

Volunteer State Community College
2017-2018
Student Handbook

VOLUNTEER
STATE



COMMUNITY
COLLEGE

Student Handbook

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GENERAL INFORMATION

Welcome to Volunteer State Community College! We work toward the goal of making your educational and extracurricular experience with us something that is truly unique. One of your many responsibilities as a student is to be informed and to use the information that you gain to enhance your experience and broaden your knowledge. The faculty and staff are here to provide you with the highest academic quality and the most innovative and creative programming possible. Please take time to read the VSCC Student Handbook. You will find pertinent information about the college, our services and programs as well as safety tips, important policies and contact information for specific offices. Should you have any questions please feel free to contact the Office of the Vice President Student Services. Have a great semester!

Emily C. Short, Ed.D.

Vice President for Student Services

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 our constituencies. The College is committed to providing quality innovative educational programs; strengthening community and workforce partnerships; promoting diversity, and cultural awareness, and economic development; inspiring lifelong learning; and preparing students for successful careers, university transfer, and meaningful civic participation in a global society.

College Directory

Subject	Office	Location	Phone
Administrative Policies & Procedure	Office of the President	Ramer 184	615-230-3500
Admissions	Admissions	Ramer 173	615-230-3688
Address Change	Records & Registration	Ramer 183	615-230-3680
Adult Learners	VA & Adult Learners	Ramer 150	615-230-3447
Advising	Advising Center	Ramer 174	615-230-3702
Athletics	Athletic Department	Pickel 143	615-230-3233
Basic Skills/Learning Support	Learning Commons	Thigpen 125	615-230-3676
Books, Supplies	College Bookstore	Wood 212	615-230-3636
Campus Connect/Orientation	Student Engagement	Wood 215	615-230-3390
Campus Police	Campus Police	Wood 105	615-230-3595
Career Assessment & Educational Planning	Advising Center	Ramer 174	615-230-3702
Career Services	Student Services	Wood 217	615-230-3307
College Foundation	Resource Development	Gibson Hall 106	615-230-3506
College Publications	Public Relations	Ramer 103	615-230-3571
Continuing Education	Continuing Education	300 Bldg. 106	615-230-3358
Degree Requirements	Academic Affairs	Ramer 185	615-230-3555
Disabilities	Disability Services	Wood 108	615-230-3472
Diversity Initiatives	Diversity Initiatives	Wood 217	615-230-3461
eLearn	Distributed Education	Ramer 172-N	615-230-3665
E-mail Accounts	IT Help Desk	Thigpen 123	615-230-3302
Employment	Human Resources	Ramer 139	615-230-3592

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Subject	Office	Location	Phone
Financial Aid	Financial Aid	Ramer 132	615-230-3456
Guidance & Counseling Services	Advising Center	Ramer 174	615-230-3702
Language Center	Language Center	SRB 205	615-230-3397
Learning Commons	Learning Commons	Thigpen 125	615-230-3676
Major Change	Admissions	Ramer 173	615-230-3688
Placement Testing	Advising Center	Ramer 174	615-230-3702
Placement Testing Preparation	Learning Commons	Thigpen 125	615-230-3676
Public Relations	Public Relations	Ramer 103	615-230-3571
Records & Registration	Records Office	Ramer 183	615-230-3680
Student Complaints	Student Services	Wood 217	615-230-3441
Student Government	SGA	Wood 213	615-230-3480
Student IDs	Student Services	Wood 217	615-230-3461
Student Life	Student Engagement	Wood 215	615-230-3799
Testing	Testing Center	Warf 126	615-230-3484
Transcripts	Records & Registration	Ramer 183	615-230-3680
Transfer to a 4-Year College	Advising Center	Ramer 174	615-230-3702
TRIO Student Support Services	Student Support Services	Wood 210	615-230-3732
Tuition / Fee Payments	Business Office	Ramer 191	615-230-3585
Veterans Programs	VA & Adult Learners	Ramer 150	615-230-3444
Vocational Testing	Advising Center	Ramer 174	615-230-3702
Withdrawal from College	Advising Center	Ramer 174	615-230-3702
Workforce Innovation & Opportunity Act (WIOA)	VA & Adult Learners	Ramer 150	615-230-3449

Academic Calendar/Important Dates

Students should check the [Academic Calendar](#) for important dates.

General Student Information

Student Email

The Volunteer State Community College Student Email is hosted by Google Academic. This service is offered free to students while taking classes. This Student Email address is the primary communication method used for campus communication from both the college and your instructors.

Students are provided with their email address on their acceptance letter. Student email addresses consist of your username@volstate.edu. So if your name was Alan Turing, your username would be something like aturing2, and the email address would be aturing2@volstate.edu. You can recover your user name by using the “Change or Activate Your Password” link on the MyVolState page. Your assigned username is displayed on the same page that you put your new password into. The password to access your email is the same as your My VolState login. The link to access your email is available from the Current Student drop down menu on the main webpage, on the Academics tab in Pride Online and at [Google Accounts](#).

Keep in mind that your email account has been created by the college, you do not need to create a new account on Google’s website. Your student account uses username@volstate.edu NOT username@gmail.com. Your student account will not sync with your personal Gmail account.

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If you need help with your email or username please contact the I.T. Helpdesk at (615)230-3302 or (888)335-8722 Ext. 3302.

How to Check Your Student Email

1. Go to the Vol State webpage (www.volstate.edu) and click on the “My Vol State” shortcut at the top of the screen.
2. First-time users: you must activate/create a password to log into your account. (If you are not a first time user: login and skip to step 7.)
3. Read the instructions and click “Continue”.
4. Enter the required Identity Check information. Click “Verify” to continue.
5. Your username is listed at the top of the screen. Be sure to include the required criteria to create your new password and click “Change Password”.
6. Return to the login page and enter your username and password. Click “Login”.
7. Go to the “Academics” tab and then click the “Student Gmail” link.
8. Add @volstate.edu to your My Vol State username and you now have your student email. (example: astudent123@volstate.edu) Your password is the same as your My Vol State password.

Student ID Cards

Student IDs are required of all Volunteer State Community College students and are made in the Student Services on the main campus, in Student Services at the Livingston Center, at the Highland Crest Center and at the Cookeville Higher Education Center. The following conditions apply to the VSCC Student ID:

The Student ID is valid for one (1) year running from August 31 to August 31.

Do not destroy or discard the ID card after the one year period. Take the card to the Student Services Office for the card to be renewed.

To replace lost or stolen ID cards, there will be a \$10.00 charge. Replacement fees are to be paid in the Student Services Office to have a replacement ID made.

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 IDs may be used to receive discounts at participating local businesses.

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Bookstore

The Campus Bookstore (operated by Follett), for the convenience of its students, faculty, and guests, is located in the Campus Center. In addition to textbooks and school supplies, the bookstore also stocks imprinted clothing, backpacks, and reference books. The bookstore accepts personal checks, cash, Visa, MasterCard, Discover, and American Express. Any check written should be made for the amount of purchase only. Purchases can also be made on-line at the [Bookstore](#). Textbooks may be returned for a 100% refund within seven (7) days from the official first day of classes. Books must be returned in the same condition as purchased. Students must provide a cash register receipt. Students may elect to sell books provided the books have current market value. The Bookstore offers a “Daily Buy Back” program offering the current market value for books. During final examination periods the Bookstore offers up to 50% of the purchase price for books needed for stock in the Bookstore. If a particular title is not needed by the Bookstore or the Bookstore has purchased the maximum quantity of a title, students will be offered the current market value. The campus bookstore also offers a Rent-A-Text program. Students can rent their books & save more than up to 50%. Additional information can be found at the [Bookstore website](#). The bookstore also offers textbooks in a digital format available through [BryteWave](#).

Change Of Student Information

Has your name changed due to getting married or divorced? Have you moved? Has your phone number changed? It is your responsibility to ensure that all personal and program information is current with the college. Vol State email is our primary method of communication. To update information, go to [Update Student Record](#). Your completed form with the appropriate signatures can be submitted by fax to 615-230-3645, by [email to Records & Registration](#) (scan or photo), by mail to Records & Registration, 1480 Nashville Pike, Gallatin, TN 37066 or in person to the Records & Registration office in the Ramer Building, Room 183.

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

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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.

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.

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.

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 Student Rights and Freedoms Policy](#).

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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 appointments of students to College Standing Committees.

Commitment To Diversity

Volunteer State Community College is committed to respecting the rights and understanding the points of view of all members of the community, and considers diversity an integral part of both the social and intellectual climate, on and off campus. The College values inclusion across a range of measures, including dimensions of race, ethnicity, and country of origin; gender identity/expression and sexual orientation; socio-economic status; age; physical, cognitive, and sensory abilities; religious or ethical value system; political beliefs; and familial status, among others.

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 to the appropriate office for review. For additional information regarding appeals and or grievances refer to the section on "Student Complaint Procedures" and "Appeal for Grade Change" in the Student Handbook.

Complaints Not Resolved At Volunteer State Community College

Under the Federal Program Integrity rules (34 CFR 600.9 (a)(1)(i)(A)), the Tennessee Board of Regents system office has been designated as the authority to investigate complaints about Volunteer State Community College (VSCC) related to institutional accreditation or violations of State laws. Before a complaint is filed the student or prospective student must attempt to resolve the matter with VSCC. If the matter cannot be resolved, a complaint may be filed with the Tennessee Board of Regents at 1 Bridgestone Park, Third Floor, Nashville, Tennessee 37214.

Student Consumer Information

Consumer Information is referred to by the Department of Education as vital information about the availability of financial aid, the practices of the college, and information about the college that is provided to current and prospective students. Volunteer State Community College has gathered the [Student Consumer Information](#) to provide an easy to use quick reference page with links to the vital information for your convenience.

ACADEMIC INFORMATION

Adding/Dropping Courses

[Registration/Drop Add/Withdrawal Policy](#)

Students can change their schedules by adding or dropping courses through the drop/add period using My Vol State Portal (Volunteer State's Online Registration System). Students who want to drop a class after the seventh calendar day of classes for the full term or after the drop/add period for any part-of-term shorter than 15 weeks must obtain a drop/add form from the Records Office, speak to their instructor to seek approval and secure a signature on the drop/add form. The drop/add form must be submitted to the Records Office in Ramer 183. Students should check the academic calendar or College Catalog for the deadline to drop classes. Courses can be added without approval after the drop/add period only if the course has not met. Courses from which the student withdraws after the 14th calendar day of the full term or the seventh calendar day of any part-of-term shorter than 15 weeks, will receive a mark of "W" (withdraw) 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/Withdraw 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.

Appeal For Grade Change

[Grade Change Policy](#)

Students may appeal a grade received in a course after the grade has been posted and after they have attempted to reconcile the matter with the instructor of record. In the event that the original instructor is not available to review a grade, the student should contact the appropriate division dean for the course in question who will seek out an instructor with expertise in the discipline to review the request. The appeal of a posted grade must be initiated during the term immediately following the term in which the grade was posted. (Summer term will not be considered in determining the following term.)

The student shall submit a letter of request and documentation, via the Office of Records and Registration, to the Academic Integrity Committee for a ruling. Students will be notified by the chair of the Academic Integrity Committee via the Office of Records and Registration regarding the decision. A copy of the notification will be retained as part of the student's education record.

If the student or the faculty member wishes to appeal the decision of the Academic Integrity Committee, or the time limitation to submit an appeal has expired, an appeal may be made to the Vice President for Academic Affairs except in cases where the change of grade results in a grade of "W".

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Appeals regarding grades of "W" may be made to the Vice President for Student Services. The appeal must be in writing, should include all information appropriate to the appeal, and must be submitted within ten (10) calendar days after notification of the Academic Integrity Committee decision. The appropriate Vice President will submit to all concerned parties a written decision concerning the appeal.

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 Adult Learners and Evening Services. Completed forms must be submitted to the Office of Records and Registration for processing. Reassignment of an advisor will be processed in the Advising Center.

Exit Exam For Graduates

ALL students graduating with an Associate of Science, Associate of Arts, or Associate of Applied Science degree must complete one or more exit exams during their final semester. Exit exams are not pass/fail exams, and are designed to assess what knowledge has been retained from the beginning and through the end of a student's program of study. Students are encouraged to do their best because the College will use this information to assess program effectiveness, strengths, and areas for improvement. In addition, their performance will affect funding for resources and services for future Vol State students.

- **ALL** students graduating with any Associate of Science, Associate of Arts, or Associate of Applied Science degree must take the **ETS Proficiency Profile (ETSP)**.
- **Business AAS** graduates must **ALSO** take the Business Exit Exam in addition to the ETSP, but must complete the Business Review before scheduling the exam.
- **Computer Information Technology (CIT) AAS** graduates must also take the CIT Exit Exam in addition to the ETSP.
- **Criminal Justice AAS** graduates must **ALSO** take the Criminal Justice Exit Exam in addition to the ETSP.
- **Entertainment Media Production AAS** graduates must **ALSO** take the Entertainment Media Production Exit Exam in addition to the ETSP.
- **Paralegal Studies AAS** graduates must **ALSO** take the Paralegal Exit Exam in addition to the ETSP, but must complete the Paralegal Studies Review before scheduling the exam.

Students must contact a Vol State testing center at least 24 hours in advance to schedule a testing appointment. Testing locations and contact information are listed below:

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Campus	Contact Information
Cookeville	931-372-5505
Gallatin	615-230-3484 or email
Springfield	615-433-7042
Livingston	931-462-5202

Credit Hours and Maximum Load

VSCC defines a credit hour as: One semester hour of credit consists of a minimum of 750 minutes of classroom instruction per a fifteen week semester. For courses that require laboratory or clinical components, additional hours are required. Each lecture hour presupposes a minimum of two hours preparation on the part of the student.

The minimum number of semester hours per term for classification as a full-time student is 12. The maximum number of semester hours for a student (without special permission) is 18 hours per semester.

Students who have a “B” average for the semester in which they are currently enrolled may, with the permission of the Vice-President for Academic Affairs, schedule a maximum of 22 hours the following semester. Any student desiring to register for a maximum load must obtain approval from the Vice-President for Academic Affairs. Approval must be obtained in this same way each time the student wishes to take more than 18 hours in a semester.

Students who have other commitments such as work or family obligations are strongly urged to measure their academic load carefully.

Academic Probation

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.

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.

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.

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Academic Suspension

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, Summer Semester 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 Assistant Vice President for Academic Affairs if the appeal is based upon extenuating circumstances or hardship. Appeal forms are available in the Office of Records and Registration.

ACADEMIC AFFAIRS

Distributed Education

Ramer Administration Building, Room 172

Phone: 615-230-3665

Email: elearn@volstate.edu

Twitter: @VSCCDist_Ed

Volunteer State's Distributed Education program offers non-traditional instructional delivery to assist students who are prevented from attending traditional classes by work, family or other commitments and responsibilities or who prefer learning via technology. For more information about the online courses and programs available at Vol State, go to the [Distributed Education website](#).

The Distributed Education department also administers eLearn, Vol State's online course management system. Students should contact Distributed Education for eLearn training and support. General self-help and basic eLearn information is available to students online on the [eLearn Success](#) page.

Health Sciences Division

Wallace North Building, Room 102-O

Phone: 615-230-3330

Email: advising@volstate.edu (For Advising Questions)

Admission to a Health Sciences Program is typically restricted. Additional admission requirements exist. Any student interested in a Health Sciences Program should contact the Health Sciences Division in the Wallace North Building or visit the [Health Sciences web page](#).

Students considering a Health Sciences Program must be ready to devote up to 40 hours per week to their training. This may include evening, nights and weekend activities.

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A significant portion of the instruction in the Health Sciences Programs occurs in clinical facilities that are off campus. This is typically one to five days or nights per week for the duration of the program. Students are responsible for all of the costs. These costs include but are not limited to college fees, transportation, uniforms, meals, criminal background checks, immunizations, urine drug screen, titers, and malpractice insurance associated with the clinical rotations.

Each individual program within the Health Sciences Division may have additional guidelines by which the student must abide. Refer to the appropriate program's student handbook.

Students in Health Sciences 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 Health Sciences Programs. This may occur on the first offense; no second chance.

Students in the Health Sciences 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 Health Sciences 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.

The number of students admitted to each of the Health Sciences 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 Health Sciences 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:

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 Health Sciences Division. 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 Health Sciences Division.

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 Health Sciences in writing with copies sent to the Program Director. The Dean of Health Sciences will render a decision and send it to the applicant in writing within three business days. Copies of this correspondence will be sent to the Program Director and Chairperson of the Selection Committee.

An applicant wishing to appeal the above decision of the Dean of Health Sciences 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

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of all correspondence will be sent to the Chairperson of the Selection Committee, Program Director, and Dean of Health Sciences.

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.

Honors Program

Phone: 615-230-3236

Email: merritt.mckinney@volstate.edu

The Honors Program offers high academic achievers opportunities to interact with other students who have similar academic standards, small classes to ensure individualized attention, faculty who are caring and supportive, a strong academic program, and an enhanced academic record. It also provides opportunities to enhance regular courses through specialized projects. For additional information, visit the [Honors website](#).

Humanities Division

SRB Humanities Building, Room 208

Phone: 615-230-3200

Email: humanities@volstate.edu

English and Communication Departments Plagiarism Guidelines

All assignments a student submits for course credit at Volunteer State must be the individual student's own work. When a student incorporates ideas, wording, or organization from another source into an assignment for class, that information must be referenced and cited using academically recognized style guidelines such as those of the Modern Language Association (MLA), American Psychological Association (APA), Chicago Manual of Style, etc.

Plagiarism is a form of academic dishonesty that may include using other people's ideas as one's own work, copying all or parts 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. Collusion is another form of academic dishonesty related to plagiarism. Collusion is unauthorized collaboration with a person or persons in preparing written work for a course. Plagiarism and collusion are both unacceptable. Students who plagiarize or participate in collusion will be subject to disciplinary action, which may include failure on the assignment in question and possible failure in the course. Even if unintentional, misuse of sources, which may include inappropriate documentation format, improper use of quoted material, or inadequate attribution of sources, is also unacceptable and may result in a failing grade on the assignment in question and possible failure in the course.

In academic culture, some examples of plagiarism, collusion, and misuse of sources include:

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- failure to put quotation marks around an author's or speaker's exact words when using them in an essay
- including ideas taken from someone else's work without acknowledging the source
- presenting ideas in the same sequence as those of a source without acknowledging the source
- summarizing or paraphrasing the work of another person without acknowledging the source
- submitting as your own an essay re-written in whole or in part by another person
- submitting as your own an essay you have not written
- collaborating on a graded assignment without an instructor's approval
- allowing someone else to log into the electronic portion of a course in your name and submit work you did not do
- submitting the same work for more than one without acknowledgement and approval of instructors for those courses

Academic dishonesty of any kind is unacceptable. Students are responsible for seeking help from faculty and/or The Vol State Language Center if they are unsure about what constitutes plagiarism, collusion, misuse of sources, or other forms of academic dishonesty. Ignorance of the rules is not justification for plagiarism, collusion, or misuse of sources. Students found responsible for these or other forms of academic dishonesty may be reported to the Office of the Vice President of Student Services and be subject to the procedures set forth in the Student Conduct and Disciplinary policy in this handbook.

International Education

Ramer Administration Building, Room 117

Phone: 615-230-3764

Email: john.espey@volstate.edu or anne-marie.mckee@volstate.edu

The [International Education Program](#) leads a number of global academic initiatives at the college.

The goal of the International Education program is to provide quality innovative educational programs that prepare students for meaningful civic partnership in a global society. Activities and programs include special international events and speakers on campus. Opportunities also exist for academic short-term study abroad/learning abroad in a number of locations.

Students interested in study abroad/learning abroad must attend a scheduled informational meeting that will detail the programs available for the coming academic year. These meetings are held each fall semester on Vol State campuses. Meeting notices will be sent to student email accounts and be posted on the website.

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Faculty, staff and students are encouraged to visit the International Education Office at any time.

Language Center

SRB Humanities Building, Room 205

Phone: 615-230-3397

Email: suzanne.previte@volstate.edu

The Language Center helps students in all disciplines become more effective and more confident writers and communicators. The Language Center works collaboratively with all who come looking for guidance, advice, or just an audience. The Language Center works in conjunction with faculty to provide students with support and assistance in a friendly, relaxed environment. The Language Center offers students professional consultants, many of whom are full-time faculty members at Vol State who teach English courses. There are also trained peer consultants available; all consultants provide one-on-one tutoring. Hours are posted; there is no appointment necessary. Rosetta Stone in Spanish, French, Chinese, and English is also available in the Language Center, and there is a foreign language tutor available on an abbreviated schedule. The Language Center is located in the SRB Humanities building room 205. For more information, visit the [Language Center website](#).

Learning Commons

The Learning Commons is a centralized Vol State location for Learning Support classes, skill development, test preparation, and academic support. It's a large space with many computers and specialized learning software. Students will be guided by faculty and tutors through the customized courses and programs, which are delivered online. The Learning Commons has the faculty and staff to help you succeed. They can also answer questions about the many Vol State academic support services available to you campus-wide and online. If you have a question the Learning Commons can help you find the answer.

There is a Learning Commons location on each of the campuses in Gallatin, Livingston and Springfield.

Campus	Location	Phone	Email
Gallatin	Thigpen Library	615-230-3676	delois.reagan@volstate.edu
Livingston	Room 151	931-823-7065	william.terry@volstate.edu
Springfield	Room 144	615-433-7040	sarah.waldrop@volstate.edu

Library

Thigpen Library in Gallatin, and at site locations in Cookeville, Livingston, and Springfield, furnishes informational resources and offers instructional services in support of the College's programs.

Thigpen Library's spaces provide a welcoming learning environment in which to study and to obtain

Student Handbook

research assistance. Assistance is available in person, by phone, through virtual services (chat, SMS text, Skype), and via [email](#). A current VSCC student I.D. is required to check out materials. For library hours and additional information on library services and resources, visit the [Library website](#).

Campus	Location	Phone	Email
Gallatin	Thigpen Library	615-230-3400	librarian@volstate.edu circulation@volstate.edu
Cookeville	Room 206	931-372-5569	
Livingston	Room 103	931-823-7065	
Springfield	Room 231A	615-433-7030	

Math And Science Division

Warf Building 100

Phone: 615-230-3361

Email: mathandscience@volstate.edu

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. As dictated by specific course policies, students who have not demonstrated a reasonable level of attendance or completion of assigned work may not be allowed to participate in examinations during finals week.

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.

For many courses, a student who meets the high school prerequisites (see section on "Courses" in the College catalog) may also be required to score above a certain level on the ACT or other placement assessment. If a student fails to meet or exceed the minimum acceptable score on a placement test, developmental work may be required prior to enrollment in many courses within the Math and Science Division.

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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".

Open Biology Lab

Open Biology Lab is an opportunity for you to return to the lab to study, review, and prepare for laboratory examinations. Open Biology Lab is not an opportunity to make up a missed laboratory. Students are invited to use this time to study using laboratory slides, models, charts, etc. Students should not expect the biology staff supervising the lab to provide instruction.

Science Laboratories

No food or drink is permitted in Science laboratory rooms. Appropriate dress is required by OSHA regulations and requires that the body be covered from the neck down, including closed toed shoes that will protect the feet. Participation in laboratory classes depends on completion of safety training at the start of the semester. Completion of pre-lab assignments may be a requirement for admittance to a weekly laboratory class as directed by specific course policies.

Social Science & Education Division

Caudill Hall 222

Phone: 615-230-3231

Email: socialscience@volstate.edu

Procedures related to academic integrity, plagiarism, cheating, and other forms of academic dishonesty or misconduct are found in each syllabus and reference the Student Handbook.

Academic misconduct includes taking quizzes/tests together, plagiarism (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), cheating or other forms of academic dishonesty.

Academic misconduct, either directly or indirectly, through participation or assistance is prohibited. If academic misconduct occurs, the instructor has the authority to assign an F or a zero for the exercise or test or even an F for the final grade in the course.

By registering for classes, you have agreed to do the work required to earn 3 hours of college credit. Allowing another individual to log into the course or to do any of the work required for completion of the course is considered to be academic misconduct.

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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 student organizations. Please submit publicity requests as much in advance as possible via [email](#) or fax them to 615-230-4803. You can hear [WVCP-FM 88.5's](#) live stream online.

All persons in the studio and station of WVCP are subject to station guidelines and institutional policies as well as state and national laws.

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.

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.

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.

Students traveling 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.

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. All persons in the studio are subject to studio guidelines, institutional policies as well as state and federal laws.

Students enrolled in COMM 285: Cooperative Work Experience in Communication may be required to report weekly to the Department Chair. Time sheets must be signed by the student's supervisor at the internship site.

STUDENT SERVICES

Student Services Statements

Philosophy

Each employee in the Division of Student Services at Volunteer State Community College is a Student Services Professional committed to providing programming, support, assistance, information and opportunities to facilitate the personal, social and academic growth of all students. Possessing

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specialized knowledge and skills to meet the developmental needs of students in higher education, Student Services Professionals teach, guide, advise and advocate for students. We serve as ambassadors of the College.

As Student Services Professionals, we believe that each student

Is an important person, worthy of respect;

Deserves timely, appropriate and accurate information;

Has the potential for becoming a more self-directed and self-reliant adult and life-long learner

By supporting and partnering with faculty we can help provide the best possible learning outcomes for students. Student Services resources should be available for students whether they attend classes on campus, at a satellite location, online, during the day or the evening, or on the weekend. Each Student Services Professional is committed to ongoing professional development and training.

Mission Statement

The Division of Student Services' guiding principle is student success. We provide needed services and support, and a program of activities promoting the personal, social, academic and emotional development of students while cultivating their need to become life-long learners and productive members of our global society. It is our aim to resourcefully present innovative and creative programs and services extending beyond the classroom experience, while remaining an integral part of the student's educational journey. We are committed to the Mission of the College and seek to provide support services to all students irrespective of socioeconomic status, religion, creed, sexual orientation, race, color, national or ethnic origin, gender expression, age, status as a protected veteran, or disability among others.

Vision Statement

The Division of Student Services collaborates to foster a holistic student-centered experience focused on innovative learning, and supports students in the development of their unique, individual potential by providing intentional programs and services that prepare students to lead, serve, and become engaged members of society.

Admissions

Ramer Building, Room 173

Phone: 615-230-3688

Email: Admissions@volstate.edu

Admission staff are available to assist new students with the application process, and assist current students with Change of Major forms and any remaining outstanding Admissions requirements. Additionally, the Admissions staff are able to clarify information on the application, answer any questions students might have and outline the process that leads to registration. The Office of Admissions offers campus tours for prospective students most weekdays at either 10:00 am or 2:00

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pm. Visit volstate.edu/admissions for more information to schedule a campus tour or to learn about other Admissions services.

Advising

Ramer Building, Room 174

Phone: 615-230-3702

Email: advising@volstate.edu

Students who have not declared a major or who are not seeking a degree or certificate (but wish to enroll in credit classes) are assigned to a Full-Time Advisor/Counselor or Completion Advisor in the Advising Center for advising assistance. (Students who have declared a major are assigned to a faculty advisor or Advisor/Counselor.) The Advising Center also screens all transfer and transient students to be sure that required Learning Support assessment occurs and then modifies computer screens to allow enrollment. Students should make an appointment to meet with their assigned advisor every semester before registering. An advisor can:

- Provide general information about the College and its programs
- Explain placement assessment results
- Guide students through the registration process
- Assist with creating a class schedule
- Help students clarify their academic and/or career goals
- Provide students with specific information regarding transfer of courses to other colleges and universities
- Assist in explaining an unofficial audit of degree requirements

The Advising Center is also open, Monday through Thursday from 4:30 p.m. until 6:00 p.m. while classes are in session. During these hours, a student can walk-in to meet with an advisor without making an appointment. In addition, during these hours the Advising Center staff will collect forms (i.e. change of major, Drop/Add, Financial Aid PLANS, etc.), assist with general student information, accept payments for items appearing on the student account, and issue parking decals. If you need assistance from the Advising Center during the extended hours, please contact us at 615-230-3701.

Athletics

Pickel Building, Room 143

Phone: 615-230-3233

Email: ath.athletics@volstate.edu

The intercollegiate athletic program includes men's and women's basketball teams, a men's baseball team, and women's softball. These teams compete with teams from other institutions of the same

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intercollegiate level as Volunteer State Community College. Athletes must meet the eligibility requirements of the National Junior College Athletic Association and the Tennessee Community College Athletic Association.

Career Services

Wood Campus Center, Room 217

Phone: 615-230-3307

Email: careerservices@volstate.edu

The Office of Career Services provides career and employment information and services to students, graduates, and employers. We offer career readiness support to students, such as resume development, interview skills, soft skills, and career competency development. The Office also maintains a listing of area job openings as a service to Vol State students and graduates and hosts a Career Fair in both the Spring and Fall semesters.

Disability Services

Wood Campus Center, Room 108

Phone: 615-230-3472

Email: disability.services@volstate.edu

Disability Services helps students with disabilities participate more fully in educational programming, benefit from an accessible environment, and achieve greater success by facilitating educational access. We provide information and guidance to students, evaluate student disability documentation, and determine qualified accommodations. Additionally, we serve as a resource for faculty to assist them in the provision of appropriate academic accommodations. It is the student's responsibility to voluntarily and confidentially disclose information regarding the nature of the disability. In order to receive assistance, students are encouraged to:

- Register for accommodations in Disability Services
- Provide documentation of the qualifying disability

Auxiliary aids, services and accommodations are provided on an individual basis taking into consideration the nature of the student's disability and the functional limitations. As appropriate, services may include sign-language interpreters, alternate-format books, note takers, test proctoring and access to adaptive software and equipment needed to ensure equal educational opportunity. While the College provides academic aids deemed necessary for a student's educational access, it does not provide personal aids and services such as attendant care or individually prescribed devices of a personal nature.

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Diversity and Inclusion

Wood Campus Center, Room 217

Phone: 615-230-3461

Email: DiversityandInclusion@volstate.edu

The mission for the Office of Diversity and Inclusion is to provide support services for underrepresented students, assist in the recruitment and retention of underrepresented students, build a sense of community and unity among all students and further Volunteer State's goal of promoting diversity, inclusion and equality of all persons at Volunteer State. Diversity & Inclusion strives to make the academic and social integration of underrepresented students to college life as smooth as possible through mentoring and exposure to academic programs and student services.

The Office of Diversity and Inclusion provides cultural awareness through programming and activities for the entire Vol State Community. The office also provides a variety of training to address diversity and inclusion. Collaborating with faculty, staff, students and student organizations, this unit of student services offers co-curricular programming to support the understanding about diversity and inclusion within the College's Mission and strategic priorities. Working in collaboration with the Diversity and Cultural Awareness standing committee, the office will support and executive initiatives for the continued education surrounding diversity and inclusion.

Financial Aid

Ramer Building, Room 132

Phone: 615-230-3456

Email: financial.aid@volstate.edu

The Office of Financial Aid is available to assist students in obtaining financial assistance to attend Volunteer State Community College. The Office of Financial Aid provides a comprehensive program of financial assistance to qualified students who would find it difficult or impossible to attend our College. Financial Aid administers all federal, state, and institutional programs. These would include grants, loans, scholarships, and work-study. All applicants for financial aid must submit the [Free Application for Federal Student Aid \(FAFSA\)](#). Some state and scholarships programs do require additional applications. Renewal of aid is not automatic; students must file a new FAFSA form each academic year. The FAFSA becomes available 10/1 for the next academic year, 10/1/17 for Fall 2018. All first-time applicants must be fully accepted for admission by the College before aid will be awarded. For inquiries, [email the Financial Aid Office](#).

Records

Ramer Building, Room 183

Phone: 615-230-3466

Email: records@volstate.edu

Student Handbook

The staff in Records & Registration is available to help students with sending transcripts, dropping and adding courses past the drop/add period, withdrawals, registration errors, grade appeal forms and questions, enrollment verification, transcript evaluation, the graduation process including taking a student's application and guiding them thru the process, diploma pick up, academic fresh start, and changes to a student's record (such as address or telephone number). International Student Services is also located in the Office of Records & Registration. For more information about the Office of Records & Registration and the privacy act which governs the records held at our institution, please see Student Records and Academic Regulations.

Student Engagement and Support

Wood Campus Center, Room 215

Phone: 615-230-3390

Email: college.success@volstate.edu

The Office of Student Engagement and Support is responsible for fostering the engagement of our students by providing programming that focuses on academics, student leadership enrichment, as well as faculty and staff partnerships to enhance persistence and graduation. The office is also responsible for retention and success initiatives developed within the office and the Division of Student Services. Student success through engagement is the primary focus of this office; however, assisting faculty with their students and creating a conduit between both parties is also a very integral focus. We strive to expand and improve existing programming as well as build new programming and services that will enhance student success. The Call Center is a large part of the Office of Student Engagement and Success and serves in the role of welcoming students to the College as well as disseminating important information and reminders to students via telephone contact. The Call Center is also responsible for contacting students who are having difficulties in the semester through our ALERT system. The ALERT system is a campus collaboration whereby the faculty submit ALERT [Academic Progress/Early Intervention Notifications] to the Student Engagement and Success Office on behalf of the student. Students receiving an ALERT may need assistance in the areas of academic issues, counseling issues, career goal issues, absenteeism, etc. Likewise, faculty utilize this system to foster and promote success with students by submitting KUDOS from faculty. Kudos are used to encourage, motivate and empower students to continue being successful.

Orientation - *CAMPUS CONNECT*: New Student Orientation is conducted by the Office of Student Engagement and Support. New student orientation is mandatory for all new first-time freshmen. As a requirement of new student orientation, all new first-time freshmen are also required to meet with an Academic Advisor. All required students receive an emailed notification about Campus Connect that is sent to their Vol State student email account. Invited students must make reservations to participate in the program. Reservations are on a first-come first-serve basis, and walk-ins are not permitted. Once on campus, students will meet with an Academic Advisor to create an academic plan leading to graduation. Upon completion of *CAMPUS CONNECT*: New Student Orientation students will have a class schedule, Vol State Student ID card and the ability to request a parking decal for their vehicle. While at Campus Connect: New Student Orientation, students will also gain an

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understanding of student engagement initiatives and activities, as well as gain knowledge on the dangers of Sexual Assault, Misconduct, Drinking and Behavioral expectations. The Student Engagement and Success Office coordinates student activities, student organizations and clubs, student leadership development, and works closely with the Office of Diversity Initiatives and Inclusion to provide meaningful programming on relevant topics.

Testing

Warf Building, Room 126

Phone: 615-230-3484

Email: testing@volstate.edu

Testing services are provided by the College through the Testing Center on the Gallatin campus, as well as at the Livingston, Highland Crest, and Cookeville campuses. The Testing Center administers placement tests for students who have applied for admission to Vol State, along with English for Speakers of Other Languages (ESOL) testing. Additionally, the Testing Center also administers foreign language placement tests in French and Spanish, the Computer Competency Exam (CCE), graduate exit exams, make-up exams for college faculty, the HESI A2 Nursing Exam, and career counseling assessments (Strong Interest Inventory and Myers Briggs Type Indicator). The Testing Center also proctors online and correspondence exams for students enrolled at other colleges and universities, and it serves as an official testing center for the ACT National, the College Level Examination Program (CLEP), the High School Equivalency Test (HiSET), Microsoft Office Specialist certification exams, and the International Codes Council (ICC) Southern Building Codes exam.

TRIO

Wood Campus Center, Room 210

Phone: 615-230-3732

Email: trio@volstate.edu

The TRIO Student Support Services (SSS) program at Volunteer State Community College is a federally funded program through the U.S. Department of Education. The main objective of this program is to provide eligible VSCC students increased educational opportunities in order to promote academic success. The overall goal is to support students through educational support and retention strategies that lead to graduation and/or transfer to a four year institution. In order to participate, students must meet one or more of the following U.S. Department of Education requirements:

- Low-Income: Family income meets federal guidelines
- First Generation: Neither parent has earned at least a four-year college degree or
- Disability: Registered with the Vol State Office of Disability Services

Services provided by TRIO SSS include Start-to-Finish Seminar, academic advising, graduation planning, career counseling, financial literacy, tutoring, mentoring, goal setting, laptop check-out,

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digital recorder/calculator check out, priority registration, learning communities and four-year college transfer assistance. Educational trips are provided for cultural activities and 4-year college tours. Students may apply by coming to the TRIO SSS Office and completing an application. Students may also [apply online](#).

Veterans Affairs & Adult Learners

Ramer Building, Room 150
Office of Veterans Affairs and Adult Learners

Veterans Affairs

Phone: 615-230-3444
Email: veterans.affairs@volstate.edu

Reconnect

Phone: 615-230-3449
Email: reconnect@volstate.edu

The mission of this office is to provide assistance and guidance to veteran, military, and adult students attending or preparing to attend Vol State by supporting their college success. This office advises these students to help resolve their needs for college success, whether it is through guidance on the admissions process, academic advising, veterans benefits, local career center benefits, or basic college processes.

This office coordinates services for these students by working with state and federal agencies to help qualified students with financial assistance from local agencies, job retraining, and employment programs. This office also provides assistance with Veterans Affairs educational benefits, military federal tuition assistance and military spouse financial aid. As an added benefit, this office manages the Vol State Veterans Center. This office is also a source of information for college services such as advising, locations for tutoring, or guidance to external resources such as Veterans' agencies or other adult support services.

The Veterans Affairs (VA) section in the Veterans Center, is the location for veterans, military, or qualified military dependents attending Volunteer State to submit requests for certification of Veterans Affairs (VA), Department of Defense (DoD), or Federal Tuition Assistance benefits. This office provides assistance in processing benefits, establishing career goals, making life/career choices, and assistance with resources for veteran unique challenges as they transition to college. This office also assists students by explaining educational requirements and ensures all institutional requirements are understood and met.

Approval for the college to offer training to military, veterans, and eligible dependents VA or DoD educational benefits comes with certain requirements and exclusions. One requirement is that students receiving veteran's benefits are required to be degree/certificate seeking and have a degree/certificate plan. Any of these benefits programs will only pay for courses that apply to the academic program the student is pursuing. Each semester, students desiring to use these benefits

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must fill out a Veterans Certification Request Form (VCRF) to request their classes be certified to the appropriate agencies.

Community Based State and Federal Financial Programs (WIOA or TAA programs)

The Office of Veterans Affairs and Adult Learners also coordinates services with various community-based state agencies offering financial assistance through WIOA or TAA. These agencies may sponsor students enrolled in Volunteer State Community College by providing financial assistance for tuition costs, books, training materials and/or supplies. Students qualify for services based on income eligibility and employment barriers such as being laid-off from a job or needing to improve job skills through retraining or other approved eligibility requirements. The Office of Veterans Affairs and Adult Learners also functions as a resource center for students during periods of transition to college.

STUDENT CONDUCT AND DISCIPLINE

Student Conduct And Discipline Policy

[Student Conduct and Discipline Policy](#)

Purpose

The purpose of this policy is to outline a Student Conduct and Discipline Policy, including disciplinary hearing procedures, academic misconduct, and traffic and parking regulations applicable to the Volunteer State Community College (VSCC) community.

Policy

Volunteer State Community College (VSCC) students are considered citizens of their civic communities and of the VSCC 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 campus conditions and preserve the integrity of VSCC 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, Volunteer State Community College adheres to the following policies, consistent with the regulations developed by the TBR which are intended to govern student conduct and which may be expanded or supplemented by VSCC 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

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instituted by other civil or criminal 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 violating state, local or national laws.

The regulations, and related material incorporated herein by reference, are applicable to student organizations as well as individual students. Student organizations are subject to discipline for the conduct and actions of individual members of the organization while acting in their capacity as members of, or while attending or participating in any activity of, the student organization.

Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g and/or the Tennessee Open Records Act, T.C.A. § 10-7-504(a)(4), a student's disciplinary files are considered "educational records" and are confidential within the meaning of those Acts.

Definitions

For the purpose of these regulations, a "student" shall mean any person who is admitted and/or registered for study at VSCC for any academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from VSCC. Finally, "student" shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the regulations governing student conduct. Students are responsible for compliance with the Rules of Student Conduct contained in this policy and with similar VSCC policies at all times.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.01, Institution Policy Statement. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

Disciplinary Offenses

VSCC disciplinary measures shall be imposed, through appropriate due process procedures, for conduct which adversely affects VSCC'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 property owned or controlled by VSCC.

Disciplinary offenses are listed below and disciplinary action may be taken against a student for violation of the regulations which occur on VSCC owned, leased or otherwise controlled property, while participating in international or distance learning programs and off campus, when the conduct impairs, interferes with, or obstructs any VSCC activity or the mission, processes, and functions of VSCC.

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Threatening Conduct

Any conduct, or attempted conduct, which poses a direct threat to the safety of others or where the conduct creates a reasonable perception of an imminent threat to the safety of others

Hazing

Hazing, as defined in T.C.A. § 49-7-123(a)(1), means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(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;

Disorderly and/or Disorderly Conduct

Any behavior which is materially and substantially disruptive of the VSCC learning environment or of VSCC functions, operations, classrooms, other groups or individuals;

Obstruction of or Interference with VSCC activities or facilities

Any intentional interference with or obstruction of any VSCC program, event, or facility including the following:

- Any unauthorized occupancy of facilities owned or controlled by VSCC or blockage of access to or from such facilities,
- Interference with the right of any VSCC member or other authorized person to gain access to any activity, program, event or facilities sponsored or controlled by VSCC,
- Any obstruction or delay of a campus security officer, public safety officer, police officer, firefighter, EMT, or any official of VSCC, or failure to comply with any emergency directive issued by such person(s) in the performance of his or her duty;

Misuse of or Damage to Property

Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to another including, but not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, VSCC keys, library materials and/or safety devices;

Theft, Misappropriation, or Unauthorized Sale of Property

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Misuse of Documents or Identification Cards

Any forgery, alteration of or unauthorized use of VSCC 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 VSCC;

Firearms and Other Dangerous Weapons

Any possession of or use of firearms, dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons;

Explosives, Fireworks, and Flammable Materials

The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks;

Alcoholic Beverages

The use and/or possession of alcoholic beverages on VSCC owned, leased, or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off VSCC owned, leased, or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption;

Drugs

The unlawful possession or use of any drug or controlled substance (including, but not limited to, any stimulant, depressant, narcotic or hallucinogenic drug, or marijuana), sale or distribution of any such drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or off VSCC owned or controlled property;

Drug Paraphernalia

The use or possession of equipment, products or materials that are used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia, on or off VSCC owned or controlled property;

Public Intoxication

Appearing on VSCC owned or controlled property or at a VSCC sponsored event while under the influence of a controlled substance or of any other intoxicating substance;

Gambling

Unlawful gambling in any form;

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Financial Irresponsibility

Failure to meet financial responsibilities to VSCC promptly including, but not limited to, knowingly passing a worthless check or money order in payment to VSCC;

Unacceptable Conduct in Disciplinary Proceedings

Any conduct at any stage of an institutional disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or disorderly, including false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness;

Failure to Cooperate with VSCC Officials

Failure to comply with directions of VSCC officials acting in the performance of their duties;

Violation of General Rules and Regulations

Any violation of the general rules and regulations of VSCC as published in VSCC policies, the VSCC catalog and/or the VSCC Student Handbook, including the intentional failure to perform any required action or the intentional performance of any prohibited action;

Attempts, Aiding and Abetting

Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section (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). Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to VSCC;

Violations of State or Federal Laws

Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference;

Violation of Imposed Disciplinary Sanctions

Intentional or unintentional violation of a disciplinary sanction officially imposed by a VSCC official or a constituted body of VSCC;

Sexual Misconduct

An offense including acts of sexual assault, domestic violence, dating violence and/or stalking as defined in the [Sexual Misconduct policy](#). All matters involving allegations of sexual misconduct will be governed by the procedures set forth in the [Sexual Misconduct policy](#);

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Harassment or Retaliation

Any act by an individual or group against another person or group in violation of TBR policies, as well as federal and/or state laws prohibiting discrimination, including, but not limited to, VSCC Policies ([General Prohibition against Discrimination, Harassment and Sexual Misconduct](#), [Sex Discrimination, Sexual Harassment or Sexual Misconduct](#), [Sex Discrimination and Sexual Harassment](#), and [Discrimination and Harassment](#)) as well as [TBR Guideline P-080](#);

Academic Misconduct

Plagiarism, cheating, fabrication. For purposes of this section the following definitions apply:

- Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution,
- Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours,
- Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.

Unauthorized Duplication or Possession of Keys

Making, causing to be made or the possession of any key for a VSCC facility without proper authorization;

Litter

Dispersing litter in any form onto the grounds or facilities of VSCC;

Pornography

Public display of literature, films, pictures or other materials which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value;

Abuse of Computer Resources and Facilities

Misusing and/or abusing VSCC computer resources including, but not limited to the following:

- Use of another person's identification to gain access to VSCC computer resources,
- Use of VSCC computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using VSCC information technology systems,

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- Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the file,
- Unauthorized transfer of a computer or network file,
- Use of VSCC computing resources and facilities to send abusive or obscene correspondence,
- Use of VSCC computing resources and facilities in a manner that interferes with normal operation of the VSCC computing system,
- Use of VSCC computing resources and facilities to interfere with the work of another student, faculty member, or VSCC official,
- Violation of any published VSCC information technology resources policy,
- Unauthorized peer-to-peer file sharing;

Unauthorized Access to VSCC Facilities and/or Grounds

Any unauthorized access and/or occupancy of VSCC facilities and grounds is prohibited, including, but not limited to, gaining access to facilities and grounds that are closed to the public, being present in areas of campus that are open to limited guests only, being present in academic buildings after hours without permission, and being present in buildings when the student has no legitimate reason to be present;

Providing False Information

Giving any false information to, or withholding necessary information from, any VSCC official acting in the performance of his/her duties in connection with a student's admission, enrollment, or status in the institution;

Unauthorized Surveillance

Making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and men's or women's restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means;

Smoking Violations

Violation of any TBR and/or [VSCC smoking or other tobacco](#) use rules or policies

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur at or in association with enrollment at VSCC which is governed by the TBR for any academic period. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree including periods prior to or between semesters. Conduct

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occurring while a student is registered or enrolled at VSCC, but not discovered until after the awarding of a degree is actionable under these provisions and may result in the retroactive application of a disciplinary sanction. Should a student withdraw from VSCC with disciplinary action or academic misconduct action pending, the student's record may be encumbered by the Office of Records and Registration upon the recommendation of the Vice President for Student Services and/or the President until the proceedings have been concluded.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.02, Disciplinary Offenses. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

Academic and Classroom Misconduct

The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of VSCC for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom, beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution.

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. The instructor may make a decision regarding the appropriate action including assigning a grade of "F" for the exercise, examination, project or the course. In addition, other possible disciplinary sanctions may be imposed through the regular institutional disciplinary procedures. Other disciplinary sanctions will be imposed only through the appropriate institutional student disciplinary processes found in section VI, subsections A and B of this policy, which will include faculty reporting instances of academic dishonesty/misconduct to the Vice President for Student Services.

Students may contest a grade assignment for the exercise, examination, project or the course associated with a finding of academic misconduct, as distinct from a student disciplinary sanction, through the applicable institutional academic misconduct procedures set forth in Sections VI, Disciplinary Procedures, below. The student shall be informed of his/her hearing rights, in writing, at the time the grade decision is made. Courses may not be dropped pending the final resolution of an allegation of academic misconduct.

Disruptive behavior in the classroom may be defined as, but 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 on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and 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.). In

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instances where it appears a student may be a physical threat to self and/or the campus community the Behavioral Intervention Team will be consulted to conduct a threat assessment to ensure the safety of the individual and the campus community.

Class attendance and punctuality requirements are established by individual faculty members in the printed syllabus for each course. Along with these requirements individual faculty members will outline in the course syllabus the consequences associated with a student(s) not meeting the class attendance and punctuality requirements. Students are expected to attend classes regularly and are responsible for absences or lateness directly to the faculty member for each course in which they are enrolled.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.03 Academic and Classroom Misconduct. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

Disciplinary Procedures

Volunteer State Community College, which is governed by the TBR, in the implementation of TBR regulations pertaining to discipline and conduct of students, insures the constitutional rights of students by affording a system of constitutionally and legally sound procedures which provide the protection of due process of law.

General Discipline

The Vice President for Student Services, or designee, is responsible for the enforcement of the College student disciplinary rules and procedures. When an allegation or charge of student misconduct is made, the Vice President for Student Services, or designee, shall conduct an initial investigation. The investigation shall include, at minimum, an interview with any complaining witness, an interview with the responding student, and any witness identified by the responding student. In addition, the Vice President for Student Services, or designee, may consider any other witness or other evidence relevant to the allegations. At the conclusion of the investigation, the Vice President for Student Services, or designee, will issue a written summary which will include a finding of essential facts, a determination of which student misconduct offenses or other policy violation, if any, has occurred, as well as any appropriate sanction.

When an adverse finding or disciplinary sanction(s) has been made/imposed by the Vice President for Student Services, or designee, the student will be given notice of his/her hearing options. The student or student organization will have the option to accept the decision or to request an appropriate hearing. The student must make the election within five (5) business days of receiving the Vice President's, or designee's, decision. Once a student has made an election it shall be considered irrevocable. Failure to make an election within five (5) business days constitutes a waiver of all hearing alternatives. Decision timeframes for institutional decision makers may be extended due to extenuating circumstances with notice to involved parties.

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Hearing Alternatives

The student shall be advised of his/her opportunity to elect one (1) of the following procedural options toward the disposition of the findings made by the Vice President for Student Services or designee as specified below:

Hearing before College Ad Hoc Committee on Discipline Pursuant to College Procedures. The Ad Hoc Committee on Discipline is comprised of two (2) faculty members, three (3) Student Services staff members, two (2) students (one (1) being a member of the Student Government Association) and three (3) at-large members. This committee is selected through the committee membership process which allows College faculty and staff to indicate a preference of which committee(s) he/she would like to be a member and it is subsequently approved by the President's Cabinet. Faculty and staff members shall serve a three (3) year term. Student members shall serve a one (1) year term. A chairperson shall be appointed on a bi-annual basis by the President's Cabinet. The Ad Hoc Committee on Discipline shall report to the Vice President for Student Services or designee in matters concerning disciplinary appeals of a non-academic nature. In all hearings, the Ad Hoc Committee on Discipline shall observe the procedures described in College Hearing Procedures below, consider all evidence, determine the facts, render a decision and recommend to the Vice President for Student Services or designee, the appropriate disciplinary sanctions. Hearings under this procedure are available to students or student organizations charged with any violation of College rules.

College Hearing Procedures

The following procedures shall apply to all College Hearings in matters of student disciplinary issues conducted by the Ad Hoc Committee on Discipline or in matters of academic misconduct conducted by the Academic Integrity Committee:

Hearings occur on an as needed basis.

Prior to the Hearing:

- The student shall be advised on the time, date and place of the hearing at least fourteen (14) days prior to the hearing.
- The student shall be advised, in writing, of the conduct violation(s);
- The student shall be advised of the following rights:
 - The right to present his/her case;
 - The right to be accompanied by an advisor whose participation shall be limited to counseling the student and shall not include representation;
 - The right to call witnesses on his/her behalf; and,
 - The right to confront witnesses against him/her; and,

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- The student shall be advised of the right and method and time limitations of the appeal.

The Vice President for Student Services, or designee, will present the evidence supporting the initial determination and sanction to the Ad Hoc Committee on Discipline concerning disciplinary matters of a non-academic nature. In cases of academic misconduct, the faculty member alleging academic misconduct will present the evidence supporting the allegation to the Academic Integrity Committee.

The student will be permitted the opportunity to present testimony and related documents to support their position, and will answer any questions from the Committee members.

The Committee may hear any other witness testimony, or consider any other evidence, that it determines to be relevant to issues presented at the hearing.

At the conclusion of the hearing, the Committee will render a decision by majority vote.

The findings and decision of the Committee in relation to disciplinary matters of a non-academic nature will be issued in writing and forwarded to both the student and the Vice President for Student Services or designee within five (5) business days after the conclusion of the hearing. In matters of academic misconduct, the findings of the committee will be issued in writing and forwarded to both the student and the Vice President for Academic Affairs or designee within five (5) business days after the conclusion of the hearing.

The student may appeal the decision of the Ad Hoc Committee on Discipline to the President of the College.

Contested Case Procedure

All cases which may result in: (a) suspension or expulsion of a student from the institution for disciplinary reasons, or (b) revocation of registration of a student organization, are subject to the contested case provisions of the Uniform Administrative Procedures Act (UAPA), T.C.A. §§ 4-5-301 et seq., and shall be processed in accord with the Uniform Contested Case procedures adopted by the Board of Regents, unless the student or organization, after receiving written notice, waives those procedures and elects to have the case disposed of in accord with the institutional hearing procedures or waives all right to contest the case under any procedure.

For cases which may result in Interim Involuntary Withdrawal or Suspension, the following decision-making processes found in Part VI, Section C(4) apply.

Interim Involuntary Withdrawal or Suspension Hearings

Hearings conducted with regard to Interim Involuntary Withdrawals or Suspensions, imposed prior to or pending the outcome of a disciplinary investigation or proceeding shall be conducted consistent with the minimum requirements of due process applicable to an institutional hearing, taking into account the need for a timely hearing. The evidence presented at the hearing shall be limited to that which is relevant to the basis asserted for imposition of the interim involuntary withdrawal or suspension.

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In determining whether a student should be involuntarily withdrawn or suspended for threatening or disruptive conduct, the institution shall consider the nature, duration, severity, and probability of the threat posed and/or the disruption caused by a student, relying on the best available objective evidence and, if applicable and obtainable, the most current medical evidence.

The institution shall also determine whether reasonable modifications of the policies, practices, or procedures could sufficiently mitigate the risk.

Absent exigent circumstances creating an imminent risk or harm, the assessment will be made prior to a decision to involuntarily withdraw or suspend based on the threat he or she poses to others.

If exigent circumstances warrant the immediate removal of a student from the institution, the student will receive, at a minimum, notice and an initial opportunity to present evidence immediately after being placed on involuntary withdrawal and the opportunity to initiate full due process within thirty (30) days of the removal.

Academic Misconduct

When an instructor determines a student has committed an act of academic misconduct (i.e. plagiarism, cheating or other forms of academic dishonesty) the following procedures shall apply:

The instructor shall notify the student, in writing, of the basis for the misconduct allegation once the misconduct has been verified.

The student shall have the opportunity to respond to the allegation and request a meeting with the instructor to discuss the matter. Decision by a student not to respond, or request a meeting, within five (5) business days, shall constitute a waiver of the right to contest the finding or related grade sanction.

When requested, the instructor shall document the response and /or meeting. Following the meeting the instructor may choose one of the following options:

If the instructor and student agree on a resolution, the agreement should be written and signed by both parties. If the student is penalized, the Department Chair, Program Director or Coordinator will be notified, regardless whether the student and instructor agree on the penalty.

If the instructor and student do not resolve the matter at the meeting, notice of the instructor's determination will be sent to the student and the Department Chair, Program Director or Coordinator within five (5) business days. In all cases, the Vice President for Student Services will be copied on the instructor's decision for review regarding any additional disciplinary procedures.

The student may appeal the instructor's decision to the Department Chair, Program Director or Coordinator. The appeal must be filed within five (5) business days of the instructor's decision.

The Department Chair, Program Director or Coordinator will review the record generated by the instructor and student. The parties may request an in-person meeting with the Department Chair, Program Director or Coordinator as part of the appeal review. The Department Chair, Program

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Director or Coordinator will issue a written decision within five (5) business days after receipt of the appeal or any in-person meeting and provide any further recommendation(s) to assist with a resolution.

The student may appeal the Department Chair, Program Director or Coordinator's decision to the Division Dean. The appeal must be filed within five (5) business days from the date of the Department Chair, Program Director or Coordinator's decision.

The Division Dean will review the record generated by the instructor, student, and Department Chair, Program Director or Coordinator. The parties may request an in-person meeting with the Division Dean as part of the appeal review. The Division Dean will issue a written decision within five (5) business days after receipt of the appeal or any in-person meeting providing any further recommendation(s) to assist with a resolution.

The student may appeal the Division Dean's decision to the Academic Integrity Committee. The appeal must be filed within five (5) business days from the date of the Division Dean's decision. The student appealing an allegation of academic misconduct and the faculty member alleging the academic misconduct are required to attend the appeal hearing before the Academic Integrity Committee (see subsection C above).

A student accused of academic misconduct who has been assigned a grade of "F" for the course and is subsequently appealing the grade and finding will not be permitted to withdraw from the course in which the allegation of academic misconduct has been made.

Academic Misconduct Hearings Before the Academic Integrity Committee

Pursuant to College Procedures, the Academic Integrity Committee hears all grade appeals including those related to academic misconduct. In matters of academic misconduct the committee membership shall consist of at least two (2) faculty members from each academic division, and two (2) students from the Student Government Association appointed by the SGA President. At least five (5) faculty members must be present in order to meet quorum. Faculty and students have voting rights in the committee in matters of academic misconduct. Hearing procedures for the Academic Integrity committee are the same as those outlined in section VI, C.3. a – h above. The Vice President for Student Services or designee will attend the hearing to ensure proper due process. In matters of academic misconduct the Academic Integrity Committee will report to the Vice President for Academic Affairs or designee.

The student may appeal the decision of the Academic Integrity Committee to the Vice President for Academic Affairs or designee.

The appeal must be filed, in writing, within five (5) business days of receipt of the decision from the Academic Integrity Committee.

The appeal document shall set forth the complete basis for the student's appeal from the decision of the Academic Integrity Committee as well as the relief the student seeks.

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Review by the Vice President for Academic Affairs or designee shall be limited to the original allegation of academic misconduct and the record created at the hearing before the Academic Integrity Committee. In addition, newly discovered evidence may be considered by the Vice President for Academic Affairs or designee. If newly discovered evidence is included in the appeal, the Vice President for Academic Affairs or designee may return the matter to the Academic Integrity Committee for review for the committee members involved in the original academic misconduct hearing to consider the new evidence and determine what impact it may have had on the original decision.

The Vice President for Academic Affairs or designee will render a decision, in writing, within five (5) business days after receipt of the appeal.

The student may appeal the decision of the Vice President for Academic Affairs or designee to the President. Such appeal will be governed by the procedures set forth in section VI, G below.

Academic Misconduct Appeals Procedures

In instances related to academic misconduct, the student may appeal the decision of the Academic Integrity Committee to the Vice President for Academic Affairs or designee.

The appeal must be filed, in writing, within five (5) business days of receipt of the decision from the Academic Integrity Committee.

The appeal document shall set forth the complete basis for the student's appeal from the decision of the Academic Integrity Committee.

The Vice President for Academic Affairs or designee will review the grounds submitted in the student's appeal document together with the Academic Integrity Committee written decision, and the information developed in the hearing.

The Vice President for Academic Affairs or designee will render a decision, in writing, to uphold or deny the decision of the Academic Integrity Committee within five (5) business days after receipt of the appeal. Decision timeframes for institutional decision makers may be extended due to extenuating circumstances with notice to involved parties.

Appeals to the President

A student may appeal the decision of the Ad Hoc Committee on Discipline in cases of general student discipline, or in cases of academic misconduct, the decision of the Vice President for Academic Affairs or designee, to the President of the College.

The appeal to the President must be filed, in writing, within five (5) business days of receiving the decision.

The appeal document shall set forth the complete basis for the student's appeal from the decision below.

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The President will review, in all cases, all of the information associated with the initial investigation, and decision, the subsequent hearing before the Ad Hoc Committee on Discipline or the Vice President for Academic Affairs or designee.

The President will reserve the right to speak with anyone involved with the disciplinary offense as well as anyone involved with the initial investigation and/or prior appeal procedures.

The President shall issue a decision, in writing within five (5) business days of the receipt of the appeal. Decision timeframes for institutional decision makers may be extended due to extenuating circumstances with notice to involved parties.

The decision of the President shall be final, subject only to any appeal provided by policies of the Tennessee Board of Regents.

Students found responsible for multiple acts of academic misconduct may be subject to further disciplinary action up to and including suspension or expulsion from the College. In the event the sanction is suspension or expulsion, the student will have the additional option to appeal the decision pursuant to the UAPA found in Section VI, C subsection 3.

All adverse findings of academic misconduct will be recorded on the student's academic record at the conclusion of all proceedings and at the direction of the Vice President for Academic Affairs. The final decision shall additionally be copied to the Vice President for Student Services.

Students may not drop or withdraw from any course while an allegation of Academic Misconduct remains pending. If the student receives a failing or diminished grade for the course, the student may not subsequently drop or withdraw from the course. If the student is found to have not committed academic misconduct, he or she may drop or withdraw even if the deadlines for such action have passed.

In cases where more than one student is suspected of academic misconduct, each student's case will be adjudicated separately.

Decision timeframes for institutional decision makers may be extended ordinarily with notice to involved parties.

Privacy of Disciplinary Proceedings. Personal confidences and the identities of students involved in disciplinary proceedings will be protected to the extent reasonably possible [see Part 1, (A), subsection 4].

The President of Volunteer State Community College is authorized, at his or her discretion, to intervene in order to negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any finding or sanction imposed to a lesser finding or sanction, or to rescind any previous finding or sanction, in appropriate cases.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.06 Disciplinary Procedures and due Process. To the extent that a conflict exists between this policy and TBR rule,

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policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

TBR Source: 3:02:00:01: SBR Meetings, December 2, 1977; March 3, 1978; March 18, 1983; September 30, 1983; TBR Board Meeting, March 29, 2012

TBR Source: 3:02:01:00: TBR Meetings, August 17, 1973; September 30, 1983; March 29, 2013, June 19, 2015

VSCC Source: November 3, 2008, President's Cabinet; September 3, 2009, President; July 23, 2010, President; November 11, 2011, President's Cabinet by email, to be effective January 29, 2012; February 11, 2013, President's Cabinet, to be effective April 1, 2013; President's Cabinet, January 22, 2014; TBR Approval March 28, 2014; President's Cabinet by email, to be effective May 15, 2015; President's Cabinet, February 1, 2016 to be effective July 1, 2016

Disciplinary Sanctions

Upon a determination that a student or student organization has violated any of the disciplinary offenses set forth in these regulations, VSCC disciplinary policies, or the general policies of VSCC, disciplinary sanctions may be imposed, either singly or in combination, by the Vice President for Student Services or designee.

Sanctions that may be imposed include, but are not limited to:

Restitution

Restitution may be required in situations which involve destruction, damage, or loss of property, or unreimbursed medical expenses resulting from physical injury. When restitution is required, the student or student organization is obligated by the appropriate judicial authority to compensate a party or parties for a loss suffered as a result of disciplinary violation(s). Any such payment in restitution shall be limited to actual cost of repair, replacement or financial loss;

Warning

The Vice President for Student Services or designee may notify the student or student organization that continuation or repetition of specified conduct may be cause for other disciplinary action;

Reprimand

A written or verbal reprimand or censure may be given to any student or student organization whose conduct violates any part of these regulations and provides notice that any further violation(s) may result in more serious penalties;

Service to VSCC or Community

A student, or student organization, may be required to donate a specified number of service hours to VSCC performing reasonable tasks for an appropriate VSCC office, official(s), or the local community.

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The service required shall be commensurate to the offense (e.g., service for maintenance staff for defacing VSCC property);

Specified Educational/Counseling Program

A student or student organization may be required to participate in specified educational or counseling program(s) relevant to the offense, or to prepare a project or report concerning a relevant topic;

Apology

A student or student organization may be required to apologize to an affected party, either verbally or in writing, for the behavior related to a disciplinary offense;

Fines

Penalties in the form of fines may be imposed against a student or student organization whenever the Vice President for Student Services or designee deems appropriate. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines may result in further disciplinary action;

Restriction

A restriction upon a student's or student organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the ability to represent VSCC at any event, ability to participate in VSCC or TBR sponsored travel, use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges;

Probation

Continued enrollment of a student or recognition of a student organization on probation may be conditioned upon adherence to these regulations. Any student or organization placed on probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon extracurricular activities, or any other appropriate special condition(s). Any conduct in further violation of these regulations while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of further disciplinary action;

Suspension

Suspension is the separation of a student or student organization from VSCC for a specified period of time. Suspension may be accompanied by special conditions for readmission or recognition;

Expulsion

Expulsion entails a permanent separation from VSCC. The imposition of this sanction is a permanent bar to the student's admission, or a student organization's recognition to VSCC. A student or organization that has been expelled may not enter VSCC property or facilities without obtaining prior approval from the Vice President for Student Services or designee with knowledge of the expulsion directive;

Revocation of Admission, Degree, or Credential;

Any alternate sanction deemed necessary and appropriate to address the misconduct at issue.

Interim Involuntary Withdrawal or Suspension

As a general rule, the status of a student or student organization accused of violation of these regulations or institutional policies should not be altered until a final determination has been made in regard to the charges. However, interim involuntary withdrawal or suspension, pending the completion of disciplinary procedures, may be imposed upon a finding by the appropriate institutional official that the conduct or attempted conduct of the student poses a direct threat to the safety of any other member of the institution, its guests, property, or the student's behavior is materially and substantially disruptive of the institution's learning environment, or other campus activities. In any case of interim involuntary withdrawal or suspension, the student, or student organization, shall be given an opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the suspension.

This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.04 Disciplinary Sanctions. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

Traffic and Parking Regulations

The purpose of these traffic and parking regulations is to facilitate the orderly and efficient flow of traffic, to provide a safe atmosphere for both pedestrians and motor vehicle operators, and to provide order with regard to parking within limited space. 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. 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. The Chief of Campus Police is responsible for the enforcement of this policy, Tennessee Motor Vehicle Laws and related city ordinances.

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. Any violation of these regulations by a VSCC student, faculty or staff is subject to appropriate disciplinary action. Additionally, all traffic accidents, which occur on campus and involve

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injury to persons or damage to equipment, property or vehicles, must be reported to the Campus Police Department.

Decals/Motor Vehicle Registration

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.

Student Vehicle Registration – To request a decal, students must complete the [Parking Permit Application](#). Decals can be obtained at the following locations:

- Wood Campus Center, Student Life, Rm. 215, 8:00am – 4:30pm.
- Wood Campus Center, Student Services, Rm. 217, from 8 am – 4:30 pm Monday – Friday.
- Off-Campus Sites – Highland Crest, and VSCC Livingston Center.

Each student must present a current Student ID to obtain a decal.

Campus Access Fee – A campus access fee is charged each semester to all students as part of the tuition and fees and covers the cost of parking decals.

Employee Vehicle Registration Current Full-Time Faculty and Staff - A campus access fee will be automatically deducted annually from all full-time employees' September 30th paycheck. To request a decal, employees must complete the [Parking Permit Application](#). Current full-time employees will receive their decal(s) through campus mail. In order to avoid a delay in receiving your decal(s), please complete all required fields on the Parking Permit Application.

All Newly Hired Employees, Current Temporary Employees and Current Adjunct Faculty – All newly hired employees, current temporary employees and current adjunct faculty will request a decal by completing the [Parking Permit Application](#). Upon completing the application, print the confirmation/thank you page and present it to:

- Main campus – Business Office Cashier – Ramer Administration Building, Suite 181 between 8:00am and 4:30pm or Evening Services in Wood Campus Center, Suite 217 after 4:30pm to pay the campus access fee and to receive the parking decal(s).
- Satellite Campuses – Highland Crest/Springfield Site – Suite 114 between 8:00am and 4:30pm and VSCC Livingston – Suite 101A between 8:00am and 4:30pm to pay the campus access fee and to receive the parking decal(s).

Persons are expected to read and familiarize themselves with VSCC Traffic and Parking Regulations. Ignorance of the regulations is no defense for a violation.

The College has two (2) types of parking decals available: exterior and interior display. Vehicles with tinted glass are not permitted to use the interior decals. When placing parking decals on vehicles other than soft top jeeps and convertibles, the exterior decal is to be placed on the outside of the rear

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tinted window, bottom left corner on the driver's side. When displaying an interior decal, it is to be placed on the interior bottom left corner of the driver's side of the rear window. Soft top jeeps and convertibles may display either an exterior or an interior decal on the driver's side lower corner of the front windshield.

A VSCC parking decal is valid for one year beginning each September.

Temporary parking permits must be displayed on any non-registered vehicle, which is parked on campus. It is the responsibility of students and employees to obtain a temporary decal when using an alternate vehicle without a parking decal, etc. These individuals may obtain a temporary permit from the Campus Police Department.

Vehicle owners/operators are responsible to notify Campus Police of any vehicle being left on campus overnight or for an extended period.

Lost or stolen decals must be reported immediately to Campus Police.

Misrepresentation – Any person who obtains a decal through misrepresentation will be subject to disciplinary action. No person shall obtain a decal for anyone other than himself or herself to park in employee or designated restricted parking spaces.

All visitors, vendors and contractors conducting college business on campus are required to obtain and display a temporary parking pass, which can be obtained from the Campus Police Department.

The Campus Police Department will recognize current parking decals from all universities and colleges that hold classes on Volunteer State Community College campuses.

The following ten (10) campus organization offices will receive faculty/staff decals entitling them to faculty/staff parking privileges during their tenure in the following positions: SGA President, SGA Vice President, SGA Secretary, SGA Attorney General, SGA Secretary of Treasury, ACE President, ACE Vice President, Settler Editor, Settler Distribution Editor, and Pioneer Editor.

Students participating in the Federal Work Study Program are not eligible for a staff decal.

Parking Regulations

The inability to locate a legal parking space in an approved parking area on campus does not justify improper parking unless approved by the Chief of Campus Police or designee.

Parking violations include but are not limited to:

- Parking along curbs
- Parking in driveways and intersections
- Parking on grass or lawns

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- Parking in roadways
- Parking on sidewalks
- Parking across painted lines in such a way as to take up more than one designated parking space
- Parking which obstructs traffic as in double parking
- Parking in a fire lane
- Parking within fifteen (15) feet of a fire hydrant
- Improper or no display of parking decal
- Blocking access to trash dumpsters or recycle containers
- Use of college parking facilities for purposes other than its designated use

Students and employees will not park in “Visitor” parking spaces during regular business hours.

*Parking is allowed in “visitor” and “staff” after 5:00 pm Monday through Friday and all day on Saturday. All campus sites are closed on Sundays and officially recognized holidays/administrative days ([Hours of Operation Policy](#)).

"Accessible" parking is enforced at all times. The fine for an accessible 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). *Other disabled persons displaying a valid license plate, placard, etc. may park in staff parking when the accessible parking area is occupied.

Persons who have temporary mobility or visual impairments may report parking needs to the Office of Disability Services on main campus or the Student Services Coordinator at off-campus sites. A VSCC Temporary accessible permit will be issued upon receipt of appropriate medical documentation. The expiration of the temporary permit will be dependent upon the expected duration of the condition as indicated in the documentation. A temporary permit will additionally be issued to individuals who have applied to the state and are awaiting a state tag. Individuals requesting a temporary accessible permit will complete the request form, providing vehicle registration information. The form will be forwarded to the Office of Disability Services who will issue a temporary permit.

Any unattended vehicles will be considered as parked.

Motorcycles, motorbikes and bicycles will park in designated areas. Only motorcycles and motorbikes may park in motorcycle spaces.

No bicycles are allowed inside campus buildings unless secured in an office. Bicycles should be secured when left unattended. Parking bicycles in walkways or on the grass is prohibited.

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Reserved Parking/Special Event parking requests are to be submitted to the Campus Police Department no later than one (1) week prior to the event.

Students attending off-campus degree centers and/or sites will adhere to that specific center and/or site parking policies and procedures. *Volunteer State Community College reserves the right to tow and/or impound 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, or hinder the access to make essential repairs or services. The owner and/or driver will be responsible for any costs or charges incurred for towing, the removal, impounding or storage of towed vehicles.

Traffic Regulations

Traffic Regulations include but are not limited to:

- Speed limit on campus is 15 mph.
- All vehicles shall come to a complete stop at stop signs and crosswalks.
- Driving vehicles on the grass is prohibited. Exception – VSCC service vehicles including trucks, cars and gasoline powered utility vehicles.

Traffic Violations

- Traffic Violations include but are not limited to:
- Failure to obey stop sign or traffic signal.
- Failure to yield to pedestrians at crosswalk.
- Speeding (exceeding maximum speed limit).
- Failure to yield right-of-way.
- Operating or riding a motorcycle without protective headgear.
- Failure to obey the lawful direction of an officer.
- Failure to yield to an emergency vehicle.

Criminal Traffic Violations

Criminal Traffic Violations include but are not limited to the following and are subject to arrest:

- Reckless driving
- Driving while intoxicated
- Leaving the scene of an accident with injury

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- Leaving the scene of an accident with property damage
- Racing or drag racing with motor vehicle
- Passing a school bus (loading or unloading)
- Operating a vehicle with a revoked or suspended license

*State citations require a court appearance in the county/city where the citation was issued (i.e. Highland Crest – Robertson County, Main Campus – Sumner County, Livingston – Overton County).

Fines/Penalties

Citations, Penalties & Fines

Fines for traffic and parking violations are \$25 each. The fine for accessible parking violations is established by statute and will be adjusted to comply with state law.

Citations are to be paid in person at the Business Office or by phone at 615-230-3585 with credit or debit card within 14 days of issuance. A copy of the citation/citation number must be presented at the time of payment.

Penalties for non-payment: Registration for the subsequent semester will be blocked until all fines are paid. Transcripts will not be released until all fines are paid. Employees failing to pay will be subject to sanctions set forth in TBR Guideline B-010.

A student who receives three (3) or more citations during a semester (regardless of whether or not the citations have been paid) may be charged under the student code of conduct and appropriate disciplinary action taken which may include the suspension of parking/driving privileges on campus for the remainder of the semester. The student will have ten (10) days to appeal the suspension of driving/parking privileges to the Student 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.

Operation of a vehicle in such a manner to show complete disregard for the rights and safety of other members of the College community may cause immediate suspension of driving/parking privileges or other disciplinary action.

Any person who alters or attempts to alter a traffic citation will be subject to disciplinary action.

Towing/Impoundment of Vehicles

Volunteer State Community College reserves the right to remove any vehicle by towing that is in violation of this policy. The owner/driver will be responsible for any costs or charges incurred for towing, the removal, impounding or storage of towed vehicles.

Violations, which may result in towing of vehicles, include but are not limited to the following:

Unauthorized vehicles parked in spaces designated “accessible”.

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Parking in “no parking” or restricted areas.

A car parked in such a manner 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.

Display of a counterfeit, altered, transferred or otherwise fraudulent parking decal, or a decal obtained by an applicant giving false information on the application.

Operation of any vehicle used as an instrument in a crime or suspected of being stolen.

Abandoned Vehicle – Any motor vehicle left unattended longer than five (5) business days without notifying Campus Police, will be considered abandoned. All efforts will be made by Campus Police to notify the owner.

Citation Appeals

Individuals who choose to file an appeal must do so within fourteen (14) business days from the date of the citation. Citation appeal forms are to be completed online and can be found on the Volunteer State Community College Police Department website. Failure to file an appeal within fourteen (14) business days from the date of the citation will constitute a waiver of the right to appeal.

The appellant may submit any pertinent evidence to support the appeal (i.e. Photographs, eye witnesses, proof of parking decal and/or hardship, etc.). Reviewers reserve the right to request additional information before a decision is rendered.

Student Traffic Appeals

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 and the SGA Attorney General, as defined in the Student Government Association Constitution. A student who chooses to appeal a citation will appear before the SGA Judicial Committee and SGA Attorney General, present testimony and related documents to support their appeal and answer any questions from the committee members.

The Student Traffic Appeals Committee shall:

- Have at least four (4) members of the committee present in order to hear appeals.
- Conduct hearings on an as needed basis. The appellant will be notified of hearing time and date two (2) weeks prior to hearing.
- Vote to uphold or deny the citation by a majority of the committee members present.
- Will notify the appellant of the committee’s decision.
- Keep a current file of all decisions by the Student Traffic Appeals Committee maintained by the recorder and kept in the SGA office.

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- Reach a final decision no later than five (5) days after a student's case is heard.

*The Chief of Campus Police or designee is available for all appeal hearings for evidentiary and clarification purposes. During those times when the committee does not meet, the Chief of Campus Police or designee shall serve as the appellate authority.

When an appeal has been denied, the appellant must:

- Pay the prevailing traffic fine to the Business Office, no later than ten (10) business days after notification of decision; or
- Request a second review by the Vice President for Student Services no later than ten (10) business days after notification of the decision. The appellant must submit a request for a second review to the Office of the Vice President for Student Services and will be notified by the office concerning the decision of the Vice President for Student Services or designee.
- If the appellant wishes to appeal further he/she will appeal to the President.

Faculty, Staff, and Visitor Traffic Appeals

The Assistant Chief of Campus Police or designee is charged to hear faculty, staff, and visitor traffic appeals. The appellant may provide any pertinent evidence to support the appeal (i.e. Photographs, eye witnesses, proof of parking decal and/or hardship, etc.).

The Assistant Chief of Campus Police or designee shall:

- Conduct appeal reviews on an as needed basis.
- Make a decision to uphold or deny the citation.
- Reach a final decision no later than five (5) days after the appeal is received.
- Notify the appellant and the Business Office of the outcome.
- Maintain a current file of all decisions.

When an appeal has been denied, the appellant must:

- Pay the prevailing traffic fine to the Business Office no later than ten (10) days after notification of decision; or
- Request a second review by the Chief of Campus Police no later than ten (10) days after notification of the decision. The appellant must submit a request for a second review in person at the Campus Police Department. The appellant will be notified of the final outcome.
- If the appellant wishes to appeal further he/she will appeal to the Vice President for Business and Finance and subsequently to the President.

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This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.05 Traffic and Parking. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.

CAMPUS SAFETY

Campus Police Department Mission Statement

The mission of the Volunteer State Community College Campus Police Department is to work with all members of the campus community to preserve life, maintain human rights, protect property, promote individual responsibility and fulfill our community commitments. We encourage and seek diversity in our workforce, which permits us to grow and respect each person as an individual. We are committed to community-oriented policing whereas campus police and community mobilize to address a wide-range of incidents, crimes and emergency crises as well as the conditions that cause such events and effect daily operations in addition to the quality of life. We are committed to addressing alcohol and drug prevention along with other social problems that would disrupt the enhancement of campus life, as we strive for a safe, secure, healthy, and clean environment.

Campus Police Authority And Jurisdiction

Commissioned VSCC Campus Police Officers, pursuant to TBR Policy, have all of the police powers necessary to enforce all state laws as well as rules and regulations of the TBR and VSCC and has the authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to its campuses. All incident reports involving students are forwarded to the Vice President of Student Services for review and potential action, as appropriate. All incident reports involving employees are forwarded to the Title IX/EEO Coordinator for review and potential action, as appropriate. Additional information obtained during an investigation will also be forwarded to the appropriate office.

In compliance with Robert “Robbie” Nottingham Campus Crime Scene Act of 2004 and T.C.A §49-7-129 et. seq., the VSCC Campus Police Department will immediately notify the local law enforcement agency with territorial jurisdiction over the college, upon the notification or receipt of information, that a medically unattended death of a person or that any degree of rape has occurred on Volunteer State Community College properties. VSCC Campus Police Department has a written Memorandum of Understanding with Gallatin Police department regarding the enforcement of the laws of the State of Tennessee and the jurisdiction of both agencies located in Gallatin, Tennessee that overlap in order to clarify the role and duties of each agency. VSCC Campus Police Department does not have an written Memorandum of Understanding with other local, state or federal police agencies, but maintains a close working relationship when incidents arise that require joint investigative efforts, resources, crime related reports, and exchanges of information.

If You Are The Victim Of A Crime

The community and each of us as individuals deserve protection against crime and criminals. At VSCC, we highly encourage bystander intervention as it relates to any form of potential violence such as sexual misconduct, bullying, or any other forms of gender-based discrimination. If you are the victim of a crime occurring on campus, immediately contact the VSCC Campus Police Department. An investigation may reveal a developing pattern of a recurring crime on our campuses. If a noticeable trend develops, the campus population will be alerted to ensure we maintain a well-informed campus environment. If you are the victim of a crime occurring off campus, contact the law enforcement agency within the jurisdiction of where the incident occurred. Please remember that your safety is of the utmost importance. When in a situation that threatens physical harm to yourself or another, ask someone for help or contact the police. By reporting a crime that you are a victim of or a witness to, you will know that you have done your part in making the community a safer one in which to live and work.

Safety Tips

Know and follow college safety and security policies. These were created out of a concern for your welfare and consideration for the rights of others. Please report any suspicious or criminal activity to campus police or a campus official immediately.

When walking or jogging:

- Go with someone.
- Stay away from isolated areas.
- Stay near well-lit areas.
- Hold your purse or briefcase tightly, close to your body.
- A front pocket is safer for a wallet than a back one.

If you are being followed:

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

If you are a victim of an attempted robbery:

- Don't resist. No amount of money is worth taking chances with your life.
- Notify the campus police or local police immediately. Try to give a description the race, sex, age, height and weight, color of hair, description of clothing, and the presence of tattoos, a hat, glasses or facial hair.

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At home:

- Program emergency numbers in your phone such as local law enforcement.
- Keep your doors and windows locked day and night.
- Don't let strangers inside.
- Don't leave a door unlocked for someone planning to come back later.

Protect personal and College property:

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

If you are working late:

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

In a car:

- Keep doors locked while driving.
- Don't pick up hitchhikers.

Protect your car:

- Always lock your car and take the keys.
- Lock valuables in the trunk and park in well-lit areas.

Police Escort On Campus

A service established for safety and security purposes by the VSCC Campus Police Department is Campus Escorts for those individuals who feel apprehensive about walking alone on campus. An individual can be escorted from one on-campus location to their desired on-campus destination by utilizing a member of the VSCC Campus Police Department. An escort is available to students, employees and guests while they are on VSCC campuses and will operate on Gallatin campus twenty-four (24) hours a day, every day of the year and during normal operating hours at off-campus sites.

Emergency Procedures For Accidents Involving Students

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

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instructor will activate the Emergency Medical Service (911) and notify Campus Police. Campus Police can be reached by dialing 3911 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.

Possession And Use Of Weapons

As provided in Tennessee Code Annotated §39-17-1309, any unauthorized or illegal possession of, use of, or wearing of firearms or dangerous weapons of any kind shall not be permitted on the Volunteer State Community College campus.

Weapons shall include, though not exclusively, the following:

An explosive or an explosive weapon. Explosive weapon means any explosive, incendiary or poisonous gas bomb, grenade, rocket, mine or shell, missile or projectile that is designed, made or adapted for the purpose of inflicting serious bodily injury, death or substantial property damage.

A device principally designed, made or adapted for delivering or shooting an explosive weapon.

Any knife that has a blade that opens automatically by applied pressure, gravity or inertia, bowie knife, hawk bill knife, or other weapons of like kind.

Any other device used for infliction of serious bodily injury or death that has no common lawful purpose.

Possession of weapons solely for instructional or school-sanctioned ceremonial purposes is permitted with prior approval from Volunteer State Community College's Chief of Police or his designee.

Alcohol And Drug Policies

Use of Alcoholic Beverages

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 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:

This information is being provided 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.

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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 per individual; supervised release; or any combination of the 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 in an amount not to exceed \$10,000 may be assessed for simple possession of “personal use amounts” of certain specified substances under federal law.

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 the following sites: [Alcohol Stats](#) and [Drug Facts](#).

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.

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

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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:

- Restitution
- Warning
- Reprimand
- Service to VSCC or Community
- Specified Educational/Counseling Program
- Apology
- Fines
- Restriction
- Probation
- Suspension
- Expulsion
- Revocation of Admission, Degree or Credential
- Interim Suspension
- Any alternate sanction deemed necessary and appropriate to address the misconduct at issue.

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.

Immediate Emergency Notification

The Volunteer State Community College Campus Police Department in coordination with the Office of Public Relations is responsible for issuing immediate emergency notifications. An immediate emergency notification are messages sent using the following methods: primarily by email, text alerts, and public announcement. Supplemental methods are social media and the College website. Emergency notifications are provided to keep the campus community informed about any significant emergency or dangerous situations occurring on campus involving an immediate threat to the health or safety of students, employees, and guests. The decision to issue an emergency notification shall be decided based on the confirmation that a dangerous situation or emergency exists or threatens the campus in compliance with the Clery Act and considering all available facts. The college will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing an emergency notification will, in professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

A significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students, employees, and guests can be, but is not limited to incidents such as: an active shooter on campus, a hostage situation, a riot, a suspicious package with confirmation of

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a device, a tornado, a fire/explosion, structural damage to the facility, a biological threat, significant flooding, a gas leak, hazardous materials spill, etc. Reference [Immediate Emergency Notification Policy](#)

Use Of Portable Wheeled Devices

The College prohibits the use, possession or storage of electronic skateboards including self-balancing boards/scooters, skateboards, roller skates, roller blades and other similar devices. No person may skateboard, roller skate, use roller blades, electronic skateboards including self-balancing boards/scooters or any similar wheeled device in any college building, on sidewalks, roadways, parking areas or on college property. Devices used by individuals with mobility issues for the purpose of locomotion are permitted when registered with the Office of Disability Services. Motorized mobility devices must operate at a limited speed flowing at the pace of pedestrian traffic. Campus Police is responsible for enforcement of the [Portable Wheeled Devices Policy](#).

Bicycle use is permitted on campus in accordance with T.C.A. §55-8-172 Traffic laws. Failure to comply is a Class C misdemeanor. Bicycles may be secured in front of the Campus Police Office.

Trespassing

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.

Tennessee Guns On Campus

The law commonly known as Tennessee Guns on Campus (T.C.A. § 39-17-1309(e)(9)) allows full-time Vol State faculty and staff who have a valid Tennessee gun carry permit to carry handguns on Vol State campuses. Students, visitors and those not registered with Campus Police cannot carry guns on campus, although guns can be stored in the locked trunk of a vehicle. Full-time faculty and staff who wish to carry must register with campus police before carrying a firearm on campus. Faculty and staff who have registered must keep the gun concealed and in their possession at all times if they choose to carry on campus. Certain events and locations on campus are designated as “gun free” and even registered employees are not allowed to carry in these places and events. They also cannot disclose to anyone outside of Campus Police that they are carrying a gun. If you have concerns about someone on campus violating the particulars of the law, you are encouraged to contact Vol State Campus Police at 615-230-3595.

[Vol State’s Firearms and Other Weapons Policy](#) provides details on implementations and requirements.

SEXUAL MISCONDUCT

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Sexual misconduct is a form of sex discrimination prohibited by Title IX. Volunteer State Community College is committed to eliminating any and all acts of sexual misconduct and discrimination on its campuses. Sexual misconduct as defined in the [Sexual Misconduct Policy](#) includes: dating violence, domestic violence, stalking, and sexual assault. Victims of sexual misconduct are encouraged to report incidents immediately to appropriate College authorities, utilizing the following reporting options:

The College encourages victims of sexual violence to talk to somebody about what happened so they can get the support they need and so the College can respond appropriately. Though reports will be kept as confidential as possible, the College cannot guarantee the confidentiality of every report or complaint. The following provisions detail the confidentiality options available to individuals.

If a victim chooses to report an incident of sexual misconduct to an employee of Volunteer State Community College, the College will initiate and pursue an investigation of the incident. If a victim instead wishes to report an incident of sexual misconduct in a confidential manner, a list of available community resources may be obtained from the Advising Center or by calling 615-230-3702.

If the victim chooses to report the incident in a confidential manner, the College may be unable to conduct an investigation into the matter or pursue disciplinary action against the alleged offender.

Filing an Institutional Complaint

Reports of acts of sexual misconduct made to any employee of the College must be reported to the Title IX/EEO Coordinator, and the College will take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

The College shall not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

Before a Complainant reveals any information to an employee, the employee must ensure that the Complainant understands the employee's reporting obligations.

If the Complainant wants to maintain confidentiality, the employee must direct the victim to confidential resources as detailed in Section IV.A. of this policy.

If the Complainant wants to tell an employee what happened but also maintain confidentiality, the employee must advise the Complainant that the College will consider the request, but cannot guarantee that it will be able to honor it. In reporting the details of the incident to the Title IX/EEO Coordinator, the employee will also inform the Coordinator of the Complainant's request for confidentiality.

An incident may be directly reported to the Title IX/EEO Coordinator:

Jill Ferrand, PHR, SHRM-CP
Manager of Employee Relations and Equity
Office of Human Resources
1480 Nashville Pike
Revised – February 2018

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Gallatin, TN 37066

P 615-230-3599

F 615-230-3314

jill.ferrand@volstate.edu

The Title IX/EEO Coordinator will be available to receive incident reports 24 hours a day.

Victims may alternatively report incidents to any supervisory employee of the College who will forward the allegation of the incident to the Title IX/EEO Coordinator.

Policies Related To Discrimination And Sexual Misconduct

General Prohibition against Discrimination, Harassment and Sexual Misconduct Policy

All students and employees are subject to this policy. Any faculty member, student or staff found to have violated this policy by engaging in behavior constituting discrimination or harassment will be subject to disciplinary action which may include expulsion, termination or other appropriate sanction.

Sex Discrimination, Sexual Harassment or Sexual Misconduct Policy

It is the intent of Volunteer State Community College that the institution shall fully comply with Title IX of the Education Amendments of 1972, §485(f) of the HEA, as amended by §304 of the Violence Against Women Reauthorization Act of 2013, the regulations implementing these Acts found at 34 CFR §668.41, §668.46, and Appendix A to Subpart D of Part 668; and Sections 799A and 845 of the Public Health Service Act and Regulations issued pursuant thereto found at 45 CFR Parts 83 and 86. The policies in this area are adopted to address such compliance.

Sex Discrimination and Sexual Harassment Policy

It is the policy of Volunteer State Community College that, pursuant to Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, and Regulations adopted pursuant thereto, and Title VII of the Civil Rights Act of 1964 as amended, no institution shall discriminate on the basis of sex in the education programs or activities of the institution, including health-related training programs or in the terms and benefits affecting employment.

Discrimination and Harassment Policy

The purpose of this policy is to supplement TBR Policies ([Equal Employment Opportunity and Affirmative Action](#), [Sex Discrimination, Sexual Harassment or Sexual Misconduct](#), [Sex Discrimination and Sexual Harassment](#) and [Sexual Misconduct](#) and [TBR Guideline P-080](#)) and to implement Volunteer State Community College policies ([General Prohibition Against Discrimination, Harassment and Sexual Misconduct Policy](#) and [Sex Discrimination, Sexual Harassment or Sexual Misconduct](#)), relative to the orderly resolution of allegations of discrimination or harassment on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation/gender identity/expression, disability, age as applicable, status as a covered veteran, genetic information and any other category protected by federal or state civil law.

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[Sexual Misconduct Policy](#)

Sexual misconduct is a form of sex discrimination prohibited by Title IX. Volunteer State Community College is committed to eliminating any and all acts of sexual misconduct and discrimination on its campuses. As set forth in this policy, sexual misconduct includes dating violence, domestic violence, stalking, and sexual assault. Volunteer State Community College strictly prohibits these offenses. Any allegation of sexual misconduct as defined herein will be investigated and adjudicated according to this policy.

Annual Security Report (ASR)

Volunteer State Community College is committed to assisting all members of the Vol State community in providing for their own safety and security. We encourage you to read the [Annual Security Report](#) and consider how it can help you and the Vol State community to prevent and protect yourself against crime. Inside you will find information on Campus Police Department policies and procedures for reporting crime, safety and security prevention and protection programs, sexual assault reporting and prevention, victim assistance services, and other material. The report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act.

You may request a paper copy be mailed to you by calling 615-230-3595 or from the Vol State Campus Police Department Main Office located on the Gallatin Campus in the Wood Campus Center room 105.

Clery Crime Reporting

In compliance with the Clery Act, the VSCC Campus Police Department collects its own statistics of campus crime, arrests and referrals including those reported to student conduct, the Title IX/EEO Coordinator or their designee, Campus Security Authorities (CSA's), and from the appropriate law enforcement agencies for non-campus properties as well as public property within or immediately adjacent to VSCC campuses. Reference [Preparation of Disclosure of Crime Statistics Policy](#). Clery crime reporting covers the preceding calendar year, January 1 to December 31. The Campus Police Department annually compiles and submits all relevant crime statistics to the U.S. Department of Education by October 15th. Detailed crime statistics may be found in the Annual Security Report.

Disclosure Of Criminal Records

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Volunteer State Community College is providing a link to the Tennessee State Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires registered sex offenders provide notice to an institution of higher education in that state at which the person is employed, carries a vocation, or is a student. Members of the campus community may obtain the most recent

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information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled, or volunteering at this institution from the TBI's website listing of sex offenders located at [TN Sex Offenders](#). Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

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.

Timely Warning Notification

The VSCC Campus Police Department in coordination with the Office of Public Relations is responsible for issuing timely warnings. Timely warnings are messages sent using the following methods: primarily by email, text alerts, and public announcement. Supplemental methods are social media and the College website. These warnings are provided to keep the campus community informed about safety and security matters in an effort to prevent similar crimes from occurring. The decision to issue a timely warning shall be decided on a case by case basis in compliance with the Clery Act and considering all available facts. The timing of the notification shall, in the first instance, be based upon whether the crime is considered a serious or a continuing threat to campus community and the possible risk of compromising law enforcement efforts. Upon receipt of all relevant information, such warnings will, as circumstances warrant, be issued in a manner to best protect the campus community.

Incidents That May Warrant A Timely Warning

A timely warning will be issued for incidents or circumstances that may pose a serious or continuing threat to the campus community that occurs within our campus geography that has been:

Reported to the college, Campus Police, a CSA or local law enforcement; and

Considered by the college to represent a serious or continuing threat to students, employees and guests.

Timely warnings are not limited to incidents of violent crimes or crimes against persons. Incidents will be evaluated on a case by case basis to determine if there is a serious or continuing threat to the campus community. Law enforcement efforts will be taken into consideration and as a result some investigative information will not be released. Reference [Timely Warnings Policy](#).

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Incidents that may warrant the issuance of a timely warning includes, but is not necessarily limited to:

- Homicide – murder and non-negligent manslaughter, negligent manslaughter
- Sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes

Dating Violence, Domestic Violence, Sexual Assault, And Stalking

The FBI's National Incident-Based Reporting System (NIBRS) defines a sex offense as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. All forms of sexual violence are violations of VSCC's Sexual Misconduct Policy. **Sexual Assault**, as defined in VSCC's [Sexual Misconduct Policy](#), is the nonconsensual sexual contact with the accuser by the accused, or the accused by the accuser when force or coercion is used to accomplish the act, the sexual contact is accomplished without consent of the accuser, and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent. **Sexual contact** includes, but is not limited to, the intentional touching of the accuser's, the accused's, or any other person's intimate parts, or the intentional touching of the clothing covering the immediate area of the accuser's, the accused's, or any other person's intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification. VSCC defines **Sexual Misconduct** as dating violence, domestic violence, stalking, and sexual assault.

If a sexual assault or rape should occur on VSCC's campuses, the victim will be offered a wide variety of services. If you or someone you know has been victimized on campus, you are strongly encouraged to report the incident to VSCC Campus Police. Reporting the incident does not commit you to pursue a criminal investigation or prosecution and the VSCC Campus Police Department will respect your decision. Many individuals experience sexual assault and never tell anyone about it at the time of the incident. If you or someone you know was victimized weeks or years ago, assistance is still available. Talking with someone now may help you cope better with abuse from the past, whether it was sexual assault, child sexual abuse, incest, or sexual harassment.

Immediate Actions a Victim of Sexual Assault Should Take

- Immediately following a sexual assault, domestic violence, dating violence or similar event, the most important thing is for the victim to get to a safe place.
- When a feeling of safety has been achieved, the victim should seek medical attention, regardless of his or her decision to report the crime to the police. It is very important for the victim of sexual assault to seek medical attention immediately so that the victim can be

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screened for sexually transmitted diseases/pregnancy/date rape drugs, obtain emergency contraception, and receive treatment for any physical injuries.

- A victim has the right to accept or decline any or all parts of a medical exam. However, critical evidence may be lost or missed if not collected or analyzed.
- Valuable physical evidence can be obtained from the victim and the victim's clothing. A victim should make every effort to save anything that might contain the offender's DNA. Therefore, a victim should not:
 - Bathe or shower;
 - Wash his/her hands;
 - Brush his/her teeth;
 - Use the restroom;
 - Change clothes;
 - Comb hair;
 - Clean up the crime scene; or
 - Move anything the offender may have touched
- Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date.
- Victims of sexual misconduct are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to investigation.

Reporting Sexual Misconduct

The College encourages victims of sexual violence or misconduct to talk to somebody about what happened so they can get the support they need and so the College can respond appropriately. In addition to sexual assault, the College includes domestic violence, dating violence, and stalking as incidents involving sexual violence or misconduct. Those terms are defined at [VSCC Policy on Sexual Misconduct](#).

Though reports will be kept as confidential as possible, the College cannot guarantee the confidentiality of every report or complaint. The following provisions detail the confidentiality options available to individuals.

Reporting Confidentially

If a victim chooses to report an incident of sexual misconduct to an employee of Volunteer State Community College, the College will initiate and pursue an investigation of the incident. If a victim instead wishes to report an incident of sexual misconduct in a confidential manner, a list of available community resources may be obtained from the Advising Center or by calling 615-230-3702. If the victim chooses to report the incident in a confidential manner, the College may be unable to conduct an investigation into the matter or pursue disciplinary action against the alleged offender.

Investigation Procedures And Individual's Rights

All proceedings will include a prompt, fair and impartial investigation and result. The College will provide the alleged offender and victim equitable rights during the investigative process. Mediation between the victim and alleged offender will never be considered an appropriate resolution in sexual misconduct cases.

Once the incident report is received, the investigator shall notify the victim in writing of his/her rights and request a meeting. The investigator shall also notify the alleged offender in writing of the complaint and his/her rights and schedule a meeting. The investigator shall notify the victim, alleged offender, and all individuals interviewed during the investigation that retaliation is strictly prohibited and may be grounds for disciplinary action. The investigator shall also instruct the participants that the investigation shall be treated as confidential and that any discussions regarding the investigation outside of the interview may constitute retaliation. In addition, the investigator shall advise all interviewees that they should report any activity that they perceive as being retaliatory.

Interim Measures

In situations that require immediate action because of safety or other concerns, the College will take any reasonable administrative action that is appropriate. These remedies may be applied to one, both, or multiple parties involved.

Examples of such interim actions include, but are not limited to:

- Providing an escort to ensure that the victim can move safely between classes and activities;
- Ensuring that the victim and alleged offender do not attend the same classes;
- Providing access to counseling services;
- Providing or assisting in providing medical services;
- Providing academic support services, such as tutoring; and
- Arranging for the victim to re-take a course or withdraw from a class without penalty, record.

Possible sanctions for sexual misconduct include, but not necessarily limited to, termination of employment, suspension or expulsion or other appropriate disciplinary or corrective actions.

Reference VSCC [Sexual Misconduct Policy](#)

Sexual Assault Prevention And Awareness

In compliance with the 2013 Violence Against Women Act (VAWA) and the Campus SaVE Act, VSCC State has partnered with EverFi to provide learning opportunities that address important issues related to sexual assault, dating violence, domestic violence, stalking, and sexual harassment. If you or someone you know has been victimized on campus, you are strongly encouraged to report the incident to VSCC Campus Police. Refer to VSCC's [Sexual Misconduct Policy](#).

Go to [VSCC's Sexual Misconduct Policy](#) for more information concerning sexual misconduct and response to sexual violence, domestic violence, dating violence and similar events.

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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, or to guarantee an individual's personal safety when utilizing the campus facilities or grounds.

POLICIES & GUIDELINES

An entire list of [Vol State Policies](#) are located on the website.

Weather Delays and Closings

Weather notices from Vol State can call for a delay of classes or a closing of a campus. It is always specific to the campus, so what happens in Gallatin may be different from Livingston, Cookeville-CHEC, or Springfield.

- A delay means that classes start at that hour. For example- If we say delayed opening at 9:30am that means only classes that would be meeting at 9:30am or later will be meeting. Classes before that are canceled. Some classes last for several hours. Those classes will start at the opening time.
- Labs are handled differently for a delay. Students should check the eLearn page for each lab to see what the instructor had decided. If the campus is closed, there are no classes or labs.
- Vol State closings are not based on public school closings. You'll find that the College doesn't close or have class delays nearly as often as the high schools, primarily due to the fact that we don't have busses to consider.
- If the roads are dangerous in your area you have the right to decide if you want to attend class or not. If you can't attend let your instructor know so that you can make up work.
- If there is a delay or cancellation students should check their eLearn account for each canceled class to receive updated assignment info from instructors.
- Students will automatically receive text alerts with closing or delay info if they have a current cell phone listed in My Vol State.
- The [website](#) will always be updated on the front page if there is a delay or cancellation.
- You can also monitor our primary [Facebook page](#).
- For delays and cancellations we do send notices to the Nashville TV stations. But TV stations should be a last resort. It sometimes takes an hour for the Vol State listings to come up on the screen due to the number of closings. The times the TV stations give us to choose from often don't match our class times.

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Student Complaint Procedures

[Student Complaint Procedures Policy](#)

All student complaints must be addressed. The purpose of this policy is to identify and define types of student complaints and outline the procedures a student must follow to file a complaint.

Types of Complaints

- A student complaint of discrimination or harassment.
- A student complaint against a faculty member.
- A student complaint against non-faculty employees.
- A student complaint against another student.
- All other complaints against the College.

Student Complaints Related to Discrimination or Harassment

Students may report complaints of discrimination and/or harassment to the Title IX/EEO Coordinator and/or the Vice President for Student Services or designee. Refer to the [Discrimination and Harassment Policy](#) and the [Sexual Misconduct Policy](#) for information and procedures concerning complaints involving discrimination and/or harassment.

Students with disabilities seeking to file a disability-based discrimination or harassment complaint should contact the College's Title IX/EEO Coordinator and/or the Vice President for Student Services, or designee. Students with disabilities should follow guidelines and procedures listed in the Disability Services Handbook concerning complaints about the instructional accommodations they are receiving.

Records of discrimination/harassment complaints shall be maintained in the Title IX/EEO Coordinator's office.

Student Complaint Procedures Not Related to Discrimination/Harassment

All complaints under this heading should be filed within seven (7) business days following the incident.

Student complaint against a faculty member:

- 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.
- If the complaint is not resolved with the faculty member, then the student should speak with the Department Chair or Division Dean in absence of the Chair.
- If further resolution is required, then a formal written complaint must be submitted to the Vice President for Student Services or designee. The Vice President for Student Services or designee

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will work with all parties to bring resolution to the complaint. Matters involving academic misconduct will be adjudicated utilizing processes found in [Student Conduct and Discipline Policy](#).

Student complaint against non-faculty employees:

- In the case of a student complaint against a non-faculty employee, the student will be directed to speak with the Vice President for Student Services or designee.
- The Vice President for Student Services or designee will speak with the non-faculty employee's direct supervisor or appropriate Vice President. The direct supervisor or appropriate Vice President should work with the non-faculty employee to resolve the issue.
- If further resolution is required then a formal written complaint must be submitted by the student to the Vice President for Student Services or designee.
- If necessary, the Vice President for Student Services or designee may contact the Office of Human Resources and together investigate the complaint to resolve the issue.

Student complaint against another student:

- In the case of a student complaint against another student the student will be directed to speak with the Vice President for Student Services or designee.
- The Vice President for Student Services or designee with assistance, if applicable, from other College personnel, will investigate the complaint to resolve the issue.

All other complaints against the College:

- In the case of a complaint against the College, the student will be directed to speak with the Vice President for Student Services or designee.
- The Vice President for Student Services or designee with assistance, if applicable, from other College personnel, 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 the institutional hearing procedures outlined in [Student Conduct and Discipline Policy](#) must be followed.

Records of general student complaints will be kept on file in the Office of the Vice President for Student Services.

Complaints Related to Accreditation and Violation of Applicable State Laws

Under the Federal Program Integrity rules (34 CFR 600.9 (a)(1)(i)(A)), the Tennessee Board of regents system office has been designated as the authority to investigate complaints concerning Volunteer State Community College (VSCC) related to institutional accreditation or violations of State laws. Before a complaint is filed the student or prospective student must attempt to resolve the matter with VSCC. If the

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matter cannot be resolved, a complaint may be filed with the Tennessee Board of Regents at 1 Bridgestone Park, Nashville, TN 37214.

Privacy Rights Of Students & Confidentiality Of Student Records

[Privacy Rights of Students & Confidentiality of Student Records Policy](#)

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

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.

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.

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. 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.

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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, email address, 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.

Information Technology Resources

[Use of Information Technology Resources Policy](#)

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 users' limitations. These rules are separate and apart from the General Policy on Student Conduct and Disciplinary Sanctions ([VSCC Student Conduct and Discipline Policy](#)) as approved by the Tennessee Board of Regents and [VSCC Admissions Requirement Policy](#). Any violations shall be termed "computer misuse," and the offender shall be referred to the Vice President for Student Services for disciplinary action.

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.

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Students are responsible for all use of their accounts. They should make appropriate use of the system-provided protection features and take precautions against others obtaining access to their computer resources.

Students must not search for, access or copy directories, programs, files, or data not belonging to them.

Students must not attempt to modify system facilities, crash a system, nor subvert the restrictions associated with their accounts or computers.

Students may not tamper with or change any configuration settings of any device without approval from Information Technology personnel.

Students may not monopolize any available resource to the extent of denying others fair use.

Use of any VSCC computer system for personal or business purposes without written permission from the Director of Information Technology is prohibited.

All users shall be responsive to the suggestions and interpretation of these rules by Information Technology personnel.

The VSCC lab computers are to be used only by current VSCC students.

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.

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.

Students are not allowed to copy any of the programs licensed to VSCC.

Students are not to leave any data or programs on the hard disk drives.

Students may not use the lab computers to play games.

Children are not allowed in the labs.

Food and drinks are not allowed in the labs.

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.

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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.

- Revoking of the individual's rights to use the computer, either on a temporary or permanent basis
- Probation
- Suspension
- Expulsion
- Financial assessment for computer services
- Legal prosecution

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

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.

With regard to use on multiple machines, Volunteer State students shall use the software only in accordance with the licensed agreement.

Volunteer State students and employees learning of any misuse of software or related documentation within the institution shall notify the Director of Information Technology.

Volunteer State students making, acquiring or using unauthorized copies of computer software will be disciplined as appropriate under the circumstances.

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

[Intellectual Property Rights Policy](#)

It is the policy of Volunteer State Community College to:

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- Encourage inventions and the production of copyrightable works;
- 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
- 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 (full-time, part-time, and 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.

Tobacco And Smoke Free Campus

[Tobacco and Smoke Free Campus Policy](#)

Effective January 1, 2016, Volunteer State Community College is a tobacco and smoke free campus that prohibits the use of tobacco by all persons, including students, faculty, staff, contractors and visitors, on any campus property. The use of tobacco products and electronic vaping devices (e-cigarettes) is prohibited in all college buildings, grounds, and any buildings owned, leased or rented by Volunteer State Community College, as well as all state and privately owned vehicles. This includes vehicles owned by students, faculty, staff, contractors and visitors. This policy is in effect 24 hours a day year-round and applies to all forms of tobacco products including, but not limited to, cigarettes, pipes, cigars, chewing tobacco, snuff, herbal chew products, and any other smokable substances, as well as smokeless electronic vapor cigarettes or similar devices and any other devices that use tobacco.

VSCC promotes a healthy, sanitary environment free from tobacco smoke and tobacco-related debris. The VSCC community acknowledges that long-term health hazards may exist for people who use tobacco products or who are subjected to second-hand smoke. The failure to address the use of tobacco products on campus constitutes a violation of the Americans with Disabilities Act, the Vocational Rehabilitation Act, Non-Smokers Protection Act, and Tennessee law.

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All members of the VSCC community must comply with this Tobacco and Smoke Free Campus Policy. Violations of the policy will be dealt with in a manner that is consistent with campus procedures. There shall be no reprisals against anyone reporting violations of this policy.

Enforcement Policy

- Campus Police will inform the applicable supervisor of any employee violations, Student Services for student violations and Plant Operations of any contractor violations. Employee violations will be addressed using the employee discipline policy. Student violations will be addressed using student disciplinary procedures. Campus Police will inform visitors who violate the policy that they must adhere to the policy to remain on campus.
- Any violator of the policy who refuses to comply with the policy or becomes abusive toward any reporting and/or responsible party reporting the violation will be reported to Campus Police and dealt with according to campus policy and/or the applicable law.

Student Copyright Infringement

The [VSCC Student Copyright Infringement policy](#) has been established to comply with federal regulations (34 CFR §668.14, 34 CFR §668.41, and 34 C.F.R. §668.43) as it relates to providing Student Consumer Information. Volunteer State Community College is committed to compliance with the U.S. copyright law and the protection of intellectual property in classrooms, offices, and library. Violation or infringement of the U.S. Copyright Act (Title 17, U.S. Code) can result in both criminal and civil liabilities and penalties. The [U.S. Copyright Act](#) and the [Student Copyright Infringement Policy](#) can be found online.

Assemblies/Meetings

[Use of Campus Property and Facilities Policy](#)

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.

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 schedule the use of a room with the Scheduling Coordinator.

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.

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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.

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.

Juveniles On Campus

[Juveniles on Campus Policy](#)

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
- Asking a peer or an employee to attend to the juvenile(s) while on campus
- The following exceptions apply:
 - Juvenile(s) attending activities sponsored by the College
 - Dual-enrollment students
 - 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 juveniles are found to be without supervision on campus, the Office of Campus Police shall be notified.

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 [Vol State Student Handbook](#) for the most up-to-date information.