

TRiO

Student Support Services

Student Handbook (Revised Fall 2011)



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WELCOME TO TRIO!

We are excited to have you on board! We work hard to provide excellent services to our students and we are glad to get the opportunity to help you realize your educational goals! Now that you are accepted into TRIO, I encourage you to develop a relationship with the TRIO staff and let us provide any assistance necessary. On the next page is a list of all TRIO staff and their contact information. This handbook was created so you can have an easy reference. Please take some time to look it over and become familiar with our policies. Keep it handy!

The most important thing you can do to help us is to stay in touch. If you need assistance; pick up the phone, send us an e-mail, or come by and let us know how we can help you. That's what we're here for!

If you have any questions or concerns, please do not hesitate to contact me.

Looking forward to working with you,

Valerie A. Smith

Valerie A. Smith
Director
TRIO Program



TRIO OFFICE HOURS AND CONTACT INFORMATION

Office Hours

Fall & Spring

8:00am – 5:00pm Monday – Friday

Summer

7:30am – 4:00pm Monday – Friday

The office is closed during the holiday break between fall and spring semesters. Check with the TRIO office each fall for specific dates.

Contact Information

Downtown Campus Location

Gannon Building (GB) 142

(517) 483-1161 Office

(517) 483-1629 Fax

Email: trio@lcc.edu

Website: www.lcc.edu/TRIO

Students are encouraged to visit the TRIO website for general information

Mailing Address

1800 – TRIO: Student Support Services

Lansing Community College

P. O. Box 40010

Lansing, Michigan 48901-7210

Facebook: **LCC's TRIO**

YouTube Channel: **LCCTRIO**

Twitter: **LCCTRIO**

Staff

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- **Program Participation**
 - It is important for your success and the success of the program that you participate in all phases of the TRIO Program. As such, eligibility for most of the benefits provided by the TRIO Program is contingent on your participation.

- **Orientation**
 - Newly admitted students must participate in a general orientation session conducted by a TRIO staff member. Each student admitted to the TRIO Program will be notified of their orientation date within a few weeks after being accepted.

- **TRIO Summer Institute**
 - In addition to the general orientation, new students are required to attend the Summer Institute which helps prepare TRIO students for educational success. Our Summer Institute generally is in August. Information about the dates and times of the institute will be posted on TRIO's webpage at www.lcc.edu/trio, Angel Community Group, and will be sent to you via USPS mail.
 - During this meeting, you will complete all necessary forms, i.e. transportation allowance, change of information form, and all other required TRIO forms. Also, an update of the TRIO Student Handbook will be discussed and how it will impact you for the upcoming academic year. In addition, a list of finalized Cultural Events will be distributed at this time with any general programmatic updates.

- **SSS College Success Tracks**
 - There are four SSS College Success Tracks designed to assist and guide students develop essential college success strategies and to explore academic, career-related and personal development topics. Placement into one of the four SSS College Success Tracks is based partly on assessment test scores, number of earned credits, type of courses taken, and overall cumulative GPA. Each SSS College Success Track is a progression of content, skills learned, and overall academic awareness from the previous track. The four SSS College Success Tracks are:
 - **Track One: Foundation** – The foundation track builds the study skills, time management and organizational skills every new student to higher education needs to be successful. Track one is considered the most intrusive and intense level of service incorporating intensive tutoring, student development course in basic skills, workshops on financial literacy, academic advising, educational development plans, and bi-monthly progress reports. Two student development courses are required: SDEV101-First Year Experience (Fall) and SDEV124-Techniques of Study (Spring).
 - **Track Two: Career Planning** – Track two is an intermediate level of services as the student narrows down majors, career choices, focuses on career/transferring/graduation preparation and job fairs. Academic services continue in the areas of academic advising, educational

development plans, peer tutoring, monthly progress reports, and financial literacy workshops. Track two is unique in that it offers a student development course (SDEV125: Career Planning) in the Fall and either a structured 8 week internship in area of study or a Professional Skill Development Workshop for the Spring semester.

- **Track Three: Leadership** – Track three is the leadership development track. It is designed for those SSS participants who have achieved enough credits, are in good academic standing and who are on track to graduate and/or transfer to a four-year institution the next academic year. SSS participants will be required to attend and successfully complete leadership training workshops. Additionally, these SSS participants will facilitate what they have learned within the leadership workshops to new SSS cohort participants during an intensive three to five day leadership summit.
- **Track Four: Graduation/Transfer** – Track four is the graduation/transfer track as the student is preparing to earn a certificate, graduate and/or transfer to a four-year institution. The focus will be on graduation/transfer preparation, college visits, interviewing, professional portfolios, internships, networking, Financial Literacy (The Affect of Student Loans), Computer Literacy (application to career/graduation/transferring), etc. As in the previous tracks students will continue to focus on academic advising, educational development plans, peer tutoring, and monthly progress reports.

➤ **Cultural Events**

- Students will have an opportunity to attend area cultural events with TRIO. If the event requires traveling outside of the Lansing area, TRIO will pay for all transportation, meals, and admission tickets. TRIO cannot transport or pay for participants other than TRIO eligible students. Students who are inactive may not travel with TRIO. There may be a deposit required for events. The deposit will be returned on the day of the event if the student attends the event. If the student does not attend an event he/she signed up for, the deposit is forfeited. Students are required to submit a brief reflection assignment after participating in any cultural event. Reflection forms can be found in the TRIO Community Group via Angel.

- **Angel TRIO Community Group**
 - The Angel TRIO Community Group is the primary way we communicate with our students. Email can also be forwarded to your LCC Gmail account. All TRIO students are automatically enrolled in the TRIO Community Group in the Angel online learning site. Students should get into the habit of checking the News and Email section of the Community Group every day. Students will then have the most up-to-date information about the Program activities, requirements, and opportunities.

- **Periodic Progress Reports**
 - Periodic Progress Reports will be posted in the Angel TRIO Community Group News section. Students are required to print out as many copies as they need and bring one form to each of their instructors during the fourth week of the semester. Instructors then return completed forms no later than the sixth week of the semester. Periodic Progress Reports are an important tool to ensure TRIO students' continuing academic success.

- **Change of Information**
 - It is very important for the TRIO Office to have students' correct contact information. Students who change mailing addresses, phone numbers, etc. need to contact the TRIO Office immediately so that we may make the appropriate changes on our database. Changes in your address can affect financial aid and other issues so it is important to let LCC Enrollment Services know of any changes as well.

- **Inactive Status**
 - Students who need to withdraw from a fall or spring semester may request to be placed on inactive status with TRIO for the duration of the semester from which they withdraw. Inactive status guarantees that a student will still have a spot in TRIO if he/she returns the following fall semester. If the student does not return the following fall semester, he/she must reapply to TRIO upon returning to school. (Note: Students who withdraw in a spring semester do not have to return in the following summer to reactivate their status. They may return the following fall)

- **Other College Assistance**
 - Utilize some of the following academic services at Lansing Community College:

| | | |
|-----------------------|--------------------------|----------|
| ▪ Accounting Lab | GB 115 | 483-1619 |
| ▪ Language Skills Lab | A&S 253 | 483-1061 |
| ▪ Library Services | TLC (2 nd Fl) | 483-1657 |
| ▪ Computer Lab | TLC 100 | 483-1038 |
| ▪ Tutorial Services | A&S 103 | 483-1206 |
| ▪ Writing Center | A&S 251 | 483-1907 |
| ▪ LSARC | A&S 455B | 483-1555 |

➤ **Academic Advising**

- Undecided Major, Majors or Unsure of A Program of Study: Students are required to make an appointment with a TRIO academic advisor about academic goals, graduation plans, choosing classes, required courses, transfer/program requirements, etc.

- **Educational Development Plan** – An Educational Development Plan (EDP for short) is an individualized semester-by-semester class plan for reaching the student's intended educational goal. With this plan, the student can map out a path to a certificate, degree, or career goal and set a timeline for attaining it. It is a plan that will be influenced by classes offered each semester and the student's individual circumstances, so the student and program advisor should re-evaluate it each semester.

➤ **Tutoring**

- TRIO tutoring program can assist students with various academic subjects including math, science, writing, and others. In addition, students can receive help with reading, note-taking, and test-taking strategies. Appointment times and walk-in hours are available.
 - **Group** – The purpose of group tutoring is to bring together students enrolled in the same courses and assist them. Benefits of group tutoring for students include students learning from each other, receiving a diversity of ideas and points of view, and gaining an appreciation for differences in backgrounds, personalities, and intellectual styles. Student course schedules may be shared with other group tutoring students to foster a learning community and assist students in forming their own group study sessions.
 - **Individual & Peer** – The purpose of individual & peer tutoring is to offer one-on-one assistance to students. Individual tutoring is facilitated by TRIO professional staff members. Peer tutoring at LCC is conducted by a student who has been highly recommended by an instructor to assist students in subject areas. Peer tutors must have successfully completed the course with a minimum of a 3.5 and gone through a peer tutoring training program.
 - **Khan Academy** – The Khan Academy is TRIO's latest tutoring tool to assist all students with a more passive technique to tutoring. The Khan Academy is a series of instructional videos that assist students with step-by-step interactive material. The Khan Academy allows students to track their successes and monitors areas that the student may need extra tutoring help. The largest benefit to this approach is you have access to a tutor any time of day or night and since they are tutorial videos, you can pause or rewind what the tutor has said to ensure you have learned the material.

➤ **Transportation Allowance**

- Transportation allowance is an academic incentive attached to student's completion of course work within the SSS College Success Tracks. The total amount of allowance given per semester is prorated on the number of credits taken that semester and track placement (i.e., students in track three and four earn more in transportation than students in track one and two). Transportation is given out once every month to students who earn a minimum of a 2.0 in the course/workshop when distribution date occurs.
 - **Schedule Dates of Payment**
 - **February 3rd**
 - **March 2nd**
 - **April 6th**
 - **May 4th**
 - **Amounts**
 - **Track One & Two**
 - **12 + Credits = \$25.00**
 - **9-11 Credits = \$15.00**
 - **6-8 Credits = \$10.00**
 - **Track Three & Four**
 - **12 + Credits = \$50.00**
 - **9-11 Credits = \$30.00**
 - **6-8 Credits = \$20.00**

➤ **Academic Excellence Incentives** (Final Decisions are determined by TRIO Director)

- **Calculator Loan Program** – The following criteria may be used to determine eligibility for a TRIO student to be considered for TRIO's calculator loan program. The eligibility requirements must be met by the last day of each semester:
 - 2nd, 3rd, & 4th semester active TRIO program students only
 - Must have a cumulative GPA of at least a 2.5
 - If borrowed equipment or materials (books, DVDs, resource materials, etc) they must be returned in working condition on or before noon of the last day of the semester in which it was borrowed.
 - Have an up-to-date signed copy of EDP on file
 - Completed all necessary TRIO forms/mandatory meetings, etc
- **Laptop Loan Program** – The following criteria may be used to determine eligibility for a TRIO student to be considered for TRIO's calculator loan program. The eligibility requirements must be met by the last day of each semester:
 - 2nd, 3rd, & 4th semester active TRIO program students only
 - Must have at least a 3.0 in SDEV course from previous semester. For example, if we loan a student a laptop at the beginning of Spring 2012, they should have earned a 3.0 GPA in the last TRIO course/workshop at the end of Fall 2011.

- Must have a cumulative GPA of at least a 2.5
 - Passed **ALL** attempted courses from previous semester
 - If borrowed equipment or materials (books, DVDs, resource materials, etc) they must be returned in working condition on or before noon of the last day of the semester in which it was borrowed.
 - Attended at least one cultural event from previous semester
 - Have an up-to-date signed copy of EDP on file
 - Completed all necessary TRIO forms/mandatory meetings, etc
- **U.S. Dept of Education Grant Aid** – The U.S. Dept of Ed offers grant aid to eligible TRIO programs with the purpose of monetarily awarding students. The federal requirements of eligibility are that the student must not exceed two years post-secondary education.
 - **Scholarships** – TRIO students are highly encouraged to apply for an LCC scholarship through the Foundation Office at www.lcc.edu/foundation. Requirements and/or eligibility standards for scholarships that are specifically targeted for TRIO students may vary and decided upon by the scholarship grantor.

TRIO CODE OF CONDUCT AGREEMENT

Participation in TRIO activities brings with it certain responsibilities of the student, chaperone, parent or guardian, and sponsoring program. ***As a participant in TRIO activities, each student must agree to and abide by the following:***

Student Rights, Responsibilities, and Conduct

The College adheres to the principle that the campus climate provides for students' maximum freedom and necessary order. In order to ensure this principle, the College has established procedures for the redress of grievances by individuals accused in such proceedings. In addition, general rules and regulations and a Student Code of Conduct have been established by the College to ensure the protection of student rights and the efficient operation of College programs. In cases of noncompliance with these regulations or a violation of the Student Code of Conduct, the College will impose discipline that is consistent with the impact of the offense on the College community (See [Sanctions](#) below). The College also reserves the right to pursue criminal and/or civil action where warranted. The College rules and regulations and Student Code of Conduct shall apply from the time of admission to the college and continue as long as the student remains enrolled at the college. They shall also be applicable to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

Field Trips

Students participating in all College-sponsored activities, including field trips and athletic events, must abide by all College rules. Student organization field trips must be planned, organized, and approved according to the Student Life Policies and Procedures for Student Organizations, and, where applicable, the transportation services unit of the Police and Public Safety Department. Organizations which function outside of these policies and procedures may be put on probation and suspended if appropriate.

Student Code of Conduct

The College hereby adopts the following Code of Conduct and prohibits all persons from engaging or participating in any of the practices or behavior listed below. Specific examples are used by way of illustration and are not meant to limit the practices or behaviors that may be deemed to violate the Code of Conduct.

Assaults and Threats

Threats or violence to the health and safety of others. Engaging in any act, such as fighting, physical assault, unlawful detention, interference with the freedom of movement of another person, verbal abuse, threats, stalking, intimidation, harassment, coercion or any other conduct through any mode of communication including, but not limited to, in person, in writing, through telephone, electronic mail or instant messaging, which endangers or has the reasonable potential to endanger the health or safety of any person on the College premises or at a College-sponsored function or any College student or employee in connection with the performance of his or her College duties is prohibited.

Discrimination and Harassment

Discrimination, harassment and offensive conduct against any person, student, or staff member on the basis of race, color, religion, sex, national origin, creed, ancestry, familial status, age or disability, marital status, height, weight, sexual orientation, disability or veteran's status or other protected status (See the College's Discrimination and Harassment Complaint Process available in the catalog and at http://www.lcc.edu/catalog/policies_procedures/equalopp.htm) through any mode of communication including, but not limited to, in person, in writing, through telephone, electronic mail or instant messaging.

Disruptive Behavior

Behavior that interferes with normal college-sponsored activities, including, but not limited to, the instructional process, the classroom – both on-campus and virtual, studying, teaching, research, college administration, disciplinary procedures, extracurricular and co-curricular activities, designated areas of activities, fire, security, or emergency services; or inciting others to commit disruptive behavior.

Lewd Behavior

Behavior that is lewd or indecent is prohibited. Such behavior includes, but is not limited to the following: including obscene remarks, exposing oneself in an indecent manner, entering restrooms against the gender designation, engaging in sexual activities in public places.

Drug and Alcohol Regulations

In recognition of (1) the serious health risks associated with the illegal use of controlled substances and (2) the abuse of alcohol, and in conformance with the Board of Trustees policies 4416 and 7820, as well as the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3171, et.seq.), the following regulations are effective immediately:

1. Students may not manufacture, distribute, dispense, possess, or use alcoholic beverages on College premises.
2. Students, employees, and guests may not unlawfully possess, use, or distribute controlled substances and alcohol on College premises or when engaged in College activities such as conferences or field trips.
3. Students will not use College funds for the purpose of purchasing alcoholic beverages or controlled substances.
4. Being under the influence of alcohol or any controlled substance while on College premises or engaged in College activities is prohibited.
5. Students, employees, and guests are personally accountable for knowledge of federal, state, and local laws relating to alcoholic beverages and controlled substances, the minimum drinking age, transporting open containers of alcoholic beverages, and false representation of age by a minor.
6. As a condition of his or her employment, each employee of the College shall agree to abide by the terms contained within this policy. Violation of any of these terms by College employees may result in disciplinary action, up to and including termination. The College may require satisfactory participation in a substance or alcohol abuse assistance or rehabilitation program for an employee who violates any of the prohibitions listed above.

7. As a further condition of his or her employment, each employee of the College shall agree to notify the College of any criminal drug statute conviction for a violation occurring on College premises or while engaged in College activities, no later than five (5) days after such a conviction. Upon receiving notice of such conviction, the College shall take appropriate disciplinary action within thirty (30) days thereafter.
8. Violation of this regulation by students may result in disciplinary action up to and including expulsion from the College and referral for prosecution. A lack of legal conviction or relevant laws is not a defense in a charged violation of this regulation.
9. Guests on College premises are expected to follow the above requirements. Failure to do so may result in a request to leave College property or College activities.
10. In the spirit of providing a safe, healthy and drug-free environment, the College will:
 - a. Continue to offer educational programs that support a drug-free campus and workplace as a normative social value;
 - b. Continue to offer opportunities for substance abuse counseling accessible by students and College employees;
 - c. Continue to make referrals to appropriate counseling professionals and/or agencies within the community to help students and employees who may benefit from such counseling;
 - d. Incorporate in classes throughout the curriculum, where appropriate, references and class-related assignments related to the medical, legal, social, and wellness issues inherent in a drug-free campus and workplace;
 - e. Distribute copies of this regulation to all new students and employees.
11. Substance abuse is a serious but treatable condition or disease that can lead to short-term or long-term physical and psychological consequences, including but not limited to dependence, damage to the nervous system, heart and respiratory conditions, and death.
12. A "controlled substance" is defined as one: 1) which is not legally obtainable; 2) which is being used in a manner different from that prescribed; or 3) which is legally obtainable but has not legally been obtained. (21 U.S.C.821:MCLA, 333.7101, et. seq.)
13. A "conviction" under this policy is defined as a defendant pleading guilty or no contest and/or a guilty finding by a court of law.

Failure to Comply with College Officials

Failure to comply with directions of College officials, Police and Public Safety Staff, or any other law enforcement officers acting in the performance of their duties is prohibited. Furnishing false information to any College official, faculty member, or officer is prohibited.

Fighting

Fighting on College property is prohibited except for contests or exhibitions held or sponsored by the College or a recognized College organization.

Laws

Students shall obey the laws enacted by federal, state, and local governments.

Violations of such laws on the College premises or at a College-sponsored function are a violation of the Code of Conduct. It is appropriate that the students be aware of Act 26 of the Public Acts of 1970:

- **Sec. 1.** A person is guilty of a misdemeanor, punishable by a fine of not more than \$500.00, or by incarceration in the county jail for not more than 30 days, or both:
 - When the chief administrative officer of a publicly owned and operated institution of higher education, or his or her designee, notifies the person that he or she is such an officer or designee and that the person is in violation of the properly promulgated rules of the institution; and
 - When the person is in fact in violation of such rules; and
 - When, thereafter, such officer or designee directs the person to vacate the premises, building, or other structure of the institution; and
 - When the person thereafter willfully remains in or on such premises, building, or other structure; and
 - When, in so remaining therein or thereon, the person constitutes:
 - A clear and substantial risk of physical harm or injury to other persons or of damage to or destruction of the property of the institution, or
 - An unreasonable prevention or disruption of the customary and lawful functions of the institution, by occupying space necessary therefore or by use of force or by threat of force.
- **Sec. 2.** A person is guilty of a misdemeanor, punishable by a fine of not less than \$200.00 and not more than \$1,000.00, or by incarceration in the county jail for not more than 90 days, or both, who enters on the premises, building, or other structure of a publicly owned and operated institution of higher education, with the intention to, and therein or thereon does in fact, constitute (a) a clear and substantial risk of physical harm or injury to other persons or of damage to or destruction of the property of the institution, or (b) an unreasonable prevention or disruption of the customary and lawful function of the institution, by occupying space necessary therefore or by use of force or by threat of force.
- **Sec. 3.** This act shall take effect August 1, 1970.

Theft or Other Abuse of Computer Facilities and Resources, including but not limited to:

- a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Use of another individual's identification and/or password.
- d. Use of computing facilities and resources to interfere with the work of another student, faculty member or college official.
- e. Use of computing facilities and resources to send obscene or abusive messages.
- f. Use of computing facilities and resources to interfere with normal operation of the college computing system.
- g. Use of computing facilities and resources in violation of copyright laws.
- h. Any violation of the college's Acceptable Use Policy (http://www.lcc.edu/policies/policies_1.htm#ACCEPTABLE_USE_POLICY).

Vandalism/Theft

Property of the College, as well as that of individuals, should be respected. Vandalism or theft of any kind, the destruction or mutilation of computer or media resources, materials, equipment, buildings, or grounds of the College, is inconsistent with the objectives of the College and good citizenship and will result in disciplinary action.

Weapons and Explosives

The possession of weapons, or explosives on the property of the Lansing Community College is prohibited. (This does not apply to authorized law enforcement officers.) The definition of a weapon includes but is not limited to a pistol or other firearm or dagger, dirk, razor, stiletto, or knife having a blade over 3 inches in length, or any other dangerous or deadly weapon or instrument.

“College Property” covered by this policy includes, without limitation, all College owned or leased buildings and surrounding areas such as sidewalks, driveways and parking lots under the College’s ownership or control. College vehicles are covered by this policy at all times regardless of whether they are on College property.

Criminal and/or Civil Actions

When the actions or conduct of a student warrant the involvement of the Police and Public Safety Department, a complaint report may be initiated. Should a student initiate the complaint and the Police and Public Safety Department is involved, a complaint report is taken.

A crime committed on the College campus is investigated and referred to the appropriate government office for prosecution. The decision to prosecute is made by the Prosecutor’s Office. This action is separate from the Due Process procedure of the College. Proceedings under the College’s Due Process Procedures may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

Any violation of City, County, State or Federal laws while on LCC property or attending LCC sponsored events is considered a violation of the Student Code of Conduct.

Sanctions

In cases of noncompliance with College rules and regulations or a violation of the Student Code of Conduct, the College will impose discipline that is consistent with the impact of the offense on the College community. Progressive discipline principles will be followed in that the student’s prior discipline history at the College will be taken into account. Disciplinary action taken against a student may include, but is not limited to, one or more of the following:

- Grade or academic penalties – A reduction of course or assignment grade or credit.
- Oral Warning— A verbal warning to the student that the student is violating or has violated College rules, regulations or Code of Conduct.
- Written Warning - A written warning to the student that the student is violating or has violated College rules, regulations or Code of Conduct.
- Probation— Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any college rule, regulation(s) or Code of Conduct during the

probationary period. A judicial hold will be placed on the student's account during the probationary period but may be removed temporarily at the discretion of the Director of Student Success.

- Loss or Restriction of Activities or Privileges—The restriction or denial of specified activities or privileges for a designated period of time.
- Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Suspension—Separation of the student from the College for a definite period of time after which the student is eligible to return. Conditions for readmission may be specified.
- Dismissal – Separation of the student from the College for an indefinite period of time. Conditions of readmission may be specified.
- Permanent Dismissal – Permanent separation of the student from the College.

REGULATION REVISIONS AND ADDITIONS

Lansing Community College & TRIO, reserves the right to change or add to the rules and regulations at any time.

**Lansing Community College
TRIO: Student Support Services
Student Handbook
and
Code of Conduct
Signature Pages**

I have reviewed and understand the TRIO Handbook. In order to receive any of the services provided by the TRIO program, all eligible TRIO students must have a current and signed TRIO handbook signature page on file with the TRIO office. Expectations of conflict management, ultimate responsibility for academic success resides with the student.

Further, I certify that I will abide by the above statements. As a participant and representative of my sponsoring program, I agree to follow the rules and regulations established by the TRIO Program and for participation in TRIO activities.

| | |
|-----------------------------|------|
| Name of Participant (PRINT) | Date |
|-----------------------------|------|

| | |
|--------------------------|------|
| Signature of Participant | Date |
|--------------------------|------|

| | |
|--------------------|------|
| Signature of Staff | Date |
|--------------------|------|

The participants and program sponsors, by virtue of the signatures on the TRIO Conduct Agreement, agree to abide by the above expectations.