



KCC-TRIO Student Support Services

Student Handbook



Kellogg Community College

p. 269-965-4150

kellogg.edu/TRIO

450 North Avenue
Battle Creek, MI 49017

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Dear TRIO SSS Scholar,

Welcome! We are thrilled about your decision and commitment to join our TRIO Student Support Services (SSS) program at Kellogg Community College. Our program is dedicated to improving academic skills, increasing graduation and transfer rates, and empowering students to achieve their goals.

As a TRIO SSS Scholar, you'll benefit from workshops, academic coaching, tutoring, and other resources designed to support your success. Your TRIO SSS Staff are here to provide guidance on academics, career planning, financial aid, and transferring to a four-year institution. Whether through one-on-one or group sessions, we aim to equip you with the tools to thrive at KCC and beyond.

This handbook serves as your guide to the program's services, policies, and expectations. Please review it carefully and don't hesitate to contact us with questions. Your success is our mission, and we're here to help every step of the way.

Together, let's make your academic journey a successful one. Remember, TRIO WORKS!

Sincerely,

TRIO SSS Staff



Office Hours and Contact Information

TRIO Student Support Services (SSS) is located on the main campus of Kellogg Community College, located in the Ohm building, second floor in the Student Success Center suite 207.

Hours of Operation

8: 00am-6: 00pm Monday-Thursday

9: 00am-5pm Fridays

Summer Hours may vary.

Contact Information

Center for Student Success

450 North Avenue

Battle Creek, MI 49017

Phone: (269) 965-4150

Website: www.kellogg.edu/TRIO

TRIO Student Support Services Staff

TRIO Director (269) 965-4150

Program Advisor (269) 565-7949

Department Assistant (269) 965-4150

I. Program Summary

Mission

- ❖ The mission of the KCC TRIO Student Support Services Program is to empower eligible students to achieve their academic and personal goals by providing holistic support. This includes earning a certificate or associate degree and/or successfully transferring to a four-year institution.

About TRIO

- ❖ According to the U.S. Department of Education, which administers TRIO programming, the Student Support Services program “provides opportunities for academic development, assists students with basic college requirements and serves to motivate students toward the successful completion of their postsecondary education. The SSS program may also provide grants aid to current SSS participants who are receiving Federal Pell Grants. The goal of SSS is to increase the college retention and graduation rates of its participants and to help students make the transition from one level of higher education to the next.”

TRIO Origination

- ❖ The TRIO programs were the first national initiatives aimed at improving college access and retention by addressing significant social and cultural barriers to education in America. Before TRIO, policymakers primarily focused on college financing. These programs originated during President Lyndon B. Johnson’s War on Poverty, beginning with the Educational Opportunity Act of 1964, which introduced an experimental program called Upward Bound.
- ❖ In 1965, the Higher Education Act established Talent Search, and in 1968, Special Services for Disadvantaged Students (later renamed Student Support Services) was launched. Collectively, these three federally funded programs, known as TRIO, paved the way for low-income students to access higher education.
- ❖ By 1998, the TRIO programs had expanded significantly, evolving into a critical pathway to opportunity. They supported not only traditional students but also displaced workers and veterans. The original trio of programs grew to include eight, with additions like Educational Opportunity Centers in 1972 and the Training Program for Federal TRIO programs.

II. Program Description

The TRIO SSS program at KCC serves up to 250 students annually who meet federal eligibility criteria (first-generation, low-income, and/or documented disabilities). The program provides academic coaching, tutoring, financial literacy workshops, career counseling, and more to enhance retention and graduation rates.

Services Offered

- ❖ **Academic Coaching and Counseling:** Regular meetings to review academic progress, plan schedules, and discuss challenges.
- ❖ **Tutoring Services:** Free access to tutors specializing in math, science, writing, and other subjects.
- ❖ **Financial Aid Assistance:** Guidance on FAFSA, scholarships, and budgeting.
- ❖ **Workshops and Cultural Activities:** Opportunities to build skills and engage with the community.
- ❖ **Early Intervention (Starfish Reports):** Timely academic feedback to address challenges early.
- ❖ **Graduation Celebration:** Annual event honoring program participants completing their degrees.

Eligibility

It is the policy of the TRIO SSS program in order to be eligible for TRIO Student Support Services, you must be currently enrolled at KCC, be a U.S. citizen or permanent resident, and meet at least one or all the following:

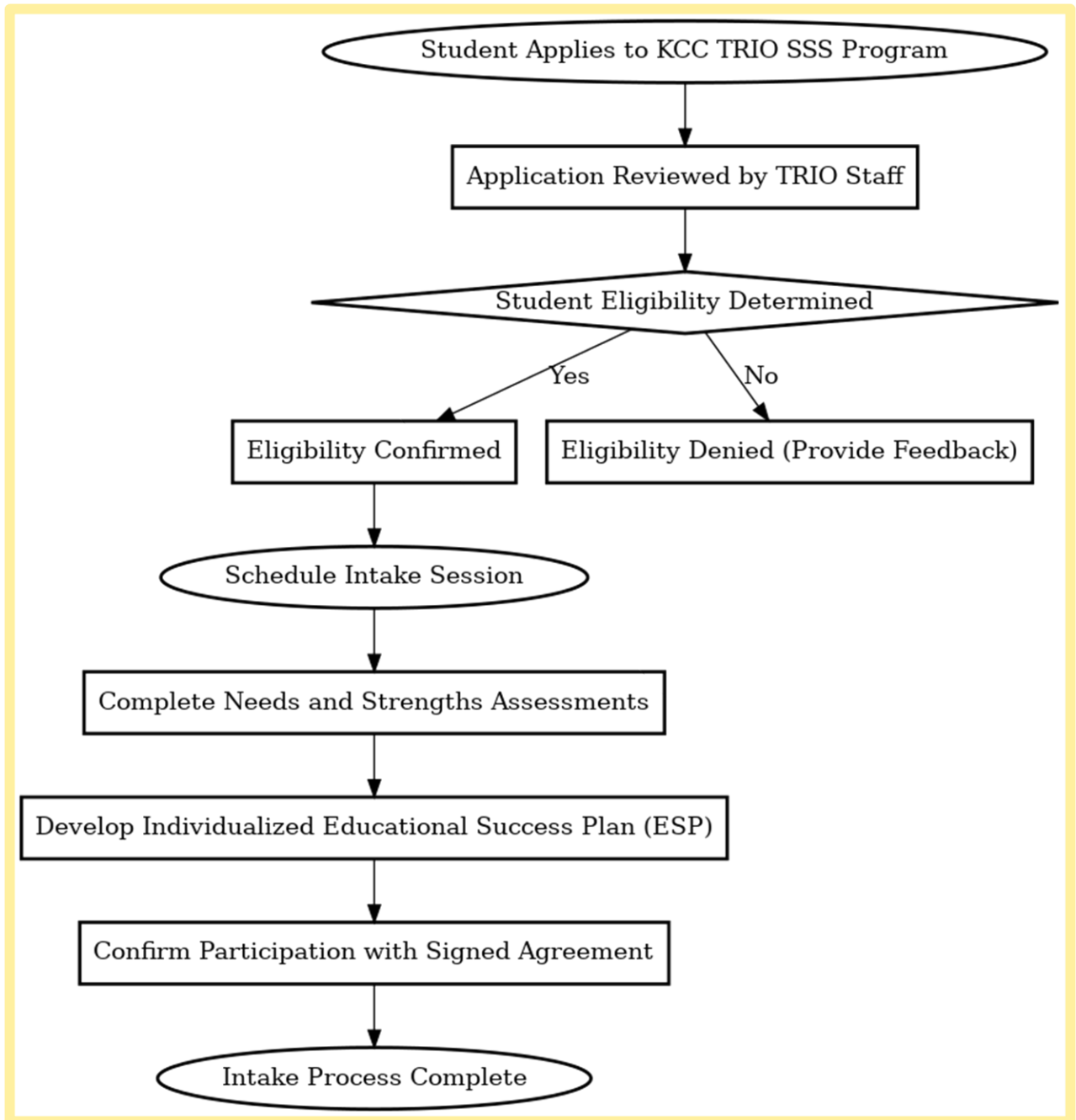
- ❖ First Year Generation
- ❖ Low-Income (according to the guidelines of the Federal TRIO Programs Current Year low-income levels)
- ❖ Have a documented disability

Acceptance

It is the policy of the SSS TRIO Program that all student applications be evaluated for eligibility status for acceptance into the TRIO Program. Students will be notified

of their official status (Approved/Denied/Deferred) by a TRIO SSS Staff member. The notification will either be by phone, email, text, or postal mail. The mode of communication will be documented in the scholar's file.

Intake Flow Chart



III. Scholar Participation

Program Expectations & Mandatory Agreements

- ❖ The TRIO SSS Program at KCC is built on the collaboration between staff and students to foster academic success. Participation in the program requires adherence to the following expectations and agreements. Upon acceptance into the program, students will attend an intake session to review these guidelines.
- ❖ Each student is required to sign a Scholar Participation Agreement, outlining their commitments to the program. Failure to adhere to the terms of this agreement may result in removal from the program.

TRIO Staff Commitments

- ❖ KCC TRIO SSS staff will:
 - Provide personalized, one-on-one support in academics, transfer planning, and financial aid.
 - Be available for student appointments or walk-ins.
 - Monitor student progress through counseling sessions and feedback from instructors.
 - Develop individualized Educational Success Plans for each student.
 - Offer tutoring services.
 - Assist students with locating resources and completing forms, applications, and other necessary documentation.
 - Plan workshops based on student interests and needs.
 - Advocate for students to help them achieve their goals.

Scholar Expectations

- ❖ KCC TRIO SSS scholars are expected to:
 - Meet with their TRIO advisors at least twice per semester.
 - Attend a pre-registration advisement session before each registration period.
 - Create and follow an Educational Success Plan.
 - Utilize tutoring services if their semester GPA falls below 2.0 or if they are enrolled in developmental courses.
 - Participate in at least two workshops and one cultural excursion each semester.
 - Attend classes regularly, maintaining a GPA of 2.0 or higher to remain in good academic standing.
 - Communicate personal, social, or educational concerns to their TRIO advisor for guidance and support.

- Consult with the TRIO Program Advisor before dropping a class or withdrawing from school.

Scholar Conduct

- ❖ All TRIO SSS participants are expected to abide by the KCC Student Code of Conduct. The program strictly prohibits:
 - Gambling, use of controlled substances, alcohol, and tobacco on campus or during college-sponsored activities.
 - Possession of firearms, illegal knives, or other prohibited weapons on campus or in parking areas.
- ❖ Behavior that disrupts the educational environment or reflects poorly on KCC will not be tolerated. Students are expected to dress appropriately and conduct themselves respectfully at all times. Violations of the KCC Student Code of Conduct will be investigated and may result in disciplinary action, up to and including expulsion.
- ❖ For more details on student conduct policies, refer to the KCC Student Handbook available online.
- ❖ By participating in TRIO SSS at KCC, students commit to upholding these expectations to maximize their academic and personal success.

Monitoring Scholar Progress

- ❖ At Kellogg Community College, the TRIO Student Support Services (SSS) program values collaboration with faculty to ensure the academic success of our participants.
- ❖ Before the start of each semester, faculty members will receive a letter with a list of SSS participants enrolled in their courses. Faculty are encouraged to collaborate with TRIO staff to support student success by:
 - Providing course syllabi to TRIO advisors to better align services with course expectations.
 - Communicating regularly with the TRIO team through emails, phone calls, or meetings to discuss student progress and address any concerns.
 - This partnership ensures that both faculty and TRIO staff can work together to create a supportive learning environment for students.

❖ The TRIO SSS program conducts periodic grade checks during each semester to monitor student performance and provide timely interventions as needed.

➤ **Grade Check Schedule:**

- Fall and Spring Semesters: Grade checks are conducted during weeks 4, 8, and 12.

➤ **Individualized Monitoring:**

- Monitoring schedules and grade check requirements are determined on an individual basis to meet the unique needs of each student.
- This approach helps ensure that students remain on track academically and receive the support they need to achieve their goals. For more information, visit the TRIO SSS office in the Student Success Center, Ohm Building, Suite 207. Together, we're here to help students succeed!
- The Starfish Early Warning Report is to enable TRIO SSS staff to provide timely academic intervention. During each term, the Starfish Administrator will issue Early Warning Reports. These reports will be sent to the program participant's instructors, requesting an assessment of the student's progress to date. Upon receiving a response from the instructor, the TRIO SSS Staff will contact each student, advising him/her of their progress and make recommendations for any needed intervention. A copy of the Early Warning Report and actions will be documented.

Communication

❖ To ensure effective communication, TRIO SSS must have up-to-date contact information for students. If your mailing address, phone number, or email address changes, notify the TRIO office immediately. This allows us to keep you informed about meetings, events, tutoring sessions, and other important opportunities.

❖ We communicate with TRIO students using the following methods:

- Email notifications (KCC and personal accounts).
- Phone calls and text messages.
- Campus bulletin boards outside the TRIO SSS office.
- Letters sent via U.S. mail.
- Updates on college social media platforms and the TRIO SSS webpage.

Exiting the KCC TRIO/SSS Program

- ❖ The TRIO SSS Program at KCC requires all students exiting the program to complete an Exit Interview with the Program Manager or Advisor. Students may leave the program for various reasons, including:
 - Withdrawal from KCC due to personal circumstances such as academic challenges, relocation, financial concerns, or work obligations.
 - Non-compliance with program expectations.
 - Transfer to another institution.
 - Graduation or completion of a certification program.

- ❖ For students graduating or transferring at the end of a semester, their TRIO Advisor will contact them to schedule an Exit Interview. If a student is no longer on campus, the interview may be conducted via phone or email to ensure a smooth transition and gather valuable feedback about their experience in the program.

- ❖ Exit Interviews are a vital part of the TRIO SSS process, helping to maintain program quality and celebrate student achievements.

IV. Scholar Advising

Scholar Success

- ❖ The KCC TRIO SSS Program is built on collaboration between staff and students to achieve academic success. Engaging in discussions about your needs and goals with a knowledgeable professional can help you clarify and focus on what matters most.

- ❖ The KCC TRIO SSS team includes experienced advisors who specialize in academic planning, goal setting, selecting a major, and career exploration. Additionally, KCC provides access to licensed counseling services for students facing personal challenges or crises. If you require these services, the TRIO SSS Program can assist you in making the necessary connections.

- ❖ Together, we are committed to supporting your journey toward achieving your educational and personal goals.

Success Plan

- ❖ As part of the TRIO SSS Program at KCC, students will complete various assessments to identify strengths, explore areas of interest, and develop a personalized success plan. These assessments provide valuable insights that serve as the foundation for discussions with your SSS Advisor. Together, you will use the results to tailor an individual Educational Success Plan (ESP) that aligns with your academic, career, and personal goals.
- ❖ Your Academic Advisor will review the assessment results with you, guiding the development of your ESP and ensuring it evolves as your needs and goals change. Regular check-ins with your Advisor will help refine your plan, address new challenges, and celebrate progress.

The assessments used by the KCC TRIO SSS Program include:

- **Needs Assessment:** Administered during the intake session, this assessment identifies obstacles and informs the creation of your individualized success plan. It also helps determine the program interventions and services you may need.
 - **Learning Style Assessment:** This assessment helps you understand whether you are a visual, auditory, or kinesthetic learner. Your Advisor will help you develop study strategies tailored to your learning style.
 - **Career Assessment:** Through a series of career modules, you'll complete self-assessments of your interests, skills, and values to help clarify your career path.
- ❖ These assessments and personalized support ensure that the KCC TRIO SSS Program is fully equipped to guide you toward achieving your goals and maximizing your potential.

Academic Resources

- ❖ The TRIO SSS Program, located in the Student Success Center in the Ohm Building, Suite 207, provides a variety of academic resources to support participants in their coursework and assignments.
- **Available Resources:** Students may utilize study materials, computers, and printers in the Student Success Center during office hours. Additionally, the program offers laptops, textbooks, and other study aids for student use.
 - **Equipment Loan Policy:**
 - Any current TRIO SSS participant is eligible to borrow equipment.
 - Some items may be checked out for extended periods, while others are available on a day-to-day basis. (resources are limited)

- Any exceptions to the checkout policy must be approved by the TRIO SSS Program Director.
- Students who fail to return loaned equipment will lose eligibility for equipment loan services for the remainder of the academic year.
- **Student Resource Room:** The Student Resource Room, located within the TRIO SSS Office, is a quiet space equipped with computers, printers, and textbooks for study and assignment needs. Students are welcome to use this space during TRIO office hours.

❖ These resources are designed to enhance academic success and provide participants with the tools they need to excel. Please contact the TRIO SSS staff if you have any questions or need assistance with equipment or study materials.

Tutorial Services

❖ At KCC TRIO Student Support Services (SSS), we are committed to providing resources and support to help students develop the skills and confidence needed to become independent learners. Tutoring services are a vital component of this mission, fostering academic growth and personal responsibility.

➤ **Benefits of Tutoring:**

Tutoring helps students improve learning strategies, build self-confidence, and strengthen academic abilities. It is a collaborative teaching relationship between a tutor and tutee(s), designed to provide explanations, skill-building, and subject-specific support.

➤ **Eligibility and Format:**

- TRIO SSS students are eligible for free tutoring during the fall, spring, and summer semesters.
- Tutoring may be offered in individual or group formats, depending on student needs.
- Tutors are carefully screened and trained professionals, including part-time KCC instructors and qualified KCC staff, who are skilled in academic support and teaching methods.

➤ **Expectations for Students:**

- **Class Attendance:** Students must regularly attend the classes for which they are receiving tutoring assistance.
- **Tutoring Appointments:** Students are required to attend all scheduled tutoring sessions. Missing three sessions without prior notice will result in removal from the tutoring roster, requiring reapplication for services.

- **Course Withdrawal:** Students must discuss any decision to withdraw from a class for which they are receiving tutoring with their TRIO advisor.
- **Communication:** Students should communicate any concerns or challenges in the tutor-tutee relationship with their TRIO advisor.

➤ **Tutoring Requirements:** Tutoring is required for students who meet any of the following criteria:

- Enrolled in Developmental Education courses.
- Have a semester GPA below 2.0.
- Receive a failing grade at mid-term.
- Are repeating a college-level English, Math, or Science course.

➤ **Scheduling and Notifications:**

- Students will receive email notifications about the tutoring policy and schedule at the start of each semester.

➤ **Specific tutoring assignments may vary depending on course length**
Monitoring and Reporting:

- TRIO staff will closely monitor student progress and attendance in collaboration with professors and tutors.
- Tutors will provide weekly student progress reports and, if necessary, end-of-semester reports.
- A sign-in sheet will track tutorial attendance.

➤ **Support for Academic Success:**

- KCC TRIO SSS is dedicated to helping students achieve their academic goals. Tutorial services are an essential part of ensuring success in developmental courses and preparing students for the rigor of college-level classes.

For questions or additional information, contact your TRIO Program advisor or program Director.

Financial Aid

❖ **KCC TRIO Student Support Services offers guidance to students in the process of applying for federal financial assistance and scholarships.**

- What is the FAFSA form?

- The U.S. Department of Education uses the Free application for federal student aid, also known as, FAFSA to determine how much federal aid you can receive, which could include grants, scholarships, work-study funds, and loans.
- Who should complete the FAFSA form?
 - Any student, regardless of income, who wants to be considered for federal, state, and school financial aid programs. This includes grants, scholarships, work-study funds, and loans.
- How long will it take?
 - It takes most people less than one hour to fill out the FAFSA form, including gathering any personal documents and financial information needed to complete it.
- What do students need?
 - Verified account username and password (FSA ID)
 - Parent or spouse contributor name, date of birth, Social Security number, and email address
 - Income and asset information (if required)
- ❖ KCC TRIO SSS staff can assist students in completing the FAFSA and computers are available in the Student Success Center for students to file their FAFSAs on-line. In addition, TRIO SSS offers workshops and information concerning financial literacy such as understanding financial budgeting and being a responsible borrower.
 - KCC Financial Aid Requirements
 - Maintain a GPA of 2.0 or higher
 - Completion rate cannot drop below 67%
 - Complete less than 150% total cumulative credits required for the program degree of record, including transfer credits
- ❖ Satisfactory Academic Progress (SAP)
 - Students receiving financial aid from federal, state, and Legacy Scholars must maintain Satisfactory Academic Progress (SAP) at Kellogg Community College. Students shall be monitored for SAP at the end of each semester (fall, spring, and summer) for which they enroll and receive financial aid. Each semester evaluation will consider all past, current, and transfer credits attempted as a part of the final SAP determination status. Credits forgiven as part of Fresh Start or Academic Forgiveness will be considered during the semesterly SAP evaluation.
 - There are three components that all students must be able to meet when evaluated: pace of progression, GPA, and maximum timeframe measures. These standards are established to ensure that students' progress towards an educational objective and complete an educational credential whether a

- certificate or a degree within a reasonable timeframe. If the standards are not met, students will become ineligible for any future aid.
- Students are notified of their SAP status through their KCC email account (students who are meeting the SAP requirements will not receive notification) and can review their SAP status via the Bruin Portal's Financial Aid Self-Service area within the "Satisfactory Academic Progress" section.

Career Exploration

- ❖ KCC TRIO SSS Staff can assist students with exploring majors, careers in relation to their potential declared major. Skills, interests, personality, and abilities.

Peer Mentors & Learning Communities

- ❖ At KCC TRIO Student Support Services (SSS), we are dedicated to fostering a supportive and engaging environment to help students transition successfully into college life. Two key components of this support system are the Peer Mentoring Program and Learning Communities.
- ❖ New TRIO SSS students will be paired with experienced SSS participants who serve as Peer Mentors. This program is designed to ease the transition to college by helping new students become familiar with campus surroundings, events, and organizations.
 - Peer Mentors assist by:
 - Introducing new students to campus resources, such as the locations of classes, labs, and student services.
 - Answering questions about clubs, organizations, and extracurricular activities.
 - Encouraging participation in campus events and fostering a sense of belonging.
- ❖ To become a Peer Mentor, please contact the TRIO Program Advisor or Program Director for more information about this rewarding opportunity to guide and support fellow students.

V. Scholar Engagement

Cultural Enhancement trips & activities

❖ The TRIO SSS Program at Kellogg Community College sponsors a variety of educational and cultural enrichment events, offering students opportunities to engage in meaningful activities both on and off campus. These events are funded through TRIO SSS grant resources and are absolutely free to TRIO SSS participants.

➤ **Event Information and Promotion:**

Details about cultural activities and events are shared through the annual TRIO SSS calendar, announcements in the TRIO office, the program's webpage, and via email. SSS participants are encouraged to stay updated and contact TRIO staff for more information about specific events.

➤ **Participation Requirement:**

TRIO SSS students are required to attend at least one cultural or student engagement activity each academic year.

➤ **Registration and Attendance Policy:**

Space for events may be limited; attendance is determined on a first-come, first-served basis. If a student registers for an event but decides not to attend, they must notify the TRIO SSS office at least three days in advance. This courtesy allows other interested participants to take part.

- Students who fail to notify the TRIO office of a cancellation for a reserved event will be ineligible to participate in the next scheduled cultural activity.

❖ The TRIO SSS Program offers a variety of college visits and cultural events for students to participate in. To ensure a smooth and enjoyable experience, the following guidelines will apply to all TRIO SSS field trips and events:

➤ **Registration Requirements:** Students must complete the required paperwork for each event. Registration is not considered complete until all forms are submitted. Phone or email registrations are not accepted, and information cannot be provided over the phone. Students must register by the specified deadline; late registrations will not be accommodated.

➤ **Cancellations:** Students who need to cancel their attendance must notify the TRIO office at least 24-48 hours before the event. Failure to attend a scheduled event involving tickets, transportation, or other associated costs without proper notice will result in ineligibility to participate in TRIO events the following semester.

➤ **Transportation Policy:** Per KCC policy, family members (e.g., spouse, significant others, children) are not permitted to ride on college-designated transportation. Students are responsible for arranging their own transportation home after TRIO events, as TRIO staff cannot provide rides.

- **Punctuality:** Students are required to arrive at least 10 minutes before the scheduled departure time to complete any additional paperwork and receive special instructions. The bus will leave promptly at the scheduled time. Late arrivals will not delay departure.
- **Dress Code:** For certain events, specific attire may be required. Students should carefully review the trip information provided by the TRIO SSS Program to ensure compliance with dress expectations.
- **Behavior Expectations:** Students must adhere to the behavior guidelines outlined in the KCC Code of Conduct. Remember, as a TRIO SSS participant, you represent Kellogg Community College and the TRIO SSS Program during all events and activities.

- ❖ The TRIO SSS Program aims to enhance students' personal, academic, and cultural experiences through these events. Your participation contributes to building a well-rounded college journey! We appreciate your cooperation in following these guidelines to make all TRIO SSS events a success!

VI. Graduation and Transfer

Advising for transferring from 2-year to a 4-year college

- ❖ At KCC, the transfer process begins the moment you start your journey at the college. Many students use community colleges like KCC as a pathway to a four-year institution and a bachelor's degree. If this is your goal, here's how the TRIO SSS Program can help you make a successful transition:
 - **Ensure Transferable Credits:** Work closely with your TRIO Advisor to ensure that the credits you earn at KCC will transfer to your chosen four-year college. This will allow you to enter as a junior, saving both time and money.
 - **Enroll in a Transfer Program:** KCC offers transfer programs that include courses equivalent to those taken in the first two years at a four-year college. These programs are specifically designed to prepare you for a smooth transition.
 - **Participate in the TRIO Transfer Workshop:** Every October, the TRIO Department hosts a Transfer Workshop. This event provides valuable information and resources to guide you through the transfer process.
- ❖ Plan ahead and seek support
 - Since each college has its own transfer requirements, proactive planning is essential. Use the following resources to make your transfer experience as seamless as possible:

- TRIO SSS Program Advisor: The TRIO Program Advisor is your primary resource for transfer planning and can help you navigate the process step-by-step.
 - College Websites: Explore the websites of potential four-year colleges for information on transfer requirements and academic programs.
 - KCC Admissions or Counseling Office: Access additional support and guidance to ensure you're meeting the requirements for transfer.
 - Transfer Advisors at Four-Year Colleges: Contact admissions or transfer advisors at the colleges you're considering understanding their specific expectations.
- ❖ With careful planning, support from the TRIO SSS Program, and the resources available to you, your transfer journey from KCC to a four-year institution can be a rewarding and successful experience.
 - ❖ KCC TRIO SSS staff encourages students to consider earning a baccalaureate degree after graduation from Kellogg Community College. SSS staff can assist scholars with their degree planning and course selection so that they can experience a smooth transition to the university of their choice. SSS also conducts college tours to potential schools where students may desire to transfer and complete their education. In addition, SSS participants are encouraged to visit with university admissions staff during KCC Transfer Days for more information about transferring.

Graduation Celebration

- ❖ An annual graduation celebration will be held each May to honor the accomplishments of the graduating program participants!

VIII. Appendix

Kellogg Community College TRIO Student Support Services

Information Sheet

TRIO Student Support Services (SSS) provides academic advising and personal support to eligible students. Limited financial assistance may be available to qualified participants.

Eligibility

To qualify for TRIO Student Support Services Program, students must be enrolled at Kellogg Community College, exhibit an academic need and one or more of the following:

- First-Generation college student (neither parent has a bachelor's degree)
- Low-Income (income will be based off the Federal TRIO Programs Current-Year-Low-Income levels)
- Disability (IEP, 504, Doctor's Note determining a disability)

Available Services

- Financial Literacy, Time Management, and Study Skills Workshops
- Academic Advising
- Tutoring
- Career Advising
- Cultural Events and Trips
- College Transfer assistance
- College Transfer Trips/Tours
- Social Events

Expectations

- **Per Semester**
 - Meet with the TRIO Program Advisor
- **Per Year**
 - Attend one Workshop
 - Attend one Social event
 - Attend one Cultural Event
- **Before completing the TRIO Program**
 - Earn certificate, associate degree, or transfer to a 4-year College/University
 - Attend one Financial Literacy Workshop
 - Attend one Time Management Workshop
 - Attend one Study Skills Workshop
 - Attend at least one College Tour/Trip

Kellogg Community College TRIO Student Support Services (SSS)

TRIO Scholar Participation Agreement

I, _____, agree to participate fully in the TRIO SSS Program. *Please print your name.*

As a TRIO Scholar, my responsibilities include the following:

- To maintain good academic standing at Kellogg Community College, which requires a minimum GPA of 2.0.
- Refrain from dropping or withdrawing from a course without first consulting with your assigned Academic Advisor.
- Notify an Academic Advisor promptly if personal circumstances interfere with your ability to continue your college studies.
- Meet with your SSS Academic Advisor at least twice each semester—once at the beginning and once at the end of the term.
- Attend at least two workshops per semester. Workshops are scheduled monthly, and notifications will be provided.
- Participate in one cultural enrichment activity each program year. Details will be communicated in advance.
- Complete and sign a new Scholar Participation Agreement (this document) annually.
- Attend tutoring sessions as needed. Assistance is available through TRIO SSS tutors, your professors, or the college’s Learning Support Services (e.g., Math, Writing, or Tutoring Centers).
- Take initiative to seek help to ensure your academic success.
- Adhere to the standards and requirements outlined in the TRIO SSS Student Handbook.

By signing this pledge, I commit to upholding the responsibilities of a TRIO Scholar and fully engaging in the resources and support provided by TRIO Student Support Services at Kellogg Community College.

Signature of TRIO Student Support Services Scholar

Date

Glossary

Academic need with reference to a student means a student whom the grantee determines needs one or more of the services stated under [§ 646.4](#) to succeed in a postsecondary educational program.

Combination of institutions of higher education means two or more institutions of higher education that have entered into a cooperative agreement for the purpose of carrying out a common objective, or an entity designated or created by a group of institutions of higher education for the purpose of carrying out a common objective on their behalf.

Different campus means a site of an institution of higher education that—

- (1) Is geographically apart from the main campus of the institution;
- (2) Is permanent in nature; and
- (3) Offers courses in educational programs leading to a degree, certificate, or other recognized educational credential.

Different population means a group of individuals that an eligible entity desires to serve through an application for a grant under the Student Support Services program and that—

- (1) Is separate and distinct from any other population that the entity has applied for a grant to serve; or
- (2) While sharing some of the same needs as another population that the eligible entity has applied for a grant to serve, has distinct needs for specialized services.

Financial and economic literacy means knowledge about personal financial decision-making, which may include but is not limited to knowledge about—

- (1) Personal and family budget planning;
- (2) Understanding credit building principles to meet long-term and short-term goals (*e.g.*, loan to debt ratio, credit scoring, negative impacts on credit scores);
- (3) Cost planning for postsecondary or postbaccalaureate education (*e.g.*, spending, saving, personal budgeting);
- (4) College cost of attendance (*e.g.*, public vs. private, tuition vs. fees, personal costs);
- (5) Financial assistance (*e.g.*, searches, application processes, differences between private and government loans, assistanceships); and
- (6) Assistance in completing the Free Application for Federal Student Aid (FAFSA).

First generation college student means—

- (1) A student neither of whose natural or adoptive parents received a baccalaureate degree;

(2) A student who, prior to the age of 18, regularly resided with and received support from only one parent and whose supporting parent did not receive a baccalaureate degree; or

(3) An individual who, prior to the age of 18, did not regularly reside with or receive support from a natural or an adoptive parent.

Foster care youth means youth who are in foster care or are aging out of the foster care system.

Homeless children and youth means persons defined in section 725 of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 1143a](#)).

Individual with a disability means a person who has a disability, as that term is defined in section 12102 of the Americans with Disabilities Act ([42 U.S.C. 12101 et seq.](#)).

Institution of higher education means an educational institution as defined in sections 101 and 102 of the Act.

Limited English proficiency with reference to an individual, means a person whose native language is other than English and who has sufficient difficulty speaking, reading, writing, or understanding the English language to deny that individual the opportunity to learn successfully in classrooms in which English is the language of instruction.

Low-income individual means an individual whose family's taxable income did not exceed 150 percent of the poverty level amount in the calendar year preceding the year in which the individual initially participated in the project. The poverty level amount is determined by using criteria of poverty established by the Bureau of the Census of the U.S. Department of Commerce.

Participant means an individual who—

(1) Is determined to be eligible to participate in the project under [§ 646.3](#); and

(2) Receives project services that the grantee has determined to be sufficient to increase the individual's chances for success in a postsecondary educational program.

Sufficient financial assistance means the amount of financial aid offered a Student Support Services student, inclusive of Federal, State, local, private, and institutional aid which, together with parent or student contributions, is equal to the cost of attendance as determined by a financial aid officer at the institution.

(Authority: [20 U.S.C. 1070a-11](#) and [1070a-14](#))

[[61 FR 38537](#), July 24, 1996, as amended at [75 FR 65790](#), Oct. 26, 2010; [79 FR 76103](#), Dec. 19, 2014]