

Student Handbook 2009-2010

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COLLEGE GOVERNANCE

Students participate in the governance of Volunteer State through service on College Standing Committees. The Student Government recommends the appointment of students to Committees. The SGA President is an Ex-Officio member of all College Standing Committees.

STATEMENT ON GRIEVANCES

Students have the right to appeal decisions and/or policies implemented by the College. If a student believes that specific situations justify the need to appeal, then the appeal should be filed with the office, department or division that implemented the policy or caused the need for an appeal action to be considered. A student also has the right to appeal grades. Unless otherwise instructed, an appeal should be submitted in writing and submitted to the appropriate office for review. For additional information regarding appeals and or grievances refer to the section on "Grievance Procedures" and "Appeal for Grade Change" in the Student Handbook.

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COLLEGE DIRECTORY

615-452-8600 or 615-741-3215 or 1-888-335-VSCC (8722)

For Information Regarding:

Subject	Office	Location	Phone Number
Administrative Policies & Procedures	Office of the President	Ramer 184	230-3500
Admissions	Admissions	Ramer 173	230-3688
Address Change	Records & Registration	Ramer 183	230-3680
Advising	Advising Center	Ramer 174	230-3702
Athletics	Athletic Department	Pickel 143	230-3233
Basic Reading, Writing & Math Skills	NewSkills	Warf 126	230-3676
Books, Supplies	College Bookstore	Wood 212	230-3633
Campus Police	Campus Police	Wood 105	230-3595
Career Placement	Career Placement & CO-Op	Annex 100	230-3307
Career Assessment & Educational Planning	Advising Center	Ramer 174	230-3702
College At Home	College At Home	Thigpen 2nd.Flr.	230-3409
College Foundation	Resource Development	Gibson Hall 106	230-3506
College Publications	Public Relations & Info.	Ramer 103	230-3571
Continuing Education	Continuing Education	Gibson Hall 102	230-3358
Degree Requirements	Academic Affairs	Ramer 185	230-3555
Developmental Studies	NewSkills	Warf 126	230-3676
Disabilities	Disability Services	Wood 108	230-3472
Distance Learning	Distance Learning	Ramer 172-N	230-3665
E-mail Accounts	IT Help Desk	Mattox 107-C	230-3302
Employment	Human Resources	Ramer 139	230-3592
Evening Advisor/Counselor	Student Services	Wood 217	230-3492
Evening Student Services	Student Services	Wood 217	230-3492
Financial Aid	Financial Aid	Wood 116	230-3455
GED Testing	Testing Center	Wood 217	230-3484
Grants, Loans, & Work Study	Financial Aid	Wood 116	230-3455
Guidance & Counseling Services	Advising Center	Ramer 174	230-3702
Hearing Impaired TDD	Disability Services	Wood 108	230-3488
Major Change	Records & Registration	Ramer 183	230-3680
NewSkills	NewSkills	Warf 126	230-3676
Off Campus Programs	Academic Affairs	Ramer 109	230-3742
Orientation	Advising Center	Ramer 174	230-3702
Placement Testing	Advising Center	Ramer 174	230-3702
Placement Testing Preparation	NewSkills	Warf 126	230-3676
Public Relations	Public Relations	Ramer 103	230-3571
Records & Registration	Records Office	Ramer 183	230-3680
Scholarships	Financial Aid	Wood 116	230-3455
Student Activities	Student Life	Wood 217	230-3447
Student Complaints	Student Services	Wood 217	230-3441
Student Government	SGA	Wood 213	230-3480
Student ID's	Student Life	Wood 217	230-3443
Student Support Services (TRIO)	Student Support Services	Wood 211	230-3732
Transcripts	Records & Registration	Ramer 183	230-3680
Transfer to a 4-Year College	Advising Center	Ramer 174	230-3702
TSU / University Center	TSU Operations	Gibson Hall 101	230-3263
Tuition / Fee Payments	Business Office	Ramer 191	230-3585
Veterans Programs	Veterans Affairs	Wood 217	230-3447
Vocational Testing	Advising Center	Ramer 174	230-3702
Withdrawal from College	Advising Center	Ramer 174	230-3702
Workforce Investment ACT	Special Adult Programs	Wood 108	230-3472

Security Messages

Register for the system that can send safety messages to your mobile device!

Volunteer State Community College uses a campus-wide text messaging notification system that is capable of sending notifications instantly and simultaneously to all registered mobile devices.

Additionally, student email and the public announcement system on the main campus are used to notify students and staff of an emergency.

To register for campus-wide text messaging please do the following:

- 1. Go to www.volstate.edu/PRIDE.**
- 2. Select “Sign up for Campus Text Messaging Alerts” link.**
- 3. Follow the directions.**

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VOLUNTEER STATE COMMUNITY COLLEGE MISSION STATEMENT

Volunteer State Community College is a public, comprehensive community college offering associate degrees, certificates, continuing education, and service to northern Middle Tennessee. The College is committed to providing quality innovative educational programs; strengthening community and workforce partnerships; promoting diversity, and cultural and economic development; inspiring lifelong learning; and preparing students for successful careers, university transfer, and meaningful civic participation in a global society (November 2007).

DIVISION OF STUDENT SERVICES PHILOSOPHY

A review of the history, theories and practices of the student personnel profession indicates that a Student Services Specialist is one who has acquired specialized knowledge and developed sophisticated competencies and skills to meet the developmental needs of students in an environment known as higher education. Each administrator and staff member of the Division of Student Services at Volunteer State Community College is a Student Services Specialist. As Student Services Specialists, we believe that:

- Each student is an important person, worthy of respect;
- Each student has the potential for becoming a more self-directed and self-reliant adult and our first obligation is to help them in their search for reaching this potential;
- Each contact with a student is an opportunity for us to teach and an opportunity for a student to learn;
- Each administrative role includes, but is not limited to, teaching, training, counseling, advising and advocating for students;
- Each of us is an ambassador for the College.

We further believe that:

- Student organizations and planned student activities provide not only social fun and relaxation but also provide opportunities for students to learn and grow;
- “Student Services” means providing timely and appropriate information to students and assisting with opportunities which will facilitate the personal growth of students;
- “Student Services” should be available for all students whether they attend classes on campus or off campus, during the day, in the evening, online or on the weekend.

With respect for the history of our profession and dedication to the mission of the institution, each Student Services Specialist in the Division of Student Services at Volunteer State Community College is committed to providing information, assistance and opportunities which will facilitate the personal and social growth of students in addition to supporting the instructional program of the College.

WHERE IS VOLUNTEER STATE COMMUNITY COLLEGE?

Volunteer State Community College is located on Highway 31E (which is also called Gallatin Road and Nashville Pike). The College is located on this main highway between Gallatin and Hendersonville.

If traveling from Interstate 65:

Travel north (toward Louisville) and take the Vietnam Veterans Boulevard (Exit 95) and travel approximately 14 miles to the GreenLea Blvd. exit. Make a right onto GreenLea Blvd. Follow GreenLea Blvd. to Highway 31E. At the traffic signal turn left. Volunteer State Community College is on the left at the first traffic signal.

If traveling from Interstate 40:

Travel east (toward Knoxville) and take the Gallatin exit onto Highway 109. Keep straight for approximately 15 miles to the Gallatin By-Pass (there is a “To Hendersonville” directional sign). Turn left onto the By-Pass and continue straight. Take the Hendersonville exit

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onto Gallatin Road and continue straight. Volunteer State's main entrance is on the right at the fifth (5th) traffic signal.

If traveling Interstate 24:

Travel east (toward Chattanooga) and take I-24 E to Interstate 65 North (to Nashville). Take the Vietnam Veterans Blvd. (exit 95) and travel approximately 14 miles to the GreenLea Blvd. exit. Make a right onto GreenLea Blvd. Follow GreenLea Blvd. to Highway 31E. At the traffic signal turn left. Volunteer State Community College is on the left at the first traffic signal.

STUDENT LIFE

STUDENT RIGHTS AND FREEDOMS

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. In order to protect the freedom of students to learn, as well as enhance their participation in the life of the academic community, students should be free from exploitation or harassment. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Tennessee Board of Regents (TBR) institutions have developed policies and procedures which provide and safeguard this freedom. The purpose of this statement is to enumerate the essential provisions for students' freedom to learn.

Freedom of Access to Higher Education

The admissions policies of Volunteer State Community College make clear the characteristics and expectations of students which is relevant to success in VSCC's programs. Under no circumstances should a student be barred from admission to Volunteer State Community College (VSCC) on the basis of race. Thus, within the limits of its facilities, VSCC should be open to all students who are qualified according to its admissions standards. The facilities and services of Volunteer State Community College should be open to all of its enrolled students.

In the Classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

1. *Protection of Freedom of Expression*
Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
2. *Protection Against Improper Academic Evaluation*
Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
3. *Protection Against Improper Disclosure*
Certain information about students is protected from public disclosure by Federal and state laws. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances.

Adapted from AAUP Statement of RIGHTS AND FREEDOMS OF STUDENTS and wording taken from TBR Policy 3:02:04:00.

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I. ACADEMIC

ACADEMIC OVERLOAD

1. Any number of hours above 18 per semester is considered an OVERLOAD.
2. A student who has a "B" average for a semester may with special approval, schedule a maximum of 22 semester hours in the semester after the "B" average was earned.
3. A student who wishes to register for an OVERLOAD must seek and secure approval from the Vice President for Academic Affairs.

ACADEMIC PROBATION

1. ACADEMIC PROBATION is a conditional status which allows a student the opportunity to continue his/her enrollment, attend classes and return to academic good standing.
2. A student who fails to meet the criteria for academic progress will be placed on ACADEMIC PROBATION at the end of the semester in which academic progress was not met and for the subsequent 15-week semester of enrollment.
3. An official notice of probation will be mailed to students placed on ACADEMIC PROBATION after the semester grades are posted for the term the ACADEMIC PROBATION status was earned.

ACADEMIC SUSPENSION FROM THE COLLEGE

If a student does not meet the criteria for academic progress at the conclusion of the term the student is on Academic Probation, the student will be suspended. An official notice of suspension will be mailed to students after the semester grades are posted for the term the academic suspension status was earned. After the student has completed his/her term of suspension, the student may apply for readmission to the College. Upon being readmitted, the student will be designated as having Academic Probation status. If a student is notified of

suspension status at the end of the Spring Semester, the summer term may not be counted as the term of suspension. The student will not be allowed to re-enroll until after the Fall Semester. A student may appeal suspension to the Vice President for Academic Affairs if the appeal is based upon extenuating circumstances and/or hardship. Appeal forms are available in the Office of Records and Registration.

ADDING/DROPPING COURSES (VSCC Policy III:15:02)

Students can change their schedules by adding or dropping courses through the drop/add period using PRIDE (Volunteer State's Online Registration System). Students who want to drop a class must obtain the drop form from the Records Office, speak to their instructor to seek approval and secure a signature on the drop form. The drop form must be submitted to the Records Office. Students should check the Schedule of Classes for the deadline to drop classes. Courses can be added without approval after the drop/add period only if the course has not met (late-starting courses). Courses from which the student withdraws after late registration, will receive a mark of "W" (withdrew) when official procedures are followed. A student may be permitted to withdraw from a course after the date specified in the catalog and still receive a "W" only if the student can present documented evidence of serious personal illness, death in the immediate family, or employer mandated transfer. If a refund is due to the student as a result of a change in his/her schedule, the Business Office will mail a refund check to the student within three weeks after the Drop/Withdrawal process was initiated. Students receiving financial aid are strongly encouraged to confirm that dropping courses will not affect their aid status.

Any student who has questions regarding dropping or adding courses to their schedule may see their academic advisor or contact the Advising Center.

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APPEAL FOR GRADE CHANGE (VSCC Policy III:15:06)

Students are given the opportunity to appeal a grade received in a course once the grade has been posted. The appeal of a posted grade must be initiated during the semester immediately following the semester in which the grade was posted (summer term will be considered in determining the following semester.) Prior to submitting a grade appeal, the student must contact the instructor who issued the grade in an effort to solve the problem. To appeal a grade, the student should follow the procedure outlined below:

1. An appeal for a grade change must be made in writing to the Academic Status and Grade Appeals committee. A form for such an appeal may be obtained from the Office of Records and Registration or from the Committee Chair of the Academic Status and Grade Appeals Committee. The written appeal may be submitted to the Office of Records and Registration or the Chairperson of the committee.
2. The committee will grant a hearing for the appeal if one is desired by the student or the faculty member affected by the grade appeal. An opportunity will be given to present evidence or information that might assist the committee in reaching a recommendation. The committee will notify the student and the faculty member of their decision but the committee is not required to give reasons for their recommendation.
3. If the student or the faculty member wishes to appeal the recommendation of the Academic Status and Grade Appeals committee, an appeal can be made to the Vice President for Academic Affairs. The appeal must be in writing, should include all information appropriate to the appeal, and must be submitted within ten calendar days after notification of the Academic Status and Grade Appeals Committee recommendation. Within ten working days after receipt of the appeal, the Vice President for Academic Affairs will submit to all concerned parties a written decision concerning the appeal of the grade change.

CHANGE OF MAJOR

A student who wishes to change his/her college major must complete a "Request for Change of Major/Advisor" form. These forms are available in the Advising Center, Office of Records and Registration, Academic Division Offices and the Office of Evening Student Services. Completed forms must be submitted to the Office of Records and Registration for processing. Reassignment of an advisor will be processed in the academic division office of the new major.

CHANGE OF PERSONAL DATA

A student must notify the Office of Records and Registration when there has been a change of his/her name, address or telephone number.

INCLEMENT WEATHER

Volunteer State Community College will normally remain open as scheduled regardless of weather conditions. However, should generally prevailing hazardous ice and snow conditions dictate that the school be closed for the day, or part of the day, area television and radio stations will be notified. Please note that radio/TV stations customarily announce school closings and **do not ordinarily announce that a school is open.** The College has no control over how or when announcements are aired. Volunteer State closing/opening schedules will be posted on the College Website at www.volstate.edu and will be announced on the College radio station, **WVCP-FM 88.5 FM**. For the most accurate information students should visit the College website or listen to the College radio station during inclement weather. The Office of Public Relations will also send a text message to all registered mobile devices. Information concerning evening classes, on and off campus, will be broadcast as soon as possible during inclement weather.

It is not necessary to inform teachers in advance of absences due to inclement weather. Even though the College is "open" in full or in part, students and college personnel should not endanger their lives or safety, by attempting to reach campus when their local road conditions prohibit safe travel. Students are on an "honor"

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system in observing this, but where such local hazardous conditions exist, individual students may be entitled to an excused absence (privilege of making up missed work). Keep in mind, that relative hazards may vary, within the College's 12-county service area and the decision to be opened or closed will relate to the generally prevailing conditions.

Students will be responsible for any academic work which they missed due to absences caused by severe weather conditions, and it is the individual student's responsibility to take the initiative to make up class work missed.

For earliest announcements and latest information about Volunteer State closings and openings, listen to the VSCC public service radio station, **WVCP (88.5 FM)** and/or visit the Volunteer State website at www.volstate.edu. For information about weather related school opening or closing in the Livingston area, students should listen to **94.7 FM "Country Giant" Radio** in Livingston.

Off-Campus Inclement Weather

When local county schools or private schools are closed due to inclement weather, dual enrollment classes will not meet. Local county schools or private schools may open late or close early. Check local radio and television stations for county school closing information to determine if the dual enrollment classes in those counties will meet.

When Macon, Robertson, and/or Wilson County schools are closed due to inclement weather, **College** classes will not meet at these locations:

Macon County High School
Springfield High School
Wilson Central High School

Madison Site - College classes at the Madison Church of Christ site will follow the **same schedule as the main campus**. When classes are cancelled on the main campus, classes at the Madison Site are also cancelled. If the main campus opens late, the Madison site will open late. Example: If the College opens at 9 a.m., the first

regularly scheduled 9:35 a.m. class will be the first class to meet that day.

McGavock Center, Hunters Lane Site, Livingston Center* - The decision to close at these locations is **not based on county school closings**, rather on local road conditions. College classes will meet unless announced on local radio and television stations. If classes are cancelled, the announcement will be specific to the site (i.e. "Vol State McGavock classes are cancelled.") and will be made as early as possible (morning news report for day classes; by 3:00p.m. for evening classes).

*The Livingston Center **may open late**. Example: If the Center opens at 10 a.m. on a Monday, the regularly scheduled 10:10 class will be the first class to meet that day. If the Center opens at 9 a.m. on a Tuesday, the regularly scheduled 9:35 a.m. class will be the first class to meet that day.

For site-specific information, call:

Volunteer State Community College

615-230-3742 (in Gallatin) or
615-741-3215 (in Nashville) or
1-888-335-8722 ext. 3742 (in Middle
Tennessee)

McGavock Community Education

615-885-8910

Hunters Lane Community Education

615-860-1435

Volunteer State Livingston

931-823-7065 or 1-800-563-8220

Other Sites - For information about inclement weather closings at these locations, call 615-452-8600 or 615-741-3215 or 1-888-335-8722 and then the respective program office:

Austin Peay State University
Cohn Adult Learning Center
Clover Bottom Developmental Center
Columbia State Community College
Columbia State Williamson County Center

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For programs that meet at off-site locations please call the following extensions for class cancellation information during inclement weather:

ECED or HSC/SOCS Program, ext. 3231
EMT Program, ext. 3346
FST Program, ext. 3354
HIT Program, ext. 3337
LGM Program, ext. 2109
OPH Program, ext. 3333

In any case of inclement weather, faculty and students should determine whether local road conditions prohibit safe travel. Utilize the principles of safe judgment when contemplating travel. Safety is the primary concern. Every effort will be made via the Office of Off-Campus Services to communicate through various media, including student email, up-to-date Site Closing information.

EXEMPTION FROM PHYSICAL ACTIVITY

Students who have been determined by a physician or certifying agency to be unable to engage in physical activity courses because of permanent physical disability may request exemption from physical activity course requirements for graduation. An affidavit or certificate signed by a physician or certifying agency representative which clearly states the extent of the physical disability must accompany the student's written request for exemption and must be submitted to the Office of Records and Registration. Documentation of the student's disability should be on file in the Office of Disability Services. The Director of Disability Services will act as liaison in the process. If an exemption is granted, the student must take appropriate substitute courses which have been recommended by the student's academic advisor. Students who have been determined to have physical limitations should receive advisement prior to selecting the appropriate activity course.

STUDENT COMPLAINT PROCEDURES (VSCC Policies III:00:06 & V:02:19)

All student complaints must be addressed. Some complaints may require an investigation into the situation(s) surrounding the student complaint. This is done to ensure a fair and reasonable resolution of the complaint and that due process is followed.

Types of Complaints:

1. A student complaint against a faculty member;
2. A student complaint against a non-faculty employee;
3. A student complaint against another student;
4. All other complaints against the College.

Student complaints involving sexual or racial harassment are heard by the Vice President for Student Services. The Vice President for Student Services will initiate procedures found in VSCC Policy V:02:19 to ensure a proper investigation of the complaint is conducted. The student has 365 days to report an incident of sexual/racial harassment. All other complaints should be filed within seven (7) business days following the incident. VSCC administration must respond within ten (10) business days. If the student is dissatisfied with the decision he/she may appeal and should do so within ten (10) business days.

Procedures for filing a complaint:

Student complaint against a faculty member:

1. In the case of a student complaint against a faculty member involving a classroom experience, the student will be directed to speak with the faculty member.
2. If the complaint is not resolved with the faculty member, then the student should speak to the Department Chair or Division Dean in the absence of the Chair. Academic Division office locations are:

<u>Division</u>	<u>Office Location</u>
Allied Health	Wallace 102
Business	Mattox 101

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Humanities	Ramer 101
Library	Thigpen, Main Floor
Math and Science	Warf 100
Social Science & Educ.	Caudill 207

3. If further resolution is required, then a formal written complaint must be submitted to the Vice President for Student Services. The Vice President for Student Services will work with all parties to bring resolution to the complaint, noting that matters pertaining to academic or instructional complaints will be forwarded to the Vice President for Academic Affairs for investigation and determination of resolution.

Student complaint against non-faculty employees:

1. In the case of a student complaint against a non-faculty employee, the student will be directed to speak with the employee's supervisor.
2. If not resolved, the student will be directed to speak with the appropriate Vice President.
3. If further resolution is required then a formal written complaint must be submitted to the Vice for Student Services.
4. The Vice President for Student Services will contact the Director of Human Resources and together investigate the complaint to resolve the issue.

Student complaint against another student:

1. In the case of a student complaint against another student the student will be directed to speak with the Vice President for Student Services.
2. The Vice President for Student Services with assistance from Campus Police will investigate the complaint to resolve the issue.

All other complaints against the College:

1. In the case of a complaint against the College, the student will be directed to speak with the Vice President for Student Services.

2. The Vice President for Student Services with assistance from Campus Police will speak with the student and all parties involved to bring resolution to the complaint.

If a resolution is reached to any of the complaints outlined above, no further action will be required. If a resolution is not reached through a preliminary investigation, institutional hearing procedures will be employed to resolve the complaint.

Students with disabilities who have complaints regarding physical accessibility of the college campus or regarding a complaint about the instructional accommodations they are receiving should follow the guidelines and procedures listed in the Disability Handbook.

COMPLAINTS RELATED TO ACCREDITATION, VIOLATION OF APPLICABLE STATE LAWS, FRAUD, WASTE OR ABUSE

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at 1415 Murfreesboro Road, Suite 340, Nashville Tennessee 37217, or by going on line and filing out the form electronically at <http://www.tbr.edu/contact/default.aspx?id=2936>.

Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public.

Complaints regarding accreditation can also be made by contacting the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone: 404-679-4500 (www.sacscoc.org).

Complaints of fraud, waste or abuse may be made by email at reportfraud@tbr.edu or by calling the Tennessee Comptroller's Hotline for Fraud, Waste and Abuse at 1-800-232-5454.

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PRIVACY RIGHTS OF STUDENTS & CONFIDENTIALITY OF STUDENT RECORDS (VSCC Policy III:15:03)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. **The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access.** Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official 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 College official to whom the request was submitted, that official 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 educational records that the student believes are inaccurate or misleading.** Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her 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 consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to a school official with legitimate educational interests. A school official is a person employed by the College in an administrative,

supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee; or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the State Colleges to comply with the requirements of FERPA.** The name and address of the office that administers FERPA may be obtained from the Director of Admissions & College Registrar.

Directory information concerning students is treated as public information and is released to the public unless otherwise requested by the student. Directory information includes the following: Name, address, telephone number, date of birth, major fields of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, enrollment status, degrees and awards received, and most recent educational institution attended.

If you have questions regarding the provisions of this Act, contact the Director of Admissions & College Registrar.

ACHIEVEMENT TESTS

1. Any or all students may be required to take one or more tests designed to measure general education achievement in major areas as a prerequisite to graduation, for the purpose of evaluation of academic programs. Unless otherwise provided for any individual program, no minimum score or level of achievement is required for graduation.

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2. Participation in testing may be required of all students, of students in selected programs, and of students elected on a sample basis.

MATH LAB

Located in the Warf Building, Room 123, the Math Lab offers FREE help for students in math and science courses (such as Biology, Chemistry, and Physics) as well as Remedial/Developmental Math. Students may expect the assistance of trained tutors and the use of supplementary materials which include audio visual aids and computer assisted tutorial materials.

OFF -CAMPUS CLASSES

Students enrolled in classes at off-campus locations may contact the Office of Off-Campus Services at 615-230-3742 regarding services available at specific sites. A Volunteer State representative is available at the McGavock Center (615-885-8910), Hunters Lane (615-860-1435), the Livingston Center (931-823-7065 or 1-800-563-8220) Wilson Central (615-453-4600, ext. 3144) and Madison (615-860-3255) to assist students with admissions-related functions, campus resources, room assignments, and general college information.

TDD PHONE FOR THE DISABLED

A TDD phone is available in the Office of Disability Services, located in the Wood Campus Center, Room 108 from 8:00 a.m. to 4:30 p.m., Monday through Friday.

RE-ORIENTATION FOR PARALLEL TRANSFER STUDENTS

Many students who plan to transfer to senior institutions after graduation from Volunteer State find it necessary to prepare a successful transfer. The Advising Office plans and coordinates visits from representatives of the Tennessee Board of Regents senior institutions to our campus for the purpose of providing Volunteer State students with opportunities which will facilitate

successful transfers. Additionally, a library of catalogs, brochures, and transfer equivalency tables from senior institutions is maintained in the Advising Office.

LANGUAGE CENTER

The Language Center is available to students, in any class, writing at any level, who wish to enhance their writing skills. Experienced tutors are on hand to assist students with every aspect of the writing process from getting started to producing the final draft - for any writing situation. Students may drop in at any time or make an appointment; hours are posted. Computers are available for word processing and Internet access. In addition, some computers have special software for ESOL students and those taking foreign language courses. The Language Center is located in the Ramer building in room 157. The Language Center Webpage is <http://www2.volstate.edu/LanguageCenter>.

SMOKING POLICY (VSCC Policy I:01:04)

Smoking and the use of smokeless tobacco shall be prohibited in all offices and buildings that are owned, leased or rented by Volunteer State Community College. Smoking is prohibited within twenty (20) feet of all doors to campus buildings and in areas clearly marked by tobacco-free/no-smoking signs. Smoking and the use of other tobacco products is prohibited in all college-owned vehicles. It is the responsibility of all members of the College community to observe this policy. Enforcement of this policy is the primary responsibility of supervisors, Chief of Campus Police and the Vice President for Business and Finance.

WVCP-FM 88.5

The on-campus radio station, WVCP-FM 88.5 is a public, non-commercial radio station offering news, educational programming and entertainment services to listeners in Northern Middle Tennessee. The station also serves as a training facility for communications students and as an information outlet for Volunteer State. WVCP provides publicity at no cost to students, faculty or staff for special activities and events sponsored by civic groups and

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student organizations. Call, visit or send postcards to the station for such requests.

In the event of the College's closing, WVCP will be the "first to know." During inclement weather and hazardous driving conditions, tune-in to FM 88.5 for special announcements.

EMERGENCY EVACUATION OF DISABLED

If you have disclosed your disability, a locator list is given to the Campus Police Department in case of an emergency, for those with severe physical mobility disabilities. If your class is located on the second floor, during the first week of class, please notify your instructor if you would prefer to be lifted, moved, or require any special assistance in the case of an emergency. If you choose not to accept assistance, remain by the stairwell landing until Campus Police arrive to assist.

II. ACADEMIC DIVISION GUIDELINES

ALLIED HEALTH

1. Admission to an Allied Health Program is typically restricted. Additional admission requirements exist. Any student interested in an Allied Health Program should contact the Allied Health Division in the Wallace Building.
2. Students considering an Allied Health Program must be ready to devote up to 40 hours per week to their training. This may include evening, nights and weekend activities.
3. A significant portion of the instruction in the Allied Health Programs occurs in clinical facilities that are off campus. This is typically one to five days or nights per week for a full year. Students are responsible for all of the costs. These cost include college fees, transportation, uniforms, meals, criminal background checks, immunizations, titers, and malpractice insurance associated with the clinical rotations.

4. Students in Allied Health Programs are held to a stringent personal code of ethics and morality. All forms of plagiarism, copying, cheating or other forms of academic dishonesty are forbidden. Any student guilty of such an infraction may be failed in the course and permanently expelled from the Allied Health Programs. This may occur on the first offense; no second chance.
5. Students in the Allied Health Programs are also bound by a strict professional code of ethics in each discipline. These standards involve professional practices in clinical rotations such as dress, punctuality and confidentiality. Each Allied Health student is expected to approach these responsibilities in a mature manner comparable to and higher than those professionals practicing in their discipline. Any infraction may result in a failing grade and permanent expulsion from the Program.
6. The number of students admitted to each of the Allied Health Career Programs each year is limited by several factors including accreditation standards, the number of spaces available for clinical practice, and the number of positions available in the job market in each field. Applicants denied admission to a specific Allied Health Career Program may appeal the decision of the Program's Selection Committee. Such appeals will be honored only if they adhere to the following guidelines:
 - (a) An applicant wishing to appeal the admissions decision of a Selection Committee must do so in writing within three days of receiving notification of the Selection Committee's decision. The applicant must write to the Chairperson of the Selection Committee with copies of the letter sent to the Program Director and Dean of the Allied Health Division.
 - (b) This letter is to include the basis for the appeal. The Chairperson of the Selection Committee will discuss the appeal with the Selection Committee and will respond to the applicant's letter of appeal. Copies of the Committee's written response are to be sent to the Program Director and Dean of the Allied Health Division.

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- (c) An Applicant wishing to appeal the above decision of the Selection Committee, must do so in writing within three days of receipt of the Committee's response. Such an appeal is to be submitted to the Dean of the Division of Allied Health in writing with copies sent to the Program Director. The Dean of Allied Health will render a decision and send it to the applicant in writing within two days. Copies of this correspondence will be sent to the Program Director and Chairperson of the Selection Committee.
- (d) An applicant wishing to appeal the above decision of the Dean of Allied Health, must present such an appeal in writing to the Vice President for Academic Affairs within three days of receipt of the decision. The Vice President will review the appeal and respond in writing within three days. Copies of all correspondence will be sent to the Chairperson of the Selection Committee, Program Director, and Dean of Allied Health.
- (e) The decision of the Vice President for Academic Affairs may be appealed to the President of the College if done so in writing within three days of receiving the Vice President's decision. The President will consider the appeal and render a decision in writing. The decision of the President is final and is not subject to appeal.
- (a) All persons in the studio and station of WVCP are subject to station guidelines and institutional policies as well as state and national laws.
- (b) The "on-duty" operator at WVCP is in charge of the facility during any time when no member of the station's management team is present. The "on-duty" operator is responsible for the behavior of all persons in the station and has the authority to ask persons using unacceptable conduct to leave. Normal business hours for WVCP are Monday through Friday from 8:00 a.m. until 5:00 p.m..
- (c) The "On-Duty" operator listed on the schedule and persons with an orange visitor pass from the station manager are the only ones allowed in the station during "non-business" hours.
- (d) Any evidence of activities which are in violation of laws or station guidelines will subject the involved to the College's disciplinary proceedings and/or legal action.
- (e) Students travelling with the speech team are required to sign travel authorization forms and conform to all team and department regulations as well as College policies regarding travel and representing the institution. All speech team travel must be approved by the Director of Forensics beforehand.
- (f) All persons in the commercial music recording studio and editing suite are subject to studio regulations and must have the permission of the Studio Director to use the facilities.
- (g) Students enrolled in COM 285: Cooperative Work Experience in Communication must report weekly to the Department Chair/Director of Internships and must keep written records of all time worked. Time sheets must be signed by the student's supervisor at the internship site.

HUMANITIES

1. English and Communication Departments

Plagiarism Guidelines: Plagiarism is using other people's ideas as your own, copying all or part of someone else's work, having another person write the assignment, getting too much assistance in writing, or failing to document accurately the use of source material. Plagiarism is punishable by possible failure in the course, to be judged by the teacher, and a definite zero on the project. Students are responsible for seeking help if they are unsure about how or when to cite sources. Ignorance of the rules is not a justification for plagiarism.

2. Communication

LIBRARY

The Library furnishes informational resources in support of the College's instruction programs; provides resources in support of student, faculty, administration and staff needs; and offers a welcoming learning environment in which these materials may be used. Assistance is available in person, by phone (615-230-3405), and e-mail,

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librarian@volstate.edu. A current VSCC student I.D. is required to check out materials. For library hours and additional information on library services and resources, go to www.volstate.edu/library.

MATHEMATICS AND SCIENCE

1. Many courses in the Division have attendance requirements stating very clearly how a certain number of absences and/or occasions of tardiness will impact the student's grade in the course. Students are expected to enroll only in courses that they can attend routinely.
2. Ordinarily a student who postpones enrollment in science and math classes until the last two semesters before GRADUATION may find it necessary to spend one or more additional semesters in completing the math and science requirement thus postponing graduation. Reopening of crowded and/or closed sections for students who do not plan ahead will seldom occur. To be fair, those who enroll first will be guaranteed seats in the class.
3. A student who meets the high school prerequisites for a course (see section on "Description of Courses" in the College catalog) will also be required to score above a certain level on the ACT or other placement assessment. If a student fails to exceed the minimum acceptable score on a placement test, developmental work will be required prior to enrollment in many courses within the Math and Science Division.
4. Ordinarily, missing a final exam without prior approval will result in an "F" for the course. However, in the case of extreme circumstances beyond the student's control, with the approval of the instructor and Division Dean, a student who misses the final examination may be given an "incomplete". The final exam must be taken before the first day of final exams for the next semester. An incomplete or "I" left unfinished will be automatically converted to an "F". **FINAL EXAMINATIONS WILL NOT BE GIVEN EARLY FOR ANY REASON.**

III. DEPARTMENTAL GUIDELINES

INFORMATION TECHNOLOGY RESOURCES (VSCC Policy VII:01:01)

Use of the Information Technology resources by students requires that the student be enrolled for the current term at Volunteer State and the student may be required to present a valid student I.D. Information Technology personnel reserve the right to and may monitor student user accounts at any time. Students should also be aware of their obligations concerning computer use as presented in the State of Tennessee Computer Crimes Act of 1983.

Volunteer State is committed to preparing students with the essential technological skills and competencies to succeed in everyday life and future occupations. The College has established the following priorities:

- Highest - Educational and administrative use that results in maximizing student access and use of technology and computer resources in education programs, learning support systems, and related administrative processes.
- Second - Other uses directly and indirectly related to educational use, including access to the Internet and professional communication.

The following rules and regulations are to define all user's limitations. These rules are separate and apart from the General Policy on Student Conduct and Disciplinary Sanctions (VSCC Policy III:00:05) as approved by the Tennessee Board of Regents and VSCC Policy VII:01:01. Any violations shall be termed "computer misuse," and the offender shall be referred to the Vice President for Student Services for disciplinary action.

1. Students must use **ONLY** those computers and resources which have been authorized for their use. The negligence or naiveté of another user in revealing an account name and password is not considered authorized use.
2. Students are responsible for all use of their accounts. They should make appropriate use of the system-

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provided protection features and take precautions against others obtaining access to their computer resources.

3. Students must not search for, access or copy directories, programs, files, or data not belonging to them.
4. Students must not attempt to modify system facilities, crash a system, nor subvert the restrictions associated with their accounts or computers.
5. Students may not tamper with or change any configuration settings of any device without approval from Information Technology personnel.
6. Students may not monopolize any available resource to the extent of denying others fair use.
7. Use of any VSCC computer system for personal or business purposes without written permission from the Director of Information Technology is prohibited.
8. All users shall be responsive to the suggestions and interpretation of these rules by Information Technology personnel.
9. The VSCC lab computers are to be used only by current VSCC students.
10. The lab assistants are not to instruct students on how to do their assignments. The lab assistant's duties involve helping a student who is "stuck" to get out of the problem. However, they are not to show students how to solve a problem or help students do their work.
11. It is important to remember that the buildings, not the labs, close at a certain time. If a lab is scheduled to close by 10:00 p.m., all of the students should be out of the lab at 9:50 p.m. This will give the lab assistant a few minutes to shut down the lab before the building closes. The lab assistants will remind students about every five minutes for the last half hour that the lab is closing. Students should not

request "just another five minutes" when the lab is closing.

12. Students are not allowed to copy any of the programs licensed to VSCC.
13. Students are not to leave any data or programs on the hard disk drives.
14. Students may not use the lab computers to play games.
15. Children are not allowed in the labs.
16. Food and drinks are not allowed in the labs.
17. Any student who, in the judgment of the lab assistant, acts in a manner which is not appropriate will be asked to leave the lab immediately. That student must then meet with the Director of Information Technology before being allowed to use the lab again.
18. Users may not use computer systems (including hardware and software) and/or computer accounts for accessing any content or program which violates the acceptable moral standards of the community as defined by lab assistants or Information Technology personnel.

The dispositions listed below (not an all-inclusive list) are examples drawn from the sanctioned policy of the Tennessee Board of Regents' Policy on Student Conduct and Disciplinary Sanctions.

1. Revoking of the individual's rights to use the computer, either on a temporary or permanent basis
2. Probation
3. Suspension
4. Expulsion
5. Financial assessment for computer services
6. Legal prosecution

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In the event that other College regulations are violated, additional penalties may be imposed. Unauthorized use of any Volunteer State Information Technology resource by an individual other than those of the College may be adjudged a felony, and the individual may be liable to legal prosecution.

COMPUTER SOFTWARE USAGE

1. Volunteer State licenses the use of its computer software from a variety of public and private sources. Volunteer State does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it.
2. With regard to use on multiple machines, Volunteer State students shall use the software only in accordance with the licensed agreement.
3. Volunteer State students and employees learning of any misuse of software or related documentation within the institution shall notify the Director of Information Technology.
4. Volunteer State students making, acquiring or using unauthorized copies of computer software will be disciplined as appropriate under the circumstances.
5. According to the U.S. Copyright laws, illegal reproduction of software may be subject to civil damage of \$50,000 or more and criminal penalties including fines and imprisonment.

INTELLECTUAL PROPERTY RIGHTS (VSCC Policy V:01:06)

It is the policy of Volunteer State Community College to:

- 1) encourage inventions and the production of copyrightable works;
- 2) facilitate the utilization of such inventions and works to the benefit of the public, the College, and the members of the College community (employees and students); and

3) provide for the equitable sharing of any proceeds derived from the commercial exploitation of inventions and copyrightable works in which, pursuant to this policy, the College is determined to have an interest.

The policy is intended to protect the interest of all concerned parties: The College, members of the College community, external sponsors of research, and the public.

“Intellectual property” means inventions and creative works and the “Author” is the person or persons responsible for the creation of a copyrightable work with the “Inventor” being the person or persons responsible for the conception of an idea or ideas leading to an invention. This policy applies to all persons employed (either full-time, part-time, or temporary employees) by Volunteer State Community College, to students enrolled at VSCC, and to other persons using the College facilities and resources. To obtain a detailed explanation of ownership of materials, compensation, copyright issues, and the use of revenue derived from the creation and production of all intellectual property please review carefully VSCC Policy V:01:06. If there are further questions after review please contact the Vice President for Business & Finance.

IV. ENVIRONMENTAL

ASSEMBLIES/MEETINGS (VSCC Policy I:01:03 & TBR Policy 3:02:02:00)

1. Regular or special meetings of student organizations affiliated with Volunteer State Community College may be planned and scheduled according to procedures established by VSCC. All such group gatherings must be conducted without sound amplification equipment unless prior written approval is given by the Coordinator of Student Activities, designee or other appropriate official of VSCC.
2. Any affiliated group (student organization) desiring to obtain use of campus property and facilities must submit an Activity Form at least fourteen (14) days in advance (excluding weekends and holidays) to the Coordinator of Student Activities or designee. Upon approval, the advisor of the student organization or a designated student within the organization must

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schedule the use of a room with the Scheduling Coordinator.

3. Within seven (7) working days from the time an Activity Form is submitted to the Coordinator of Student Activities or designee, written notice of approval or disapproval of the proposed use of campus property shall be made available to the applicant at the office of the Coordinator of Student Activities or designee. Notice of disapproval shall include the grounds for denying the requested use.
4. Any organization whose application for the use of property or facilities of the College is denied shall have the right to appeal that denial to the President or designee. Notice of appeal shall be made in writing during normal business hours of the College no later than five (5) business days prior to the time of the proposed event and the decision of the President or his designee shall be made at least four (4) days before the time of the event.
5. College equipment may be used in connection with the use of campus property and facilities only with the approval of, or under the supervision of the Coordinator of Student Activities or designee.

BULLETIN BOARDS (VSCC Policy III:11:01)

1. The use of campus bulletin boards shall be limited to affiliated individuals and groups and to official use by the institution.
2. Bulletin boards may be designated for use by specific individuals or groups, such as faculty, students, student organizations, etc. Persons authorized to use a bulletin board, the types of materials which may be posted on a board, the maximum size and duration of any notice and any other special conditions on use should be approved by the Office of Student Life and Diversity Initiatives prior to the use of the board.

3. Approval for the use of bulletin boards is secured in the Office of Student Life and Diversity Initiatives, Wood 217.

VISITORS & GUEST SPEAKERS ON CAMPUS (VSCC Policy III:00:04)

In accordance with TBR policy, the campus and facilities of Volunteer State Community College are restricted to students, faculty, staff and guests of the institution except when the campus, its buildings, grounds or facilities are open to the general public for a designated time and purpose. Visitors, including relatives and other guests, who are not on the campus to conduct official College business are discouraged from attending and/or disrupting classes. Prior to extending an invitation to guests to visit the campus for a special College activity, club/organization officers must obtain approval from the club/organization's advisor, Director of Student Life & Diversity Initiatives or the Vice President for Student Services and, in some instances, from the President of the College.

JUVENILES ON CAMPUS (VSCC Policy IV:30:09)

The term "juvenile" shall mean individuals whose age is seventeen (17) years or younger. Juveniles who are brought or invited to campus must remain in the custody of the adult person who brought or invited them to the campus. Students should refrain from bringing juveniles except when approved by the appropriate faculty member and bringing juveniles to campus should be an infrequent happening. Good judgment will be exercised to ensure that no College functions are disrupted or that the juvenile's safety is at risk.

The College does not assume responsibility for unsupervised juveniles. The following actions are prohibited:

- Leaving a juvenile(s) unattended;
- Taking a juvenile(s) into a class lecture or laboratory; or
- Asking a peer or an employee to attend to the juvenile(s) while on campus.

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The following exceptions apply:

- Juvenile(s) attending activities sponsored by the College;
- Dual-enrollment students; or
- Prospective athletes.

Any person who brings or invites juveniles to campus must assume responsibility for the actions of the juveniles and must take appropriate measures to ensure the safety of the juveniles while on campus. While attending college-sponsored activities, caution should be taken to guard juveniles from dangerous or harmful acts.

If a juvenile is discovered unsupervised in a campus facility, the adult responsible for the juvenile's presence on the campus will be contacted immediately through the Office of the Vice President for Student Services or Campus Police.

DRESS

College students are mature enough to make wise and appropriate decisions on the type of apparel suitable for a college campus. Instructors will expect all students to be appropriately dressed in their classes.

LITERATURE DISTRIBUTION (VSCC Policy I:01:03 & TBR Policy 3:02:02:00)

1. Any proposed distribution or sale of literature by an affiliated or non-affiliated group, organization or individual on the campus of Volunteer State Community College is subject to specified registration requirements and procedures.
2. No obscene literature or material shall be distributed on any property owned or used by VSCC.
3. Groups, organizations, or individuals not affiliated with Volunteer State Community College may sell or distribute literature **ONLY** in conjunction with a request from an affiliated group sponsoring their presence on campus, and only after the proposed distribution has been approved by the Vice President for Student Services.
4. No literature, material, or other printed matter shall be sold or distributed within a classroom, library, other academic buildings or facilities, administrative areas, or employee offices. However, the College may permit such sale or distribution in designated locations within the lobbies or other common use area of the above areas or other campus facilities designated for placement of literature for distribution.
5. Persons engaged in the sale or distribution of printed matter shall not obstruct or impede pedestrians or vehicles, harass other persons with physical contact or persistent demands, misrepresent the purposes or affiliations of those engaged in the sale or distribution or misrepresent whether the printed matter is available without cost or donation.
6. Students may place campaign posters, signs or other items of campaign or political advertising pertaining to a *campus election* provided such placement is made in such a way as to not damage or destroy campus property.
7. Volunteer State Community College shall have the right to terminate the distribution of literature by any group, organization or individual which violates the provisions of VSCC Policy I:01:03.

OFF-CAMPUS FACILITIES

Students enrolled in classes at off-campus locations must adhere to the rules and regulations established by the local authorities governing the use of the facilities. Any questions should be directed to the Office of Off-Campus Services, 230-3742.

SOLICITATIONS (VSCC Policy I:01:03 & TBR Policy 3:02:02:00)

1. Solicitations for purely commercial purposes is prohibited on all property owned or used by Volunteer State Community College. "Solicitation" will not be considered to include activities or events engaged in by affiliated groups, organizations or individuals for the purpose of raising funds to meet expenses of the group, organization or individual.

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The funds raised by such activities or events shall be used for the benefit of the group, organization or individual, or for charity and no funds shall be distributed to the officers, members, or any individual for personal profit or use.

2. Solicitation and fundraising activities other than for purely commercial purposes may be conducted on property owned and used by Volunteer State Community College only by affiliated groups, organizations or individuals, charitable organizations holding such activities with the sponsorship of Volunteer State Community College or the State of Tennessee.
3. Student organizations must secure the approval of any profit-making activity from the Coordinator of Student Activities or designee. Fundraising sales during public athletic events will be conducted only in approved areas of the facility in which the event occurs. The normal facilities use regulations for each building or area will apply if not conducted during a public event. Student organizations are expected to pay any overtime or unusual expense incurred.
4. Solicitation of dues and/or membership in an organization is permissible only by affiliated groups, organizations or individuals.
5. Any recognized student organization desiring to solicit funds must submit an application for registration of the proposed solicitation to the Coordinator of Student Activities or designee. Solicitations shall only be permitted in those areas designated.
6. No funds solicited on campus property shall be for the benefit of any individual, unless contributions are requested for the relief of an individual specified by name at the time of the solicitations and **all** funds contributed are turned over to the named beneficiary for his or her use without any deductions whatsoever.
7. Volunteer State Community College may require any group, organization or individual to verify the use,

application or disposition of funds solicited on campus property.

USE OF VSCC TELEPHONES

Students are not to use the office telephones to make unauthorized telephone calls.

REFUND ON TEXTBOOKS

1. To receive a 100% refund on textbooks, the following conditions must be observed:
 - (a) Textbooks must be returned within seven (7) days after the first official day of classes.
 - (b) Textbooks must be returned within thirty (30) days if a class is dropped. A signed drop slip is required or a copy of the student's schedule showing the dropped classes(s).
 - (c) A cash register receipt must be presented.
 - (d) Books must be absolutely free of all markings if new.
 - (e) Bookstore personnel are the sole judge in determining whether books are in new or used condition.
 - (f) If a "new book" has become soiled or written in, 75% of the new price will be refunded.
2. The Bookstore offers a daily buy back through a used book wholesaler, offering their current market price. The bookstore conducts a "Book Buy Back" during final examinations of each semester. Books are bought back at 50% of the retail price provided they are needed for stock by the Bookstore. If a particular title is not needed by the Bookstore, students will be offered the current market value by a used book wholesaler that the Bookstore represents.

STUDENT ORGANIZATIONS (VSCC Policy III:11:12)

Student organizations may be either organizations sponsored by VSCC, such as student government associations, associated student body organizations, and professional and honor societies, or organizations officially registered by VSCC. Organizations which may be registered to operate include the following: (a) honors and leadership organizations and recognition societies; (b)

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departmental organizations and professional fraternities and sororities; and (c) special interest groups (political, religious, athletic, etc.). Registration of a student organization shall neither constitute nor be construed as approval or endorsement by VSCC or the purposes or objectives of the organization.

1. General policies on student organizations

- a. No student organization may carry on any activity on the campus unless the organization has been officially registered by VSCC.
- b. VSCC shall not be responsible for injuries or damages to persons or property resulting from the activities of student organizations, or for any debts or liabilities incurred by such organizations.
- c. No student organization shall deny membership to any person on the basis of age, race, sex, religion, handicap, national origin or sexual orientation.
- d. No student organization or individual shall engage in or condone any form of hazing. Hazing shall include, but is not limited to: Any action taken, or situation created intentionally, to produce mental or physical discomfort, embarrassment or ridicule; any form of verbal or physical harassment or abuse; and engaging in public stunts, morally degrading or humiliating behavior or games, whether on or off campus. Excessive demands on a student's time so as to interfere with academic performance are prohibited. Threatening in any manner or form for the purpose of cajoling individuals into secrecy in regard to breaches (planned, threatened, attempted, or perpetrated) of hazing violations also is prohibited. Hazing activity which is in violation of any other VSCC regulation such as the misuse of alcohol, drugs, school property, etc., is strictly forbidden.
- e. Student organizations shall be vicariously responsible and liable for the conduct and actions of each member of the organization while acting in the capacity of a member or while attending or participating in any activity of the organization.
- f. No person, group or organization may use the name, Volunteer State Community College, in any manner, provided that registered student organizations may use the name Volunteer State Community College following the name of the organization. No person, group or organization may use the seal or any symbol of Volunteer

State Community College without prior written approval of the President or his designee.

2. Criteria for Registration

- a. Any proposed student organization shall be open to all students who otherwise meet membership requirements. Membership in the organization shall be limited to currently enrolled students and/or VSCC alumni; provided that organizations may include faculty and staff, and/or spouses of students, faculty and staff and provided further that professional organizations may include members of the professional and business communities as members.
- b. A proposed organization must represent the interest of the members and the control of the organization must be within the local campus group. The organization must not have a knowing affiliation with an organization possessing illegal aims and goals.
- c. The proposed organization must agree to comply with all policies, regulations and procedures established by the Board of Regents and Volunteer State Community College and with all federal and state laws and regulations.
- d. The proposed organization must not: a) have illegal aims and goals; b) propose activities which would violate regulations of the Board of Regents or Volunteer State Community College or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of Volunteer State Community College; c) or advocate incitement of imminent lawless action which is likely to produce such action.
- e. The proposed organization must have a minimum of ten (10) charter members and there must be a demonstration of continuous interest in the registration on a long-term basis which is determined by the Coordinator of Student Activities or the designee. In the event there is not sufficient interest to warrant long-term registration, Volunteer State Community College may grant temporary registration to an organization for a limited period of time.
- f. New organizations may be denied registration where the purposes are within the scope of a currently registered organization. No organization may use the same name or a name which is misleading and similar to the name of a currently registered organization.
- g. The organization must provide for the distribution of all funds and assets in the event of dissolution.

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3. Nature and Conditions of Registration

- a. Registration of a student organization for other than a temporary period will be on an annual basis only, effective until the beginning of the next fall term and shall be subject to annual renewal by Volunteer State Community College for each ensuing year.
- b. Annual renewal of registration of an organization shall be dependent upon the organization's demonstration of compliance with the following:
 - 1) It must adhere to the purposes, aims, and activities as stated in the approved constitution and bylaws;
 - 2) It must continue to meet all of the requirements for initial registration;
 - 3) It must have remained in compliance with all rules and regulations of Volunteer State Community College and all federal and state laws;
 - 4) It must submit all changes in the constitution and bylaws to the Coordinator of Student Activities or designee for approval;
 - 5) It must maintain a current list of officers, faculty advisors and sponsors on file in the Office of Student Life & Diversity Initiatives; and
 - 6) It must have submitted all required financial and other reports to the Coordinator of Student Activities or designee.
- c. Annual renewal of registration of an organization shall be contingent upon the completion of required Student Government Association forms. These forms ensure disbursement of seed money.

4. Probation, Suspension, and Withdrawal of Registration

- a. An organization may be placed on probation, be suspended, or registration may be withdrawn by the Coordinator of Student Activities or designee of Volunteer State Community College for any of the following reasons:
 - 1) The organization fails to maintain compliance with the initial requirements for registration;

- 2) The organization ceases to operate as an active organization;
 - 3) The organization requests withdrawal of registration;
 - 4) The organization operates in any activity in violation of rules and regulations of Volunteer State Community College or federal or state laws; or
 - 5) The organization fails to submit any required reports.
- b. An organization which is placed on probation may continue to hold meetings but may not sponsor any activity or program. Any organization which is placed under suspension may not engage in or sponsor any activity or program, and may not hold meetings. Where registration of an organization is withdrawn, it shall cease to exist as an organization.
 - c. In the event an organization is placed on probation or suspended, or registration is withdrawn on the basis of Section (1). (d), the organization shall be afforded the opportunity for a hearing before the Coordinator of Student Activities and the Director of Student Life & Diversity Initiatives.

5. Reports

- a. Volunteer State Community College requires all organizations to submit an annual report concerning its programs and activities during the preceding year. This report is reviewed by the Coordinator of Student Activities or designee and is a requirement for renewal of registration.
- b. Volunteer State Community College requires all organizations to submit an annual financial report reflecting all revenues received and disbursed by the organizations, and/or an interim financial report or such report concerning any fundraising activity of the organization. This report is a requirement for renewal of registration.

6. Fiscal Procedures

- a. Each organization shall maintain a sound financial system related to the collection and distribution of revenues in accordance with generally accepted accounting principles and according to VSCC policy. An organization may be subject to audit by the Coordinator of Student Activities, Director of Student Life & Diversity Initiatives and/or the Vice President for Student Services at any time, and appropriate financial

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records shall be maintained for the purposes of audit.

- b. Each organization shall designate an officer of the organization who is responsible for the collection and disbursement of funds and the maintenance of books and records.

7. Officers of Student Organizations

No student who is under academic or social suspension from Volunteer State Community College shall be eligible to become or maintain the status of an officer of an organization.

8. Programs and Activities

- a. The use of any campus property or buildings by an organization shall be subject to the rules and regulations of the Board of Regents and Volunteer State Community College concerning use of property and facilities. All organizations registered pursuant to this policy shall be “affiliated organizations” for the purpose of any Board or Volunteer State Community College policies concerning use of campus property and facilities (Reference TBR Policy No. 3:02:02:00, TBR Rules 0230-1-1, VSCC Policy I:01:03).
- b. Except for routine meetings of the organization, no on-campus program or activity shall be engaged in unless approved by the Coordinator of Student Activities or designee. All programs and activities, whether on- or off-campus, must receive approval prior to the program and/or activity. The club or organization advisor is required to attend all programs and activities hosted by that club or organization and for certain events a Campus Police presence may be required.
- c. Any fundraising activity on campus shall be for the benefit of the organization as a whole or a charity, and no funds shall be distributed to the officers or members of an organization for personal profit or gain.

9. Procedures for Registration of a Student Organization

Before a student group applies to become an organization they must complete a 45-Day Intent Form which provides them with a 45-day timeframe in which they are able to complete the application process outlined below.

In order to become officially registered as a student organization, a group must meet the criteria set forth and must provide to Volunteer State Community College a minimum of the following:

- (a) Submit a completed Student Organization Application.
- (b) The proposed constitution and bylaws of the organization, which must clearly contain the following: The name, purpose, proposed activities and rules of membership of the organization, the officers, their terms and methods of selection, the proposed nature and frequency of meetings and activities, and the financial plans of the organization, including any proposed fees, dues and assessments.
- (c) The names and signatures of the charter members of the organization;
- (d) The names of the faculty advisor and/or the administrative officers of the institution who will sponsor the organization;
- (e) A statement of assurance of compliance by the organization that it will comply with all rules and regulations, policies and procedures of the Board of Regents and Volunteer State Community College and with all federal and state laws and regulations.

The designated number of copies of the foregoing documents and information must be submitted to the Coordinator of Student Activities or designee who is authorized to review and make recommendations concerning proposed organizations.

The Coordinator of Student Activities is responsible for reviewing or registering proposed organizations and may require the sponsor to clarify any materials or information provided in the registration process, to resubmit the application or request with non-conforming materials or provisions deleted, or to appear at a hearing for the purpose of providing additional information and testimony concerning the purposes, aims or proposed activities of the organization.

SPORTS ORGANIZATIONS

Student organizations which are formed with the intent to engage in team sports must abide by the following rules and regulations in addition to all other VSCC policies and the policies of the Tennessee Board of Regents.

1. Membership

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- (a) Members of a sports club must be currently enrolled students at Volunteer State.
- (b) A minimum enrollment in six (6) credit hours per semester is required of each member of a sports club at Volunteer State.
- (c) Each member of a sports club is required to maintain a minimum 2.0 GPA each semester of active membership.
- (d) Failure of a membership to maintain a minimum of six (6) credit hours each semester and/or maintain a minimum 2.0 GPA each semester will result in a suspension from membership in the sports club.

2. Meetings

- (a) Sports clubs must establish a regular meeting schedule.
- (b) Regular meetings must be held: 1) on campus; 2) at least one day each month; 3) in an assigned meeting room.
- (c) Regular meetings must be given to discussion of the business of the sports clubs. The business of a sport club should include, among other activities, planning special activities and events.
- (d) Team practices must not be held in lieu of regular meetings.

3. Insurance

- (a) Each player-member of a sports club must file an Insurance Report with the Coordinator of Student Activities or designee each year and prior to his/her participation in a practice or game.

4. Invitations to an Outside Individual or Group Player(s)

- (a) The issuance of invitations to off-campus or outside individuals or groups for the purpose of engaging in a practice or game shall be limited in the following particulars:

A written request to invite an outside player(s) must be submitted to the Coordinator of Student Activities or designee not later than ten (10) days prior to the date of the proposed game or practice. The request must contain the name of the sponsoring organization, the proposed date, time and location of the game/practice, the name of the outside coach or acting coach who will be present at the proposed game/practice with the outside player(s) and the signature of the advisor to the sponsoring organization. No invitation

shall be issued to an outside player without the prior written approval of the Coordinator of Student Activities or designee.

5. Use of Campus Property and Facilities

- (a) Each semester sports clubs must secure assignment of a regular meeting room from the Scheduling Coordinator.
- (b) At least ten (10) days prior to a practice or game, sports clubs must secure approval from the Athletic Director for use of any campus property and/or facilities other than motor vehicles.

6. Travel

- (a) Students are not permitted to drive any Volunteer State motor vehicles, i.e., bus vans, wagons, trucks, golf carts or cars.
- (b) Approval to use a Volunteer State vehicle must be secured from the Coordinator of Student Activities or designee.
- (c) The expense of travel to participate in sports events must be assumed by the sports club.

7. Equipment

- (a) Special equipment and/or uniforms needed to engage in a practice or game must be purchased by the sports club.

8. Membership Roster

- (a) Before September 30 of any fall semester or January 30 of any spring semester, a roster of the members of a sports club must be submitted to the Coordinator of Student Activities or designee.

STUDENT CONDUCT AND DISCIPLINE (VSCC Policy III:00:05)

Volunteer State Community College (VSCC) students are considered citizens of the local, state and national governments, and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to VSCC carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between VSCC and the academic community which it seeks to serve, the Tennessee Board of Regents (TBR) has authorized the President of Volunteer State Community College under its jurisdiction to take such action as may be necessary to maintain

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campus conditions and preserve the integrity of the institution and its educational environment.

Pursuant to this authorization and in fulfillment of its duty to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the TBR has developed the following regulations which are intended to govern student conduct on the several campuses under its jurisdiction, and which regulations may be expanded by each institution subject to TBR approval. In addition, students are subject to all national, state and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects VSCC's pursuit of its educational objectives, VSCC may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by Volunteer State Community College whether or not such conduct is simultaneously violative of state or national laws.

When a student fails to abide by the rules and regulations of the College or fails to obey the ordinances of local, state and national governments, disciplinary action may be taken.

Volunteer State Community College embraces the philosophy that the proper aim of discipline is teaching. Therefore, the discipline of students in this educational community is a part of the teaching process. Toward that end, due process is established and observed.

The Vice President for Student Services, who is responsible for the enforcement of disciplinary policies and procedures, will observe the proper aim of discipline, observe the procedure of due process, consider all evidence, determine the facts, render a decision and impose appropriate disciplinary sanction(s) when a student has been charged with violation of College rules and/or regulations.

DISCIPLINARY OFFENSES

1. Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard

for the rights of other members of the academic community, or which endangers property or persons on institution or institution-controlled property.

2. Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following offenses:
 - a) Conduct dangerous to others. Any conduct which constitutes a serious danger to any person's health, safety or personal well-being, including any physical abuse or immediate threat of abuse;
 - b) Hazing. Any intentional or reckless act in Tennessee, on or off institutional property, by one (1) student, acting alone or with others, which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization;
 - c) Disorderly Conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals;
 - d) Obstruction of or Interference with Institutional Activities or Facilities. Any intentional interference with or obstruction of any institutional activity, program, event, or facilities (including computer facilities), including the following:
 - i. Any unauthorized occupancy of institution or institutional controlled facilities or blockage of access to or from such facilities.
 - ii. Interference with the right of any institution member or other authorized person to gain access to any institution or institutional controlled activity, program, event, or facilities.
 - iii. Any obstruction or delay of a campus police officer, fireman, or any institution official in the performance of his/her duty.
 - e) Misuse of or Damage to Property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction,

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- defacing, disfiguring, or unauthorized use of property belonging to the institution including but not limited to, fire alarms, fire equipment, elevators, telephones, institution keys, library materials, computer equipment, and/or safety devices; and any such act against property belonging to a member of the institution community or a guest of the institution;
- f) Theft, Misappropriation, or Unauthorized Sale. Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against a member of the institution community or a guest of the institution;
- g) Misuse of Documents or Identification Cards. Any forgery, alteration of or unauthorized use of institution documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment, or status in the institution;
- h) Firearms and Other Dangerous Weapons. Any unauthorized or illegal possession of or use of firearms or dangerous weapons of any kind. Even individuals with handgun permits may not carry handguns onto VSCC campuses; however, pursuant to TCA 39-17-1350, any law enforcement officer may carry a firearm regardless of the person's regular duty hours or assignments;
- i) Explosives, Fireworks, and Flammable Materials. The unauthorized possession, ignition, or detonation of any object or article which could cause damage by fire or other means to persons or property or possession of any substances which could be considered to be and used as fireworks;
- j) Alcoholic Beverages. The use and/or possession, distribution, sale or manufacture of alcoholic beverages or public intoxication on property owned or controlled by the institution, at an institution-sponsored event, on property owned or controlled by an affiliated clinical site, or in violation of any term of the Volunteer State Community College Drug and Alcohol Abuse Prevention Program;
- k) Drugs. The unlawful use, possession, distribution, sale or manufacture of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), being under the influence of any drug or controlled substance, or the misuse of legally prescribed or "over the counter" drugs on property owned or controlled by the institution, at an institution-sponsored event, on property owned or controlled by an affiliated clinical site, or in violation of any term of the Volunteer State Community College Drug and Alcohol Abuse Prevention Program;
- l) Gambling. Gambling in any form;
- m) Financial Irresponsibility. Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institution community acting in an official capacity;
- n) Unacceptable Conduct in Hearings. Any conduct at an institutional hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing;
- o) Failure to Cooperate with Institutional Officials. Failure to comply with directions of institutional officials acting in the performance of their duties;
- p) Violation of General Rules and Regulations. Any violation of the general rules and regulations of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;
- q) Attempts and Aiding and Abetting the Commission of Offenses. Any attempt to commit any of the foregoing offenses, or the aiding and abetting of the commission of any of the foregoing offenses (an "attempt" to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission);
- r) Violations of State or Federal Laws. Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.
- s) Harassment. Any act of harassment by an individual or group against a student, college employee, or campus group. Harassment shall include but not be limited to: Insults, heckling, verbal abuse, threats of physical abuse, unwanted suggestions of a

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- sexual nature, repeated teasing or annoyance to another, repeated unsolicited phone calls made with the intent to harass or other actions intended to disturb others;
- t) Pets. With the exception of “service animals” and the exception of animals used for academic research purposes, animals are prohibited on institution or school owned or controlled facilities. The term “service animal” is defined as any animal individually trained to do work or perform tasks for the benefit of a person with a disability (e.g., a guide dog, signal dog, etc.). “Service animals” perform some of the functions and tasks that the individual with a disability cannot perform for him/herself. The institution or school may require reasonable documentation that the individual seeking the assistance of a “service animal” while on its premises, provide appropriate certification of the medical necessity for the same prior to approval.
- u) Filing a False Complaint or Statement. Any behavior whereby a student knowingly submits a false complaint or statement alleging a violation of these regulations by a student, organization, institution, or school employee.
3. Disciplinary action may be taken against a student for violation of the foregoing regulations which occur on institutionally owned, leased, or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with or obstructs any institutional activity or the missions, processes and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct, on or off-campus, which poses a substantial threat to persons or property within the institutional community.
4. Pursuant to Tennessee legislation TCA 49-7-1, Volunteer State Community College is required to notify a parent of a student under 21 years of age if the student, “has committed a disciplinary violation with respect to the use or possession of alcohol or a controlled substance that is in violation of any federal, state or local law or of any rule or policy of the College, except as prohibited by FERPA.” Notification to parents will occur if: 1) a plea of guilty to the applicable code of conduct violation, or 2) a final finding of guilt pursuant to disciplinary procedures including completion of an appeal.
5. For the purpose of these Regulations, a “student” shall mean any person who is registered for study at the College for any academic period. A person shall be considered a student during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period, and during any academic period while the student is under suspension from the institution.

ACADEMIC AND CLASSROOM MISCONDUCT

1. The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or expulsion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the institution. Extended or permanent expulsion from the classroom or further disciplinary action can be affected only through appropriate procedures of the institution.
2. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an “F” or a zero for the exercise or examination or to assign an “F” in the course.
3. If the student believes that he or she has been erroneously accused of academic misconduct and if his or her final grade has been lowered as a result, the student may appeal the case through the appropriate institutional procedures.

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4. Disruptive behavior in the classroom includes, but is not limited to, behavior that obstructs or disrupts the learning environment (*e.g.*, offensive language, harassment of students and professors, repeated outbursts from a student which disrupts the flow of instruction or prevents concentration of the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (*e.g.*, disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).
5. Class attendance and punctuality requirements are established between the faculty and the students, through specific expectations for attendance and punctuality and specific consequences that are outlined by individual faculty members for each course.

Students are expected to attend classes regularly and on time and are responsible for giving explanations/rationale for absences and lateness directly to the faculty member for each course in which they are enrolled.

In cases where student absences are the result of emergency circumstances (*e.g.*, death in the family, a student's serious injury or incapacitating illness), for which students are unable to make immediate contact with faculty, the student may contact the Office of the Vice President for Student Services for assistance in providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for completion of course work requirements.

6. The College does not permit recording of classroom lecture(s) or other College sponsored events unless explicitly approved by the faculty member teaching the lecture or hosting the College sponsored event. Students who wish to record classroom lectures or events must obtain approval prior to recording such lecture(s) or events. Any student recording a classroom lecture or College event without prior

approval of the faculty member may be subject to disciplinary sanction. NOTE: Students with disabilities requiring a recorder for classroom lectures must be registered with the Office of Disability Services (ODS) and follow procedures outlined in the ODS Handbook to obtain and use a recorder during any classroom lecture.

DISCIPLINARY SANCTIONS

1. Upon a determination that a student or organization has violated any of the rules, regulations, or disciplinary offenses set forth in these Regulations, the following disciplinary sanctions may be imposed, either singly or in combination by the appropriate institution officials.
 - (a) **Restitution.** A student who has committed an offense against property may be required to reimburse the institution or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to cost of repair or replacement.
 - (b) **Warning.** The appropriate institutional officials may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
 - (c) **Reprimand.** A written reprimand or censure, may be given any student or organization whose conduct violates any part of these Regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies that he or she is in effect being given another chance to conduct himself or herself as a proper member of the institution community, but that any further violation may result in more serious penalties.
 - (d) **Restrictions.** A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the institution in any way, denial of use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges.
2. Definition of Sanctions.

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- (e) **Probation.** Continued enrollment of a student on probation may be conditioned upon adherence to these Regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these Regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
 - (f) **Suspension.** If a student is suspended, he or she is separated from the institution for a stated period of time with conditions of readmission stated in the notice of suspension.
 - (g) **Expulsion** entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's readmission to the institution.
 - (h) **Interim or summary suspension.** Though as a general rule, the status of a student accused of violations of these Regulations should not be altered until a final determination has been made in regard to the charges against him/her, summary suspension may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the institution community or its guests, destruction of property, or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.
- 3. The President of the College is authorized, in his or her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction in appropriate cases.

DISCIPLINARY PROCEDURES

- 1. **General Statement.** When a student fails to abide by the rules and regulations of the College or fails to obey the ordinance of local, state and national governments, disciplinary action may be taken in accordance with the procedures described herein. Institutional measures shall be imposed for conduct which adversely affects the College's pursuit of its educational objectives which violates or shows a disregard for the rights of members of the College community or which endangers property or persons of the College.
- 2. **Tennessee Uniform Administrative Procedure Act.** All cases which may result in (a) suspension or expulsion of a student from the institution for disciplinary reasons, or (b) revocation of recognition of a student organization for disciplinary reasons are subject to the contested case provision of the Tennessee Uniform Administrative Procedure Act (TUAPA) and shall be processed in accordance with the uniform contested case procedures adopted by the Board of Regents unless the student waives those procedures in writing and elects to have his or her case disposed of in accordance with College hearing procedures established by these rules.
- 3. **Enforcement.** The Vice President for Student Services is responsible for the enforcement of the College student disciplinary rules and procedures.
- 4. **Preliminary Conference.** The Vice President for Student Services shall call the accused student to a preliminary conference where the student shall be apprised of his/her basic rights as stated in these rules.
- 5. **Hearing Alternatives.** If a student denies guilt, the student shall be advised of his/her opportunity to elect the procedure he/she wishes to pursue toward the disposition of a proposed action against him/her as specified below:
 - (a) **Hearing Before Vice President for Student Services.** The Vice President for Student Services shall hold a hearing, observe the procedures described in section (6) below, consider all evidence, determine the facts, render

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a decision and impose appropriate disciplinary sanctions as necessary. Hearings under this procedure shall be available to students charged with any violation of College rules; provided, however, the Vice President for Student Services may refer any disciplinary case to the Ad Hoc Committee on Student Discipline if fairness and justice would require referral.

(b) **Hearing Before College Ad Hoc Committee on Discipline Pursuant to College Procedures.**

The Ad Hoc Committee on Discipline shall hold a hearing, observe the procedures described in section (6) below, consider all evidence, determine the facts, render a decision and impose appropriate disciplinary sanctions as necessary. Hearings under this procedure are available to students charged with any violations of College rules.

(c) **Hearing Before College Ad Hoc Committee on Discipline Pursuant to TUAPA.**

The Ad Hoc Committee on Discipline shall hold a hearing in accordance with uniform contested case procedures adopted by the Board of Regents. Hearings under these procedures are available in all cases which may result in (i) suspension or expulsion of a student from the institution, a program, or a course for disciplinary reasons, or (ii) revocation of recognition of a student organization for disciplinary reasons and shall be utilized unless the student waives those procedures in writing and elects to have his/her case disposed of in accordance with other procedures established by these rules.

(d) **Cases of Alleged Sexual Assault.** In all cases involving alleged sexual assault, both the accuser and the accused shall be informed of the following:

- i. Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding;
- ii. Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.

6. College Hearing Procedures. In all disciplinary hearings conducted before the Vice President for Student Services and the Ad Hoc Committee on Discipline, other than cases conducted pursuant to the contested case provisions of The Tennessee Uniform Administrative Procedure Act, the following procedures shall be observed:

- (a) The student shall be advised on the time and place of the hearing at least five (5) days prior to the hearing;
- (b) The student shall be advised of the breach of rules or regulations of which he/she is charged;
- (c) The student shall be advised of the following rights:
 - 1) The right to present his/her case;
 - 2) The right to be accompanied by an advisor whose participation shall be limited to counseling the student and shall not include representation;
 - 3) The right to call witnesses on his/her behalf; and
 - 4) The right to confront witnesses against him/her; and
- (d) The student shall be advised of the right and method of appeal.

7. Appeal Procedures. Appeal from decisions of the Vice President for Student Services.

- a) A student who wishes to challenge the disciplinary sanctions imposed by the Vice President for Student Services must file a Petition for Appeal of Disciplinary Sanctions with the Chairman of the Ad Hoc Committee on Discipline.
- b) The petition may be secured from the Office of the Vice President for Student Services and must be filed within forty eight (48) hours after sanction(s) was/were imposed.
- c) The Committee shall consider the grounds of the student's appeal toward determining:
 - i. Was due process followed?

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- ii. Was the evidence in the case substantial enough to justify a decision against the student as imposed by the Vice President?
 - iii. Has new and substantial evidence become discovered to justify a probable reversal of the previous decision?
 - iv. Was the sanction imposed by the Vice President in keeping with gravity of the wrong doing?
- d) The Committee shall secure and review all evidence of record in the case and render a decision.
 - e) The Committee shall notify the student, in writing, that his/her petition has been granted or denied.
 - f) Appeal from Decisions of Ad Hoc Committee on Discipline (Hearing Held Pursuant to College Procedures). A student may appeal the decision of the Ad Hoc Committee on Discipline in a hearing held pursuant to College procedures to the President of the College. The decision of the President shall be final subject only to any appeal provided by policies of the Board of Regents.
 - g) Appeal from Decisions of Ad Hoc Committee on a Discipline (Hearing Held Pursuant to TUAPA). A student's right to appeal a decision of the Ad Hoc Committee on Discipline in a hearing held pursuant to the TUAPA shall be governed by the provisions of the Tennessee Uniform Administrative Procedures Act.

8. Privacy of Disciplinary Proceedings. Personal confidences and the identities of students involved in disciplinary proceedings will be protected to the extent reasonably possible.

A SAFE CAMPUS IS EVERYONE'S RESPONSIBILITY

The administrative office responsible for security on the VSCC Campus is the VSCC Campus Police Department. The VSCC Campus Police Department consists of full-time and part-time patrol personnel which includes sworn and non-sworn officers, and an office supervisor. All full-time Campus Police Officers meet the standards of the Peace Officers Standards and Training Commission, and have received 320 hours of formal training at a Tennessee Police Academy. Enforcement powers are obtained from the State of Tennessee as each campus police officer receives his or her commission in accordance with the provisions set forth by TCA 49-7-118. All sworn officers, full and part-time, receive 40 hours of in-service training each year. Training includes, but is not limited to legal updates; crime prevention strategies; firearms instruction and re-qualification; defensive tactics and baton re-certification; safety, fire and evacuation response; ethnic and cultural sensitivity; stress management; suicide prevention; CPR/AED and first aid.

VSCC's security policies and procedures are aimed at the student's safety and welfare. Students can help maintain their safety on campus by following all security policies, and by using common sense safety practices, such as walking in groups, reporting suspicious activities, and not leaving books, coats or backpacks unattended.

The following will provide an overview of security facts that will be helpful. While this may be more relevant to students, much of the information will be of value to VSCC employees as well. Everyone on campus should be safety conscious and follow security procedures.

CAMPUS POLICE DEPARTMENT MISSION STATEMENT

The Volunteer State Community College Campus Police Department exists as a support unit of the college for the purpose of establishing and maintaining an atmosphere in which people can go safely about their varied activities in furtherance of the college's higher education objective. Volunteer State Community College Campus Police Department believes that crime and criminal opportunities

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can be decreased by reducing the combination of factors that make crime possible. In order for a crime to take place there must be a *desire, ability and opportunity*. The VSCC Campus Police Department believes that together with the campus community, they can work to identify, prioritize and solve contemporary problems such as crime, drugs, fear of crime and traffic/parking control.

CAMPUS POLICE AUTHORITY AND JURISDICTION

VSCC Campus Police have complete police authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus. If a VSCC student commits minor offenses involving VSCC rules and regulations, the campus police will refer the individual to the Vice President for Student Services.

Major offenses such as rape, murder, aggravated assault, robbery and auto theft are reported to the local police whereas joint investigative efforts are conducted in compliance with the "Robert 'Robbie' Nottingham Campus Crime Scene Investigation Act of 2004" (Refer to VSCC Policy IV:30:05). This act imposes a separate affirmative reporting duty on college officials to local law enforcement in addition to that delineated in the Tennessee College and University Security Information Act codified at TCA 49-7-2207.

Campus Police personnel work closely with local, state and federal police agencies. The VSCC Campus Police Department is also a part of the Sumner County 911 Emergency System.

POSSESSION AND USE OF WEAPONS

Pursuant to T.C.A. 49-7-118g (1) "Campus Police Officer" means a person employed by an employing institution and rendered an oath to provide police services, enforce law, exercise arrest authority, and carry firearms; and thus is subject to the provisions of the Tennessee Peace Officer Standards and Training Commission.

No one other than **certified** police officers may carry or possess firearms on campus. Notification of the Felony Provisions of T.C.A. 39-17-1309 is posted throughout various buildings. Signs are prominently displayed with the following language: FELONY: STATE LAW

PRESCRIBES A MAXIMUM PENALTY OF SIX (6) YEARS IMPRISONMENT AND A FINE NOT TO EXCEED \$3,000 FOR CARRYING WEAPONS ON SCHOOL PROPERTY.

The unapproved possession, use or sale of firearms, ammunition, fireworks, major or minor explosives, or any lethal weapon on campus is forbidden, and subject to College discipline as well as to criminal sanctions. NO INDIVIDUAL IS PERMITTED TO CARRY A WEAPON ON CAMPUS.

T.C.A. 39-17-1359 states "The owner/operator of this property has banned weapons on this property. Failure to comply with this prohibition is punishable as a criminal act under state law and may subject violator to a fine of not more than five hundred dollars (\$500)."

Possession solely for instructional or school-sanctioned ceremonial purposes is allowed with prior approval from the Chief of Campus Police or his designee. Any violation of these laws should be reported to your instructor or the Campus Police Department immediately.

COLLEGE BUILDINGS AND PROGRAMS

The Campus Police Department is responsible for overseeing all campus events. These events include, but are not limited to, all basketball games, baseball games, concerts, circuses, pageants, musical shows, and commencement exercises.

Campus Police Officers make every effort to check all buildings on campus. This check includes an inspection of landscaping, grounds keeping, indoor and outdoor lighting, fire code compliance, and door and window locks. The Campus Police Department is also consulted prior to new construction projects in regard to safety measures.

Uniformed Campus Police Officers patrol the campus on foot and in vehicles 24 hours a day, 7 days a week, 365 days a year, to ensure safety and to protect the property of the College, its students, staff, faculty, and guests.

Officers on duty can be reached in case of an emergency by dialing extension 3911. This is a direct call from a VSCC campus telephone to the officer's radio by phone patch. THE RADIO PHONE PATCH IS TIMED AND WILL AUTOMATICALLY DISCONNECT AFTER

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FOUR MINUTES. FOR NON-EMERGENCIES, continue to use extension 3595 or 230-3595.

USE OF FACILITIES (VSCC Policy I:01:03)

The use of any campus property or buildings by an organization shall be subject to the rules and regulations of the Board and institutions concerning use of property and facilities. All organizations registered pursuant to this policy shall be “affiliated organizations” for the purpose of any Board or institution policies concerning use of campus property and facilities (TBR Policy 3:02:02:00, TBR Rules 0230-1-1). Security considerations are reviewed prior to approval of any request. Any “special” use of College facilities must have approval of the appropriate Vice President or the President.

The Campus Police guidelines prescribe that all persons must report any entry into College buildings after hours to the Campus Police. Visitors, as a general rule, are not authorized in buildings after normal business hours unless faculty, staff, or a College official escorts them. Students are admitted into buildings after normal business hours only when there is an authorized access list from the department head or his/her designee.

The official campus operating hours are 6:00 a.m. – 11:00 p.m. Sunday through Saturday. The campus is closed on recognized official holidays. It can be closed at other times, example: inclement weather and emergency or crisis situations, when authorized by the College President or his/her designee.

All persons on the campus will be required to provide adequate identification upon request to appropriate officials and/or Campus Police. The Volunteer State ID is considered adequate identification and must be provided by faculty, staff or students upon request when they are on main campus or at any off-campus site operated by the College.

Student ID’s

To obtain a student ID:

1. The student must be registered for classes in the upcoming semester
2. The student must be able to show receipt of payment for tuition OR verification of confirmed Financial Aid
3. All NEW STUDENTS must show a government issued photo ID (such as a driver’s license)
4. All RETURNING STUDENTS must present their Volunteer State Student ID

Student ID’s are required of all Volunteer State Community College students and are made in the Office of Student Life & Diversity Initiatives on the main campus, in Student Services at the Livingston Center and at the McGavock Community Education Office. The following conditions apply to the VSCC Student ID:

1. The Student ID is valid for one (1) year running from August 31 to August 31
2. Do not destroy or discard the ID card after the one year period. Take the card to the Office of Student Life & Diversity Initiatives for the card to be renewed
3. To replace lost ID cards, there will be a \$10.00 charge. Replacement fees are to be paid in the Business Office. The receipt of payment must be presented in the Office of Student Life & Diversity Initiatives to have a replacement ID made
4. Student ID cards are required to use computer labs on campus, check out books from the library, change your records, pick up financial checks, sell your textbooks back in the Bookstore, and conduct other forms of official College business, and may be required for admission to and/or participation in certain college sponsored events and activities, including home athletic competitions. Current ID’s may be used to receive discounts at participating local businesses.

Faculty/Staff ID’s

All faculty and staff are required to have a Volunteer State ID. The Office of Human Resources is responsible for maintaining the faculty/staff ID database. New employees will receive information from the Office of Human Resources on how to obtain a Volunteer State ID.

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The faculty/staff ID is renewed each year when the employee signs the annual contract. Any replacement ID cards that are needed should be requested through the Office of Human Resources.

Pursuant to Tennessee Statutory Law, trespassing on College property is strictly prohibited. Campus Police routinely inquire as to the visitation status of individuals suspected of violating the trespass law. A field inquiry form is completed on the violator, and the information is retained for future use. Subsequent violations may subject the violator to arrest and prosecution.

CAMPUS MAINTENANCE

VSCC has and maintains exterior lighting around all of its buildings and parking lots, as well as additional sidewalk and street lighting, to keep the campus well lit. Ground crews provide landscaping to maintain an attractive campus.

On any normal College workday, there are numerous College support personnel whose jobs include providing inspection of the entire campus and its buildings to discover and correct health, safety and maintenance problems. These staff members include maintenance artisans and custodians, who are on duty during College business hours and on call 24 hours a day. This is in addition to the Campus Police Officers and others who tour the campus on a daily basis and report any safety or security problems to VSCC's Maintenance Department, which respond promptly to correct these problems. Students as well as faculty and staff may also call Maintenance at extension 3601 to report any safety or maintenance problems.

If you are an employee of the College and your keys are misplaced, the Campus Police Department needs to be notified. In this way, a report can be taken in order to document the disappearance of College property and replacement can be expedited.

HOW YOU CAN LEARN ABOUT CAMPUS SAFETY AND SECURITY

In accordance with T.C.A. Section 49-7-2203, as well as the Crime Awareness and Campus Security Act of 1990, all students and employees receive updated security information annually. Student applicants or accepted

students are also provided with information on security policies and procedures and on how to obtain additional security information.

When freshmen arrive on campus for orientation, they receive the official Student Handbook with sections on Student Conduct, Health and Safety.

The Crime Prevention Program at the College offers several crime prevention seminars covering timely topics inclusive of Campus Law Enforcement orientation and services. Some of the topics covered include personal and property protection, rape awareness, and self-defense. The Campus Police Department works with *The Settler*, the College newspaper, to disseminate information concerning incidents occurring on campus.

Rape Aggression Defense (R.A.D.) – is a women's self defense program of realistic self-defense tactics and techniques. In a cooperative effort among the Campus Police Department, Continuing Education Department, and Student Services, it is taught each semester. The R.A.D. System is the comprehensive, women-only course that begins with awareness, prevention, risk reduction, and risk avoidance, while progressing on to the basics of hands-on defense training.

In addition to the aforementioned program, there is information disseminated which contains departmental services and numerous crime prevention tips on topics ranging from assault prevention to property protection. The information covers pertinent information on trends in criminal activity and prevention techniques including such topics as *Thefts from Automobiles, Utilizing Door Locks, Textbook Theft, Suspect Alerts, Vandalism, and Cyber Crime*.

TIPS FOR SAFETY WHILE ON CAMPUS

Learn and follow all College security policies. These policies were created out of a concern for your welfare and consideration for the rights of others. Please report suspicious activity and vandalism immediately.

When walking or jogging:

- a) Go with someone.
- b) Stay away from isolated areas.
- c) Try and stay near streetlights.
- d) Hold your purse or briefcase tightly, close to your

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- body.
- e) A front pocket is safer for a wallet than a back one.
- f) Dress sensibly. Tight pants, clogs, or heels make movement difficult.

If you are being followed:

- a) Cross the street or change directions.
- b) Keep looking back so the person knows you cannot be surprised.
- c) Go to a well-lighted area. Enter a building, hall, classroom, or library- anywhere there are people.
- d) Notice and remember as much as possible about the person so you can give a good description later.

If you are held up:

- a) Don't resist. No amount of money is worth taking chances with your life.
- b) Notify the Campus Police or local police immediately. Try to give a description that includes approximate age, height, weight, and details on hair, clothing, jewelry, scars, tattoos or anything that is noticeable.

Where you live:

- a) Keep your doors and windows locked day and night.
- b) Don't let strangers in.
- c) Don't leave a door unlocked for someone planning to come back later.

Protect personal and College property:

- a) Lock your door every time you leave.
- b) Engrave expensive equipment and valuables with an I.D. number. Engraving tools are available for your use at the Campus Police Department.
- c) Don't store your purse in an unlocked desk drawer.
- d) Don't leave your belongings unattended in libraries, hallways, locker rooms, or classrooms.

If you are working late:

- a) Keep your office door locked.
- b) Lock all doors behind you when entering or exiting at night.

In a car:

- a) Keep doors locked while driving.
- b) Don't pick up hitchhikers.
- c) Check the back seat before getting into a car.

Protect your car:

- a) Always lock your car and take the keys.
- b) Lock valuables in the trunk.
- c) Park in well-lighted areas.

POLICE ESCORT ON CAMPUS

Another program established by the Campus Police Department is a Campus Police Escort Service whereby an individual can be escorted from one on-campus location to their desired on-campus destination by utilizing a member of the Campus Police Department. In order to obtain a Campus Police Escort, one can either contact an officer in person, the Campus Police Department or Student Services.

Most colleges and universities currently provide such a service (either formally or informally) and it has thus become an accepted norm. Campus Police Escort services will be provided by Volunteer State Community College Campus Police Department.

- 1) This service is available to all students, employees and guests while they are on the Volunteer State Community College main campus.
- 2) The service will operate twenty-four (24) hours a day, seven (7) days a week.
- 3) Uniformed personnel will offer walking/riding escort to any destination on the college campus.
- 4) No escorts will be made off-campus unless an emergency or special circumstance exists. The supervisor or senior officer on duty must approve this action.
- 5) Campus Police personnel will log all escorts on the daily activity sheet and it will include such pertinent information as person (s) name, location of contact, and destination, and also time and mileage if it is a ride escort.

EMERGENCY PROCEDURES FOR ACCIDENTS INVOLVING STUDENTS

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In the event of a minor injury or sudden illness, Campus Police will be notified and assess the condition of the injured person. In response to a serious accident or illness, the Emergency Medical Service (911) will be activated by Campus Police, and the student will be transported to the nearest hospital. If a minor injury or illness occurs at a VSCC off-campus site, Campus Police will be notified. In case of a serious injury/illness at one of the VSCC off-campus sites, the site Director or instructor will activate the Emergency Medical Service (911) and notify Campus Police. Campus Police can be reached by dialing 911 on any campus phone or at extension 3595 or 230-3595.

The student or responsible person is liable for all expenses incurred resulting from the accident/illness.

A STUDENT'S GUIDE TO REPORTING HARASSMENT (VSCC Policy III:00:05)

INTRODUCTION

The purpose of this guide is to ensure an orderly resolution of charges of sexual, racial, or other forms of harassment brought by students at Volunteer State Community College (VSCC) against other VSCC students or against a VSCC employee.

Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended and Title IX of the Education amendments of 1972. Other types of harassment are prohibited by applicable law. Volunteer State Community College prohibits all acts of harassment and will properly investigate and remedy claims of sexual or racial harassment.

DEFINITIONS

Sexual Harassment - Generally, sexual harassment may be defined as unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the student's employment or of the student's status in a program, course, or activity;
2. Submission to or rejection of such conduct by a student is used as a basis for employment decisions, a

3. Such conduct has the purpose or effect of unreasonably interfering with a student's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment. Whether the alleged conduct constitutes sexual harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of sexual advances in the context within which the alleged incident occurred.

Racial Harassment - Generally, racial harassment is defined as any person's conduct which unreasonably interferes with a student's status or performance by creating an intimidating, hostile, or offensive work or educational environment. Harassment on the basis of race, color, or national origin, includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin.

Other Harassment - Generally, harassment on the basis of religion, disability, or other protected status includes any conduct which has the purpose or has the reasonably foreseeable effect of interfering with a student's academic efforts, employment, or participation in institutionally sponsored activities. Such harassment also includes any activity which creates an intimidating, hostile or demeaning environment.

PROCEDURES

Any student who believes he or she has been subjected to harassment by a VSCC student or VSCC employee shall present the charge to the Vice President for Student Services - Wood Campus Center, room 217.

The charge shall include the circumstances giving rise to the allegations, the date(s) of the alleged occurrence(s) and, when available, the names of any witness to the alleged occurrence(s). The charge shall be signed by the student who presents the charge.

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The Vice President for Student Services shall investigate and take appropriate action in compliance with Tennessee Board of Regents policies and guidelines relative to harassment and in compliance with federal and State laws which prohibit such discrimination. Refer to VSCC Policy III:00:05.

REPORTING A SEXUAL OFFENSE

When a rape/sexual offense is reported, the College will make every effort to see that the victim is offered both medical and psychological care as well as information about prosecuting the suspect through both criminal and College disciplinary channels. College students who are victims of sexual offenses are encouraged to report the incident to Campus Police. Jurisdiction for investigating such cases for pursuing criminal charges rests jointly with both the VSCC and Gallatin Police Departments. If the suspect is a student, the student victim is encouraged to contact Student Services immediately. Student Services staff members can assist the victim in contacting the Campus Police. A victim of any form of sexual offense is encouraged to seek appropriate medical assistance. If immediate medical attention is warranted, the victim should be transported to a hospital emergency room. If immediate attention is not warranted, the Campus Police Department will assist the victim with obtaining the appropriate services. It is important that the victim seek medical attention in order to assure his/her well-being and to ensure that any evidence is preserved as possible proof of criminal sexual assault in the event that criminal charges are pursued.

VICTIM'S RIGHTS

Students' accused of sexual offenses will be charged with violating the VSCC Code of Conduct. Special rights are given to the victim if a suspect in a sexual offense case is a student and that suspect is charged with violating the VSCC Code of Conduct. Both the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary hearing. The victim, therefore, has the right to have counsel of his/her choice present during hearing. In the event a student defendant elects to have a public hearing, both the accuser and the accused have the right to have counsel, as well as others, present. In addition, both the accuser and the accused shall be informed of the outcome of any campus

disciplinary proceeding brought because of these charges. Penalties for the violation of any Code of Conduct are listed in the Student Handbook, e.g. violation may lead to disciplinary action up to and including permanent dismissal from the College. The Vice President for Student Services will work with faculty members if a class change is requested.

EDUCATIONAL PROGRAMS

The College provides the following programs aimed at promoting awareness of sex offenses:

- 1) Lectures open to students and employees;
- 2) Programs with outside speakers; and
- 3) Upon request, classroom discussions presented by Campus Police Officers.

SEX OFFENSES PREVENTION PROGRAMS

- 1) Rape Aggression Defense (R.A.D.) – Women's Self Defense;
- 2) Open programs provided by Campus Police officers;
- 3) Posters on campus bulletin boards;
- 4) Discussions concerning personal safety;
- 5) Video tapes available to faculty for classroom presentations; and
- 6) Speakers available for New Student Orientation and classroom presentations.

PREVIOUS CRIMINAL RECORDS

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes *employed, enrolls as a student or volunteers* at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form. As defined in section 40-39-102 of the Tennessee Code, a "sexual offender" means a person who is, or has been convicted in this state of

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committing a sexual offense or who is, or has been convicted in another state or another country, or who is or has been convicted in a federal or military court of committing an act which would have constituted a sexual offense if it had been committed in this state. A “sexual offense” means the commission of acts of including but not limited to aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping. Information regarding sexual offenders may be found at the TBI website <http://www.ticic.state.tn.us/sorinternet/sosearch.aspx> or the Campus Police Department.

Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supersede the Family Education Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since laws require the publication of information pertaining to sexual offenders employed, enrolled or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.

The College does not inquire as to whether or not students entering the College have been arrested or convicted of a crime. However, if such information is brought to the College's attention, admittance of the student to the College will generally be reviewed by appropriate administrative personnel on a case-by-case basis.

IF YOU ARE THE VICTIM OF DOMESTIC VIOLENCE

IF YOU ARE THE VICTIM OF DOMESTIC VIOLENCE, you can ask the District Attorney General to file a criminal complaint. You also have the right to go to the court having jurisdiction over domestic relations and file a petition requesting an order for protection from domestic abuse, which could include the following:

- 1) An order restraining the abuser from further acts of abuse;
- 2) An order directing the abuser to leave your household;
- 3) An order preventing the abuser from harassing you or coming about you for any reason;
- 4) An order awarding you or the other parent custody of or visitation with your minor child or children; and
- 5) An order directing the abuser to pay support to

you and the minor children if the abuser has a legal obligation to do so.

It is also permissible for you to make a citizen's arrest of the assailant and have them transported. The area crisis line for the Domestic Violence program is HOME SAFE 452-4315.

REPORTING OF CRIME STATISTICS

With the passage of both The Tennessee College and University Security Information Act (T.C.A. 49-7-2201) and the Federal Crime Awareness & Campus Security Act of 1990, the Campus Police Department will report all crimes reported to them to the Tennessee Bureau of Investigation. This monthly statistical data will be recorded for use in the F.B.I.'s Uniform Crime Report. In turn, all information is supplied to the United States Secretary of Education in compliance with all applicable federal laws.

The VSCC Campus Police Department is a pro-active department that continually interacts with the college community. Crime prevention and safety sessions are available to the entire campus community through scheduled presentations in conjunction with the Office of the Vice President for Student Services and the Office of Human Resources. Circulars, pamphlets, brochures and the college student newspaper are other means by which valuable crime prevention and safety information is distributed throughout the College environment.

VSCC CAMPUS POLICE DEPARTMENT ANNUAL CRIME REPORT

Pursuant to the Federal “Student-Right-to-Know and Campus Security Information Act” of 1990 and the Tennessee “College and University Security Information Act” of 1989, the January through December 2008 and previous two (2) years are provided below. In compliance with the Federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled or volunteering at this institution from the VSCC Campus Police Department. Information is also available on the

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TBI's website listing of sex offenders located at <http://www.ticic.state.tn.us/sorinternet/sosearch.aspx>.

CAMPUS POLICE INFORMATION

The following are statistics of crime reported on all sites to you in an effort to comply with the "Federal Campus Crime Awareness and Campus Security Act of 1990". Additional copies of the complete crime statistics report are available in the Campus Police Department upon request. The VSCC Student Handbook is printed every two years. However, the online version is updated annually. If the most recent crime statistics are not in the charts below, please refer to the online version of the VSCC Student Handbook at <http://www.volstate.edu/StudentHandbook> for the most recent statistics on reported crimes.

<u>Traffic 2008</u>		<u>Auto Accidents 2008</u>	
Citations	996	Property Damage	16
Warnings	334	Personal Injury	0

<i>Reported Crimes</i>	2008	2007	2006
2008 Fall Term Campus Population			
Undergraduate Enrollment	7,241		0
Graduate Enrollment	0		0
Staff Personnel	221		0
Faculty Personnel	147		1
Security Personnel	26		1
Burglary – Forced Entry	0	0	0
Burglary – No Force	0	0	0
Motor Vehicle Theft	0	0	0
Larceny – Theft	11	21	23
Arson	0	0	0
Arrests	1	1	1
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possession	0	0	0

HOW TO REPORT SUSPICIOUS OR CRIMINAL ACTIVITY ON CAMPUS

REPORTING CRIMES:

All crimes committed should be reported to the Campus Police Department (230-3595), Wood Campus Center, Room 105; crimes can also be reported to the Office of Student Services (230-3492) in the Wood Campus Center, Room 217. When necessary, written and public precautionary announcements are sent for distribution to all faculty and staff with instructions to be disseminated to all students. If you become aware of any information you consider important enough to disseminate to the faculty, staff, and students, you are requested to give that information to the Campus Police Department or the Office of Student Services as indicated above; there the decision will be made regarding the dissemination of the information. Students attending classes at off-campus locations should give the information to the site director at that location. If a site director is not present please report the incident to local law enforcement as well as VSCC Campus Police. The Gallatin campus falls under the jurisdiction of the Gallatin Police Department and Sumner County Sheriff's Department. All off site campuses fall under their local law enforcement agencies. All campuses, in addition to the local law enforcement agency, are under the jurisdiction of the Tennessee Bureau of Investigation.

Officers on duty can be reached for an emergency by dialing extension 3911. This is a direct call from the telephone to the officer's radio by phone patch. THE RADIO PHONE PATCH IS TIMED AND WILL AUTOMATICALLY DISCONNECT AFTER FOUR MINUTES.

FOR NON EMERGENCIES, continue to use extension 3595 or 230-3595. Student Services is a backup Monday thru Friday, 9:00 AM to 8:30 PM and can be notified by dialing extension 3441. On Saturdays, the campus library is open 8:00 AM to 4:00 PM, extension 3402 and can notify Campus Police by radio if needed. On Sunday, Campus Police can be contacted through emergency extension 3911 and 3595.

Red Assistance/Emergency Call boxes are installed in every building on campus for easy access. External Assistance/Emergency call boxes are also located near

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various campus buildings and in parking lots for access to Campus Police.

IF YOU ARE THE VICTIM OF A CRIME

Our community and each of us as individuals deserve protection against crime and criminals. If you are the victim of a crime, immediately contact the Campus Police Department if the incident has occurred at the College. If you have been victimized off campus, contact the local Police Department or Sheriff's Office and report the incident. If an arrest is made or a warrant is needed to authorize police to arrest a person believed to have committed a crime, a representative of the Campus Police Department will assist you in court procedure, inform you of your rights and duties as a victim or a witness, or refer you to the Sumner County District Attorney's Office Victim/Witness program, which will help in making the criminal justice system work for you. By doing so, you will know that you have done your best to make your community a safe one in which to live and work. When a serious crime occurs, one needs to utilize the Campus Police Department to report the incident whereby an investigation may reveal a developing pattern of a recurring crime. If a noticeable trend develops, the campus population is alerted to maintain a well-informed campus environment.

UNIFORM CRIME REPORTING

Per state and federal regulations, Volunteer State Community College is required to provide you with information pertaining to the occurrence of crime on our campus. To comply with these regulations, the College uses the FBI's Uniform Crime Reporting (UCR) system. For your benefit, we include definitions of the FBI's Part I Offenses. The Campus Police Department maintains a monthly crime log available upon request.

Part I Offenses

Homicide – The killing of one human being by another.

Murder and Non-negligent Manslaughter- The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter - The killing of another person through gross negligence.

SEX OFFENSE -

Forcible - Any sexual act directed against another person, forcibly and/or against that person's will, or against the person's will where the victim is incapable of giving consent.

Non-Forcible - Unlawful, non-forcible sexual intercourse.

Robbery- The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Simple Assault- An unlawful attack by one person upon another.

Aggravated Assault- An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Burglary - The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Larceny (Theft) - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another person.

Motor Vehicle Theft – The theft of a motor vehicle.

Arson- To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

VOLUNTEER STATE COMMUNITY COLLEGE DRUG-FREE SCHOOLS & COMMUNITIES ACT AMENDMENTS OF 1989

(VSCC Policy V:01:05)

Volunteer State Community College is committed to the enforcement of the Drug Free Schools and Communities Act Amendments of 1989 (20 USC 3171, et. seq.) and strictly prohibits the use and/or possession of alcoholic beverages, any drug or controlled substance or sale or distribution of any such controlled substance on its campuses. The following information is being provided

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to each student enrolled at the College to bring about awareness of current information available as it relates to the use, penalties and health risks of illicit drugs and alcohol. All students are required to be knowledgeable of the information provided and comply with any applicable provisions outlined below.

Legal Sanctions under Local, State, and Federal Law:

Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver or sell controlled substances. The penalty imposed depends upon many factors, which include the type and amount of controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment, a fine of up to \$4,000,000 if an individual, supervised release, any combination of the above, or all three. These sanctions are doubled when the offense involves either; 1) distribution or possession at or near a school or college campus, or 2) distribution to persons under 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to \$10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under federal law. For additional information on Federal Trafficking penalties go to <http://www.usdoj.gov/dea/agency/penalties.htm>. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two (2) years the minor's senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in TCA 39-17-417 (21 USC S801, et. seq.; TCA 39-17-417).

It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his employment), or consume alcoholic beverages, wine, or beer. Such offenses being classified Class A misdemeanors are punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than \$2,500, or both (TCA 1-3-113, 57-5-301). It is further an offense to provide alcoholic beverages to any person

under the age of twenty-one (21), such offense being classified a Class A misdemeanor (TCA 39-15-404). The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days or a fine of not more than \$50, or both (TCA 39-17-310).

Health Risks Associated with the Use of Illicit Drugs and/or Abuse of Alcohol:

Every drug, including alcohol, is a potential poison, which may cause disability and death if it is taken incorrectly into the body, consumed in wrong amounts or mixed indiscriminately with other drugs. Drugs cause physical and emotional dependence. Drugs and their harmful side effects can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug's chemical composition that is whether or not it is fat-soluble. Fat-soluble drugs such as marijuana, phencyclidine (PSP), and lysergic acid diethylamide (LSD) seek out and settle in the fatty tissues. As a result, they build up in the fatty parts of the body such as the brain and reproductive system. Such accumulation of drugs and their slow release over time may cause delayed effects weeks, months and even years after drug use has stopped.

There are many health risks associated with the use of illicit drugs and the abuse of alcohol including organ damage; impairment of brain activity, digestion, and circulation; impairment of psychological processes and mental functioning; and, physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS and other infections. If used excessively, the use of alcohol or drugs singly or in certain combinations may cause death. Additional information on the health risks associated with the use of illicit drugs or abuse of alcohol can be found at http://www.cdc.gov/Alcohol/quickstats/general_info.htm and <http://www.usdoj.gov/dea/concern/concern.htm>.

Penalties and Sanctions:

Appropriate disciplinary action will be taken in all cases in which students are determined to be in violation of the Drug Free Schools and Communities Act Amendments of 1989 as implemented by Volunteer State Community College.

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Students: Any alleged violation of the Act as implemented by the College by a student of the College shall be reported to the Chief of Campus Police and/or the Vice President for Student Services. The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action to be taken. Possible disciplinary sanctions for failure to comply with the provisions of this Act may include one or a combination of the following:

1. Probation
2. Mandatory participation in, and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program
3. Suspension
4. Referral for prosecution
5. Expulsion
6. Warning
7. Reprimand
8. Other appropriate disciplinary action

Questions Regarding the Use of Illicit Drugs and/or the Abuse of Alcohol:

If you have any questions regarding the use of illicit drugs and/or the abuse of alcohol or desire additional information, please contact the Chief of Campus Police at 615-230-3595. The Campus Police Department is located in the Wood Campus Center, Room 105.

USE OF ALCOHOLIC BEVERAGES

Volunteer State Community College seeks to encourage and sustain an academic environment that respects individual freedoms and promotes the health, safety, and welfare of its students, faculty, and staff. In keeping with TBR policy 3:05:01:01 the College prohibits the possession and/or consumption of alcoholic beverages on College property.

Tennessee Law is "TENNESSEE TOUGH" on Drunk Drivers

When an officer suspects that a driver has been drinking, that driver is asked to take a breath or blood test to determine the presence of alcohol or drugs in the body. In Tennessee, there is only one alcohol related traffic offense: driving while under the influence (DUI). Under Tennessee law, a driver is presumed to be under the influence if the alcohol test shows a blood alcohol concentration (BAC) of .08 or more.

IMPLIED CONSENT LAW

Under Tennessee's Implied Consent Law, any person who drives on public roads is deemed to have consented to these alcohol tests. Driving privileges can be suspended for six months for refusal to take the test, even if the driver is not found guilty in court.

PERSONS UNDER AGE 21

Anyone under 21 years of age cannot buy, consume, or even have possession of any alcoholic beverage.

FIRST DUI OFFENSE

- 1) Jail sentence of 48 hours (minimum) up to 11 months and 29 days (maximum).
- 2) Fine of \$350 up to \$1,500, plus court costs, attorney fees, and increased insurance rates.
- 3) Loss of driving privilege for one year.
- 4) Attendance at an alcohol safety school, restitution to DUI victim and possible community service work.

SECOND DUI OFFENSE (WITHIN 10 YEARS)

- 1) Jail sentence of no less than 45 days and no more than 11 months and 29 days.
- 2) Fine of \$600 up to \$3,500 plus court costs, attorney fees, and increased insurance rates.
- 3) Loss of driving privilege for a minimum of 2 years (no restricted license).

THIRD OR MORE DUI OFFENSE (WITHIN 10 YEARS)

- 1) Jail sentence of 120 days (minimum) up to 11 months and 29 days (maximum).
- 2) A minimum fine of \$1,000.00 and a maximum of \$10,000.00.

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- 3) Loss of driving privilege for a minimum of 3 years to 10 years (no restricted license).

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM (VSCC Policy V:01:05)

In order to preserve the integrity of the educational environment and to prevent the use and/or abuse of alcohol and other addictive substances, Volunteer State Community College Campus Police networks with the Community Anti-Drug Coalition Across Tennessee (CADCAT), Student Services, and other state and local agencies to support an alcohol and drug abuse prevention program. The program will consist of three major components:

Education-Volunteer State Community College's Drug Abuse Prevention Program gives emphasis to the education of students and campus personnel. Seminars, small discussion groups, video presentations, brochures, pamphlets, and campaigns are methods used to educate the campus community concerning the abuse of illicit drugs and alcohol.

Intervention- The College's Alcohol & Drug Abuse Prevention Program includes individual counseling to assist those who desire or need to develop early intervention techniques.

Referral- Campus Police, Student Services, and Human Resources work with community agencies to establish liaison relationships for students and personnel who need treatment, drug abuse counseling or related support.

AVAILABILITY OF COUNSELING RESOURCES

VSCC has an Advising Center as well as the Office of Retention Support Services that addresses educational and career counseling. Therapeutic counseling is referred to the appropriate community resources. VSCC networks with Pathfinders Inc. Alcohol and Drug Treatment center, which periodically is on campus distributing literature regarding alcohol, drugs and HIV. VSCC also utilizes other agencies as resources for preventing, confronting or solving substance abuse and other problems.

VSCC PARKING POLICY (VSCC Policy IV:30:07)

PURPOSE/POLICY

The purpose of this policy is to establish uniform procedures for facilitating the safe and expedient flow of traffic, prevention of motor vehicle accidents, and to provide pedestrian safety on campus. The entry, operation and control of motor vehicles on college property are authorized by this policy. Enforcement of traffic and parking violations is for the purpose of controlling congestion, assuring that only authorized persons are using the facilities of Volunteer State Community College and controlling the proper utilization of parking spaces. Citations will be issued when, in the judgment of the officer, a specific vehicle is in violation of the College's parking and traffic policies. The Chief of Campus Police is responsible for the enforcement of this policy, the Tennessee Motor Vehicle Laws and related city ordinances.

General

- 1) Volunteer State Community College parking areas are restricted for use by its faculty, staff, students, and guests for events approved by the college. Volunteer State Community College assumes no responsibility for the care or protection of any vehicle or vehicle contents while parked or driven on College property. In addition, the College assumes no responsibility for the care and protection of any vehicle or contents during its removal or subsequent storage for violation of College traffic and parking regulations.
- 2) Any violation of these regulations is subject to appropriate disciplinary action.
- 3) All traffic accidents, which occur on campus and involve injury to persons or damage to equipment, property or vehicles, must be reported to one of the following offices:
 - a) Campus Police Department, Wood Campus Center, Room 105, on campus ext. 3595 or 230-3595
 - b) Vice President for Student Services, Room 217, Wood Campus Center, on campus ext. 3441 or 230-3441

Section I - Parking Regulations

- 1) The inability to locate a legal parking space in an approved parking area does not justify improper parking unless approved by the Chief of Campus

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Police or his designee.

- 2) Improper parking includes but is not limited to parking;
 - a) Along painted curbs
 - b) In driveways and intersections
 - c) On grass or lawns
 - d) On roadways
 - e) On sidewalks
 - f) Straddled on a painted line
 - g) Too far from curb
 - h) Which obstructs traffic as in double parking
 - i) In a fire lane
 - j) Within fifteen (15) feet of a fire hydrant
- 3) Students and employees must not park in "Visitor" parking spaces.
- 4) Students must not park in "Staff" parking spaces unless after the hour of 5:00 p.m. on weekdays and all day on weekends.
- 5) Parking regulations found in section I are enforced from 6:00 a.m. to 5:00 p.m., five (5) days a week. **Exception: On Saturday and Sunday anyone may park in staff parking.
- 6) "Accessible" parking is enforced 7 days a week 24 hours a day with a fine of \$200.00. The fine for disabled/handicapped parking violation is established by statute, and will be adjusted as necessary to remain in compliance with State law (T.C.A. 55-21-108 Amendment Chapter 909 Bill No. SB2706). Disabled or wheelchair-confined persons displaying the appropriate license plate, placard, etc. may park in staff parking when the accessible parking area is occupied.
- 7) Only persons who have mobility impairments or visual impairments are authorized to park in areas designated as "accessible". Persons with mobility or visual impairments must report parking needs to the ADA Coordinator. Students, staff and visitors with disabilities desiring to park in marked accessible parking spaces must have a state issued parking license plate or tag. For individuals with temporary disabilities, a VSCC issued temporary tag will be issued upon

receipt of appropriate medical documentation. The expiration of the temporary tag will be dependent upon the expected duration of the disabling condition as indicated in the documentation. A temporary tag will additionally be issued to individuals who have made application to the state and are awaiting a state tag. Individuals requesting a temporary tag will complete the request form, providing vehicle registration information. The form will be forwarded to Campus Police and a tag will be issued by the Office of Disability Services. Except as authorized by the Chief of Campus Police, students and employees must not park a vehicle in areas designated as "no parking", "loading zone", and "VSCC car".

- 8) Parking will be only within the designated lines.
- 9) Any unattended vehicles will be considered as parked.
- 10) Motorcycles, motorbikes and bicycles will park in designated areas. Parking in walkways or on the grass is prohibited. Only motorcycles and motorbikes may park in motorcycle spaces.
- 11) No bicycles are allowed inside campus buildings unless secured in an office. Bicycles should be secured when left unattended. Parking in walkways or on the grass is prohibited.
- 12) All parallel-parked vehicles should be parked in the same direction as the flow of traffic.

Section II - Moving Vehicle Regulations

- 1) Maximum speed on campus is 15 mph.
- 2) All vehicles shall come to a complete halt at stop signs and crosswalks.
- 3) Reckless driving (defined as the operation of a vehicle in a manner endangering life and/or property) is prohibited.
- 4) Driving while under the influence of intoxicants or drugs is forbidden.
- 5) Riding bicycles or other vehicles on the grass is prohibited. An exception is made for VSCC services vehicles including trucks, cars and gasoline powered utility vehicles.

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Section III - Violations

- 1) Failure to obey stop sign or traffic signal.
- 2) Failure to yield to pedestrians at crosswalk.
- 3) Operation of motor vehicle in violation of provisions of state motor vehicle license laws.
- 4) Improper or no display of parking decal.
- 5) Blocking access to trash dumpsters or recycle containers.
- 6) Parking in such a way as to take up more than one designated parking space.
- 7) Speeding (exceeding maximum speed limits).
- 8) Failure to yield right-of-way.
- 9) Operating or riding motorcycle without protective headgear.
- 10) Failure to obey the lawful direction of an officer.
- 11) Failure to yield to emergency vehicle.
- 12) Failure to adhere to parking rules/regulations.

The following violations pertain to both students and non-students; and if arrested, he/she will be subject to booking at the Sumner County Jail and mandatory court appearance in the General Sessions Court of Sumner County, Gallatin, Tennessee.

Reckless Driving	TCA-55-10-205
Driving while intoxicated	TCA-55-10-401
Leaving the scene of an accident with injury	TCA-55-10-101
Leaving the scene of an accident with property damage	TCA-55-10-102
Racing or drag racing with motor vehicle	TCA-55-10-502
School bus passing (loading or unloading)	TCA-55-8-151
Operating a vehicle with a revoked or suspended license	TCA-55-50-504

In compliance with the Digest of Tennessee Motor Vehicle Laws, any offense listed in the digest may require mandatory court appearance where there are personal

injury or property damages in excess of \$100.00 or where, in the opinion of the citing officer the incident was an aggravated offense.

Section IV – Citations

- 1) Each citation for violation of traffic and parking regulations carries a fine of \$10.00. Citations issued for violations are to be paid at the Business Office. The violator's copy of the citation must be presented at time of payment. State citation fines will be paid at Sumner County General Sessions Court, Gallatin, TN.
- 2) Automobiles bearing a faded or obliterated decal will be issued one warning citation. Additional citations will result in appropriate penalties.
- 3) After a registered vehicle receives a third citation in one (1) semester, parking/driving privileges on campus will be suspended for the remainder of the semester. The registered student may also be referred for disciplinary action. The suspension of driving/parking privileges will occur after notice is issued to the registered owner/operator of the vehicle. The owner/operator will have ten (10) days to appeal the suspension of driving/parking privileges to the Traffic Appeals Committee. In the absence of an appeal, the suspension will go into effect and subsequently the vehicle may be towed if found on campus.
- 4) The following violations may cause immediate suspension of parking privileges or other disciplinary action:
 - a) Operation of a vehicle in such a manner to show complete disregard for the rights and safety of other members of the College community;
 - b) Or receipt of three (3) or more parking violations in one academic semester.
- 5) A student who receives three (3) or more citations (regardless of whether or not the citations have been paid) may be charged under the student code of conduct and appropriate disciplinary action taken.
- 6) Penalties for non-payment: Registration for subsequent semester will be withheld until all fines are paid. Transcripts will not be released until all fines are paid.

Section V – Appeals

Student's wishing to appeal a student citation must present their request to the Student Traffic Appeals

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Committee. The Student Traffic Appeals Committee is a Student Government Association (SGA) committee charged to hear student traffic appeals and is comprised of the SGA Judicial Committee, the SGA Attorney General, as defined in the Student Government Association Constitution.

- 1) The Student Traffic Appeals Committee shall hear all student citation appeals.
 - a) There must be at least (3) members of the committee present in order to hear appeals.
 - b) Hearings will be held on an as needed basis. The appellant will be notified of hearing time and date two (2) weeks prior to hearing.
 - c) The student who wishes to appeal their ticket will come before the Student Government Association (SGA) Judicial Committee and SGA Attorney General, present testimony and related documents to support their appeal and answer any questions from the committee members.
 - d) The committee will vote to uphold the ticket or grant an appeal. A majority of the committee members present must be in agreement to reach a decision.
 - e) The decision must then be approved by the Vice President for Student Services or the Senior Director of Plant Operations.
 - f) Appellants will be notified of the committee's decision both verbally and in written form.
 - g) All faculty/staff appeals will be filed with the Campus Police department and decided by the Senior Director of Plant Operations.
- 2) During those times when the committee does not meet, the Vice President for Students Services shall serve as the appellate authority. Students shall be notified by letter of the Vice President's decision.
- 3) Procedure for Appeals:
 - a) Failure to file a traffic appeal within two weeks from the date of the citation voids the right to an appeal before the Student Traffic Appeals Committee, Senior Director of Plant Operations, or Vice President for Student Services.
 - b) An official traffic appeal form must be secured from the Office of the Vice President for Student Services, Room 217, Wood Campus Center or from the Student Government Association Office in the Wood Campus Center.

- c) The student must complete the top portion of the appeal legibly and submit any evidence i.e.; doctors note, proof of tag etc. at the same time the appeal is submitted. The Traffic Appeals Committee reserves the right to request additional information before a decision is rendered. The completed form must be submitted to Student Services.
- d) Hearings will be held on an as needed basis. The appellant will be notified of hearing time and date two week prior to hearing. Meetings will be held in the SGA office located in the Wood Campus Center.
- e) Students may appeal to the committee in person or submit their statement in writing.
- f) The Traffic Appeals Committee must reach a final decision no later than fifteen days after a student's case is heard.
- g) After the Traffic Appeals Committee renders a decision in writing, the entire appeal form will be taken to the Office of the Vice President for Student Services by the committee's chairperson.
- h) A current file of all decisions by the Traffic Appeals Committee will be maintained by the recorder and kept in the SGA office.
- i) When an appeal has been denied, the prevailing traffic fine must be paid to the Business Office, no later than ten days after notification of decision.
- j) The Chief of Campus Police or designee is available for all appeal hearings for legal clarification purposes.

Section VI – Towing and Impoundment

- 1) Volunteer State Community College reserves the right to remove by towing and impounding any vehicle that is parked in such a way to constitute a serious hazard, impede vehicular or pedestrian traffic movement, hinder the operation of emergency equipment, hinder the making of essential repairs or services or parked in violation of restricted areas. The College will not be responsible for any costs or charges incurred for towing, the removal, impounding or storage of towed vehicles.
- 2) Violations, which may result in towing of vehicles, include the following:
 - a) Unauthorized vehicles parked in spaces designated “accessible”.

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- b) Parking in “no parking” or restricted areas.
- c) A car parked in such a manner as to block a driveway or roadway, block a service entrance, create a hazard to the safety of the public, or impede construction and/or maintenance requirements will be towed.
- d) After a registered vehicle receives a third citation in one (1) semester, parking/driving privileges on campus will be suspended for the remainder of the semester. The registered student may also be referred for disciplinary action. The suspension of driving/parking privileges will occur after notice is issued to the registered owner/operator of the vehicle. The owner/operator of the vehicle will have ten (10) days to appeal the suspension of driving/parking privileges to the Traffic Appeals Committee. In the absence of an appeal, the suspension will go into effect and subsequently the vehicle may be towed if found on campus.
- e) If a vehicle displays a counterfeit, altered, transferred or otherwise fraudulent parking decal, or a decal obtained by an applicant giving false information on the application, the vehicle may be towed.
- f) Operation of any vehicle used as an instrument in a crime or suspected of being stolen may be towed.
- g) Operation of a vehicle by a person under the influence of intoxicants or drugs may be towed.
- h) Abandoned Vehicle – Any motor vehicle left unattended longer than five business days without notifying Campus Police, will be considered abandoned. All efforts will be made by Campus Police to notify the owner.
- d) Off-Campus Sites – McGavock High School, Wilson Central High School, and VSCC Livingston Center.
- e) There is no fee for the student decal. Each student must present his/her Student ID number to obtain decal.
- 3) Campus Access Fee – A campus access fee is charged each semester to all students.
- 4) Each full time employee must pay the campus access fee annually through payroll deduction unless otherwise specified.
- 5) Persons are expected to read and familiarize themselves with VSCC Traffic and Parking Regulations. Ignorance of the regulations is no defense for a violation.
- 6) Part-time employees and adjunct faculty must come to the Business Office to pay the campus access fee and receive a decal.
- 7) A student worker is eligible to obtain a staff parking decal provided the student is enrolled in only one class. In that case, the student worker would be considered predominately on campus for employment purposes. If the student worker is enrolled in more than one class, the student worker would be considered predominately on campus for educational purposes and would not be eligible for a staff decal (unless they are a full-time employee).
- 8) Employees failing to pay parking violations within 30 days of the receipt of such violation will be subject to sanctions set forth in TBR Guideline No B-010.
- 9) Current VSCC employee parking permits are issued by the Business Office, Ramer Building Rm. 181.
- 10) Special guest parking permits are issued by Campus Police, Room 105, Wood Campus Center.
- 11) A current VSCC parking decal is properly displayed when it is on the exterior rear window on the driver’s side. Motorcycle operators must obtain a decal but are not required to display it.

Section VII – Decals/Motor Vehicle Registration

- 1) All VSCC employees, students and Foundation trustees will display a VSCC parking decal. Failure to display this decal will result in a citation and fine.
- 2) Students can register and obtain a decal at the following locations:
 - a) Ramer Building, Business Office, Rm. 181 from 8- 4:30 pm, Monday through Friday.
 - b) Wood Campus Center, Student Services, Room 217 from 8 a.m. – 8 p.m.
 - c) Wood Campus Center, Campus Police Department, Room 105 from 7 a.m. – 10 p.m.

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- 12) A VSCC parking decal is valid for one year beginning each August.
- 13) Guest parking permits are valid only when it has been dated and signed by the Chief of Campus Police or his designee and must be properly displayed on any non-registered vehicle, which is parked on campus. A guest-parking permit is properly displayed when it is face-up on the dashboard of the parked car or when hung from the rearview mirror.
- 14) It is the responsibility of students and employees to notify Campus Police if any vehicles will be left overnight.
- 15) It is the responsibility of students and employees to notify Campus Police when using a rental car without parking decal, etc. These individuals may obtain a temporary parking pass from the Campus Police Office, Wood Campus Center Rm. 105.
- 16) Persons operating a vehicle on campus are responsible for compliance with all state, county and city ordinances relating to ownership registration and operation of motor vehicles.
- 17) Lost or stolen decals must be reported immediately to Campus Police.
- 18) Misrepresentation
 - a) Any person who obtains a decal through misrepresentation will be subject to disciplinary action.
 - b) No person shall obtain a decal for anyone other than himself or herself to park in employee or designated restricted parking spaces.
 - c) Any person who materially misrepresents adjustment of a traffic citation will be subject to disciplinary action.
- 19) The following 12-campus organization officers will receive faculty/staff decals from Student Services entitling them to faculty/staff parking privileges during their tenure in the position specified below:
 - a) SGA President
 - b) SGA Vice President
 - c) SGA Secretary
 - d) ACE President

- e) ACE Vice President
- f) Settler Editor
- g) 2 Asst. Settler Editor's
- h) Settler Distribution Editor
- i) Pioneer Editor
- j) 2 Asst. Pioneer Editors

20) All work study personnel and employees utilizing the loading zone space to conduct college business (i.e. delivering computers, boxes, packages, etc.) will display a visitor pass, which can be obtained from the Campus Police Department.

21) The Campus Police Department will recognize all university and colleges' current parking decals that hold class on Volunteer State Community College Campuses.

USE OF SKATEBOARDS, ROLLER SKATES, ROLLER BLADES & BICYCLES ON CAMPUS (VSCC Policy IV:30:03)

The College designates limited areas for the use of skateboards, roller skates, roller blades, bicycles and other similar wheeled devices. Except as provided below, no person may skateboard, roller skate, or use roller blades or any similar wheeled device in any college building, on sidewalks, roadways, parking areas or college lands, except as specifically authorized in writing by the Chief of Campus Police or his designee. The Campus Police shall enforce this policy.

Designated Areas: Skateboards, roller skates, roller blades, or any other similar wheeled devices may be used on sidewalks and walkways provided that at the time of use, the activity does not create a safety hazard or otherwise interfere with pedestrian traffic and, provided further, the skateboards may not be used within 50 feet of any College owned building or other structure.

Prohibited Areas: As guidance in the interpretation of this policy, the following prohibited areas are expressly noted: Skateboards, roller skates, roller blades, or similar wheeled devices may not be used in the following locations:

- A. Inside any building or other enclosed facility;

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- B. On stairs, steps, curbs, benches, ledges, loading docks, ramps for disabled, and other similar fixed-location, designated-purpose external sites;
- C. On any streets or in any parking lots occupied by vehicles;
- D. Any location within 50 feet of any campus buildings;
- E. In all areas and ramps immediately adjacent to any campus buildings;
- F. Individuals who are not faculty, staff or students are prohibited from utilizing any College properties at any time for recreational or entertainment event using skateboards, roller skates, roller blades or similar wheeled devices;
- G. Bicycles – Bicycles in traffic are like automobiles. A cyclist must obey traffic lights and stop signs, give hand signals and ride on the right side of the street. Failure to do so is a violation of the law. Riders must wear a helmet while on campus. The bicycle must be equipped with front and rear lights. Bicycles may be secured in front of the Campus Police Department.

* E-Z Go procedures available upon request in the Campus Police Department.

The information included in this Student Handbook concerning campus safety is not designed to serve as an agreement or contractual arrangement for providing security services to the members of the campus community, nor to guarantee an individual's personal safety when utilizing the campus facilities or grounds.

During the year it may be necessary to update various policies referenced in the VSCC Student Handbook or information may change due to a change in College procedures, Tennessee Board of Regents policies/guidelines or state law. Based on these possible changes please refer to the online VSCC Student Handbook at <http://www.volstate.edu/StudentHandbook> for the most up-to-date information.