2025-2026
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 for Student Services via email or by calling 615-230-3441. Have a great semester!

Emily C. Short
Vice President for Student Services

Volunteer State Community College Mission Statement

Volunteer State Community College is a public, comprehensive community college offering quality, innovative educational programs, support, and services. Vol State is committed to building partnerships, strengthening internal and external community engagement, and promoting economic development to prepare students for successful careers, university transfer, and meaningful civic participation in a global society.

Accreditation

Volunteer State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Volunteer State Community College may also offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Volunteer State Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

College Directory

Vol State Employee Directory – From this link you can select any department of the college then click find to locate contact information and titles of the employees in the desired department.

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 Microsoft Office 365. 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. For example, if your name were Alan Turing, your username would be something like aturing2, and the email address would be aturing2@volstate.edu. You can recover your username by using the "Change

or Activate Your Password" link on the My Vol State 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 Vol State 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.

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.
3. Go to the "Academics" tab and then click the "Student Gmail" link.
4. Click on Student Email in the top right of My Vol State Portal.

Student ID Cards

Student IDs are required of all Volunteer State Community College students and are made at the Welcome Desk in the Ramer Administration Building at the Gallatin campus, in Student Services at Vol State Livingston, at Vol State Springfield, and at Vol State Cookeville. The following conditions apply to the VSCC Student ID:

To replace lost or stolen ID cards, there will be a $10.00 charge. Replacement fees are to be paid in the Cashier's Office.

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.

The back of the Student ID card includes the following information: ***988 Suicide & Crisis Lifeline: Dial 988***. The 988 Suicide & Crisis Lifeline is available 24/7, offering free and confidential support to distressed people. Students may call or text 988. This helpline provides a safe space to talk about feelings, thoughts, and concerns and prevention and crisis resources for individuals and their loved ones. The Lifeline also offers best practices for professionals assisting those in need.

Bookstore

The Campus Bookstore (operated by Follett), for the convenience of its students, faculty, and guests, is in the Wood Campus Center on the Gallatin Campus. In addition to textbooks and digital books, the bookstore also stocks imprinted clothing, school supplies, backpacks, and reference books. The bookstore accepts personal checks, cash, Visa, MasterCard, Discover, American Express and PayPal. 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 receipt. The Bookstore offers a "Daily Buy Back" program based on store need. 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 for their textbook. The campus bookstore also offers a rental program. Students can rent their books & save up to 50%. Additional information can be found at the Bookstore.

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 Information. 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 106.

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. To protect the freedom of students to learn, as well as enhance their participation in the life of the academic community, students should be free from exploitation or harassment. Students should exercise their freedom with responsibility.

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

Freedom of Access to Higher Education

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

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.

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 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

Adding and Dropping Courses After Semester Has Started

Adding Classes

Typically, students can add 15-week classes online through the first two days of classes. In sessions of less than 15 weeks, students typically may add through the first two days of classes as well.

Students requesting to add classes after the allotted times listed above will require approval through the appropriate division office. If the request is granted, the Dean (or a designee) will typically send an email to the Records Office with the applicable information. It is also possible for a **DROP/ADD/WITHDRAWAL FORM** to be completed and processed in the Records Office. If using a form, the Instructor or Dean of the Division must initial beside the class to approve the exception as well as signing in the space at the bottom of the form as the advisor. The division office will be responsible for notifying the faculty if the requested exception is approved. Normally, students would not be allowed to enter a class that has met twice. Exceptions have been granted in some cases if the class has met only one time. That will be a decision made by the Division.

Students requesting to enroll into a closed section require the approval of the Dean of the Division which offers the course.

Students requesting to enroll in more than 18 credit hours per term require the approval of the Vice President of Academic Affairs. Students should call the Academic Affairs office at (615) 230- 3353.

Dropping Classes

Students are allowed to drop classes online (using the dynamic form in the student portal) through the last day to withdraw.

If a course is dropped before the census date, no indication will appear on the transcript. A "W" (withdrawal) appears if the course is dropped between the census date and the published "last day to withdraw and receive a "W." Students who are receiving financial aid assistance should contact the Financial Aid Office before dropping a course. Students that drop courses or withdraw from the college prior to a refund deadline will receive a refund check in the mail from the Business Office.

Requesting a late "W"

Students requesting to withdraw from classes during the semester after the published "Last Day to Withdraw from classes and receive a W" requires the approval of the Vice President for Student Services. The appeal dynamic form can be accessed via the student portal as well as on the "Resources" page linked from the Advising homepage.

Students who wish to appeal for a late "W" after the semester is over should first attempt to resolve the issue with the professor of the course. If resolution does not occur with the instructor, then the student must file a written appeal through the Grade Appeals Committee.

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. If 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 complete and submit an Academic Grade Appeal form along with 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". 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 "Change of Major/Program" form. Completed forms must be submitted to the Admissions Office for processing. Reassignment of an advisor will be processed in the Advising Center.

Exit Exams for Graduation

ALL students graduating with a two-year Associate Degree (AA, AS, AAS, AFA, AST, TTP) must complete one or more exit exams during their final semester. Although exit exams are not pass/fail exams, it is very important for students to do

their very best, as the results are used to evaluate and improve the quality of instruction and learning in Vol State's courses and programs. In addition, results from these exams are also used to calculate the amount of funding that the College receives to provide academic resources and support services for students.

- **ALL students** graduating with a 2-year Associate Degree must take the **E-Proficiency Profile (EPP)**.
- **Computer Information Technology** (CIT) AAS graduates must **ALSO** take the CIT Exit Exam, in addition to the EPP.
- **Criminal Justice AAS** graduates must **ALSO** take the Criminal Justice Exit Exam, in addition to the EPP.

Please visit the Vol State testing center website for information about scheduling a testing appointment for any of the exit exams listed above.

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.

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. Academic Suspension Appeal Forms are located on the Records and Registration website under "FORMS". To initiate the suspension appeal procedure, students MUST submit an appeal online by completing the Academic Suspension Appeal Form by the deadline. The Academic Affairs Office will contact the student

upon receipt of the form to schedule a meeting with the A.V.P. of Academic Affairs. For any questions, the student should contact the Academic Affairs Office at 615-230-3555.

Student Course Evaluations

Every semester students receive the opportunity to provide feedback on each of their courses by completing student evaluations. The principal purpose of the course evaluation system is to improve course content and instructional practice in ways that enhance student learning. Student feedback helps inform the extent of student satisfaction and their experience with their courses and instructors' performance; for this reason, all students are expected to participate in the evaluation. This data is useful for course and faculty improvement and as one component in the reappointment process. Ultimately, student evaluations are essential to the continued growth and success of the campus community.

All course evaluations must be completed online. The evaluation process is as follows:

1. Student course evaluations begin at various times toward the end of the semester. The start date depends on the length of the course to allow for three (3) reminder emails to students. The evaluation period ends one (1) one week prior to the semester end date.
2. Students are contacted via email by a third-party vendor to complete the end-of-course evaluation located in the learning management system (i.e., eLearn). Evaluation completion dates will be contained within the email.
3. Students will have access to their course evaluations 24 hours a day through the end of the survey period. Once the evaluation is submitted students are not allowed to make additional edits.
4. Faculty will be contacted via email by a third-party vendor with information about the process for course evaluations and the dates and percentage of responses for their students. Faculty are highly encouraged to take time in class, whether on-ground or online, to have students conduct the evaluations via a personal or Vol State technology device. Additionally, faculty are asked to send students reminders to complete course evaluations.

After final exams are completed and grades are posted, faculty members will be able to view the student evaluations for each class in the learning management system (i.e., eLearn).

Videoconferencing (Zoom)

If there is an interruption in videoconferencing service (Zoom), it is your responsibility to immediately check the course syllabus and messaging locations used for the course (for example eLearn email, eLearn news items, VSCC email, third-party learning platforms, etc.) for information and instructions. If no information is found there, contact your instructor in a timely manner.

If a student shares a videoconference link/code with another individual and that action results in the videoconference to crash, disciplinary actions may be enforced.

ACADEMIC AFFAIRS

Distance Learning

Thigpen Library, Room 119
Phone: 615-230-3665
Email (elearn@volstate.edu)

Distributed Education is the department which oversees online learning at Vol State. We work with faculty to offer online and hybrid courses 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 online education at Vol State, go to the Distributed Education website and talk to your academic advisor.

The Distributed Education department also administers eLearn, Vol State's course management system. For help with eLearn, students should visit the Knowledge Base or contact Distributed Education.

Health Sciences Division

Wallace North Building, Room 102-O
Phone: 615-230-3330

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.

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 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 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: 615-230-3203
Email (ines.petrovicgarcia@volstate.edu)

The Honors Program offers high academic achievers' opportunities to interact with other students who have similar academic standards, small Honors-only 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:

- 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 class 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 Learning Commons 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

for Student Services and be subject to the procedures set forth in the Student Conduct and Disciplinary policy in this handbook.

International Education

Phone: 931-520-4642
Email (International.Education@volstate.edu)

The International Education Program leads several global academic initiatives at the college.

The goal of the International Education program is to provide Vol State students with a global perspective. It starts in the classroom with new ways of looking at academic subjects. It grows with special international events and speakers on campus and online. It blossoms with study abroad, which allows students to participate in academic travel to countries around the globe. Faculty members are active participants in the endeavor, through academic work, organizing special programs, and in teaching study abroad classes. Ultimately, international education prepares students for active participation in the global village.

Students interested in studying abroad should attend an information session that will detail the programs available for the coming academic year. Meeting notices will be posted on the study abroad student information webpage. Students are also encouraged to visit the Tennessee Consortium for International Studies (TnCIS) website for details and advice.

Learning Commons

The Learning Commons offers free tutoring to Vol State students in many subject areas, particularly in reading, writing, math, and science. The Learning Commons hosts learning support math courses, offers writing assistance, provides academic coaching, and assists with eLearn for online class materials.

Students may come to the Learning Commons at any time during the semester. There is a Learning Commons location on each Vol State campus. More information is available at the website.

Campus	Location	Phone	Email
Cookeville	Room 304	(931) 520-0551 ext. 4661	Email (lester.westmoreland@volstate.edu)
Gallatin	Thigpen 125	615-230-3676	Email (delois.reagan@volstate.edu)
Livingston	Room 151	931-823-7065	Email (william.terry@volstate.edu)
Springfield	Room 144	615-433-7034	Email (annie.burge@volstate.edu)

Library

Thigpen Library supports the academic needs of the College community by providing information resources, research assistance, study spaces, and instruction services.

Contact information for Thigpen Library is available on the website. Assistance is available during operating hours via phone, text, chat, email, drop-ins, and by appointment.

Thigpen Library's website provides operating hours and access to services and resources. Online library resources include more than 100 databases containing millions of full text articles, streaming videos, and searchable eBooks. Current

students can access these resources 24/7. Librarian-curated research guides help students find the most relevant resources for their courses and research topics; included is a guide for citing sources.

Thigpen Library in Gallatin is the main location and home for its physical collections. Additional library services are available at the Cookeville Higher Education Center, Livingston, and Springfield sites. Librarians and library specialists are available at all locations to help with students' research and information resource needs.

Each library site provides students with a place to study, collaborate and learn. Thigpen Library in Gallatin features individual and group study spaces to meet diverse study needs and preferences. Items from the library's physical collections, with approximately 40,000+ books and 2,000 DVDs, are delivered to students and employees at the sites or by mail upon request. Other resources circulate to support student learning, including textbooks on course reserve and technologies such as graphing calculators and cameras. Computers, scanners, and printers are available in each library.

Campus	Location	Phone	Email
Gallatin	Thigpen Library	615-230-3400	
Cookeville	Room 206	931-520-0551 ext. 4650	Email (librarian@volstate.edu)
Livingston	Room 103	1-800-563-8220	Email (circlulation@volstate.edu)
Springfield	Room 231A	615-433-7030	

Math and Science Division

Warf Building, Room 100
Phone: 615-230-3261
Email (mathandscience@volstate.edu)

Many courses in the Division have class participation requirements that state very clearly how class participation will impact the student's grade in the course. Students are expected to enroll only in courses that they can attend routinely.

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 requirements, thus postponing graduation.

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". An incomplete or "I" left unfinished will be automatically converted to an "F".

Open Biology Lab

Open Biology Lab is an opportunity for **the student** 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.

Nursing Division

Betty Gibson Hall 107
Phone: 615-230-4760
Email (nursing.division@volstate.edu)

The Associate of Applied Science degree in nursing program prepares students for a career as a registered nurse. Nursing and general education courses provide the student with the foundation for skills, attitudes, and knowledge for professional nursing. The Associate of Applied Science degree in nursing program is a rigorous program which requires time in the classroom, skills lab, and clinical setting to meet program outcomes. Graduates are prepared to provide holistic nursing care to persons from various cultures across the life span in a variety of healthcare delivery settings. The graduate is eligible to apply to take the National Council Licensure Examination (NCLEX-RN) for licensure as a Registered Nurse.

Social Science and Education Division

Caudill Hall 222
Phone: 615-230-3231

The Social Science and Education Division offers interdisciplinary programs for students wishing for an education encompassing the disciplines of Sociology, Psychology, History, Economics, Political Science, and more.

The division's programs teach students about the social, psychological, and political interactions of people and institutions. Students are prepared for careers in the fields of behavioral science, social science, criminal justice, education, and physical and health education.

The division's programs require students to utilize strong critical thinking skills with writing, researching, and modern data analysis to recognize trends and patterns. Researching data and analyzing the results is a major part of what people in these careers do to record information and use it as statistical evidence to support organizational decisions.

All of the careers mentioned previously involve working with people. Those working in these careers are concerned with the many aspects of society. They study how people behave individually and in groups; seek to understand the human mind; and work to help others in many different fields. A degree in one of the Social Science and Education Division's programs could open the door to a wide variety of career opportunities. With these programs, you have many ways to make a difference.

By earning one of our degrees, you will be able to apply your skills in a variety of career areas including: Community Service, Elder Care, Government, Health Services, Education, Human Resources, Administration, Counselor, Social Worker, Public Service Administrator, Criminal Justice, Minister, Politician, and Diplomat.

For information regarding the Division's specific programs, please visit our website at Social Science and Education Division.

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 oversees 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

Adult Learners & Veterans Affairs (ALVA*)*

Ramer Building, Room 125
Phone: 615-230-3447
Email (alva@volstate.edu)

Veterans Affairs
Phone: 615-230-3444
Email (veterans.affairs@volstate.edu)

TN Reconnect
Phone: 615-230-3447
Email (reconnect@volstate.edu)

The Office of Adult Learners and Veterans Affairs' mission is to serve the specific needs of adult learners, veterans, and active-duty military and their dependents and assist them with reaching their professional, personal, and lifelong learning goals. This is done by fostering positive relationships, providing excellent customer service, and delivering support services such as advisement, goal setting, and motivation to guide these special student populations to attaining their desired results.

The office helps these two special student populations (Adult Learners and Military-Affiliated Students) attend or prepare to attend VSCC by supporting their college success. Students are assisted with finding resolutions to challenges and needs which may arise while accomplishing their college goals. Assistance may be provided with guidance on the admissions process, academic advising, career guidance, TN Reconnect information and recruitment, veteran education benefits, benefits, and basic college processes.

The Office of Adult Learners and Veterans Affairs coordinates services for eligible students by working with local, state, and federal agencies to receive financial assistance for job retraining and employment programs. Community-based state agencies, such as American Job Centers, offer financial assistance through Workforce Innovation and Opportunity Act (WIOA) or Trade Adjustment Assistance (TAA). These agencies may sponsor students enrolled in VSCC by providing financial assistance for tuition costs, books, training materials, and supplies. Students qualify for services based on income eligibility and employment barriers, such as being laid-off from a job or improving job skills through retraining or other approved eligibility requirements.

Vol State is an approved institution of higher learning for students who receive Veterans Affairs (VA), Department of Defense (DoD), or Federal and State Tuition Assistance (TA) education benefits. The Office of Adult Learners and Veterans Affairs is the location where veterans, affiliated military students, and their dependents are provided information and assistance with applying for and processing benefits, education requirements, establishing career goals, making life/career choices, and assistance with resources for unique veteran challenges as they transition to college. The office is responsible for the college meeting the institutional requirements of being an approved campus, such as ensuring that students receiving veteran education benefits are enrolled in a degree/certificate program and only register for courses in their specific program that they want the benefits to pay.

The Veterans & Military Family Center is located in the Wood Campus Center Building, Room 101. Students can utilize the space for studying, using the available computers, building camaraderie with other VA Students who have had similar experiences, or take a break and have snacks donated by the Associates of Vietnam Veterans.

Admissions

Ramer Building, Room 120
Phone: 615-230-3688
Email (admissions@volstate.edu)

Admission advisors are available to assist new students with the application process. Additionally, these advisors can clarify information on the application, answer any questions students might have and outline the process that leads to registration. Visit the website for more information about applying to the College or to schedule a campus tour.

Advising

Ramer Building, Room 141
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 Office of Advising for advising assistance. Students who have declared a major are assigned to a faculty advisor, Advisor/Counselor, or Completion Advisor. The Office of Advising 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 Office of Advising serves students both on and off campus. The normal operating hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. There are times during the year, however, when The Advising Center is open extended hours. Please check the website for current information related to the extended hours schedule.

Students can walk into the Office of Advising to make an appointment or call (615) 230-3702. Assistance and information may also be requested by FAX at (615) 230-3692 or by e-mail.

The Office of Advising is also responsible for making all advisor assignments. If students would like to be assigned to a new advisor, they should make that request by contacting the Office of Advising.

Academic and Career Counseling - Academic counseling consists of assisting students with curriculum choice, educational planning, and accomplishment of academic goals. Advisor/Counselors and Completion Advisors use necessary intervention strategies to assist students in overcoming difficulties that would hinder performance. Academic counseling guides students through an exploration of career and academic choices, assists with establishing life goals, and in developing personal plans to achieve educational goals.

Advisor/Counselors and Completion Advisors provide academic counseling for students who are having difficulty with their courses. While many students are referred to the Office of Advising by their instructors, Advisor/Counselors and Completion Advisors will assist any student who needs academic counseling. Students may speak with an Advisor/Counselor or Completion Advisor either by appointment or on a walk-in basis.

The Office of Advising can also assist students who need career counseling. Students will meet with an Advisor/Counselor or Completion Advisor who can assist with the development of a plan to determine what career path is best suited for them. After meeting with an Advisor/Counselor or Completion Advisor, students can make an appointment to take a career assessment in the Testing Center. These assessments include the Strong Interest Inventory and the Myers-Briggs Type Indicator. In addition, students can complete internet-based assessments called Kuder and TypeFocus. After completing a career assessment, students should make an appointment to meet with an Advisor/Counselor or Completion Advisor who will interpret and discuss the results with them.

Other Counseling Services - The Office of Advising does not have a licensed counselor on staff. Thus, it is not equipped to handle serious personal counseling matters. However, Advisor/Counselors and Completion Advisors are trained to provide immediate, short-term assistance and will then refer students to an appropriate agency or licensed professional.

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 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.

Access Center

Ramer Building, Room 143
Phone: 615-230-3472
Email (access.center@volstate.edu)

The primary goal of the Access Center is to promote full access and participation of students with disabilities in all programs, activities, and facilities of Volunteer State Community College. Access Center staff help students 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 appropriate accommodations to remove academic barriers created by an inaccessible

environment. Additionally, we serve as a resource for faculty to assist them in the provision of accommodations in the classroom to remove potential barriers, and the creation of a more accessible learning environment. It is the student's responsibility to disclose information voluntarily and confidentially regarding the nature of the disability. To benefit from the services provided in the Access Center, students are asked to:

- Complete an Access Center Application
- Provide/upload professional documentation of a disability
- Assist in identifying the academic barriers encountered
- Follow through with each step of the accommodation process

Auxiliary aids, services and accommodations are provided on an individual basis taking into consideration the nature of the student's disability and functional limitations, as well as the specific barriers encountered in each class. As appropriate, services may include sign-language interpreters, alternate-format textbooks, note taking support, alternative testing, 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 for personal use or study.

Financial Aid

Ramer Building, Room 129
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 after October 1st for the next academic year. 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 & Registration

Ramer Building, Room 106
Phone: 615-230-3680
Email (records@volstate.edu)

The staff in Records & Registration are 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 and awarding of external credit, the graduation process upon receipt of application and guiding them thru the process, diploma pick up, and changes to a student's record (such as address or telephone number). 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.

Testing

Ramer Building, Room 148
Phone: 615-230-3484
Email (testing@volstate.edu)

Testing services are provided by the College through the Testing Centers at all Vol State campuses in Gallatin, Cookeville, Livingston, and Springfield. Testing Services include placement tests for admission to Vol State, including English for Speakers of Other Languages (ESOL); foreign language placement tests in French and Spanish; high school Dual Credit

exams; the TEAS preadmission test for Nursing; graduation exit exams; and faculty exams for Vol State and TN eCampus courses. The Testing Centers also provide remote proctoring services for students enrolled at other colleges and universities, and serve as official testing centers for the College Level Examination Program (CLEP), the High School Equivalency Test (HiSET), Microsoft certification exams, and Business and Industry Licensure and Certification and exams.

TRIO

Wood Campus Center, Room 215
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 Vol State students increased educational opportunities that promote academic success. The overall goal is to support students through educational and retention strategies that lead to graduation and/or transfer to a four-year institution. To participate, students must meet one or more of the following U.S. Department of Education requirements:

- Low-Income: Pell Grant Eligible
- First Generation: Neither parent has earned a four-year college degree
- Disability: Registered with the Vol State Access Center

TRIO SSS offers academic advising, graduation planning, career counseling, priority registration, financial literacy, tutoring, mentoring, goal setting, four-year transfer assistance, and technology access. Educational trips include four-year college tours and cultural activities. Students may apply online.

STUDENT SUPPORT RESOURCES

Life is difficult, combined with college it can become very overwhelming. At Volunteer State Community College, we want to see our students succeed in all facets of life.

In the Office of Student Services, Wood 217, we have multiple resources to assist our students. Whether you are struggling with buying groceries, paying your bills, or experiencing an unexpected life event, we are here to assist you and support you.

Please reach out to us at student.engagement@volstate.edu or (615) 230-3442

Local Resources for Students and their Families

Local Resource for Students and their Families
A guide to local Shelters, Food Banks, and more

Community Service Opportunities

Community Service Opportunities
A list of ways to complete community service hours at Vol State

Food Pantry

The Feed
Vol State's on-campus food pantry available to any currently enrolled student

Come by Student Services (Wood 217) for more information or call 615-230-3442

Student Emergency Financial Assistance

Student Emergency Financial Assistance Form

This is an emergency financial assistance program for students who need help or are in danger of withdrawing due to an unanimated temporary financial hardship. This is a 1–3-week process and goes through a voting committee. Please check eligibility below.

Eligibility:

- Must have completed at least 6 hours at Vol State and be enrolled in and attending the semester in which the funds are being requested.
- Must have a specific bill that this funding can cover.
- Example: medical bill, car maintenance bill, etc.
- Only up to $400 per semester
- Must have a GPA of 2.0 or show evidence of recent satisfactory academic progress including attendance.
- Must be experiencing financial hardships due to an unexpected emergency or crisis situation.
- Must provide sufficient documentation.

DOES not cover expenses like Food or Gas

- You can visit Vol State's Food Pantry, The Feed, at any time for groceries.

Information Concerning Students Experiencing Pregnancy, Childbirth, and Related Medical Conditions

Purpose

Volunteer State Community College (VSCC) is committed to ensuring equal access to education for all students, including those who are pregnant or postpartum. In compliance with Title IX of the Education Amendments of 1972, this document outlines the rights, accommodations, and complaint process for affected students.

Student Rights and Resources

Students who are pregnant or have recently given birth are provided the following under Title IX:

- **Access to Educational Programs and Activities:** The College prohibits discrimination against any student on the basis of pregnancy, childbirth, or related conditions.
- **Reasonable Accommodations:** Adjustments may include but are not limited to excused absences, flexibility in deadlines, extended time for assignments, and alternative participation options.
- **Leave of Absence:** Students may take a leave of absence as medically necessary and will be allowed to return without penalty.
- **Lactation Spaces:** The College provides designated lactation spaces on campus for students who need to express breast milk.
- **Confidential Support:** Students may seek assistance through the Office of Student Services and the Title IX Coordinator.

Accommodation Process

- **Notification:** Students requesting pregnancy-related accommodations must contact the Title IX Coordinator and/or their designee.
- **Interactive Process:** The Title IX Coordinator and/or their designee will work with the student and faculty member(s) to determine reasonable accommodations and to create a plan based on individual needs.
- **Implementation:** Faculty and relevant departments will be informed of necessary accommodations while maintaining confidentiality. Faculty will be notified via email within one business day of a student requesting accommodation. After the interactive process, the faculty will be notified via email of the accommodation.
- **Review and Adjustments:** Accommodations may be reviewed and modified as needed to ensure continued support.

- **Examples of Accommodations:** Physical adjustments such as larger desks, footrests, or elevator access. Classroom flexibility such as frequent breaks for the restroom, eating, or expressing breast milk. Academic adjustments such as extensions for coursework, rescheduling of tests, or options for online coursework.

Complaint Process

If a student believes they have been denied accommodations or faced discrimination due to pregnancy or childbirth, they may file a complaint by contacting the College's Title IX Coordinator.

Contact Information

- **Title IX Coordinator:** Emily Short, Vice President for Student Services
- **Office of Student Services:** Dr. Anne-Marie McKee, Assistant Vice President for Student Support
- **Lactation Spaces:** Wood 215E

MENTAL HEALTH

Vol State has partnered with professional mental health providers to aid our students with resources that will help them balance life and college.

If you are dealing with feelings of being overwhelmed, depressed, stressed, or just want to talk through things, please consider the counseling options Vol State has below.

Local Mental Health Resources

Check out these local facilities that offer a range of different financial options for professional counseling. If you would like more information or options, feel free to come by Student Services, Wood 217, to talk! Click here for your local resources!

Suicide Prevention

If you are feeling suicidal, please reach out for help!
988 Suicide & Crisis Lifeline: dial or text 988

National Statistics

- Suicide is the #2 leading cause of death for college students
- Approximately 1,100 suicides on college campuses per year
- 25% know of someone who has died as a result of suicide
- 40% know of someone who has attempted
- 0.6% of those 18 years and older attempted suicide. 7.5% of those 18-25 seriously considered suicide (American Foundation for Suicide Prevention, 2013)
- 4.0% of the adult U.S. population reported having suicidal thoughts in the past year. 8.8% of those 18- to 25-year-olds seriously considered suicide, 2.9% of those 18- to 25-year-olds made a plan, and 1.8% of 18- to 25-year-olds attempted. (National Survey on Drug Use and Health, 2016)

It is the second most common cause of death among college students. The college environment can be stressful. Many students experience interrupted sleep, eating, or exercise patterns. Combined with anxiety, depression, and other mental issues, the experience can be overwhelming.

Risk Factors for Suicide

- A traumatic or stressful life event
- Prior suicide attempt
- Feeling isolated or lacking support

- Impulse issues
- Substance abuse
- Poor coping skills
- Access to a suicide method

Warning Signs in College Students

- Academic issues
- Depression
- Mood swings
- Withdrawal
- Feelings of hopelessness
- Disregard for appearance
- Increased substance use/abuse
- Increased risk taking

If someone you know is experiencing any of these warning signs for suicide -- ASK THEM! If you are unsure of where to turn, please contact the Office of Student Support at (615) 230-3477 or visit us in the Wood Campus Center 217 to talk. We have resources available to help you.

*Source

Vol State Suicide Prevention Plan

View Vol State's Suicide Prevention Plan and Protocol

Additional Help

If you need additional help, information, or just a quiet space, please feel free to come to the Students Services office in the Wood Building, room 217. You can also reach us by emailing or calling (615) 230-3799.

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 related definitions, hearing procedures, academic misconduct, and academic misconduct proceedings applicable to the Volunteer State Community College (VSCC) community.

Definitions

For this policy, a “student” shall mean any person who is admitted and/or registered for study (including for non-credit classes) at Volunteer State Community College (VSCC) for any academic period. This shall include any period following admission and/or registration, but preceding the start of classes for any academic period, following 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, who engaged in academic misconduct as part of the application process; and/or who previously attended VSCC and who was found to have violated VSCC’s student conduct and disciplinary standards policy during the time of enrollment. “Student” shall also include any person subject to a period of suspension or removal from campus resulting from a finding of a violation of this policy. Unless explicitly provided otherwise in these rules, the term “student” shall also refer to a student organization.

Definitions of “Disciplinary Offenses” and “Disciplinary Sanctions” are included in their respective sections II and V.

Policy Statement

Students enrolled at VSCC are citizens of their civic communities as well as the academic community. As such they are expected to always conduct themselves as law-abiding members of each community. 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 or designee of Volunteer State Community College to take such action as may be necessary to maintain conditions on institution-owned and controlled property and to preserve the integrity of VSCC and its educational environment.

In addition, students are subject to all federal, 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 policies regardless of the status or outcome of any external proceedings instituted by other civil or criminal authorities.

Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, VSCC has developed the following policy, which is intended to govern student conduct at VSCC. Students are responsible for compliance with this policy and with all VSCC policies and regulations.

Disciplinary action may be taken against a student for violation of policies and regulations that 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. In the case of violations that occur off VSCC owned, leased, or controlled property, VSCC will consider whether the violation impairs, interferes with, or obstructs any VSCC activity, or the mission, processes, and function of VSCC, including, but not limited to, conduct that:

- occurs in connection with any VSCC activity, including but not limited to, international, distance, online, or remote learning programs, athletics events, and other extracurricular activities, clinical, internship, practicum, and similar activities;
- occurs while using VSCC resources, such as computers and network systems;
- involves or affects another member of the VSCC community (a student, faculty, staff member, or guest of VSCC); or
- poses a credible, serious threat to the health and safety of the VSCC community.

This policy, and related material incorporated herein by reference, is applicable to student organizations as well as individual students. Whether a student organization will be held responsible for a violation of these rules by one or more of its members will be based on the following considerations:

- the violation is endorsed by the student organization or any of its officers. “Endorsed by” includes, but is not limited to, active or passive consent or support, having prior knowledge that the conduct was likely to occur, or helping to plan, advertise, or promote the conduct;
- the violation took place during the course of an activity paid for by the student organization or by members of the student organization to support the activity in question;
- the prohibited conduct occurred on property owned, controlled, rented, leased, or used by the student organization or any of its members for an organizational event;
- the prohibited conduct was related to initiation, admission into, affiliation with, or as a condition for continued membership in the student organization; and
- one or more officers of the student organization had prior knowledge or reasonably should have known the prohibited conduct would likely take place.

Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g, the Tennessee Public Records Act, T.C.A. § 10-7-504, and/or other state and federal law, a student's disciplinary records and files are considered "education records" and are confidential in accordance with those statutes.

Matters involving sexual harassment, sexual assault, stalking, domestic violence, and dating violence occurring within an education program or activity, if within the scope of TBR Policy 6.03.00.00, Sexual Misconduct, which implements 34 C.F.R. Part 106 related to Title IX of the Education Amendments of 1972, shall proceed in accordance with TBR Policy 6.03.00.00, Sexual Misconduct, and not this policy

Disciplinary Offenses

Disciplinary measures shall be imposed according to this policy and procedures and processes outlined in this policy shall apply. VSCC uses the "preponderance of the evidence" standard. A preponderance of the evidence means the greater weight of the evidence or that, according to the evidence, the conclusion sought by the party with the burden of proof is the more probable conclusion.

This policy shall not be used to violate rights guaranteed under the constitution of the State of Tennessee or the constitution of the United States. VSCC has adopted and regularly publishes notice of offenses for which both individuals and student organizations may be subject to disciplinary action. in this policy:

Threatening Conduct

Any conduct, threatened conduct, or attempted conduct that, poses a threat to a person's safety, health, or personal well- being including, but not limited to, endangering the health, safety, or welfare of any person; engaging in conduct that causes a reasonable person to fear harm to his or her health, safety or welfare; or making an oral or written statement that an objectively reasonable person hearing or reading the statement would interpret as a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals;

Disruptive Conduct

Any conduct, threatened conduct, or attempted conduct that is disruptive to VSCC's learning environment, including, but not limited to, engaging in any action that interferes with the ability of the instructor to teach or other students to learn. Disruptive conduct in the class setting (which includes but is not limited to remote education and off-site locations) includes, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students or instructors, repeated outbursts from a student that disrupt the flow of instruction or prevent concentration, failure to cooperate in maintaining class decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs 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 Conduct

Any individual or group behavior which is abusive, obscene, lewd, indecent (including, without limitation, public exposure of one's sex organs, public urinating, and public sexual acts), violent, excessively noisy, disorderly, or which unreasonably disturbs institutional 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 but not limited to 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 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 in the performance of their duty;
- Participation in a demonstration that substantially impedes VSCC operations;
- Obstruction of the free flow of pedestrian or vehicular traffic on property owned, leased, or controlled by VSCC or at a VSCC activity.

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 VSCC or a member of the VSCC community including, but not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices;

Theft, Misappropriation, or Unauthorized Sale of Property

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 the VSCC;

Weapons

Possessing, carrying, using, storing, or manufacturing any weapon on VSCC property or in connection with a VSCC activity, unless federal or state law provides a student with an affirmative right to possess or carry a weapon on VSCC controlled property or in connection with an institution-affiliated activity. (Refer to Guidance on Firearms on Campus, Exhibit #1);

Explosives, Fireworks, Flammable, and Hazardous Materials

The unauthorized possession, ignition or detonation of any object or article that represents a potential danger to the VSCC community, including, but not limited to, explosives, fireworks, flammable materials, ammunition, hazardous liquids, chemicals, or hazardous materials;

Alcoholic Beverages and Alcohol-Related Conduct

The use, possession, and/or sale of alcoholic beverages on VSCC owned or controlled property or in connection with any VSCC activity unless expressly permitted by VSCC;

Drugs

The unlawful possession, use, sale, or manufacture of any drug or controlled substance (including, but not limited to, any stimulant, depressant, narcotic or hallucinogenic drug, or marijuana). This offense includes using or possessing a prescription drug if the prescription was not issued to the student, as well as the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs;

Drug Paraphernalia

The use, possession, distribution, sale, or manufacture 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;

Public Intoxication

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

Gambling
Unlawful gambling in any form;

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 Related to Disciplinary Proceedings
Any conduct at any stage of a VSCC disciplinary proceeding or investigation that is contemptuous, threatening, retaliatory, or disorderly, including false complaints, false testimony, or other falsification of evidence, and attempts to influence the impartiality of a member of an adjudicatory body, verbal or physical harassment or intimidation of an institutional official, hearing panel member, complainant, respondent or witness;

Failure to Cooperate with Institutional Officials
Failure to comply with reasonable directions of VSCC officials acting in the performance of their duties. This includes, but is not limited to, failing to respond to a request to report to a VSCC administrative office, failing to cooperate in a VSCC investigation, and/or failing to appear at an institutional hearing, including, without limitation, a disciplinary hearing;

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 without having made an immediate report to VSCC prior to the commission of the planned offense 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 authorities;

Violations of State or Federal Laws
Any conviction of violation of state or federal laws, rules, or regulations prohibiting conduct or establishing offenses;

Violation of Imposed Disciplinary Sanctions
Intentional or unintentional violation of a disciplinary sanction imposed through a VSCC disciplinary proceeding;

Sexual Misconduct
Committing any act of sexual assault, rape, sexual battery, domestic violence, or dating violence as defined by state or federal law;

Harassment, Stalking, or Retaliation
Any conduct that falls within T.C.A. § 39-17-308 (Harassment) or T.C.A. § 39-17-315 (Stalking) or “student-on-student harassment,” which means unwelcome conduct directed toward a person that is discriminatory on a basis prohibited by federal, state, or local law, and that is so severe, pervasive, and objectively offensive that it effectively bars the victim’s access to educational opportunity or benefit. Engaging in “retaliation,” which is an act or omission committed by a student because of another person’s participation in a protected activity that would discourage a reasonable person from engaging in protected activity. Retaliation violates these standards regardless of whether the underlying allegation of a violation of policy is ultimately found to have merit. Retaliation can include, without limitation: an act or omission committed against a person’s family, friends, advisors, and or other persons reasonably expected to provide information in connection with a VSCC investigation or hearing, and an act or omission committed by a student through a third party;

Discrimination
Any conduct prohibited by any federal or state law, rule, or regulation related to discrimination, harassment, or retaliation;

Academic Misconduct

Any action or attempted action designed to provide an unfair academic advantage or disadvantage for oneself or others. Academic misconduct includes a wide variety of behaviors such as plagiarism, cheating, fabrication, and other academic dishonesty. For purposes of this policy 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. Examples include but are not limited to copying of passages from works of others into one's own work without acknowledgment; summarizing or paraphrasing ideas from another source without proper attribution, unless such information is recognized as common knowledge; and using facts, statistics graphs, representations, or phrases without proper attribution;
- **Cheating**: Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. Examples include but are not limited to copying another's work; obtaining or giving unauthorized assistance; unauthorized collaboration or collusion with another person; having another person take a test for a student; and the use of unauthorized materials or devices. The term academic exercise includes all forms of work submitted for credit or hours;
- **Fabrication**: Falsifying, fabricating, or misrepresenting data, research results, citations, or other information in connection with an academic assignment. 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, with the intent to use or make available for use by others, any key for a VSCC facility without proper authorization;

Litter

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

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/or (3) taken as a whole, lacks serious literary, artistic, political, or scientific value;

Abuse of Computer Resources and Facilities

Misusing and/or abusing campus 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;
- 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 computing resources and facilities to send abusive or obscene correspondence;
- Use of computing resources and facilities in a manner that interferes with normal operation of the VSCC computing system;
- Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official; and
- Unauthorized peer-to-peer file sharing.

Unauthorized Access to Institutional Facilities and/or Grounds

Any unauthorized access and/or occupancy of VSCC facilities and/or 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 or her duties in connection with a student's admission, enrollment, or status in VSCC;

Observation Without Consent

Observation Without Consent, which is prohibited by T.C.A. § 39-13-607 (a criminal statute) for purposes of this policy, means knowingly spying upon, observing, or otherwise viewing an individual, regardless of whether a photo, video, or recording is made, when the individual is in a place where there is reasonable expectation of privacy, without the prior effective consent of the individual, if the viewing would offend or embarrass an ordinary person if the person knew the person was being viewed. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, living quarters, restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means;

Smoking Violations

Smoking or tobacco use in any VSCC building or facility, in any state-owned vehicle, or on any VSCC grounds or property, unless in a designated smoking or tobacco use area. For the purposes of these rules, "tobacco use" includes, but is not limited to, the personal use of any tobacco product, whether intended to be lit or not, which includes smoking tobacco or other substances that are lit and smoked, as well as the use of an electronic cigarette or any other device intended to simulate smoking, and the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; any form of loose-leaf, smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco;

Maintenance of Ethical and Professional Standards

Failure to maintain the high ethical and professional standards of the various disciplines of the health professions may subject a student to suspension from a program, dismissal from a program, or other appropriate remedial action.

- A student enrolled in a program leading to a degree or certificate in a health profession is subject to disciplinary action up to and including suspension and dismissal from a program for engaging in the following acts of misconduct, regardless of location:
    - Commission of an offense classified as a felony by Tennessee or federal criminal statutes;
    - Unlawful use, possession, or sale of drugs or narcotics, whether or not felonious;
    - Other unprofessional or unethical conduct that would bring disrepute and disgrace upon both the student and profession and that would tend to substantially reduce or eliminate the student's ability to effectively practice the profession in which discipline he or she is enrolled;
    - Conduct that is in violation of either a relevant Tennessee statute establishing professional standards or a rule or regulation of a Tennessee regulatory board or other body responsible for the establishment and enforcement of professional standards.
- A person applying for admission to a health profession program may be denied admission to the program on the basis of his or her violation of the aforementioned ethical and professional standards;

Traffic and Parking Fines

Receiving $100.00 or more in traffic and/or parking violations on VSCC property or VSCC-controlled property during any semester. See VSCC Policy IV:30:07.

Indecent Exposure

Indecent Exposure, which is prohibited by T.C.A. § 39-13-511 (a criminal statute), for purposes of this policy means in a public place intentionally exposing one's genitals or buttocks to another or engaging in sexual contact or sexual penetration where the person reasonably expects that the acts will be viewed by another, and the acts will offend an ordinary viewer or are for the purpose of sexual arousal and/or gratification.

Disciplinary Holds

VSCC may place a hold on a student record when the student has

- Withdrawn from VSCC while a disciplinary meeting and/or proceeding is pending;
- Not responded to an institutional official's request for a meeting or hearing; or
- Been suspended or expelled.

A disciplinary hold may remain on a student's record until final resolution of a disciplinary meeting and/or disciplinary hearing.

VSCC will not confer a degree or credential when a student record has been placed on hold, or when a student has a pending disciplinary meeting and/or disciplinary proceeding.

Except for cases involving Academic Misconduct, VSCC will not revoke a degree or credential based on conduct occurring while a person was a student, but not discovered until after the awarding of a degree or credential.

Classroom and Academic Misconduct

Classroom Misconduct

- The instructor has the primary responsibility for maintenance of academic integrity and controlling class (which for this policy includes any remote class and/or offsite class such as a clinic site or other non-traditional class environment) behavior and responding to disruptive conduct.
- The instructor may order the temporary removal or exclusion from the class of any student engaged in disruptive conduct or other conduct that violates this policy 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 affected only through appropriate procedures guided by the Vice President for Student Services (VPSS).

Academic Misconduct

- Academic misconduct is prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed in accordance with this policy, the instructor has the authority to take academic discipline consistent with institutional policy, procedures, and processes.
- An instructor who determines that a student has engaged in academic misconduct may choose to exercise academic discipline by lowering to any extent, including to a grade of "F" or "zero," a student's grade in the course, assignment, or examination affected by the alleged academic misconduct.
- An instructor who initiates academic discipline shall inform the student in writing of the finding of academic misconduct, the basis thereof, and the academic discipline imposed within five (5) calendar days of the imposition of academic discipline. At that time, the instructor will also inform the student of the appeals process. In all cases, the communication to the student will be shared with the Chair, Dean, and other necessary college personnel.
- A student may not withdraw from a course pending final resolution of an allegation of academic misconduct. Students are permitted and encouraged to continue attending class until the academic disciplinary decision, including all appeals, is final.
- A student charged with academic misconduct has the option of either accepting the academic discipline imposed by the instructor or initiating the appeals process to challenge the allegation of academic misconduct or the severity of the academic discipline. If the student does not respond in writing within five (5) calendar days by either accepting the academic discipline or appealing the academic discipline to the VSCC Academic Integrity Committee, the student waives the right to contest the academic discipline, at which time it becomes final.
- VSCC's Academic Integrity Committee will appoint an ad hoc subcommittee from its members to hear each appeal. This group shall consist of five (5) individuals and include three (3) faculty members, one (1) staff member

from Distributed Education, and one (1) student. The Chair of the Academic Integrity Committee will assemble the committee and coordinate the academic misconduct hearing with assistance from the Office of Academic Affairs. The Chair of the Academic Integrity Committee, the Vice President for Academic Affairs or designee, and/or the Vice President for Student Services or designee may attend the hearing as non-voting members to facilitate the hearing process. Any individual who has an interest in the incident, a conflict of interest, or a bias is not permitted to serve on the committee or at least not able to participate in a committee hearing where they have interest in the incident, a conflict of interest, or a bias.

- VSCC's Academic Integrity Committee will set a hearing date that is within fifteen (15) business days of the receipt of the student's appeal. The student must receive at least seven (7) calendar days' notice of the date, time, and location of the hearing and be notified through the Office of Academic Affairs of the due process protections provided for in this policy.
- The ad hoc subcommittee of the Academic Integrity Committee will conduct the appeal hearing, consider the evidence presented, and decide based on a simple majority vote using a preponderance of the evidence standard. The subcommittee can either uphold, overturn, or lessen the academic discipline. The results of the subcommittee's decision will be conveyed to the student in writing, through the Office of Academic Affairs, within ten (10) business days of the hearing.
- If the Academic Integrity Committee upholds or lessens the academic discipline, the student may appeal in writing to the Vice President for Academic Affairs within five (5) business days following receipt of the decision of the committee.
- The appeal to the Vice President for Academic Affairs will be determined based on the record from the Academic Integrity Committee hearing together with any written/document submission from the student unless the Vice President determines that an in-person meeting with the student and/or other persons will assist in reaching a proper determination.
- The Vice President for Academic Affairs will issue a written decision on the appeal within five (5) business days of receipt of the student's appeal package.
- If the Vice President for Academic Affairs upholds the committee's decision, the student may then appeal to the President within five (5) business days following receipt of the decision by the Vice President for Academic Affairs.
- The appeal to the President will be determined based on the record from the Academic Integrity Committee hearing and the appeal to the Vice President for Academic Affairs, together with any written/document submission from the student, unless the President determines that an in- person meeting with the student and/or other persons will assist in reaching a proper determination.
- The President will issue a written decision on the appeal within ten (10) business days of receipt of the student's appeal package. The President's decision will be final.
- The President and/or Vice President for Academic Affairs can extend any deadline in this section for good cause and upon written notice to the student.
- In addition to academic discipline, a student who is found responsible for academic misconduct, either one or more times, may be subject to disciplinary sanctions in accordance with this policy.
- VSCC shall maintain permanently all submissions by the student and all decisions of institutional officials and committees relating to academic misconduct.

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 the President.

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 Vice President for Student Services or designee to compensate a party or parties for a loss suffered because 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. 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;

Restriction
A restriction upon a student's or student organization's privileges for a period may be imposed. This restriction may include, but is not limited to denial of the ability to represent VSCC at any event, ability to participate in a 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 this policy. Any student or organization placed on probation will be notified in writing of the terms and length of the probation. Probation may include but not be limited to restrictions upon extracurricular activities, or any other appropriate special condition(s). Any conduct in further violation of this policy 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. 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 by VSCC. A student or organization that has been expelled may not enter VSCC property or facilities or VSCC-controlled property or facilities without obtaining prior approval from an appropriate campus official with knowledge of the expulsion directive;

Revocation and Withholding of Admission, Degree, or Credential; and Interim Involuntary Withdrawal or Suspension
As a rule, the status of a student or student organization accused of violation of TBR rules, this policy, or a VSCC policy should not be altered until a final determination has been made regarding the charges. However, interim, or involuntary withdrawal or suspension, pending the completion of disciplinary procedures, may be imposed upon a finding that the

conduct, or attempted conduct of the student poses a direct threat to the safety of any other member of VSCC, its guests, property, or the student's behavior is materially and substantially disruptive of the VSCC learning environment or other campus activities. In any case of interim or 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 in accordance with this policy;

The President or Vice President for Student Services is authorized to negotiate a mutually acceptable resolution to any disciplinary proceeding or to rescind or convert any sanction imposed to a lesser sanction.

Disciplinary Procedures

VSCC provides students with a system of constitutionally and legally sound procedures that provide the protection of due process of law in accordance with TBR Systemwide Student Rules, this policy, and applicable state and federal law. VSCC will affirmatively communicate this policy and any subsequent

amendments to the policy to all faculty, staff, and students of VSCC as well as published in appropriate websites, handbooks, or manuals.

The Vice President for Student Services or other administrator designated by VSCC is responsible for matters within the scope of this policy, except that the Vice President for Academic Affairs is responsible for matters related to academic misconduct. In situations where the conduct could fall within both areas of responsibility, the two offices will confer and decide which procedures will apply and advise the student or student organization in writing of the decision.

Complaints related to discrimination, harassment, and retaliation that are not subject to another rule will be investigated and resolved in accordance with VSCC's policy, procedures, and processes.

- In determining whether the evidence establishes a violation of VSCC policy, VSCC shall use the preponderance of the evidence standard for contested cases, as explained in TBR Policy 1.06.00.05, Uniform Procedures for Cases Subject to the Uniform Administrative Procedures Act and Department of State Rule 1360-04-01. At all times the burden of obtaining evidence and establishing a violation shall be on VSCC.
- In the event of bias or conflict of interest by an institutional official, VSCC may appoint a substitute, who may or may not be employed by VSCC.
- The investigator shall conduct an appropriate investigation, which may include interviews of the parties and witnesses, as well as review of documents and other information. The purpose of the investigation is to determine whether the evidence establishes a violation of VSCC policy and procedures. The parties are encouraged, but not required, to provide information that they want the investigator to consider.
- The investigator shall provide written notice of receipt of a written complaint or the decision to initiate an investigation.
- The investigator shall notify students that VSCC will comply with FERPA and only disclose information in accordance with FERPA and other applicable law.
- The investigator shall prepare a report summarizing the investigation. The report shall include, but not be limited to, the dates of the alleged occurrences, the response of the respondent, the findings of the investigator, and recommendations regarding disposition of the complaint.
- The report shall be submitted to the President within sixty (60) calendar days following receipt of the complaint, absent cause for extending the investigation timeline. In situations where more time is needed to complete the investigation, written notice shall be provided to the parties explaining the reasons.
- The President shall review the investigator's report and shall make a written determination as to whether this policy, and institutional policy, processes, and procedures have been violated and the appropriate disciplinary sanction, if any. The President's determination and the investigator's report shall be provided to the parties, unless prohibited by law.
- Either party may send a written request to reconsider to the President's decision within ten (10) working days, absent good cause, of receipt of the president's determination.

- The request to reconsider process shall consist of an opportunity for the parties to provide information to the President's attention that would change the determination and/or disciplinary sanction. A party must explain why the information was incomplete, the analysis of the facts was incorrect, the determination was affected by bias or a conflict of interest, procedural irregularity, and/or the appropriate standard was not applied, and how this would affect the determination. Failure to do so may result in denial of the request to reconsider.
- The parties will not be allowed to present their request to reconsider in person unless the President determines, in his or her sole discretion, to allow an in-person appearance.
- The President shall issue a written response to the request to reconsider as promptly as possible. The decision will constitute the institution's final decision.
- VSCC shall provide written notice of the ability to contest the determination and/or disciplinary sanctions, including, where applicable, the ability to request a contested case hearing pursuant to the UAPA (Uniform Administrative Procedures Act), to the parties at the time the parties are advised of the determination and upon the resolution of any request to reconsider or appeal.

Students and student organizations subject to any disciplinary sanction are entitled to a due process hearing in accordance with this policy and standards established by the constitutions of the State of Tennessee and the United States unless that right is waived after receiving written notice of the available procedures.

All proceedings under this policy will be held in closed session and will not be open to the public. Formal rules of evidence shall not be applicable. The committee chair may exclude evidence which in their judgment is immaterial, irrelevant, or unduly repetitious.

Written notice to a student or student organization is accomplished either by handing a copy to the student; sending documents via email to the student's or student organization's VSCC email account; email account of record on file with VSCC; or by sending a copy via certified mail, registered mail, return receipt requested mail, or a nationally recognized delivery service that tracks delivery to the student's residence of record or the student organization's address of record.

Initiation of Charges

- VSCC may initiate the disciplinary process based on written allegations received from any source, including any member of the college community. Complaints should be directed to the Vice President for Student Services, except those complaints relating to discrimination, harassment, and retaliation should be referred to VSCC's EEO/Title IX Officer so that such complaints can be handled in accordance with VSCC's and TBR policy and procedures. VSCC may also initiate disciplinary procedures without written allegations if it becomes aware of potential violations of these rules through other means.
- When the allegations, if proven, may warrant the imposition of a disciplinary sanction, VSCC shall inform the student of the allegations and proceed to gather information concerning the matter, including, but not limited to, interviewing relevant witnesses, and reviewing relevant documents and evidence. Students who may be the subject of disciplinary sanctions will be provided the minimum due process protections identified in this policy.
- After reviewing the evidence, the administrator with responsibility for the matter shall decide whether sufficient evidence exists to charge the student, and if so, the appropriate disciplinary sanction(s). Notice of the charges and disciplinary sanction(s), if any, shall be provided in writing to the student. If there is insufficient evidence to continue the disciplinary process, the matter will be closed, and written notice will be provided to the student.

Minimum Due Process Protections. VSCC shall provide the following minimum procedural due process protection components in disciplinary matters:

- The student shall be advised, in writing, of the breach of the policy provision(s) of which he or she is charged;
- The student shall be advised of the time, date, and place of the hearing allowing reasonable time for preparation; and
- The student shall be advised of the following rights applicable at the hearing:

- The right to present his or her case;
- The right to be accompanied by an advisor of his or her choice. The advisor's participation shall be limited to advising the student, and not include advocating on behalf of the student, speaking on behalf of the student, or otherwise actively representing the student. An advisor is not permitted to interfere with the hearing;
- The right to call witnesses on his or her behalf;
- The right to confront witnesses against him or her; and
- The method and time limitations for appeal if any are applicable.

Options for Students. Four (4) potential processes exist for adjudication of disciplinary matters. The student will be informed in writing of each available option and the due process rights associated with each option. A student will have five (5) business days following written notification to select an option. If a student fails to return the election of a procedure in a timely manner, the student will be deemed to have waived the right to contest the disciplinary sanction. Selection of one option constitutes waiver of all other options.

- Contested Case Hearing: All cases which may result in either: suspension or expulsion of a student from VSCC for disciplinary reasons, or revocation of registration of a student organization, are subject to the contested case provisions of the Uniform Administrative Procedures Act , T.C.A. § 4-5-301 et seq., and TBR Policy 1.06.00.05, Uniform Procedures for Cases Subject to the Uniform Administrative Procedures Act, unless the student or student organization, after receiving written notice, waives those procedures.
- A student may elect a Discipline Committee hearing.
    - Discipline Committee hearing: The Discipline Committee shall consist of representatives from the following areas: (2) faculty, (3) Student Services, (1) Upper Cumberland, (1) Springfield (1) Student (1) SGA member (3) At-Large, (Ex-Officio) Vice President for Student Services. The Vice President for Student Services or designee will assemble the committee and coordinate the hearing but will not vote as to the committee's decision. An individual who has an interest in the incident, a conflict of interest, or a bias is not permitted to serve on the committee.
    - The committee will set a hearing date that is within fifteen (15) business days of receipt of the student's request for a Discipline Committee hearing. The student must be notified of the date, time, and location of the hearing as soon as possible, but given at least seven (7) calendar days' notice. A student will be notified of the due process protections provided for in these rules.
    - The Discipline Committee will conduct the hearing, consider the relevant evidence presented, and decide based on a simple majority vote. The committee can either uphold, overturn, or lessen the disciplinary finding and/or sanction. The results of the decision will be conveyed to the student in writing, through the Vice President for Student Services or designee within ten (10) business days of the hearing.
    - If the Discipline Committee upholds or lessens the disciplinary finding and/or sanction, the student may appeal in writing to the Vice President for Student Services within five (5) business days following receipt of the decision of the committee.
    - The appeal to the Vice President for Student Services will be determined based on the record from the Discipline Committee hearing together with any written/document submission from the student, unless the Vice President determines that an in-person meeting with the student and/or other persons will assist in reaching a proper determination.
    - The Vice President for Student Services will issue a written decision on the appeal within five (5) business days.
    - If the Vice President for Student Services upholds the committee's decision, the student may then appeal to the President within five (5) business days following receipt of the decision by the Vice President for Student Services.
    - The appeal to the President will be determined based on the record from the Discipline Committee hearing and the appeal to the Vice President for Student Services, together with any written/document

submission from the student, unless the President determines that an in- person meeting with the student and/or other persons will assist in reaching a proper determination.
    - The President will issue a written decision on the appeal within ten (10) business days of receipt of the student's appeal package. The President's decision will be final.
    - The President, Vice President for Student Services or a designee by the Vice President for Student Services can extend deadlines for good cause and upon written notice to the student.
    - VSCC shall maintain all submissions by the student and all decisions of VSCC officials and committees permanently.
- Administrative Resolution. An administrative resolution involves the student meeting with the Vice President for Student Services or designee. There is no appeal. The decision of the administrator is final.
- A student may elect not to contest the disciplinary action, either affirmatively or by failing to return the election of a procedure in a timely manner, which serves as a waiver of the right to contest the disciplinary action.

Procedures Related to Interim Involuntary Withdrawal or Suspension Hearings.

- When the Vice President for Student Services or designee identified by VSCC determines that an interim suspension or other interim measure is required for the health and safety of the VSCC community and/or property, or to prevent an ongoing imminent threat of disruption to or interference with the normal operations of VSCC, the student will receive an opportunity for an informal hearing with the Vice President for Student Services or designee to contest the interim measure.
- The informal hearing will be held within five (5) calendar days, absent good cause.
- The evidence presented at the hearing shall be limited to that which is relevant to the basis asserted for the imposition of the interim suspension or other interim measure.

Alternative Resolution Procedures: VSCC, with the consent of all relevant parties, may use an alternative resolution method including, but not limited to, an apology, mediation, or a negotiated resolution.

Traffic and Parking

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 (VSCC), 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 VSCC's traffic and parking 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.

VSCC parking areas are restricted for use by its faculty, staff, students, and guests for events approved by the College. VSCC shall have no responsibility for the theft of or damage to any motor vehicle or its contents while parked or operated on VSCC-owned or controlled property. In addition, the VSCC assumes no responsibility for the care and protection of any motor vehicle or contents during its removal or subsequent storage for violation of VSCC 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, that occur on campus and involve injury to persons or damage to equipment, property, or vehicles, must be reported to the Campus Police Department.

Any person operating a motor vehicle on VSCC-owned, or controlled property is required to obey this policy as a condition of parking or operating a motor vehicle. This policy is enforceable seven (7) days a week, twenty-four (24) hours a day, including holidays and breaks.

Definitions

As used in this policy:

Motor vehicle means any self-propelled vehicle that can exceed twenty- five (25) miles per hour.

Employee means all faculty, executive, administrative, professional, and support staff employed in the service of and whose compensation is paid by a TBR institution. An employee does not include independent contractors who provide goods or services to the institution or student workers as defined in TBR Policy 5.01.01.00.

Policy/Guidelines

All employees and students must complete the online parking decal registration form located on the Vol State website. Individuals may register for no more than two parking decals. Upon completion of the registration form, individuals must obtain a parking decal(s) during business hours at the following locations:

Employees - Wood Campus Center, Campus Police Department at the Gallatin Campus. Decals will be sent to employees through campus mail at each of the satellite campuses. Employees must present a current Vol State ID to obtain a decal.

Students - Student Services Division at each campus site. Each student must present a current Student ID to obtain a decal.

All employees and students must display a parking decal. Failure to display this decal may result in a citation and a fine.

Parking decals must be placed on the exterior of the rear window in the bottom left corner on the driver's side. Motorcycle operators are encouraged to register but are not required to display a decal. Interior decals will solely be issued through the Campus Police Department with verification of the vehicle type. Soft top/convertible vehicles are the only vehicles qualifying for an interior decal. Interior decals must be displayed on the interior of the front windshield in the lower right corner on the passenger side.

Temporary parking permits must be displayed on any non-registered vehicle when parked on campus. It is the responsibility of the employee and student to obtain a temporary permit when using an alternate vehicle without a parking decal. Temporary parking permits may be obtained from the Campus Police Department at each campus site.

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

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

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 from the Campus Police Department at each campus site.

The Campus Police Department will honor current parking decals from all universities and colleges that hold classes on VSCC campuses.

Parking Regulations

The issuance of a parking decal does not guarantee a parking space. The inability to locate a designated parking space does not diminish the responsibility to park in accordance with this policy 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
- 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
- Failure to or improper display of a parking decal
- Blocking access to trash dumpsters or recycle containers
- Use of college parking facilities for purposes other than its designated use

The absence of "no parking" signs or painted curbs/lines does not imply that parking is allowed. Parking in designated lots is restricted to designated spaces only. Motor vehicles parked outside of designated spaces are subject to citation and towing, and the owner/operator may be subject to disciplinary or administrative action.

Employees and students are not permitted to park in "Visitor" parking spaces.

Disability parking violation, as defined by State law (including, but not limited to, unauthorized use of a disabled parking space, ramp, plate, or placard; parking a motor vehicle so that a portion of the motor vehicle encroaches into a disabled space in a manner that restricts, or reasonably could restrict, a person confined to a wheelchair from exiting or entering a motor vehicle properly parked within a disabled parking space). Fines for violating the disabled parking laws cannot be suspended or waived where prohibited by T.C.A. § 55- 21-108.

Any unattended vehicles will be considered parked.

Motorcycles, motorbikes, and motor scooters are only permitted to park in parking spaces designated as "motorcycle parking" or in other regularly marked parking spaces. Operating these motor vehicles on any surface other than designated streets or parking areas is prohibited. Electric vehicle charging stations are to be used only while actively charging an electric vehicle so that all electric vehicle owners can more readily access a station when needed.

Electric vehicle charging stations are open on a first come, first serve basis, and may not be reserved.

Only those charging an electric vehicle can park in these designated spaces. A non-electric vehicle parked in a designated charging space is subject to a citation.

Traffic Regulations

Motor Vehicle Operation

Operators of motor vehicles on VSCC-owned or controlled property, which includes city streets running through campus, must obey all traffic rules, regulations, postings, and directions of law enforcement, regardless of whether the rule, regulation, posting, or direction is included in these rules, and all applicable traffic rules, regulations, postings, or directions.

Violations of posted speed limits, the reckless operation of a motor vehicle on VSCC-owned or controlled property, including but not limited to, squealing tires, or sliding the motor vehicle.

All persons operating motor vehicles are responsible for maintaining proper control of the motor vehicle, safe operation, and observance of traffic control signs, barriers, and devices.

Operating a motor vehicle in any area other than a street or a roadway intended for motor vehicles is prohibited. Exception – VSCC police and service vehicles including trucks, cars, and gasoline-powered utility vehicles.

Pedestrians have the right of way at established pedestrian crossings, except where regulated by traffic control lights or police officers.

Traffic Regulations include but are not limited to:

- Speed limit on all campuses is 20 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 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
- Leaving the scene of an accident with property damage
- Racing or drag racing with motor vehicle
- Pacing a school bus (loading or unloading)
- Operating a vehicle with a revoked or suspended license

Campus Police Officers reserve the right to issue citations for violations of this policy, city, or county ordinances, and/or state laws. Individuals who receive a citation for violations of city or county ordinances and/or state laws must appear in court on the court date listed on the citation or pay the citation fine if an appearance in court is not required.

*State citations require a court appearance in the county/city where the citation was issued (i.e. Cookeville – Putnam County, Gallatin – Sumner County, Springfield – Robertson County, and Livingston – Overton County.

Fines/Penalties

Citations, Penalties & Fines;

Fines for violations within this policy are $25 per violation or the amount set by any state law, or any county or municipal ordinance in the College's jurisdiction for the same offense. If a state statute requires that a fine be set at more than twenty-five dollars ($25.00), the fine shall be set in compliance with the statute. Any such citation written as a violation of a city or county ordinance and/or state law will be resolved by a court; any such violation issued as an institutional citation shall not involve a fine of greater than twenty-five dollars ($25.00).

Penalties for non-payment: Employees failing to pay will be subject to sanctions set forth in TBR Guideline B-010.

Any student who receives $100.00 or more in traffic and/or parking violations on VSCC-owned or controlled property during any semester may be subject to disciplinary action.

VSCC may revoke parking privileges for repeated and/or deliberate parking or moving violations.

Parking decals are issued to persons, not motor vehicles, and are required to be affixed to a motor vehicle. Decal holders are responsible for citations incurred with their decal. Persons will also be held liable for a violation incurred by a motor vehicle without a decal when that motor vehicle is reasonably shown to be associated with the person.

Any student, employee, or visitor who has received an institution-issued citation may appeal the citation within fifteen (15) business days of the date of issuance. Citations issued by the institution and not appealed must be paid within fifteen (15) business days of the issuance date of the citation.

Towing/Impoundment of Vehicles

VSCC may tow, boot, or remove to a place of storage at the owner's expense any motor vehicle that has unpaid parking citations as long as advance notice and an opportunity to contest has been given. Windshield notices and/or other methods of notification will be used to provide the operator of the motor vehicle with advance notice of the intent to tow and the operator's right to a contest.

VSCC, without advance notice, may tow, boot, or remove to a place of storage at the owner's expense any motor vehicle that is parked in a fire lane, designated disabled parking space, spaces reserved for designated motor vehicles, or motor vehicles parked in such a manner as to impede the flow of traffic or disrupt the orderly affairs of the institution, or any non-operative vehicle parked on VSCC-owned or controlled property for longer than seven (7) days without permission from the Campus Police Department.

Citation Appeals

Individuals who choose to file an appeal must do so within fifteen (15) business days from the date of the issuance. Citation appeal forms must be completed online and can be found on the Vol State website. Supporting documentation/evidence must be included when submitting the citation appeal form. Citations issued by the institution and not appealed must be paid within fifteen (15) business days from the date the citation was issued.

Employee and Visitor Traffic Appeals

The Assistant Chief of Campus Police or designee is charged with hearing faculty, staff, and visitor traffic appeals.

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) business days after the appeal is received.
- Notify the appellant and the Business Office of the outcome.
- Maintain a current file of all decisions.

All decisions for employee and visitor appeals are final.

Student Citation Appeals

The Student Government Association (SGA) Judiciary Committee is charged to hear student citation appeals.

The 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 the hearing time and date two (2) weeks prior to the hearing. The appellant may request to waive the two (2) weeks' notice for an earlier 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 Committee maintained by the recorder and kept in the Student Engagement and Support office.
- Reach a final decision no later than five (5) business days after a student's case is heard.

All decisions for student appeals are final.

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.

TBR Source: TBR Meetings, December 2, 1977; March 3, 1978; March 18, 1983; September 30, 1983; TBR Board Meeting, March 29, 2012; TBR Board Meeting June 19, 2015; TBR Board Meeting, June 18, 2021 effective October 11, 2021.

VSCC Source: President's Cabinet August 11, 2014; President's Cabinet August 13, 2018; President's Cabinet November 30, 2022

CAMPUS SAFETY

Campus Police Department Mission Statement

The mission of the Vol State Campus Police Department is to ensure the safety and well-being of all members of our academic community. We are dedicated to fostering a secure campus environment that promotes learning, collaboration, and personal growth. Our department is committed to upholding the highest standards of professionalism, integrity, and respect as we serve and protect the campus community.

Campus Police Authority and Jurisdiction

Commissioned VSCC Campus Police Officers, pursuant to TBR Policy, have all 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 to clarify the role and duties of each agency. VSCC Campus Police Department does not have a 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.

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

For safety and security purposes, the Vol State Campus Police Department will provide Campus Safety Escorts whereby an individual can be escorted from one on-campus location to their desired on-campus destination by utilizing a member of

the Vol State Campus Police Department. To obtain an escort, one can either contact an officer in person or by contacting the campus police department. An escort is available to students, employees, and guests while they are on Volunteer State Community College campuses during normal operating hours. Uniformed officers will offer a walking/riding escort to any destination on the college campuses. No escorts will be made off-campus unless an emergency or special circumstance exists.

Lost and Found

Vol State Campus Police Department at Gallatin, Livingston, Springfield, and Cookeville Campus is recognized as the college's offices responsible for lost and found items. To ensure the security of found items, as well as protect the finder, we ask that all lost and found items be turned in to the Campus Police Department as soon as the item is found. If you are unable to bring the item to the office, please contact Campus Police for an officer to pick up the item. A reasonable effort will be made to return the item to its owner. Individuals wishing to claim a lost item must provide a detailed description of the item which will provide proof of ownership, present a valid picture identification, and sign a property receipt if it is determined the item is in fact the claimants.

Special instructions for individuals who have **lost a flash drive**:

- Found flash drives that are labeled ***externally*** with First Name and Last Name will be held in lost and found. The name has to match a valid ID for pickup.
- All unlabeled and unclaimed flash drives will be collected by the IT department for a secure wipe and/or to be destroyed.
- Finders - Do not attempt to verify ownership by inserting an unknown flash drive into VSCC computers.

Perishable items such as food/drinks and items that could pose a hazard are not accepted. The Campus Police Department has the right to dispose of an item in a safe and legal way at the discretion of the receiving officer.

Recommendations concerning personal property:

- Do not remove jewelry when washing hands.
- Label items such as textbooks, calculators, and flash drives with your name and contact information.
- Do not leave items unattended.
- Check your desk, classroom, or work area upon leaving to make sure you haven't dropped your cell phone, keys, or other personal belongs.
- Secure debit/credit cards and driver's license in a wallet or purse.

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 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.

In accordance with T.C.A. § 39-17-1309(e)(11) and subject to the limitations set forth in Tennessee Board of Regents policy 7:01:00:00, full-time employees who possess a valid handgun carry permit/enhanced handgun carry permit and are authorized to carry a handgun under T.C.A. § 39-17-1351 may carry a handgun on property owned, operated, or controlled by the TBR institution at which they are employed, provided that they are not permitted to carry a handgun openly or in any manner in which the handgun is visible to ordinary observation, unless the employee is carrying, displaying, or employing the handgun in justifiable self-defense or in justifiable defense of another during the commission of a crime in which the employee or other person defended was a victim.

Possession solely for instructional or school-sanctioned ceremonial purposes is permitted with prior approval from the Chief of Police at Volunteer State Community College or their 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.

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

- 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 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 considering 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 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 always concealed and in their possession 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.

Firearms and Other Weapons Policy provides more information.

SEXUAL MISCONDUCT

Sexual misconduct is a form of sex discrimination prohibited by Title IX. Volunteer State Community College prohibits sex discrimination, sexual harassment and sexual misconduct on all of its campuses and is committed to taking action to prevent all acts of sexual misconduct and to investigating and adjudicating all reports of sexual misconduct. Sexual misconduct includes dating violence, domestic violence, sexual assault and stalking.

Reporting Incidents

The College understands that the decision to report sexual misconduct or sexual violence is often not an easy one. 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. You may feel you need time to consider whether or not you want to report the incident to the College or to law enforcement. The College supports your decision, even if you choose not to make a report.

Immediate Steps to Take

Regardless of your decision to report, your safety and wellbeing are important to the College, and victims are encouraged to take the following steps in the immediate aftermath of a sexual assault, dating violence, domestic violence or similar event:

- Call 911 if you, or someone else, is in immediate danger
- Get to a safe place
- Seek medical attention, regardless of your decision to report the crime
- Preserve all evidence, including text messages, instant messages, social networking pages, other communications, photographs, etc.

To ensure valuable physical evidence is not lost, 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
- Move anything the offender may have touched

Even if you have 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 if you choose to report the crime to law enforcement. You have the right to accept or decline any or all parts of a medical exam.

Reporting Options

Institutional Report to the Title IX Coordinator

To report sexual misconduct to institutional authorities, please contact the College's Title IX Coordinator:

Vice President for Student Services
1480 Nashville Pike
Gallatin, TN 37066
615-230-3440
titleixcoordinator@volstate.edu

If you report the incident to institutional authorities, the Title IX Coordinator can also help you file a report with law enforcement if you choose. A victim always has the right to decline to involve the police.

You may use the form provided to file a complaint with the Title IX Coordinator, but it is not necessary to submit a written complaint to receive services.

Complaint Form

Please review these additional resources:

Notice of Rights and Options

List of Campus and Community Resources

Local Resources

Law Enforcement

Victims of sexual misconduct are strongly encouraged to report the incident to law enforcement in addition to making an institutional report. Law enforcement will conduct a separate, independent investigation. To report sexual misconduct to law enforcement, you may contact Campus Police at 615-230- 3595.

Confidential Reporting

If you prefer to report an incident of sexual misconduct in a confidential manner, a list of confidential community resources is available in the Office of Advising or by calling 615-230-3702. The College respects every victim's decision to report an incident confidentially; however, making a confidential report limits the College's ability to conduct an investigation or pursue disciplinary action against the alleged offender.

Retaliation

The College, its officers, employees or agents, is strictly prohibited from retaliating, intimidating, threatening, coercing or otherwise discriminating against any individual for exercising his/her rights or responsibilities under any provision of this policy. Retaliation will result in disciplinary measures, up to and including, termination or expulsion.

College Policies Related to Discrimination and Sexual Misconduct

VIII:01:00 General Prohibition Against Discrimination, Harassment and Sexual Misconduct

VIII:02:00 Sex Discrimination, Sexual Harassment or Sexual Misconduct (TBR policy 6.01.00.00)

VIII:03:00 Sex Discrimination and Sexual Harassment (TBR policy 6.02.00.00)

VIII:04:00 Discrimination and Harassment (TBR policy P-080)

VIII:05:00 Sexual Misconduct (TBR policy 6.03.00.00)

Harassment and Sexual Violence Prevention Training Materials

US Department of Education, Office of Civil Rights: Due Process

US Department of Education, Office of Civil Rights: New Title IX Protections Against Sexual Assault

Tennessee Board of Regents, Title IX Training: TBR Title IX Training (Aug 2020)

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 with 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 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 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

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

- Reported to the college, Campus Police, a CSA, or local law enforcement; and is
- 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 assessed by the Campus Police Department on a case-by-case basis to determine if there is a serious or continuing threat to the campus community. The following factors are used to assess the need for a timely warning: the nature of the crime; the continuing danger to the campus community; and the possible risk of compromising law enforcement efforts. Some investigative information may not be released. Reference Timely Warnings Policy.

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

- Homicide – murder and non-negligent manslaughter, manslaughter by negligence
- Sex offenses – rape, fondling, incest, statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes – a criminal offense committed that is motivated by bias.

POLICIES & GUIDELINES

An entire list of Vol State Policies are located on the website.

Inclement Weather

Weather related notices from Vol State may involve a delay of classes or a closing of a campus. Delays and/or closings are always specific to each of the campuses. What is decided for the Gallatin campus may be different for what is decided for the Cookeville, Livingston, or Springfield campuses.

During inclement weather, the decision for any Volunteer State Community College campus to be open or closed will depend on the possible hazardous conditions in the different regions of the college's service area. Campus closure information is posted on the college website, and students may sign up to receive text alerts. As relative hazards may vary within the eleven-county service area, students should not endanger their lives or safety by attempting to reach campus when their local road conditions prohibit safe travel. The college expects that students will utilize the "honor" system in making the decision concerning whether to travel to campus based on possible local hazardous conditions, and in these situations, individual students may be entitled to an excused absence, which would provide the student the privilege of making up missed work.

Hybrid and Classroom-Based Courses:

Things to keep in mind when closures or delay of class start times occur specifically for classes that are hybrid or are classroom-based:

A delay means that classes start at the publicized late start time. For example, if the college announces there is a delayed opening time of 9:30am at any of the campus locations, which means only classes that would be meeting at 9:30am or later will be meeting on that day. Classes scheduled to meet before 9:30am on that day are canceled. For example, if a class meets from 8:00am until 9:15am and the opening time is publicized for 9:30am, the 8:00am class will not be meeting on that day.

Some classes last for several hours. Those classes will start at the publicized delayed opening time. For example, if a class begins at 8:00am and dismisses at 12:00pm which is after the delayed opening time of 9:30am, then the class will meet on that day from 9:30am until 12:00pm.

Labs are handled differently for a delay. Students should check the eLearn page for each lab to see what the instructor has decided. If the campus is closed, there are no classes or labs.

Vol State closings are not based on public school closings. You will find that the College does not close or have class delays nearly as often as the high schools, primarily because we do not have busses to consider.

If there is a delay or cancelation students should check their eLearn account for each canceled class to receive updated assignment information from the instructors.

Students will automatically receive text alerts with closing or delay information if they have a current cell phone listed in My VolState.

The website will always be updated on the front page if there is a delay or cancelation.

Students can also monitor the primary Vol State Facebook page.

For delays and cancelations, the college does send notices to the Nashville TV stations. However, TV stations should be a last resort where you will try to find college closing or delayed start times. 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 do not match our class times.

Online Courses:

An online course is not normally affected by weather or school closures. Unless specifically stated otherwise, all due dates remain in effect even if campuses are closed due to inclement weather. If you feel that there are special circumstances, you should contact the instructor.

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 Sex Discrimination and Sexual Harassment Policy and 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 the 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 will work with all parties to bring a 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 matter cannot be resolved, a complaint may be filed with the Tennessee Board of Regents at 1 Bridgestone Park, Nashville, TN 37214.

Complaint Resolution Policies and Procedures for Non-Tennessee Resident Students in State Authorization Reciprocity Agreement States, commonly known as SARA

Student complaints relating to consumer protection laws that involve distance learning education offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA), must first be filed with Volunteer State Community College to seek resolution.

Complainants not satisfied with the outcome of Volunteer State Community College's internal process may appeal, within two years of the incident about which the complaint is made, to the Tennessee Higher Education Commission.

For purposes of this process, a complaint shall be defined as a formal assertion in writing that the terms of SARA or the laws, standards or regulations incorporated by the SARA Policies and Standards have been violated by the Volunteer State Community College operating under the terms of SARA.

For a list of SARA member States, please visit the NC-SARA website. Students residing in non-SARA states should consult their respective State of residence for further instructions for filing a complaint.

Privacy Rights Of Students and Confidentiality Of Student Records

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 disclosers 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 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 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 to fulfill his/her professional responsibility.

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 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.

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 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.

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

If 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.

Regarding 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:

- 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.

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.

Freedom of Speech and Expression

The Freedom of Speech and Expression policy reflects the commitment of Volunteer State to freedom of speech and expression for all students and all faculty.

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.

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

Institutions must promote a safe environment for children who participate in on-campus programs and activities as well as off-campus programs and activities sponsored by a college, including online programs. The purpose of this policy is to foster a culture that is committed to preventing, recognizing, reporting, and addressing child abuse and child sexual abuse.

This Student Handbook/Catalog presents the course offerings and academic requirements in effect at the time of publication but provides no guarantee that offerings will not be changed or rescinded. The course offerings and requirements of Volunteer State Community College are continually under examination and review. The College reserves the right to make changes in course offerings, curricula, academic policies and other rules and regulations affecting students and which will become effective whenever determined proper by the Institution. Reasonable notice will be given to students regarding any changes in the Student Handbook/Catalog. All updates and/or corrections will be posted in the online version of the Student Handbook/Catalog, which will supersede previous written copies. Changes will govern current, former, and prospective students. This Student Handbook/Catalog is not intended to state contractual terms and does not constitute a contract between the student and the Institution.

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.

Revised July 2026