TSJC 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 TSJC. 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 following areas:
Registrar’s Office, Student Services Office, or 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 Vice President of Student Services.

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 Junior 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.

**Cum Laude** (“with honor”) 3.50 to 3.749 Cumulative GPA
**Magna Cum Laude** (“with great honor”) 3.75 to 3.990 Cumulative GPA
**Summa Cum Laude** (“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.

The Gamma Xi Chapter, the oldest PTK Chapter in Colorado, was chartered at Trinidad State Junior 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 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 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 grade point average between 3.5 and 3.749 are recognized on the Dean’s List.

**Gainful Employment Disclosure Information:** Trinidad State Junior College is committed to providing current and prospective students with the information they need to make informed education and career decisions. Gainful Employment information for Career and Technical programs offered at Trinidad State Junior College is available at trinidadstate.edu/gedt. If you have questions regarding the data provided and what it means to you as a student, please feel free to contact the Financial Aid Director at 719-846-5555.

**Academic Dishonesty:** Trinidad State Junior College students are expected to maintain the highest standards of academic honesty and integrity. Unless specified otherwise, all work submitted by a student is to be the original creation of that student. Penalties for plagiarism, including self-plagiarism, cheating, falsifying work, or other acts of
academic dishonesty may include, but are not limited to: verbal or written warning to the student, no credit, or reduced credit for an assignment, administrative withdrawal from the course F grade for the course, and the sanctions outlined in the Code of Conduct section of this Handbook.

Plagiarism is defined as using the words, images, thoughts and structural patterns of someone else’s work without giving credit to the source through in text citation and reference of works cited page. Plagiarism also include excessive use of quotations, summarization and/or paraphrasing.

Self-plagiarism is defined as a student’s resubmission of all or part of a written oral or artistic work he or she has previously submitted to another class. Self-referenced work must be pre-approved by the instructor. When a student commits an act of academic dishonesty the faculty member is required to meet with the student to discuss the alleged violation of academic integrity and the evidence available. Following the meeting the faculty member decides on the course related sanction to be given to the student (i.e., no credit or reduced credit for an assignment, F grad for the course, etc.). The faculty member will report the incident to his/her Dean and the Code of Conduct Officer. In the report the faculty member should provide a brief summary of the case, the evidence available and the academic sanction given. The Conduct Officer will follow the process outlined in the Code of Conduct section of this Handbook.
CAMPUS SERVICES

Bookstore: Trinidad State offers a full service bookstore experience whether you’re at the Trinidad or Valley Campus. Students may use authorized Financial Aid vouchers, credit/debit card, cash or check to rent or buy course materials including textbooks, access codes, and clickers, school and office supplies, required tools and TSJC imprinted gifts and gear. Shop in store or online 24/7 at TSJCBBookstore.com

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 TSJC and CCCOnline books are selected and ordered by the Deans of the College or CCCOnline. 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 at 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 and in the Success Center in the Library. 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 the Learning Center. 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 TSJC. The goal of TSJC in continuing education is to provide an opportunity for lifelong learning throughout the region. For current information about continuing education, please see the TSJC website at trinidadstate.edu/continuing-education.

Educational Opportunity Center: The TRiO Educational Opportunity Center at Trinidad State Junior 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 209. However, appointments can also be arranged in Alamosa, Walsenburg and Raton, New Mexico. The phone number is 719-846-5689.

Electronic Mail (E-Mail): The College’s e-mail system is provided by the Colorado Community College System to all students within the TSJC community. To protect student privacy, TSJC communicates with students using their official TSJC 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 Karen Harrell, (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 meal plan. Health Department regulations require that all food be consumed in the Sullivan Center. Exceptions to this rule are made on a case by case basis. Please see the Sodexo manager if you need to take food “to-go.”
Three meal plans are available for students living in the residence halls. The 10 meal plan per week, 15 meal plan per week and the 19 meal plan per week. Each plan includes flex dollars. If students need to adjust their meal plan between semesters, it must be requested prior to census date.

Dining Hall: Trinidad State Junior 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 offer brunch and dinner on weekends for all students, faculty/staff, and visitors. Sodexo offers single entrees and sides that may be purchased a’ la carte at any meal time through the cashier. A full catering menu is available upon request.

Meal Prices 2019-2020:
Breakfast..................................$5.46 + tax
Lunch/Brunch...........................$7.65 + tax
Dinner.......................................$9.19 + tax
Brunch......................................$7.27 + tax

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/.

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*During school break, hour 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 TSJC. However, international students and student athletes are required to provide evidence of insurance coverage. TSJC reserves the right to require insurance in some programs such as the allied health and nursing programs. TSJC makes insurance information available, but an insurance company sells the policy directly to you. TSJC 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.
Career Services – Trinidad & Valley Campus: The Trinidad State Junior College Career Coordinator focuses on assisting TSJC students with job-searching skills, which includes résumé and cover letter writing, interviewing skills, and current job search information. Students with undeclared majors are encouraged to schedule an appointment to complete a career interest inventory.

Career Services provide career-focused workshops and individualized appointments to assist TSJC students prepare to enter the job market upon graduation. Career Services maintains updated employment resources for students who are seeking part-time and/or full-time employment during the school year.

Career Services contact information:
Trinidad Campus: Library Room 207A – 719-846-5567
Valley Campus: Main Building, Learning Center 2nd Floor – 719-589-7067

Library: The Samuel Freudenthal Memorial Library serves the students, staff and faculty of the Trinidad and Valley campuses. The TSJC library card catalog can be accessed from on or off campus at trinidadstate.edu/library-ts. Library hours are subject to change without notice. The library’s phone number is: (719) 846-5593, please contact the library for current hours.

The library has workstations that provide wireless internet, e-mail, and Microsoft Office capabilities for registered students. 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 library is a member of the CLC (Colorado Library Card) program.

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: adams.edu/library or call 719-587-7781.

TSJC 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 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 textbook 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: trinidadstate.edu/pdf/students/housing/dorm_handbook.pdf. Room reservation deposit of $150.00 is required with your housing application with $50.00 being nonrefundable. Any unused portion of the deposit is returned to the student within 30 days of student check out. Students residing in the residence halls MUST purchase a meal plan.

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.

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, Library Room 207A – 719-846-5567
Valley Campus, Learning Center 202B – 719-589-7067

Academic Support: The Trinidad Campus Student Success Center is located on the first floor of the library. It was established in June 2009 to enhance academic opportunities and support for all students to increase retention, graduation, articulation agreements, and transfer of Trinidad State Junior College’s diverse student population.

The Valley Campus Learning Center is located on the second floor of the main building. Both centers provide students with academic support, referrals and intervention services. For additional information, call (719) 846-5470 for Trinidad and 719-589-7135 for Alamosa.
Services provided to all students include:
• Placement testing
• 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 Junior College is a federally funded grant that help 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 the library on the Trinidad Campus and in the Learning Center on the second floor of the main building on the Valley Campus. For additional information, Trinidad Campus call (719) 846-5665 or the Valley Campus call (719)-589-7063.

**Student ID Card:** TSJC 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 TSJC 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 Junior 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 Junior College Certifying Official. 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 TSJC will be the same for veterans as for all students who are attending.
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.

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 TSJC. Clubs are updated on each campus annually. For an updated list of clubs on your campus see the Student Engagement Coordinator at 719-589-7003. 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, TSJC, the State of Colorado and Federal laws and regulations. Examples of TSJC clubs include:

- Alpha Delta Nu Nursing Honor Society
- Phi Beta Lambda Business Honor Society
- Clay Shooting Team Club Sport
- Phi Theta Kappa International Honor Society
- Nursing Club
- Cosmetology Club
- Gun Club

Intercollegiate Athletics: The athletic program at Trinidad State Junior 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 Soccer
- Women’s Softball
- Men’s Basketball
- Men’s Soccer
- Men’s Baseball
Women’s Cross Country  Men’s Cross County
Women’s Indoor Track & Field  Men’s Indoor Track & Field
Women’s Outdoor Track & Field  Men’s Outdoor Track & Field
Women’s Volleyball

The athletic program at TSJC exists for the purpose of furthering the physical development and educational aspirations of student athletes. The athletic program is an integral part of the College, not a separate program unto itself.

Information about student athlete completion, graduation and transfer is available on the TSJC website at tsjctrojans.com/information 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 TSJC are expected to represent the College in the highest manner of academic pursuit, good citizenship, and appropriate behavior.
CAMPUS SAFETY

Campus Safety: Security and college staff are available on each campus and prepared to respond to and make reports of incidents, criminal activity or other emergency situations which arise. 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.

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.

TSJC 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 TSJC in the Fall of 2010 and who graduated or transferred to a Colorado 2 year or 4 year institution by the fall of 2011 is 40 percent. This does not include students who continue to be enrolled at TSJC.
2. The college retention rate for its degree-seeking students: The retention rate for the 2013 cohort returning in 2014 was 64 percent.
3. The college’s crime statistics and security policy information: TSJC will begin a contract agreement with the City of Trinidad to provide campus security beginning in August 2016 through the Trinidad Police Department.

Students and employees are to report criminal actions or other emergencies occurring on campus to the local Police Department and Vice President of Student Services.

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 the normal work hours must schedule and obtain written approval for use of facilities by calling 719-846-5618.
The College provides security on each campus through the Trinidad Police Department on the Trinidad Campus and the City of Alamosa Police Department on the Valley Campus. Students and staff are encouraged to report any crimes to the Vice President of Student Services and the 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 exactly the same as detailed at the end of the above paragraph.

For more information on Clery Act reporting requirements please contact the TSJC Conduct Officer, 600 Prospect Street, Trinidad, CO 81082, (719) 846-5643. Or visit the TSJC website at [http://trinidadstate.edu/safe-campus/clery](http://trinidadstate.edu/safe-campus/clery)
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 TSJC’s website at: trinidadstate.edu/pdf/administration/security/report_csfs.pdf. 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 TSJC. The statements address TSJC’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 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 TSJC Office of Student Services. All prospective employees may obtain a copy from Human Resources or by calling (719) 846-5643.

Fire Safety Report: TSJC is committed to assisting all members of the TSJC 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 trinidadstate.edu/safe-campus or you may request a copy by calling the Office of Student Services at 719-846-5643.

Per federal law, TSJC 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: The College campus is open under normal work hours. After hours, College personal have limited access to facilities as needed. Any college student desiring use of College facilities beyond normal work hours must obtain written approval for use of facilities from TSJC Physical Plant. For information, 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 Junior 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 at both TSJC campuses. 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 TSJC portal and website, at: trinidadstate.edu/safe-campus/reports-tips.html

Copyright Information: Trinidad State Junior College is a state system community college governed by the State Board for Community Colleges and Occupational Education. Board Policy’s 3-125 and 3-90 outline the college procedures and guidelines
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 TSJC website for a full outline of TSJC’s copyright policy at: 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 Junior 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 TSJC 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, TSJC’s drug and alcohol policy is available on the TSJC website at: trinidadstate.edu/safe-campus/pdf/act_2016.pdf.
Electronic Communication Policy: Trinidad State Junior 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 President’s 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: trinidadstate.edu/pdf/students/documents/electronic_communications_policy.pdf

Firearms Policy: The policy for firearms on campus is outlined in the Colorado Community College System, System President’s Procedure SP 19-10. For more information on this procedure go tocccs.edu/SBCCOE/Policies/SP/SP19-10/pdf. 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 TSJC Gunsmithing Department and TSJC 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 TSJC’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 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. § 18-12-201, et seq. and who are acting in compliance with the requirements of that Act; and
4. Those persons granted permission at the discretion of the College President for specific purposes from time to time.

Freedom of Expression: TSJC considers freedom of inquiry and discussion essential to a student’s educational development. Thus, 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: trinidadstate.edu/pdf/students/documents/student_grievance_procedure.pdf

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 TSJC procedure, how to file a complaint, grievance and/or the investigation process, go to: trinidadstate.edu/pdf/students/documents/civil_rights_grievance.pdf

Peaceful Assembly: TSJC 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 TSJC 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 Karen Harrell 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 conducts himself 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.

**Pet 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 pets or animas 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. For TSJC’s detailed Animals on Campus Procedure, go to trinidadstate.edu/pdf/administration/policies-procedures.pdf

**Service Animals:** 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 719-846-5567 on the Trinidad Campus.
Sexual Misconduct Procedure: Trinidad State Junior College and College communities have the right to be free from sexual violence. All members of the Trinidad State Junior 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. For details about the TSJC sexual misconduct procedure, go to: trinidadstate.edu/pdf/students/documents/sexual_misconduct.pdf

When a complainant(s) and respondent(s) are Trinidad State employees, authorized volunteers, guests or visitors, Trinidad State Junior 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 3-50b and SP 4-31a, Civil Rights Grievance and Investigation Process.

Individuals who feel they have been subjected to sexual misconduct and in are in need of additional information may contact Lorrie Velasquez, Trinidad Campus Title IX Coordinator, 600 Prospect Street, Trinidad, Colorado 81082; Phone 719-846-5534 or Robert Martinez, 1011 Main Street, Alamosa, Colorado 81011 (719)589-7022. All matters involving sexual misconduct are taken seriously and investigated.

Tobacco Free Buildings: The use of tobacco products including smokeless tobacco, vap cigarettes, snuff, and chewing tobacco is allowed only in designated areas, and is prohibited in all College buildings and College facilities.
STUDENT RIGHTS, RESPONSIBILITIES, EXPECTATIONS
CODE OF CONDUCT AND DISCIPLINE

Student Rights and Responsibilities: Trinidad State Junior 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. TSJC’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 TSJC.

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

Student Responsibilities: Your enrollment at TSJC is voluntary. When you enroll, you assume the obligations of performance and behavior, which the College believes appropriate. As a member of the College community, you are 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, TSJC 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 Student Code of Conduct, 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 code of conduct 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.

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

- Administrative Medical Assistant
- Cosmetology
- Electrical Line Technology
- Gunsmithing
- Massage Therapy
- Certified Nurse Assistant
- Academy (LETA)
- Automotive Service Technology
- Early Childhood Education
- Emergency Medical Services
- Heavy Equipment
- Nursing
- Law Enforcement Training

**Trinidad State Junior College**

**Student Code of Conduct**

Conduct that violates student rights and freedoms and is subject to disciplinary action includes, but is not limited to:

1. **Academic Misconduct**: 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 disciplinary action as outlined in the Trinidad State Junior College disciplinary procedures.

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

3. **Deceitful Acts**: Engaging in deceitful acts, including, but not limited to: forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.
4. **Conduct that is Detrimental to College or to Safety:** Conduct that is deemed detrimental, harmful and/or damaging to Trinidad State Junior College and/or that jeopardizes the safety of others as determined by the Chief Student Services Officer. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of college property.

5. **Physical/Non-physical Abuse:**
   - Physical abuse or conduct that threatens or endangers another person’s health or safety.
   - 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.
   - Knowingly falsifying, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.

6. **Harassment and/or Discrimination:** Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.

7. **Sexual Misconduct:** Sexual Misconduct offenses include, but are not limited to Sexual Harassment, Non-Consensual Sexual Contact (or attempts to commit same), Non-Consensual Sexual Intercourse (or attempts to commit same), and/or Sexual Exploitation. ([See SP 4-120a for more information: cccs.edu/sp-4-120a-sexual-misconduct/](cccs.edu/sp-4-120a-sexual-misconduct/))

8. **Weapons:** Possession or distribution of any unauthorized firearms, ammunition, explosives, fireworks and/or other dangerous weapons (or chemicals/flammable liquids) or use/threat of use of any instrument (including but not limited to paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others.

9. **Narcotics/Alcohol:** 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 Trinidad State Junior College and/or in state owned or leased vehicles.

Note: Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the...
State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by Trinidad State Junior College and/or in state owned or leased vehicles.

10. **Dress Code:** Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by Trinidad State Junior College.

11. **Leaving Children Unattended:** Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities.

12. **Violation of Laws, Directives, and Signage:**
   - Violating any municipal, county, state or federal law that adversely impacts the conditions of the educational or employment environment.
   - Violations of college traffic and parking rules, regulations, or signage.
   - Creating an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular. This includes, but is not limited to leading or inciting to disrupt college activities.
   - Failure to comply with the lawful directives of Trinidad State Junior College employees acting within the scope of their duties, including those directives issued by a Trinidad State Junior College administrator to ensure the safety and well-being of others.
   - Violations of college policies, protocols, procedures or signage.

13. **Illegal Gambling:** Participation in illegal gambling activities on college owned or college controlled property, and/or any function authorized or supervised by Trinidad State Junior College and/or in state owned or leased vehicles.

14. **Unauthorized Entry and/or Unauthorized Possession:** Entry into, or use of any building, room, or other Trinidad State Junior College owned or Trinidad State Junior College controlled property, grounds, or activities without authorized approval. This also includes, but is not limited to the unauthorized possession, duplication or use of college keys, lock combinations, access codes, and access cards and/or credentials and/or propping open or tampering with doors/windows.

15. **Unacceptable Use of College Equipment, Network or System:** Unacceptable uses of any Trinidad State Junior College owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal
communications without 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.

16. Unauthorized Pets/Animals: Possession of any unauthorized pet or animals and/or assistance animals, while on college-owned or college-controlled property.

17. Tampering with Student Organization, Election, or Vote: Tampering with the process of any college recognized student organization, election or vote.

18. Group or Organization Conduct: Students who are members of a college recognized student organization or group and commit a violation of the Student Code of Conduct may be accountable both as an individual and as a member of the student organization.

19. Abuse of the Student Disciplinary and/or Grievance Procedure: Abuse of the Student Disciplinary and/or Grievance Procedure includes, but is not limited to the following:
   • Disruption or interference with the orderly conduct of the student disciplinary/grievance procedure.
   • Falsification, distortion, or misrepresentation, or knowingly pursuing malicious, frivolous, or fraudulent charges.
   • Attempting to discourage an individual's proper participation in, or use of, the student disciplinary/grievance procedure.
   • Attempting to influence the impartiality of a participant and/or the student disciplinary/grievance procedure.
   • Harassment (verbal or physical) and/or intimidation of a participant in the student disciplinary/grievance procedure.
   • Failure to comply with directives and/or sanctions imposed under student disciplinary/grievance procedure.
   • Influencing or attempting to influence another person to commit an abuse of the student disciplinary/grievance procedure.
   • Engaging in retaliatory acts in any form against any person or person(s) involved in the student disciplinary/grievance procedure.

20. Unauthorized Entry into College Events: Entering or attempting to enter any Trinidad State Junior College sponsored activity without proper credentials for admission.
It is the intent of this code to ensure students at TSJC neither lose their rights nor escape the responsibility of citizenship in the college community. While the activities covered by the laws of the larger community and those covered by TSJC’s rules may overlap, it is important to note that the community’s laws and TSJC’s rules operate independently and that they do not substitute for each other. TSJC may pursue enforcement of its own rules whether or not legal proceedings are underway or in prospect, and may use information from third party sources (such as law enforcement agencies and the courts) to determine whether TSJC conduct has been violated. A TSJC student is not exempt from local, state, or federal laws and TSJC students have the additional obligation of abiding by all of TSJC’s regulations. It is the personal responsibility of every member of the campus community not only to protect his/her own rights, but to respect the rights of others and conduct themselves in a manner conducive to learning in an educational environment.

Student Code of Conduct:  Basis: Students are expected to adhere to the Student Code of Conduct and policies and procedures of Trinidad State Junior College (TSJC). If a student is charged with violating the TSJC Code of Conduct, these are the procedures to be used in resolving the charge.

Definitions:
Chief Student Services Officer (CSSO): The individual designated by the TSJC President to administer student affairs and be responsible for administering the TSJC Student Code of Conduct and this procedure. The CSSO may delegate student discipline to another individual (designee).

Code of Conduct: A document developed and published by TSJC which defines prescribed conduct of students.

Complainant(s): A person(s) who is subject to the alleged misconduct or related retaliation. For purposes of this procedure, a complainant can be a CCCS/TSJC employee(s), TSJC student(s), authorized volunteer(s), guest(s), or visitor(s).

Day: Refers to working day unless otherwise noted below.

Jurisdiction: Applies to behaviors that take place on the campus, at System or TSJC sponsored events; and may also apply off-campus and to online activity when the Chief Student Services Officer (CSSO), or designee, determines that the off-campus conduct affects a substantial System or TSJC interest. A substantial TSJC interest is defined to include the following:

- 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 TSJC 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;
• 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; and/or
• Any situation that is detrimental to the educational interests of the
  System or TSJC.

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 TSJC networks, websites or between System or TSJC
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.

Notice: Notices which are required to be given by this procedure shall
be considered served upon the student when given by personal delivery,
mailing by certified mail, or emailing the student to their official TSJC
email address requesting a delivery receipt notification. If notice is
mailed, student shall be given three (3) additional days to respond.

Respondent: A student whose alleged conduct is the subject of a
complaint or incident.

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

Sanctions: One or more of the following may be imposed when there is a
finding that a student has violated the TSJC Code of Conduct:

1. Warning: A Notice served upon the student advising her/him that he/
she is violating or has violated TSJC regulations.

2. Probation: After a finding of violation of the Code of Conduct, restriction
of student’s privileges for a designated period of time including the
probability of more severe disciplinary sanctions if the student is found to
be violating any TSJC regulations during the probationary period.

3. Other Disciplinary Sanction: Fines, restitution, denial of privileges
(including extra-curricular activities or holding office in student
organizations), assignment to perform services for the benefit of TSJC or
community; educational sanctions such as mediation, letter of reflection,
attendance at a workshop, seminar, or training writing a letter of apology
seeking academic advising; re-assignment or eviction from campus housing, substance abuse screening, re-assignment to another class section, including a potential online section, or other sanction that doesn’t result in the student being denied the right of attending classes, or any combination of these.

4. College Suspension or Expulsion: An involuntary separation of the student from TSJC for misconduct not based on academic performance for a specified period of time.

a. Suspension is a separation that shall not exceed three academic terms (including summer term) per suspension for any singular offense or situation. While a student is suspended, he or she is not eligible for admission or re-admission at any of the community Colleges within the System. Additionally, if a student is suspended at any of the other Auraria Campus Institutions (i.e., Metropolitan State University of Denver [MSUD] or the University of Colorado Denver [UCD]), he or she will not be eligible for admission or re-admission at the Community College of Denver (CCD).

Consequently, if a student is suspended at MSUD or UCD and attempts to enroll at one of the other twelve community Colleges within the System, he or she may be denied pursuant to the process under Board Policy 4-10, Admission, Continued Enrollment and Re-enrollment of Students.

Once the suspension is lifted at any of the community Colleges within the System, MSUD or UCD, the student may be eligible for admission or re-admission.

Examples of suspension include, but are not limited to the following: the College, a department or program, a class, use of a College facility or an activity.

Students may be suspended from one class period by the responsible faculty member or adjunct instructor. Longer suspensions can only be implemented by the CSSO or designee in accordance with this procedure.

b. Expulsion is an indefinite separation from TSJC. The expelled student is not eligible for admission or re-admission at any of the community Colleges within the System.

Additionally, if a student is expelled at MSUD or UCD, he or she will not be eligible for admission or re-admission at CCD.

Consequently, if a student is expelled at MSUD or UCD and attempts to enroll at one of the other twelve community Colleges within the System, he or she may be denied pursuant to the process under Board Policy 4-10, Admission, Continued Enrollment and Re-enrollment of Students.
In exceptional cases where a student wants to be considered for admission or re-admission after an expulsion has been implemented, the student bears the burden to prove that the behavior resulting in the expulsion has been resolved. It is the College’s discretion to admit or deny the student.

5. Interim Action: An immediate action taken by the CSSO or designee, to ensure the safety and well-being of members of the System or TSJC community; preservation of System or TSJC property; or if the student poses a definite threat of disruption or interference to others or the normal operations of the System or TSJC. In the event of an interim action, the hearing before the CSSO or designee shall occur as soon as possible following the interim action. If TSJC issues a permanent sanction, the student shall be afforded appeal rights as discussed below. If TSJC does not implement a permanent sanction, the interim action will be removed from the student’s record.

6. TSJC may issue a “Cease Communications”, “No Contact”, and/or “No Trespass” directive, also referred to as a persona non grata.

Student: All persons 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. Persons who are not officially enrolled for a specific term, but who have a continuing relationship with TSJC are considered students.

Continuing Relationship: A student registered for an upcoming term or has indicated intent via a transaction such as a financial aid application to register for an upcoming term. A continuing relationship also includes students who are first time enrollees who engage in misconduct prior to the time of enrollment. For students in a continuing relationship status, jurisdiction and the reasonable person standard must be considered in pursuing disciplinary charges. The Student Conduct Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending.

Title IX Coordinator(s) and Title VI and VII Coordinator(s) (EO Coordinator): Designated by the College President to oversee all civil rights complaints.

Training: All TSJC officials involved with the investigation and discipline process will be trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking.

Procedures: The CSSO or designee shall receive all allegations of student misconduct, investigate the complaints, which includes
meeting with the student to give him/her the opportunity to respond to the allegations of misconduct. If the allegations of misconduct are discrimination and/or harassment based on federal or state civil rights laws, TSJC will investigate those incidents through the Civil Rights Grievance and Investigation Process, System President’s Procedures (SP) 3-50b and (SP) 4-31a via the following link: cccs.edu/about-cccs/state-board/policies-procedures/.

Once the investigation is complete, either through this process or the Civil Rights Grievance and Investigation Process, the CSSO or designee shall render a sanction decision.

1. The CSSO or designee may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to them. If an administrative resolution is not achieved, the CSSO or designee shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or TSJC procedures; and impose a sanction(s) if appropriate.

In cases of domestic violence, dating violence, sexual assault and stalking, the complainant and the respondent will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final and shall be given the rationale for the discipline decision.

The student shall receive written notice of the decision and be advised of her/his right to appeal the decision, subject to the grounds below, by filing a written appeal with the CSSO or designee within seven (7) days of service of the decision.

**Appeal:** In the event of an appeal, the CSSO or designee shall give written notice to the other party (e.g., if the accused student appeals, the appeal is shared with the complainant who may also wish to file a response), and then the CSSO or designee will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the Appeals Officer or committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding(s) and sanction(s) will stand if the appeal is not timely or substantively eligible, and the decision is final.

If the appeal has standing, the documentation is reviewed. Because the original finding(s) and sanction(s) are presumed to have been decided reasonably and appropriately, the party appealing the decision must specifically cite the error(s) in the original determination on which the appeal is based. The only grounds for appeal are as follows:
1. A material procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); which must be explained in the written appeal; or

2. To consider new evidence, unavailable during the investigation or hearing that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the written appeal, as well as the reasons the new evidence was not available during the original proceeding. Failure to participate in the initial process does not constitute as new information for the appeal process

If the Appeals Officer or committee determines that a material procedural or substantive error occurred, it may return the complaint to the CSSO or designee with instructions to reconvene, in order to cure the error. In rare cases of bias, where the procedural or substantive error cannot be cured by the CSSO or designee, the Appeals Officer or committee may order that a new hearing be held by a different individual acting in the place of the designated CSSO or designee. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed once on (either or both of) the two applicable grounds for appeals.

If the Appeals Officer or committee determines that new evidence should be considered, it will return the complaint to the CSSO or designee to reconsider in light of the new evidence, only. If the subject matter pertains to civil rights violations pursuant to SP 4-31a, the Appeals Officer or committee will return the complaint to the Title IX/EO Coordinator to reconsider in light of the new evidence, only. The reconsideration of the CSSO, designee, or Title IX/EO Coordinator is not appealable.

The procedures governing the hearing of appeals include the following:
- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.
- If the Appeals Officer or committee determines there is new evidence or error in the original proceeding, every opportunity to return the appeal to the CSSO or designee for reconsideration (remand) should be pursued.
- Appeals are not intended to be a full rehearing of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.
An appeal is not an opportunity for an Appeals Officer or committee to substitute their judgment for that of the CSSO or designee, merely because they disagree with her/his finding and/or sanctions.

Appeals decisions are to be deferential to the original decision, making changes to the findings only where there is clear error and a compelling justification to do so.

Sanctions imposed are implemented immediately, unless the CSSO or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.

The Appeals Officer or committee will render a written decision on the appeal to all parties within seven (7) days of receiving the appeal request. The committee’s decision to deny appeal requests is final.

Additional Process Provisions:

The student may 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 or hearing. An advisor may only consult and advise her/his advisee, but not speak for the advisee at any meeting or hearing. These procedures are entirely administrative in nature and are not considered legal proceedings. The CSSO may remove or dismiss an advisor who becomes disruptive or who does not abide by the restrictions on their participation.

The student is responsible for presenting her/his own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing, except when the student is under the age of eighteen (18) or incapacitated.

Student shall have the right to identify documents, witnesses and other material he/she would like the CSSO or designee to review before making a final decision.

Any hearing held shall be conducted in private unless all parties agree otherwise.

A record of the hearing should be maintained by the CSSO or designee.

Audio and/or Video Recording – TSJC, at its discretion, may audio or video record any meeting throughout the process. Should a recording exist, the student may request a copy at the end of the process. No other audio or video recording will be allowed.

If student has a disability and would like to request an accommodation to assist her/him through the discipline process, he/she may do so by informing the CSSO or designee. The CSSO or designee will then work with disability support services to accommodate the request.
• Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

• Standard of proof – TSJC will use the preponderance of evidence standard in the disciplinary proceedings, meaning, TSJC will determine whether it is more likely than not that a conduct code was violated.

• All sanctions imposed by the original decision maker will be in effect during the appeal. A request may be made to the CSSO or designee for special consideration in exigent circumstances, but the presumptive stance of the College is that the sanctions will stand. Graduation, study abroad, internships/externships, clinical placements, extra-curricular activities, etc. do not (in and of themselves) constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the College or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

• The procedural rights afforded to students above may be waived by the student.

• All timelines may be extended as agreed upon by both parties.

Retaliatory Acts: It is a violation of this procedure to engage in retaliatory acts against any employee or student who reports an incident(s) of Code of Conduct violations or any employee or student who testifies, assists or participates in the discipline proceeding, investigation or hearing relating to such allegation(s) of Code of Conduct violations.

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

Record of Discipline: The record of disciplinary actions will remain confidential, separate from your academic record and maintained by the Code of Conduct Officer. They are not available to unauthorized persons. Exceptions will be made only under the conditions specified in the Family Education Rights and Privacy Act of 1974, as amended and under a court order or subpoena. All records of a case will be maintained by the office of the Vice President of Student Services for a minimum of five (5) years after the final resolution of the case at which time they will be destroyed, unless mitigating circumstances exist as determined by campus administration.
STUDENT RECORDS

Privacy of Student Records: Trinidad State Junior 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 Junior 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 the 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 the campus student services office. Every effort is made to protect the 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 TSJC 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 TSJC portal at myportal.cccs.edu/jsp/misc/schoolLoginNew.jsp?school=tsjc. 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 TSJC 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 TSJC ID card are not intended for marketing and reproduction in TSJC publications without your consent.

**TSJC Student ID Number:** Your TSJC ID will be used throughout your college career to identify you in the TSJC 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 ACT**

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Therefore, it is imperative that the faculty and staff have a working knowledge of FERPA guidelines before releasing educational records.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. FERPA rights are afforded to 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 date that Trinidad State Jr College receives a request for access. A student must submit to the Admissions and Records Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, they shall advise the student of the correct official to whom the request should be addressed.

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 Trinidad State Jr College to amend a record should write the 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. 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 Jr 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 in an administrative, supervisory, academic, research, volunteers, or support staff position (including law enforcement unit personnel and health staff); Trinidad State employees’ with appropriate access can view student’s information found in the student information system – Banner. This access is authorized by the Vice President of Academic Affairs or the Vice President of Student Services and is approved only for the College Employee with a right to perform necessary administrative tasks. In addition, disclosure may be to 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 state and federal agencies, such as the U.S. Department of Veterans Affairs, 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. TSJC has designated the National Student Clearinghouse as a College official. A College official (includes TSJC advisors for PTK, Alpha Delta Nu Nursing
Society, and other honorary or leadership programs) has a legitimate educational interest if the official needs to review education records 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 with 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. Requests from parents to access student information under the tax code should be sent to the Office of the Registrar.

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use. As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including your Social Security Number, grades, or other private information—may be accessed without your 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 your records and PII without your 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 your education records and PII without your 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 your 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 your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you 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; participation in officially recognized activities and sports; Height and Weight if college athlete and high school attended (only for students in officially recognized activities and sports); dates of student attendance, enrollment status (i.e. full-time, three-quarter-time, half-time, less than half-time, withdrawn, graduated or deceased); degrees/certificates and awards student has earned; and the most recent educational institution attended by the student. Directory information is limited to the current academic year only.

Addresses (including mail and e-mail) are considered 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 news 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.

Additionally, name, 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 Friday of the semester.

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 should complete the Request to Prevent Disclosure of Directory Information form to suppress directory information; the form is available online, at the Registrar’s Office, or at the Office of Admissions and Records, and must be submitted by the first day of the semester.
4) 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 TSJC 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 TSJC.

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. TSJC will honor the request, and all or any portion of the information that the student requests to be withheld will be confidential. TSJC 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 TSJC website at trinidadate.edu or in the Student Services Office on each campus.
EMERGENCY PROCEDURES GUIDE

Introduction: These guidelines are for dealing with emergencies on the TSJC Trinidad campus. 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 on the Trinidad Campus at 719-846-5619 or the Student Support Services Director on the Valley Campus at 719-589-7031.

Criminal Activity: If you observe a crime in progress or suspicious behavior, immediately notify the Trinidad 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.

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. 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 TSJC 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 TSJC Physical Plant Director at 846-5619 (w) 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:
• TSJC Physical Plant Director ...............719-846-5619
• After hours, dial..........................719-845-6042

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 hazards, 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 TSJC Physical Plant to turn off the building ventilation:
   • Dial 846-5619 (w) or 845-6060 (cell)

7. As soon as you have evacuated, call the Trinidad dispatch office:
   • Dial 9-1-1 and identify the: building name, floor, room number, type of incident, chemicals involved.

8. 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 to a TSJC Faculty/Staff or Administrator so they may notify the City Utility Department.
7. Also contact the TSJC Physical Plant at 719-846-5619.

PSYCHOLOGICAL CRISIS
A psychological crisis exists when an individual is threatening to harm him/herself 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 TSJC Faculty/Staff or TSJC Administrator

Additional Resources: National Suicide Hotline.....800-273-8255 suicidehotlines.com

CAMPUS CLOSURE
TSJC classes, offices, and services will be open and functioning every day 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 TSJC 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, and the TSJC website: trinidadstate.edu
OFFICIAL COMMUNICATION
Email is an official means for communication within Trinidad State Junior College. Therefore, TSJC 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.

TSJC NOTIFY ME
This is a notification service provided to you by Trinidad State Junior 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.

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.

CONTACT INFORMATION
National Center for Victims of Crime.....800-394-2255 | ncvc.org/victims
National Suicide Hotline.........................800-273-8255 | suicidehotlines.com
National Sex Assault Hotline...............800-656-4673
Youth Support Line...............................800-784-2433
**VALLEY CAMPUS PHONE NUMBERS:**

Toll-Free 1-800-411-8382 | Local: 589-7000

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<td>Dean of Health Sciences</td>
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<td>Bookstore</td>
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<td>Business, Office Technology Program</td>
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<td>IT Services</td>
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<td>Veteran’s Certifying Official</td>
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<td>Vice President Academic Affairs</td>
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**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
TRINDAD CAMPUS PHONE NUMBERS
Toll-Free 1-800-621-TSJC | Local: 846-5011

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<td>Vice President Academic Affairs</td>
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<td>Vice President Student Services</td>
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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
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 printed. Such changes are flagged in the online
Student Handbook at trinidadstate.edu/pdf/students/documents/
StudentHandbook.pdf, which is linked to a document entitled “Updates
to the Student Handbook.” Students should consult the Trinidad State
Junior College online Student Handbook periodically for updates.
IN AN EMERGENCY
WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS
Move away from sight
Maintain silence
Prepare to Evade or Defend

STAFF
Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Prepare to evade or defend

LOCKOUT! SECURE THE PERIMETER.

STUDENTS
Return inside
Business as usual

STAFF
Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance

EVACUATE! (To the announced location.)

STUDENTS
Bring your phone
Leave your stuff behind
Follow instructions

STAFF
Lead evacuation to location
Take attendance
Notify if missing, extra or injured students

SHELTER! (For a hazard using a shelter strategy.)

STUDENTS
Hazard | Safety Strategy
---|---
Tornado | Evacuate to shelter area
Hazmat | Seal the room
Earthquake | Drop, cover and hold
Tsunami | Get to high ground

STAFF
Lead safety strategy
Take attendance