

TRITON COLLEGE BOARD POLICY MANUAL
Table Of Contents

GOVERNANCE			
#	TITLE	ADOPTED	LAST AMENDED
1100	Code of Ethics	11/20/1990	11/20/2001
1110	Formulation of Policies	11/20/1990	11/20/2001
1111	Formulation of Administrative Regulations	11/20/1990	
1112	Policy Dissemination	12/18/1990	07/17/2007
1113	Administration in Absence of Board Policy	12/18/1990	
1120	Meetings	11/20/1990	10/16/2012
1121	Minutes of Meetings	11/20/1990	12/20/2016
1122	Taping of Meetings	11/20/1990	09/28/2021
1123	Board Agenda and Related Materials	11/20/1990	11/20/2001
1124	Minutes Format	11/20/1990	10/16/2012
1125	Guidelines for Public Comment at Board Meetings	05/22/1990	12/20/2016
1130	Access Information to The Public	11/20/1990	11/20/2001
1131	Board Requests for Information	11/20/1990	
1132	Appointment of College President and Responsibilities of Position	11/20/1990	08/23/2005
1133	Board/President Relations	12/18/1990	
1140	Board/Staff Communications	03/16/1993	11/20/2001
1160	Board of Trustees Authority	11/20/1990	12/17/1991
1161	Number of Trustees and Terms of Office	11/20/1990	12/20/2016
1162	Officers of the Board	11/20/1990	12/17/1991
1162.1	Election of Officers of the Board	01/22/1991	11/20/2001
1163	Orientation of New Trustees	11/20/1990	08/23/2005
1164	Nepotism and Ethics	11/20/1990	07/19/2011
1165	Membership in Community College Board Associations	11/20/1990	07/17/2007
1166	Board Evaluation	11/20/1990	01/28/2020
1167	Disclosure of Economic Interest	11/20/1990	
1169	Political Activity	11/20/1990	02/19/2002
1170	Conflicts of Interest	11/20/1990	
1171	Political Conflicts of Interest	11/20/1990	02/19/2002
1180	Duties of Legal Counsel	11/20/1990	12/17/1991
1181	Duties of the Auditor	11/20/1990	
1182	Board Committees and Task Forces	11/20/1990	06/17/2008
1260	Open Forums	12/18/1990	
1324	Soliciting Funds from Students	01/22/1991	
1400	Naming Buildings, Streets & Facilities of Triton College	08/16/1994	10/18/1994

TRITON COLLEGE BOARD POLICY MANUAL
Table Of Contents

ADMINISTRATION			
#	TITLE	ADOPTED	LAST AMENDED
2112	President Evaluation	12/18/1990	
2320	Consultants	01/22/1991	
2321	Reimbursable Expenses for Non-Employees	01/22/1991	12/17/1991

BUSINESS SERVICES			
#	TITLE	ADOPTED	LAST AMENDED
3000	Financial Operations	01/24/2023	
3100	Budget Planning	12/18/1990	01/24/2023
3130	Publication, Public Review and Adoption of the Budget	12/18/1990	01/24/2023
3160	Transfer of Funds within Budget	01/22/1991	
3170	Budget A Spending Plan	12/18/1990	01/24/2023
3210	Tax Levy & Truth in Taxation	12/18/1990	01/24/2023
3212	Determination of Pay Periods	06/25/1991	01/24/2023
3220	Federal and State Grants-In-Aid	12/18/1990	
3230	Tuition and Fees	12/18/1990	01/24/2023
3260	Disposal of Unused Property and Obsolete Equipment	12/18/1990	04/18/2006
3280	Acceptance of Gifts and Donations	01/22/1991	01/24/2023
3292	Investment of College Funds	01/22/1991	01/25/2022
3312	Quantity Purchasing	01/22/1991	05/18/1993
3313	Purchasing	12/18/1990	12/17/1991
3314	Contracts	02/17/1998	01/24/2023
3315	Joint Purchases	12/18/1990	01/24/2023
3316	Minority Vendor	04/21/1992	01/24/2023
3317	Vendor Communication	12/15/1992	
3318	Vendors	03/16/1993	01/24/2023
3319	Travel-Procurement	10/20/1992	01/24/2023
3320	Travel – Board of Trustees and All College Employees	12/18/1990	01/24/2023
3321/ 3324	Purchase Requisitions and Purchase Orders	12/18/1990	08/27/2024
3326	Paying for Goods and Services	12/18/1990	01/24/2023
3328	Change Orders	01/22/1991	01/24/2023
3420	Classification of Expenditures	01/22/1991	01/24/2023
3425	Capital Assets	07/20/2010	
3432	Annual Financial Statement	12/18/1990	01/24/2023
3434	Annual Audit	12/18/1990	01/24/2023
3440	Annual Inventory	01/22/1991	05/18/1993
3450	Monies in Buildings	01/22/1991	08/23/2005
3460	Checking Accounts	01/22/1991	01/24/2023
3460.1	Record Keeping/Written Records	01/22/1991	05/18/1993
3500	Certification of Documents, Records	06/21/1994	11/20/2001

**TRITON COLLEGE BOARD POLICY MANUAL
Table Of Contents**

BUSINESS SERVICES (continued)			
#	TITLE	ADOPTED	LAST AMENDED
3505	Identity Theft Prevention	10/20/2009	01/24/2023
3510	Employee E-mail	07/19/2005	01/24/2023
3511	Appropriate Use of Information Technology Resources	06/17/2008	01/24/2023
3512	Letterhead Stationery Usage	12/15/1992	01/24/2023
3513	Facilities Usage	01/22/1991	01/24/2023
3514	Equipment Usage	01/22/1991	01/24/2023
3515	Employee Technology Reimbursement	09/24/2019	01/24/2023
3516	Use of On Campus College Office Equipment	12/18/1990	01/24/2023
3517	Security of Buildings and Ground-Police Department	01/22/1991	01/24/2023
3517.1	Traffic Violations	01/22/1991	01/24/2023
3517.2	Traffic Fines	01/22/1991	01/24/2023
3517.3	Computer Security	01/22/1991	08/23/2005
3518	College Access and Closure	01/22/1991	12/20/2016
3518.1	Campus Curfew for Dances, Activities, and Events	07/20/1993	
3518.2	Metal Detection – Security for Campus Events	01/18/1994	
3519	Campus Crime and Security	07/20/1993	
3519.1	Reporting Criminal Acts and Emergencies on Campus	07/20/1993	
3519.2	Security and Access to Campus Facilities and Security Considerations in Maintaining Campus Facilities	07/20/1993	07/18/2023
3519.3	Enforcement Authority of the Triton College Police Department/Encouragement to Report Crimes	07/20/1993	
3519.4	Informing Students and Employees about Campus Security Procedures/Individual Responsibility for Security	07/20/1993	
3519.5	Crime Prevention Programs	07/20/1993	
3519.6	Gathering Crime Statistics Concerning Crime on Campus	07/20/1993	
3519.7	National Incident Management System	11/15/2005	
3520	Maintenance of Plant	01/22/1991	05/18/1993
3532	Insurance	12/18/1990	01/24/2023
3540	Auxiliary Enterprises	01/22/1991	01/24/2023
3542	Operation of Campus Food Services	01/22/1991	01/24/2023
3550	College Indebtedness	12/18/1990	01/24/2023
3562	Leases – Buildings and Equipment	01/22/1991	01/24/2023
3610	Tobacco and Smoke Free Campus	07/21/1992	01/24/2023

HUMAN RESOURCES			
#	TITLE	ADOPTED	LAST AMENDED
4101	Selection of Employees	06/25/1991	07/19/2005
4102.1	Equal Opportunity and Affirmative Action	06/25/1991	12/20/2016
4102.2	Non-Discrimination	06/25/1991	08/15/2000
4103	Personnel Records	06/25/1991	

**TRITON COLLEGE BOARD POLICY MANUAL
Table Of Contents**

HUMAN RESOURCES (continued)			
#	TITLE	ADOPTED	LAST AMENDED
4104	Verification of Employment	12/15/2009	
4105	Staff Participation in Political Activities	03/16/1993	11/20/2001
4106	Employee Ethics	06/25/1991	11/20/2001
4107	Personal Growth	06/25/1991	
4108	Public Complaints about College Personnel	03/16/1993	
4109	Mandated Reporter	10/16/2012	
4110	Drug and Alcohol Free Workplace	06/16/1998	06/16/2015
4113	Sick Leave	06/25/1991	12/20/2016
4114	Bereavement	06/25/1991	04/21/1993
4115	Health Insurance	06/25/1991	03/16/1993
4117	Tax-Sheltered Annuities and Deferred Compensation Plans	06/25/1991	01/22/2013
4121	Employee Assistance Program	06/25/1991	
4123	Marketing of Instructional Materials	06/25/1991	
4125	Sabbatical Leave	06/25/1991	04/21/1993
4127	Tuition Reimbursement	12/07/1991	04/21/1993
4130	Professional Staff Positions	03/16/1993	02/18/2014
4132	Letters of Resignation	05/21/1996	
4133	Employee Termination	06/25/1991	08/20/1996
4134	Travel Expenses for Prospective Employees	06/25/1991	
4137	Personnel Hiring – Temporary Hourly Employees	10/20/1992	05/18/2004
4138	Criminal Background Investigations	03/16/1999	08/18/2015
4141	Promotions and Pay Raises	12/18/1990	03/17/1992
4146	Americans with Disabilities Act	01/23/2018	
4150	Professional Consulting	06/25/1991	12/20/2016

STUDENT AFFAIRS			
#	TITLE	ADOPTED	LAST AMENDED
5101	Student Admission	04/23/1991	06/20/1995
5101.3	Admission Requirements for Health Career and Public Service Programs	04/23/1991	06/20/2017
5102	International Student Admission	04/23/1991	08/22/2023
5103	High School Student Admission	04/23/1991	08/27/2024
5105	Student Code of Conduct/The Triton Trust	06/25/1991	12/20/2016
5106	Card Playing/Table and Board Games	08/15/1995	02/18/2014
5107	Affirmative Action	05/21/1991	08/23/2005
5108	Student Trustee Qualifications	03/17/1992	11/20/2001
5109	Tuition Waiver/Student Trustee	09/24/1991	
5110	Identification Card Students	05/21/1991	09/24/2013
5111	Registration	04/23/1991	08/17/2004
5112	Application for Admission	04/23/1991	03/21/2023
5112.1	Servicemembers’ Opportunity College (Military Personnel)	04/23/1991	05/18/1993

TRITON COLLEGE BOARD POLICY MANUAL
Table Of Contents

STUDENT AFFAIRS (continued)			
#	TITLE	ADOPTED	LAST AMENDED
5113	Financial Obligations	05/21/1991	
5115	Residency	04/23/1991	06/18/2024
5116	Tuition for Employees of In-District Companies	04/23/1991	06/20/1995
5117	Tuition and Fees Senior Citizens	04/23/1991	06/20/1995
5118	Graduation Requirements	05/21/1991	03/27/2018
5119	Out-Of-District Students / Joint Agreements	04/23/1991	08/22/2017
5120	Tuition Refund	04/23/1991	06/20/1995
5120.1	Tuition Refunds/Credit Vouchers for Students Called to Active Military Service	09/19/2001	
5121	Insurance	04/23/1991	08/23/2005
5122	Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs/Drug Abuse Education Programs	04/23/1991	07/20/1993
5122.1	Alcoholic Beverage Policy	03/16/1993	
5123	Administration of Student Activity Fees	05/21/1991	05/16/1995
5201	Academic Placement	04/23/1991	10/19/2010
5201.1	Change of Grades	04/23/1991	07/16/2019
5202	Incomplete Grades	04/23/1991	06/20/1995
5203	Repeating a Course	04/23/1991	11/19/2013
5203.1	Auditing a Course	04/23/1991	07/18/2017
5205	Grading System	04/23/1991	06/20/1995
5206	Class Attendance	04/23/1991	08/19/2014
5206.1	Reasonable Accommodation of Religious Observances Policy for Students and Student Employees	12/18/12	
5207	Classroom Behavior	05/21/1991	06/20/1995
5208	Academic Honesty	05/21/1991	08/23/2005
5213	Disciplinary Probation and Disqualification	04/23/1991	03/16/2010
5220	Final Examinations	04/23/1991	11/20/2001
5240	Academic Honors	04/23/1991	06/20/1995
5241	Cancellation of Course	04/23/1991	06/20/1995
5265	Acceptance of Academic Credit	04/23/1991	03/27/2018
5310	Financial Aid	05/21/1991	11/11/2003
5311	Ability to Benefit	09/24/1991	10/17/2017
5410	Chronic Communicable Diseases	05/21/1991	
5415	Student Optional Disclosure of Private Mental Health Information	02/16/2016	
5420	Student Travel	03/19/1991	12/20/2016
5506	Health Services	04/23/1991	12/20/2016
5605	Outside Speakers and Programs	05/21/1991	05/16/1995
5717	Privacy Act and Directory Information	04/23/1991	06/20/1995
5730	Permit to Assemble: Protests/Demonstrations	03/19/1991	08/23/2005
5731	Permit for Posting Signs, Posters and Banners	03/19/1991	11/18/2008

TRITON COLLEGE BOARD POLICY MANUAL
Table Of Contents

STUDENT AFFAIRS (continued)			
#	TITLE	ADOPTED	LAST AMENDED
5810	Clubs and Organizations	05/21/91	11/20/2001
5812	Fund-Raising	05/21/1991	05/16/1995
5901	Job Posting	06/16/1998	
5902	Athletic Scholarships & Grants-In-Aid	06/15/1999	01/28/2020
5903	Non-Enrolled/Non-Employed Individuals in College Classrooms, Laboratories, Work Areas, and Facilities	05/23/2002	08/23/2005
5904	Mandatory Enrollment in COL 102, Learning Framework for College Success	03/26/2002	06/20/2017

ACADEMIC AFFAIRS			
#	TITLE	ADOPTED	LAST AMENDED
6010	Assessment of Student Learning	07/17/2012	08/22/2023
6013	Academic Calendar	10/17/2017	
6015	Credit Hours	08/20/2013	08/22/2023
6020	Academic Attendance Records	06/25/1991	08/22/2023
6030	Academic Senate	06/25/1991	08/22/2023
6040	Academic Committees	06/25/1991	08/22/2023
6050	Academic Freedom	06/25/1991	08/22/2023
6060	Course Outlines	06/25/1991	08/22/2023
6070	Recording and Submission of Grades	06/25/1991	10/15/2013
6080	Course Syllabi	06/25/1991	08/22/2023
6090	New Course Development and Revisions	06/25/1991	08/23/2005
6100	Program Development	06/25/1991	08/23/2023
6110	Policies for the Fifth Avenue Journal	02/26/1991	08/22/2023
6120	Teachers' Final Examinations/Evaluations	06/25/1991	08/22/2023
6130	Joint Agreements with other Agencies or Institutions	06/25/1991	08/22/2023
6150	Independent Study	06/25/1991	08/22/2023
6170	Conduct and Discipline in the Classroom	06/25/1991	08/22/2023
6175	Harassment, Discrimination, and Misconduct	03/16/1993	12/17/2024
6180	Confidentiality	06/25/1991	08/22/2023
6185	Faculty Minimum Qualifications	06/20/2017	08/22/2023
6190	New Faculty Workshops	06/25/1991	08/22/2023
6200	Faculty Exchange Programs	06/25/1991	08/22/2023
6210	Research and Development	06/25/1991	08/22/2023
6230	Professional Growth Units (PGUs)	06/25/1991	08/23/2005
6240	Professional Review Program	06/25/1991	08/22/2023