

STUDENT HANDBOOK

Student Support Services

Adult Services

Advisement and Counseling

Athletics

Campus Recreation

Cooperative Education

Disability Support

Job Placement

Health and Wellness

Student Policies and

Regulations

The Student Handbook, issued by the Office of Student Services, is published as the college's notification of regulations that affect student life. While every effort is made to provide current and accurate information, these regulations are subject to change at any time by Cleveland State Community College and the Tennessee Board of Regents.



Student Services

Student Support Services

The Office of Student Services coordinates many services designed to provide assistance to students and groups with matters affecting student well-being and out-of-class life. In addition, the Vice President and other staff members work with academic offices to aid in the development of academic programs to help meet the total needs of the students.

Adult Student Services Center Office

Cleveland State Community College actively encourages the enrollment of nontraditional/adult students. Understanding that beginning or returning to college is a life changing experience, the Adult Student Services Center Office is designed to provide supportive assistance during the initial transition into college through graduation. To sustain this effort a number of services are provided including:

- Workshops, presented annually, are designed specifically for the nontraditional/adult who is considering attending college. These workshops offer helpful information about all aspects of beginning or returning to school.
- Tours, arranged by appointment, are conducted on an individual basis for students and family members, to provide knowledge and a “hands-on” familiarity with the campus.
- An annual “Welcome to Cleveland State” event for adult students and their families.
- “Meet the President and Vice President’s” activity to facilitate open dialogue between students and administrators.
- Membership in the Nontraditional Student Organization, a support group for nontraditional students which offers networking opportunities and social activities. Meetings are held on a monthly basis.

Athletics

Cleveland State Community College is a member of the National Junior College Athletic Association and the Tennessee Junior and Community College Athletic Association and maintains a strong program of intercollegiate sports. Recognition has included state and regional championships and national rankings.

Team sports of baseball, men’s and women’s basketball, men’s golf and women’s softball are available. NJCAA player eligibility standards apply.

ATM Services

An ATM machine is located in the George L. Mathis Student Center just outside the cafeteria entrance.

Bookstore

The bookstore, located in the George L. Mathis Student Center, is open at hours convenient to day and evening students. In

addition to providing sales of textbooks, manuals and materials for college courses, the bookstore offers class ring sales and buy-back of used textbooks.

Campus Recreation

The Office of Campus Recreation provides facilities, programs and services to meet the recreational, fitness, wellness and personal development needs of the student body. The primary focus of the Office of Campus Recreation is to promote the “total college experience” through recruitment, retention, quality of life and success of Cleveland State students. The office will provide intramural, outdoor, fitness/wellness and special event programs to address the needs of a diverse campus community. Activities are coordinated through Room 110 of the Student Center and Room 109 of the Lane Gymnasium.

Campus Tours

Campus tours are available to anyone interested in attending Cleveland State. Tours include a general information session with a college counselor and a tour of the campus conducted by a student tour guide. When scheduled in advance, tours can also include an advisement session with a counselor or faculty member in the student's field of study, as well as appointments with various departments on campus, such as admissions or financial aid. To schedule a campus tour, call (423) 614-8734 or (800) 604-2722, Ext. 734.

Clubs and Organizations

Campus organizations provide opportunities for students to gain valuable leadership experience through recreational activities, educational programs and service projects. Interested students may identify with one or more organizations which meet their special interests. A current list of organizations, information concerning organizations and instructions on the formation of a new group are available in the Office of Campus Recreation, located in the Student Center in Room 110.

Clubs and organizations at Cleveland State Community College include: Adult Student Organization, Art League, Baptist Collegiate Ministries, CISCC Cheerleaders, "The Cherokee Signal" (student newspaper), Computer Aided Design Club, Environmental Awareness Club, Human Services Student Organization, International Association of Administrative Professionals, Legal Assistant Association, Medical Assistant Student Association, Minority Student Association, Phi Theta Kappa (Omega Omicron Chapter), Spanish Club, Student Hosts, Student Nurses' Association and Student Senate.

Cooperative Education

The Cooperative Education program integrates classroom theory with practical experience. The program requires a student to have specific periods of attendance at the college and specific employment. The employment and course objectives are established by



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cooperative agreements between the college and business, industry and government agencies. For information, call (423) 614-8718 or (800) 604-2722, Ext. 718 or stop by the Cooperative Education Office in Room 106C of the Career Education Building.

Disability Support Services

Cleveland State Community College is committed to the goal of integrating persons with disabilities into the campus community. The college uses the Americans With Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 as guides in making educational programs and activities non-discriminatory against persons with disabilities. Depending on individual needs, certain adjustments and accommodations may be made to ensure that qualified persons with disabilities have the opportunity to participate fully in educational programs and activities.

Students who have documented physical or mental disabilities (including learning disabilities) are encouraged to register with the Coordinator of Disability Support Services in the Office of Student Development, room 118 of the George L. Mathis Student Center. The student must provide official documentation of the specific disability. Students requesting accommodations should contact the Coordinator of Disability Support Services before each semester and summer session begins so that special services can be arranged if needed. Securing the assistance of note takers, interpreters, books on tape or other accommodations may take several weeks.

The Coordinator of Disability Support Services, in consultation with the student, appropriate professionals and faculty, will develop an accommodation plan for students who request accommodations. In addition to developing this plan, the Coordinator provides disability support services in a variety of ways. Examples of these services include providing supportive counseling, referring to community resources, providing information for faculty regarding disabilities, serving as an advocate for students with disabilities and providing assistance in securing special materials, equipment and adaptive aids. More information about disability support services may be obtained from the Office of Student Development.

Americans with Disabilities Act Student Policy and Grievance Procedure

Cleveland State Community College has adopted a policy of nondiscrimination on the basis of disability in admission and access to academic programs, procedures and activities. The college has established an internal student grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act and section 504. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of or be subjected to discrimination" in programs or activities

sponsored by Cleveland State Community College.

Students who have complaints regarding disability discrimination should be directed to: Coordinator for Disability Support Services, Student Development and Testing Office Room 118 in the George L. Mathis Student Center on the main Cleveland State campus. The Coordinator will assist students in accordance with Cleveland State Policy No. 2:02:10:01 to obtain a prompt and equitable resolution of complaints. The office phone number is (423) 478-6217 or (800) 604-2722, Ext. 217.

Early Alert System

The **Early Alert System**, coordinated by the Office of Student Services, is a computerized system to "alert" students to potential trouble in the classroom. Using academic and attendance information supplied by classroom instructors at two intervals in the semester, "early alert" letters are sent to encourage interaction with the instructor. Alert reports are distributed to administration, faculty and staff working with students for use in additional intervention strategies.

Evening Hours Services for Students

To better serve our evening students, the following offices are open on a regular basis Monday through Thursday, 8 a.m. to 6 p.m. during the fall, spring and summer semesters.

- Admissions and Records
- Business Office (Window Only)
- Financial Aid
- Library
- Student Development
- Switchboard

The Testing Center also schedules evening hours each semester. In addition, there is an Evening Campus contact and Adjunct Faculty Coordinator available for evening students. This office is located in Room 107 of the Administration Building and is open until 8 p.m. Monday-Thursday. The office phone number is (423) 473-2397 or (800) 604-2722, Ext. 397.

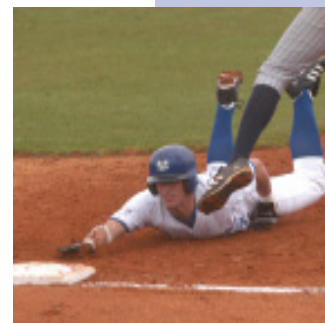
Fitness Center

Students have the opportunity to benefit from a variety of activities and programs devoted to healthful living through the CISCC Fitness Center.

The CISCC Fitness Center is open Monday through Friday and staffed at all times during regular college semesters. There are both cardiovascular and weight training equipment available. Basketballs and tennis equipment are also available for checkout.

Students may take fitness courses (PHED 1610, 1611) for physical education activity credit.

The Fitness Center is open to all students, faculty, staff and community members. For more information about the CISCC Fitness Center, contact the Fitness Coordinator in Room 109 of the L. Quentin Lane Gymnasium.



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Academic Honor Society

Cleveland State Community College has an active chapter of Phi Theta Kappa, the international honor society for two-year college students. The society seeks to promote scholarship, develop leadership and service and cultivate fellowship on campus and in the community. Membership in the Cleveland State Community College Chapter, Omega Omicron, is by invitation to students on the basis of academic achievement.

Identification Cards for CISCC

All students receive a student identification card during the registration process by Cleveland State Community College. The I.D. card is required of students by the bookstore when purchasing and book buybacks. It also allows students to attend all college sponsored student activities and athletic events at no charge.

Insurance—Health and Accident

A non-compulsory health and accident policy which will provide protection for students at a low rate is available. This group insurance is offered as a service to students. Policy information is available in the Office of the Vice President for Student Services (U-110).

Intramural Activities

The Cleveland State Community College Intramural Program promotes a varied recreational program designed to meet the needs and interests of all students. The program is organized and conducted to provide competition for students and faculty alike in a fun and friendly setting.

Intramural activities include bowling, golf tournament, football, ping pong, billiards, wiffle ball, benchpress contest, etc.

The Intramural Program is coordinated by the Office of Campus Recreation in Room 110 of the Student Center.

Introduction to College Life

This one hour credit course is designed to familiarize students with the campus resources available to them. Students will learn about academic opportunities that support them in their studies and about extracurricular activities that make their college experience more rewarding. Topics include time management, goal-setting and basic study strategies.

Job Placement

The Job Placement Office maintains a listing of part-time and full-time jobs for CISCC students and graduates via *Cougar JobLink*, a web-based placement system. *Cougar JobLink* allows you to search for jobs as well as upload and submit your resume to employers 24 hours a day, seven days a week. To utilize this service, go to: www.myinterfase.com/csc/student. For assistance with setting

up your *Cougar JobLink* account, come by Room 117 in the Student Center or call (423) 472-7141 or (800) 604-2722, Ext. 361. E-mail inquiries should be sent to jobplacement@clevelandstatecc.edu

Library

- **Resources**—books, e-books, journals, indexing of databases of full-text journal and graphical digital files, course videos, government documents, microforms, Internet access and computer labs.
- **Services**—personalized help in locating information resources, instruction on information retrieval and document delivery via Interlibrary loan.
- **ID's** are required to checkout library materials. There may be a charge for replacement ID's.
- **TALC cards**—borrowing privileges from each TBR/UT library are available. Check with the library staff to obtain a TALC card.

In addition to providing a friendly gateway to information, the Library also provides areas for quiet study or viewing of various media resources. Comfy places for curling up with a good book are still available.

Library Circulation Policies and Procedures Circulation Privileges

The established circulation period for books in the general collection is two weeks. Books may be renewed if there are no other patrons waiting for the item. Videotapes are usually checked out for one week. Circulation of selected materials may be limited by being included in the Reserve Collection behind the circulation desk. These items are usually temporarily restricted due to the demands of classroom assignments or other time constraints and may be available for: room use only (does not leave the library), one day, two days or one week depending on the item. Resources may be renewed by accessing a personal web account.

All fines and charges must be cleared in order to pre-register, register or receive grades and transcripts.

Fines

Five grace days will be given after the due date. If the material has not been returned at the end of those days, a charge of \$.25 per day per item will be levied. Fines are not charged for non-class days or weekends. The amount levied will not exceed the price of replacement of the item and/or \$10 whichever amount is less.

Lost and/or Damaged Books

Library books are protected under the Tennessee Code Title 39-Section 14. The charge for lost books is based on replacement price of the item, and may include binding costs. Books which are out of print may also activate a replacement search cost. Replacement copies may be purchased and given to the library in lieu of payment. Damages to materials will be assessed on an item-by-item basis by librarians.



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Video Tape/DVD Circulation policies:

- A. Course videotapes are available to all registered students. To request a tape, check with staff at the Library circulation desk or the reception desk at either the Athens or Vonore sites.
- B. Students who are enrolled only in video or Web courses and who live outside of Bradley County are eligible to receive videotapes by mail. This service is also extended to any student with a disability that prohibits easy access to campus. For more information or to be added to the mailing list, contact the library staff. The student with mailing privileges will have 30 day checkout period.
- C. The regular checkout period is for one week. Should you need to keep the tape longer, you are able to renew it. For your convenience, the first renewal may be made by accessing a personal web account. To keep a tape beyond two weeks, you must bring it in for the renewal process.
- D. When tapes are checked out, a due date is affixed to the tape case. This is the date by which tapes must either be returned or renewed. For your convenience a book/tape drop is located on the back door of the Library (facing the circle.) Please return tapes at this location when the Library is not open. All tapes should be returned to the site where checked out.
- E. If tapes are not returned or renewed by the due date, a late fine will be assessed. Five grace days are allowed after the date due at which point late fines accrue at a rate of \$.25 per day per item—not to exceed \$10 per item. Fines are not charged for non-class days or weekends.

At the end of the semester, grade report and transcripts will be held for all students failing to return tapes or pay fines.

Lost and/or Damaged Videotapes/DVD's

Charges for lost/damaged videotapes are equal to the replacement price of the item. Video copies are assessed at \$12.50.

Library Contact Information

- Library hours are posted on the library's home page: <http://www.clevelandstateecc.edu/library/index.html>
- Library telephone number is (423) 478-6209
- Library e-mail address is: library@clevelandstateecc.edu

Math Tutorial Center

The Math Tutorial Center is a free service provided by the college. Students in math and science courses may get help from either the director of the center or peer tutors. Tutoring hours are posted each semester along with a list of classes students may receive help in. Students may contact the center by calling 472-7141 ext. 335.

Media Center

The Media Center is located on the first floor of the library building. The center includes a modern,

fully-equipped production studio and control center with a multichannel closed-circuit TV campus network. In addition, the Media Center is also equipped with a downlink satellite receiver for teleconferencing, telecourses and educational programming.

Off-Campus Sites

Cleveland State has two off-campus sites to serve students in the northern counties of our service area. Sites are located in Athens and Vonore.

Students may take some or all of their college coursework at these sites in any given semester in order to reduce their driving time. A selection of general education core classes, in addition to a variety of other major-related courses, are offered each semester at these sites.

In addition, students may conduct much of their college business at these campuses. Support services offered at the off-campus locations include acceptance of applications, career counseling, orientation, registration, financial aid and scholarship counseling, cooperative education, acceptance of fee payments, video class library services, library research and information services classes, and testing services.

The Athens site phone number is (423) 745-8486. The Vonore site phone number is (423) 884-6878.

Orientation for New Students

Starting a college experience with a strong understanding of its demands and rewards is very important. The **Student Services Division** provides a thorough orientation session for new students prior to fall and spring semesters, enabling new students to register early.

The purpose of orientation is to familiarize students with the services, resources and programs available at Cleveland State. New students are invited to select an orientation session from one of several day and evening dates offered throughout the summer. Orientation sessions are also conducted at the Athens and Vonore sites prior to each fall semester.

Questions about the CISCC Orientation program should be directed to the Student Development and Testing Office, Room 118 of the George L. Mathis Student Center.

Public Information Services

Cleveland State Community College maintains a Public Information Office, as part of the Marketing and Public Information Office, which coordinates all internal and external communications efforts and directs all releases of information to the media. Individuals and groups are encouraged to contact the Public Information Office as they become aware of newsworthy events. The Marketing and Public Information Office is located in Room 117-C of the George L. Mathis Student Center, (423) 614-8734.



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Resources for Student Issues and Concerns

<i>Issue</i>	<i>Resource</i>	<i>Contact Information</i>
Express written opinions	Office of the Vice President of Student Services (U-110B)	“How are we serving you” suggestion boxes located in each building.
General Student Issues	Office of the Vice President of Student Services (U-110B)	472-7141, Ext. 218 Email: lcroley@clevelandstatecc.edu
General Academic Concerns	Office of the Vice President for Academic Affairs (A-102)	472-7141, Ext. 201 Email: vpacademics@clevelandstatecc.edu
Grade Appeals	Office of the Vice President for Academic Affairs (A-102)	472-7141, Ext. 201 Email: vpacademics@clevelandstatecc.edu
Diversity	Coordinator of Minority Programs (U-118)	472-7141, Ext. 318 Email: nwilliams@clevelandstatecc.edu
Disability	Coordinator of Disability Services (U-118)	472-7141, Ext. 288 Email: aderrick@clevelandstatecc.edu
Harassment/Discrimination/Threats	Office of the Vice President of Student Services (U-110B)	472-7141, Ext. 218 Email: lcroley@clevelandstatecc.edu
Parking/Safety	Security Office and Office of the Vice President of Student Services (U-110)	618-1720 Email: fjonas@clevelandstatecc.edu 472-7141, Ext. 218 Email: lcroley@clevelandstatecc.edu
Parking Citation Appeals	Office of Campus Recreation	Appeal forms available at the following locations: Switchboard (Admin. building), Business Office (A-109), Office of Student Services (U-110A), Office of Campus Recreation (U-110C) 614-8744 Email: jsewell@clevelandstatecc.edu
Fitness	Fitness Center Coordinator (G-109)	614-8712 Email: ccameron@clevelandstatecc.edu
Study Skills (test taking, time management)	Office of Student Development (U-118)	472-7141, Ext. 217 Email: mstokes@clevelandstatecc.edu
Off Campus Sites—Athens and Vonore	Athens Site Vonore Site	Athens Site 745-8486 Email: cwoodward@clevelandstatecc.edu Vonore Site 884-6878 Email: pprice@clevelandstatecc.edu
Cancellation of Classes Due to Weather and Road Conditions	Cleveland State Web site and Switchboard	472-7141 www.clevelandstatecc.edu



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Student Activities

Cleveland State offers a wide variety of activities to entertain students during their time on campus. The Student Senate and Campus Recreation work closely to plan, coordinate and implement activities, such as OctoberFest, Back-to-School Bash and Awards Night.

Student Center

The George L. Mathis Student Center is open on class days and evenings for the enjoyment of students, staff and visitors. The facilities include the cafeteria, bookstore, student computer lounge, meeting rooms, T.V. with music videos, game room, ATM machine and the Offices of Student Services.

The meeting rooms and services of the center are available to all approved student groups. Arrangements for the use of any of the facilities for special occasions should be made in Room 112 of the Administration Building. Arrangements for use of the Student Center Conference Room are handled by the Office of Campus Recreation. This room is designated primarily for use of student clubs. Reservations for this room can be made in Room 110 of the Student Center.

Student Hosts

Student Hosts are selected from the CISCC student body and serve as ambassadors for the college in receiving visitors to the college, visiting area high schools and assisting college staff at many campus functions.

Student Hosts are considered on the basis of academic achievement, leadership skills, character, poise and articulation.

Applications and/or additional information may be obtained by contacting the Office of Enrollment Management in Room 117B of the George L. Mathis Student Center.

Student Newspaper

"The Cherokee Signal," published monthly, is the official student newspaper of Cleveland State Community College. It is a newspaper produced entirely by students. Students gain practical experience in writing, editing, layout and design, printshop composition, photography and other facets of newsletter production. Students interested in joining the staff or applying for the position of editor are invited to direct inquiries to the newspaper advisor.

Student Opinions—Methods to Express

Students may convey their views through a variety of communication vehicles including elected representatives of the Student Senate, the Student Activities Board, the student newspaper, student suggestion boxes, committee meetings and college meetings. For more information, contact the Student Senate Office in Room 100 the Student Center.

Student Senate

Students are the heart of the institution and have a right and responsibility to be involved in the

governance of the institution. Students have the right to serve on college committees to provide input from the student perspective. Students have a formal Student Senate organization as a vehicle for voicing student opinion to the administration.

The Student Senate president and vice president are elected each spring in a popular vote by the student body. Each CISCC club elects a representative to serve on the Senate. Eight at-large senators from the student body are elected at the beginning of the school year as well. Meetings are held twice a month in the Student Center Conference Room. For more information and a schedule of meetings, stop by the Senate Office in Room U-100 or call (423) 472-7141 or (800) 604-2722, Ext. 441.

Student Development and Testing

The **Student Development and Testing Office**, located in Suite 118 of the George L. Mathis Student Center, provides a variety of services to assist students.

Academic counseling, including pre-enrollment counseling and advisement, is provided to students. Students who have not declared a major are assigned a staff member in Student Development as their advisor. Once a student identifies a major, they are assigned to a faculty member in that major for advisement. Information from four-year colleges and universities is also available in the Student Development Center to ease the transfer process for students completing their associate degree. Counselors are available to assist students in developing skills for academic success.

The Student Development Office also provides **Career Counseling and Exploration Services** using a variety of resources to assist students with decision-making regarding choice of major or vocation. Focusing on self-assessment, understanding and career education, these services are available to students, graduates and community members. Other career services include an annual Career Fair and Résumé Writing assistance.

Minority Student Programs are coordinated through the Student Development and Testing Office. Programs and services focus on addressing special needs of students from different ethnic backgrounds and assisting students in participating fully in all of the programs and services at Cleveland State. The Coordinator of Minority Student Programs serves as a link to college and community resources and coordinates campus programs designed to heighten racial awareness and sensitivity. Also, services such as career planning, individualized consultation and counseling and referral services are provided to promote academic success and retention of minority students. The Minority Student Association, the African-American Grant Program and a regular newsletter for minority students are



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coordinated through this office and offer outlets for communication, networking and support.

Students with disabilities are encouraged to register for **Disability Support Services** with the coordinator, located in the Student Development Office. The coordinator will work with the student and other campus personnel to develop an accommodation plan and will provide appropriate support services for students.

Students may use the resources of the **multimedia computer lab** located in the Student Development Center to explore career options, search for a four-year college or university or learn more about particular occupations.

In addition to the services listed above, Student Development Center staff provide **personal counseling services** for students in individual and group settings.

Workshops are offered throughout the year on a variety of personal development issues. Students who are experiencing social or emotional problems can discuss them in an environment of confidentiality with qualified professional counselors, who can refer students who are experiencing personal crises to community agencies for ongoing treatment.

Testing Services for the campus are provided through the **Testing Center**. Staff members are responsible for the ACT, COMPASS and graduation exit exam programs. Through the GED testing program, staff work with other campus offices and community agencies to provide adult education services to the community. The Testing Center also provides services for students and faculty by administering course-related exams throughout the semester. Make-up exams, developmental math tests and distance learning course exams are administered by testing staff.

The Student Development Office is open from 8 a.m. until 4:30 p.m. daily with evening hours until 6 p.m. Monday–Thursday when classes are in session. Staff members are available to assist students on an appointment or walk-in basis. Testing Center hours are posted each semester along with a schedule of standardized tests.

Telephone for Student Use

A courtesy telephone is provided for student use at the main switchboard located in the D.F. Adkisson Administration Building. Use of this phone should be limited to three minutes.

Student Policies

Alcoholic Beverage Policy

Cleveland State Community College seeks to encourage and sustain an academic environment that respects individual freedoms and promotes the health, safety and welfare of its students, faculty and staff. In keeping with this objective, the college has established guidelines and policies governing the possession and consumption of alcoholic beverages on college property.

“The use and/or possession of alcoholic beverages on university, community college, technical institute and technology center owned or controlled property shall be prohibited.”

Attendance Policy

Each student at Cleveland State Community College is expected to assume a responsible attitude toward class appointments.

Each student is expected to attend all class meetings unless an absence is caused by circumstances beyond the student’s control or is institutionally approved. Regardless of the reason for the absence, the student is responsible for material covered and/or assigned during the class meeting.

At the beginning of each course, the faculty member shall provide each student, in writing, the policy for the treatment of absences in that course. Before any absence, the student should, if possible, inform the faculty member of the reason

and arrange any makeup material and/or examination, according to course policy.

Attendance expectation begins with the first class meeting of the course. If unable to attend this class meeting, the student should contact the faculty member in advance. If this procedure is not followed, the student may be administratively withdrawn from the course in order to make room for another student.

All work missed because of the absence must be made up at the instructor's discretion.

Cancellation of Classes Due to Weather or Road Conditions

When weather conditions exist that could affect safe travel, the college will notify the following radio and TV stations.

Cleveland	WBAC-AM 1340, WCLE-AM/FM 1570, WALV-FM 95.3
Chattanooga	WDEF-FM 92.3, WDOD-AM 1310, FM 96.5, WJTT-FM 94.3, WSKZ-FM 106.5, WUSY-FM 100.7, WDEF-TV 12, WRCB-TV 3, WTVC-TV 9
Knoxville	WATE-TV 6, WBIR-TV 10, WIMZ-FM, WIVK-FM 103, WNOX-FM 99.1, WOKI-FM 100.3, WVLT-FM, WTVK-TV 8, WATE-TV 6
McMinn Co.	WJSQ
PolkCo.	WBIN-AM 1540, WLSB-AM 1400

Students and employees are requested to monitor the weather conditions because on occasion, due to an unexpected and sudden change in the weather and road conditions, a decision may be modified. In all instances,



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decisions are made with the safety of students and employees foremost in consideration, but with an attempt to have classes if possible. ***However, on a day or evening when classes are being conducted and weather conditions are questionable, students are advised to use individual judgment in attending.*** Students may call the college at (423) 472-7141 for a recorded announcement regarding the operating schedule. Students should consult each instructor's syllabus regarding class make-up policies.

The off-site campuses will follow the main campus policy except in extreme situations. Check with the campus you attend for a copy of their policy.

Students, faculty and staff with internet access may also access school closing information at <http://www.clevelandstatecc.edu/weather>

To access the *Chattanooga Times* InfoLine, call (423) 209-1100, then dial 7048 and you will hear a recorded message.

To access the *Daily Post-Athenian* Infoline, call (423) 745-3100 and then dial 7006 and you will hear a recorded message.

Complaints Against Instructors

A student who has a complaint or an issue with a faculty member should first address the issue orally with the faculty member. If there is not a timely and/or mutually agreeable resolution to the issue, the student should then state the complaint or problem in writing to the faculty member. The faculty member will respond to the student's written complaint within five business days.

If the procedure above is followed, and the student continues to believe that the issue was not resolved appropriately or is not resolved in a timely manner, the student can then forward a copy of the written complaint, with a cover note, to the appropriate division dean. Although the college prefers that issues be first resolved between students and faculty, students may go directly to the dean with an issue or complaint if the student perceives the issue to be too sensitive or too personal to discuss with the faculty member. The dean will respond to the student within five business days.

If the situation is not resolvable or not resolved in an appropriate manner and the above steps have been followed, the student may appeal, in writing, to the Vice President for Academic Affairs, enclosing copies of previous complaints and responses. The Vice President for Academic Affairs will distribute a decision, in writing, to the student, the faculty member and dean within five business days of receipt of the appeal. The decision of the Vice President is final.

Computer Use Policy

Student access to college information technology resources is provided for the purpose of supporting pursuits of legitimate educational objectives. Any other use is prohibited.

The college respects student rights to privacy and does not intercept student activity or review stored data without cause, as by court order or as part of internal

investigations following legitimate complaints of misuse. However, students must be aware that the college may log student activity as part of normal operations and reserves the right to have the electronic capability to retrieve information from technology related activity for a period of time. Students should monitor, print or disk-save, their files and messages, since the college must periodically and without notice delete old files in order to meet storage demands.

Additional rules governing student usage of computers are posted in college computer laboratories and in the Library. Explicit are the requirements that students must respect the rights of other individuals and networks at all times and must not in any way attempt to access or modify any computer operating system files, compilers, assemblers, data sets, application programs or utility programs. Additionally, students are not permitted to use college information technology resources in the pursuit of commercial activities or for non-profit volume promotions such as brochures, announcements and bulletins.

Additional policies about acceptable use and information technology resources are available on the college's Web site within the Web pages for the Office of Information Technology.

Students who do not follow policies or posted rules may be subject to disciplinary action including, but not limited to, exclusion from college information technology resources, loss of computer privileges, suspension from the college or external legal action. Students may appeal any internal discipline judgments through the Office of Vice President for Student Services.

Conduct and Disciplinary Sanctions

College students are citizens of the state, local and national governments and are, therefore, expected to conduct themselves as law-abiding citizens at all times. Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. Recognizing this special relationship between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents has authorized the President of Cleveland State Community College to take such action as necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the institution's pursuit of its educational objective, which violates or shows disregard for the rights of other members of the academic community or which endangers property or persons on property owned or controlled by the college. Where



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alleged misconduct of any student is believed to be of such a nature to require the imposing of any disciplinary sanction, it should be brought to the attention of the Hearing Officer who is responsible for instituting disciplinary action against any student, except in areas related to academic and classroom misconduct (see appropriate section).

The Tennessee Board of Regents and CISCC policies regarding Student Conduct and Disciplinary Sanctions are on file and available for review in the Office of the Vice President for Student Services.

Disciplinary Measures Concerning Student Misconduct

Cleveland State students are required, as a condition of good standing and continued enrollment, to conduct themselves properly in class. Such proper behavior includes academic honesty, civility and respect for others and public property.

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive classroom behavior. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution (see Cleveland State Policy referred to below).

Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students involved in academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an “F” or a zero for the exercise or examination or to assign an “F” in the course. Should the student wish to appeal any decision pertaining to the grading in the class, procedures outlined in Cleveland State Policy No. 2:06:02:00 “Course Grade Appeal Process” apply. Where the nature of the academic misconduct warrants steps beyond those related to the course, procedures outlined in Cleveland State Policy No. 3:02:00:01 “Disciplinary Measures Against Students” should be followed.

If the student believes that he or she has been erroneously accused of academic misconduct or if the final grade has been unreasonably lowered as a result, the student may appeal the case through the appropriate institutional procedures. (See page 159 of this publication.)

Copyright Infringement Law

Copyright infringement claims should be reported to the Office of Information Technology Director who serves as agent for the college. As described in the

"Digital Millennium Copyright Act of 1998," the agent will receive and process complaints from copyright holders. Upon notice of infringement of copyright the agent will remove or block access to the infringing material described in the notice. The user will be notified of the action taken and may provide counter-notice of an error in the removal of the material. This counter-notice will be passed on to the original complaining party and the material will have access restored within 10–14 days unless notice is received that a lawsuit has been filed over the material. Repeat offenders will have computer accounts terminated.

Emergency Policies

In emergency medical situations, 911 should be contacted immediately. Emergency phones on the campus can be used. The Security Department should then be contacted to coordinate and control the situation.

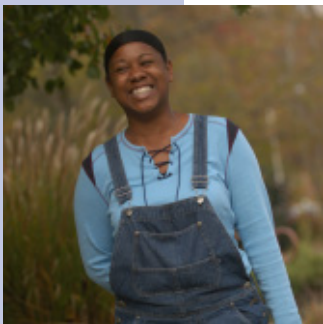
In the event of a threat of disaster, the institution has established plans designed to expedite necessary evacuations. Fire alarms consist of continuously ringing class bells. Tornado alarms consist of intermittent ringing of class bells. Approved shelter areas are posted in each major corridor of each building. Facilities considered targets of bomb threats are cleared by security personnel.

Firearms on Campus

In accordance with Tennessee State law, all firearms including hunting weapons or weapons typically displayed in vehicle windows shall be prohibited on school property; persons carrying or possessing any weapon of any kind shall be subject to felony charges. This provision does not apply to officers of the county, city or state charged with the enforcement of the laws of the state when in the discharge of their official duties.

Freedom of Expression

Cleveland State Community College considers freedom of inquiry and discussion essential to educational development and recognizes the right of students to engage in discussion, exchange thought and opinion and speak freely on any subject in accord with guarantees of our state and national constitutions. In addition, Cleveland State strives to develop in students a realization that citizens not only have the right, but also the obligation, to inform themselves regarding issues and problems of the day, to formulate standards regarding these and to give expression to their views. In discharging these rights and obligations, however, students must also recognize their responsibilities to other individuals, to the college and its constituency and to the state and nation. Cleveland State takes pride in the fact that its campus is open to free discussion and the examination of views with the condition that such discussion be accompanied by peaceful conditions consistent with a scholarly nature of an academic community.



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Fund Raising

External solicitation for funds to support any program or activity related to Cleveland State Community College must be coordinated through the Director of Institutional Advancement and comply with Cleveland State Community College Policy No. 3:02:02:02. Such requests must be made at least 30 days prior to the projected fund raising activity and must be approved by the President of the college.

All internal solicitation for funds on campus or fund raising activities must be approved by either the President, Vice President for Academic Affairs, Vice President for Administration and Finance or the Vice President for Student Services and comply with all requirements of Paragraph III of Tennessee Board of Regents Policy No. 3:02:02:00.

Cleveland State Community College Form; “Request for Fund Raising Activity” must be utilized for all fund raising requests. These forms are available in the Office of Institutional Advancement and the Office of Student Services.

Grade Appeal Process

The grade appeal process affords the student the opportunity to appeal a final course grade that the individual thinks has been unjustly assigned. Grades assigned by faculty members are final unless there is evidence that the grade was influenced by consideration of race, color, religion, sex, marital status, handicap or national origin, arbitrary or capricious action, or other reasons not related to the academic performance of the student. Only the instructor or the Academic Appeals Committee has the authority to change a grade. In all cases, the appealing student shall assume the burden of proof with regard to allegations. The student has the right to discontinue the appeal at any time during the appeal process.

Note: Participants involved in the Final Course Grade Appeal Process should be aware of the need for confidentiality throughout the process. Materials and information that are a part of the appeal process are confidential and should not be disclosed to or discussed with anyone not involved in the process. Likewise, a Final Course Grade Appeal Hearing is a confidential hearing and materials presented and matters deliberated in the hearing should not be disclosed to or discussed with anyone not involved in the hearing. Pending resolution of the appeal, the contested grade and its consequences will stand.

Steps of the Final Course Grade Appeal Process

Step 1. Prior to initiating the official final course grade appeal process, the student should make an appointment with the instructor(s) who assigned the grade to discuss the complaint in an effort to reach a satisfactory resolution to the problem. This meeting between the student and the instructor(s) must occur before the end of the second week (ten working days) of the subsequent term (including summer).

- a. In the event the student is unable to schedule a meeting with the instructor(s), the student must contact the instructor(s)'s supervisor who will schedule a meeting between the instructor(s) and the student (and the supervisor, if appropriate).
- b. In the event the instructor(s) is no longer employed by the college or is not readily available (for instance, during the summer), the supervisor will make reasonable effort to contact the instructor(s). If unable to contact the instructor(s), the supervisor will instruct the student to proceed to the next step of the appeal process.

Step 2. This step must be completed within ten working days. If the student complaint is not resolved to the student's satisfaction during the meeting(s) described above, the student has five working days from the date of the meeting with the instructor(s) (and/or the instructor(s)'s supervisor) to contact the dean of the appropriate area to inform him/her that the student wishes to initiate an official final course grade appeal process. At this point, the dean will provide the student with student final course grade appeal form. The student must submit the completed final course grade appeal form to the dean within five working days from the day he/she receives the form.

Step 3. The dean's receipt of the completed student final course grade appeal form constitutes the beginning of the final grade appeal process. Upon receipt of the completed student final course grade appeal form, the dean has ten working days in which to mediate a discussion with the instructor(s) and the student (together or separately) in an attempt to reach a satisfactory resolution of the complaint. The dean should maintain written documentation of any discussions and/or meetings with the student and instructor(s).

Step 4. If no agreement is reached, the dean must notify, in writing, the parties involved by the end of the 11th working day that the appeal will be passed on to the Vice President for Academic Affairs if the student wishes to continue the appeal. The student has five working days to request that the dean forward the appeal to the Vice President for Academic Affairs. The dean's written documentation should be attached to the appeal form. The Vice President for Academic Affairs will then have 15 working days in which to mediate a discussion with the instructor(s) and the student



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(together or separately) in an attempt to reach a satisfactory resolution of the complaint. The Vice President for Academic Affairs must maintain written documentation of any discussion and/or meetings with the student and instructor(s). If no agreement is reached, the Vice President for Academic Affairs must notify in writing the parties involved by the end of the 16th working day that the appeal will be passed on to the Academic Appeals Committee if the student wishes to continue the appeal.

The student has ten working days to request that the Vice President for Academic Affairs forward the appeal to the Academic Appeals Committee. The Academic Vice President's written documentation should be attached to the appeal form.

- Step 5. Once the request to forward the appeal to the Academic Appeals Committee has been received, the Vice President for Academic Affairs will forward to the chair of the Academic Appeals Committee all materials submitted throughout the appeal process to date. The committee will have ten working days to convene and determine if a hearing is merited.
- If the committee decides that the appeal does not merit a hearing, the existing disposition of the grade and its consequences will stand. The committee chair will inform the Vice President for Academic Affairs, the dean, the student and the instructor(s) of the committee's decision.
 - If the committee decides a hearing is merited, the committee chair will contact the student and the instructor(s) to schedule a date for the hearing. The hearing must occur within 20 working days of the date of the committee's decision to grant the hearing. Notification of the date of the hearing will be given by the committee chair to the Vice President for Academic Affairs, the dean, the student, and the instructor(s) at least ten working days prior to the date of the hearing. This notification will also inform both the student and the instructor(s) that they should bring to the hearing whatever additional information and materials they consider pertinent to the complaint. The student and the instructor(s) should be notified of the date of the hearing by return receipt certified mail.
 - The committee will have ten working days from the conclusion of the hearing to reach its decision. Within five working days of the committee's decision, the committee chair will notify, in writing, the Vice President for Academic Affairs, the dean, the student, and the instructor(s), of the committee's decision.

- All voting of the committee is done by secret ballot. The decision of the Academic Appeals Committee is final, except in cases covered under TBR policy 1:02:11:00. This policy is a mechanism for appeal to the Chancellor and to the Board if the student contests on basis of violation of state or federal law, or institution or Board policy.
- Pending resolution of the appeal, the contested grade and its consequences will stand.

Grade Point Averages—Minimum Requirement

(See page 54 for additional information on grading and quality point average calculation.)

Academic

Min. Grades Required to Remain in Good Standing	See Academic Probation and Retention Standards page 57 of catalog
Nursing Program Admission	page 83
Nursing Program Progression (Nursing Courses)	page 83
Medical Assistant Admission	page 86
Early Admission (High School Senior)	3.2
	+ ACT of 22
Graduation (Degree or Certificate)	2.0
Graduation Highest Honors	3.8–4.0
Graduation High Honors	3.6–3.79
Graduation Honors	3.3–3.59
President's List	4.0
Dean's List	3.5–3.99
Honor Roll	3.0–3.49

Scholarships and Financial Aid

CSCC Foundation	page 45
Academic Service Scholarship	2.9 High School GPA
	Graduate in top 25 percent of High School Class
	Must be a full-time student
	Must maintain 2.5 GPA at CSCC
	Minimum ACT score of 19
African American Grant	2.0
Tennessee Scholar	Must be certified by local chamber
	Must be a full-time student
	Must maintain a 2.5 GPA at CSCC
Federal Financial Aid	
(FPELL, FWSP, FStafford Loans, etc.)	
0–14 Hrs. Attempted	Greater than 0.0
14.1–26 Hrs. Attempted	1.0
26.1–40 Hrs. Attempted	1.4
40.1–48 Hrs. Attempted	1.7
48.1–56 Hrs. Attempted	1.9
56.1–Above Hrs. Attempted	2.0

Student Activities

Student Senate Officers	2.5
Student Senators	2.0
Signal Editor	2.25
Phi Theta Kappa Honor Society—Admission and Retention	3.0

Intercollegiate Athletics

(NJCAA Regulations available in the Office of the Athletic Director)
NOTE: All programs and activities may have other requirements in addition to grade point averages. For complete information check with the appropriate college official.



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Guest Speaker Policy

Cleveland State Community College recognizes the right of officially-recognized student and faculty organizations and groups to hear off-campus or outside speakers on the campus.

However, there is no absolute right to assemble or to make a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly or probable consequences of such meeting or speech. The issuance of invitations to off-campus or outside speakers for any meetings, activities or events on campus shall be limited as specifically designated in Tennessee Board of Regents Policy No. 3:01:10:00. This policy is on file and available for review in the Office of the Vice President for Student Services.

Harassment

Cleveland State Community College is committed to providing its faculty, staff and students with an environment free of sexual harassment and harassment on the basis of race, color, religious views, veteran status, political affiliation and gender, age, national origin, orientation or disability. Harassment is a form of discrimination and is grounds for disciplinary action. It may also, depending on its nature, constitute a violation of federal law. Any student who has a complaint regarding harassment may contact the Director of Human Resources for information and assistance relative to the procedure for review of the complaint. The Human Resource Office is located in Room 107 in the Administration Building.

Illegal Drug Policy

As a result of the Drug-Free Work Act of 1988 (Public Law 100-690), Cleveland State Community College is committed to maintain a drug-free working environment.

Minors on Campus

Cleveland State Community College is an institution of higher education and as such must preserve conditions which will permit a proper learning and work environment at all times. However, consideration for the learning environment of the students, the work routine of staff employees and the safety of the children requires that children may not accompany adults into classrooms, offices or other work spaces as a baby-sitting function nor be left unsupervised in the halls or grounds of the college.

Possession and Use of Weapons

Cleveland State Community College prohibits the possession of firearms and other weapons on its premises. **Tennessee State Law prescribes a maximum penalty of five years imprisonment and a fine not to exceed \$2,500 for carrying weapons on school property.**

The only exceptions to this policy are:

1. The possession of weapons by law enforcement officers of the city, county, state or federal government (and military personnel as authorized

under TCA 39-17-1309) when in the discharge of their official duties.

2. The possession of weapons by students and instructors in the Basic Police Training Program on those occasions wherein the specific training activities of the time require the possession of a weapon or weapons.
3. Specific instructional/ceremonial situations wherein an exception to this policy is determined to be necessary and is authorized by the President.

Search and Seizure

State law provides that students and their property on the Cleveland State campus may be searched and where necessary seized on the basis of a determination of probable cause. Probable cause may be found where the facts and circumstances within college administrators' knowledge and of which they have reasonable trustworthy information are sufficient in themselves to warrant a search in the belief that a violation of the college's regulations have been or is being committed. The decision to implement search of students or their property will be made by either the Vice President for Student Services or the President in that order and should be based upon a signed statement (warrant if possible) by a person setting forth in detail the facts and circumstance justifying the search and where based in whole or in part on hearsay evidence, stating the underlying circumstances from which the person concluded that the third person was credible or his information reliable.

In exceptional circumstances a warrantless search may be made and college personnel may proceed with the search without a written authorization. Such circumstances are limited to those where the violation of the college's regulation on contraband can be said to be in imminent danger of disappearance, destruction or removal.

When the student voluntarily consents to a search, no written authorization for the search is required. In addition, in all cases where a search is to be made of a student's property or premises, the student should be present for the search whenever possible.

In the event that police or other law enforcement officials not employed by the college request permission to search students or their property, the college will not consent to the search unless the officials have a search warrant for particular students or their property. All questions concerning this subject should be directed to the Office of the Vice President for Student Services or to the President of the college.

Sexual Assault and Sex Offense Policy and Reporting Procedure

Cleveland State Community College will not tolerate sexual assault in any form. A student charged with sexual assault can be prosecuted under Tennessee criminal



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statutes and disciplined under the campus code of student conduct. Even if the criminal justice authorities choose not to prosecute, the campus can pursue disciplinary action.

The college uses the following methods to educate the college community about sexual offense prevention:

- Counseling brochures designed to inform students of existing on- and off-campus counseling, mental health and other student services for victims of sexual offenses.
- Lectures open to all students and employees
- Presentations to Introduction to College Life
- Posters on campus bulletin boards
- Other activities sponsored by student organizations

Students, faculty and staff should report all crimes so that an investigation can be made to determine if any pattern of recurring crime can be determined. If a reported crime is considered a threat, alert posters are published and posted throughout campus as a form of direct communication in order to maintain a well-informed campus environment.

Reporting a Sexual Offense

If a rape/sexual offense occurs on the main campus, contact one of the Sexual Offense Management Team members listed below. Off-campus staff names are provided as well.

Sexual Offense Management Team: Freddie Jones, Coordinator of Safety and Security—Security Building, Linda Croley, Vice-President for Student Services—Mathis Student Center, Pamela Price, Director of the Vonore Site—Vonore Site, Michael Stokes, Director of Student Development—Mathis Student Center, Suzanne Bayne, Campus Recreation—Mathis Student Center and Cele Curtis, Coordinator of Adult Services—Mathis Student Center.

Security will do a preliminary interview and give direction on how to proceed. If the rape/sexual offense occurs at an off-campus site, contact the site director and they will call security on the main campus for instructions on how to proceed. Campus Security personnel will assist you in notifying local police of any campus offenses if you choose to do so. Victims have the option to notify or not notify proper law enforcement.

When a rape/sexual offense is reported, the college will make every effort to see that the victim is offered both medical and psychological care as well as information about prosecuting the suspect through both criminal and college disciplinary channels.

A victim of any form of sexual offense is encouraged to seek appropriate medical assistance.

If immediate medical attention is warranted, the victim should be transported to a hospital emergency room.

It is important that the victim seek medical attention in order to assure his/her well being and to ensure that any evidence is preserved as possible proof of a criminal sexual offense in the event that criminal charges are pursued.

Disciplinary Procedures and Victims' Rights

Campus disciplinary action will be taken against students accused of sexual offenses. The procedures following in such instances are described in CISCC policy 3:02:00. In addition to the provisions of that policy, special rights are given to the victim if a suspect in a sexual offense case is a Cleveland State student. Both the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary hearing. In the event a student defendant elects to have the case heard by the Student Disciplinary Committee, both the accuser and the accused have the right to have counsel, as well as others, present. In addition, both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought as a result of these charges. Sanctions resulting from disciplinary proceedings may include disciplinary action up to and including permanent dismissal from the college.

All reasonable requests by the victim to be removed from contact with the suspect will be granted, including change of schedule, etc. The Vice President for Student Services will assist victims in this area.

Sex Offender

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes enrolls as a student or volunteers at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. As defined in section 40-39-102 of the Tennessee Code, a “sexual offender means a person who is, or has been, convicted in this state of committing a sexual offense or who is, or has been, convicted in another state or another country, or who is or has been convicted in a federal or military court, of committing an act which would have constituted a sexual offense if it had been committed in this state. A “sexual offense” means the commission of acts including but not limited to aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution and kidnapping.

Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supercede the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the



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publication of information pertaining to sexual offenders 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.

In compliance with the federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders enrolled or volunteering at this institution at the Office of the Vice President of Finance and Administration. Information is also available on the TBI's web site listing of sex offenders located on the internet at http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp

Smoking and Use of Smokeless Tobacco

Effective January 1, 1994, the following policy is established relative to smoking and the use of smokeless tobacco (snuff, chewing, etc.) in college facilities and vehicles.

- A. As of June 1, 1994, smoking and the use of tobacco products will be prohibited from indoor use in all buildings and vehicles owned by, or leased and operated on behalf of, Cleveland State Community College. Smoking also will be prohibited within ten feet of all doors, windows and air intake appliances associated with college owned or operated buildings.

In order to provide opportunities for smokers to engage in smoking, the college will place sufficient outdoor ashtrays in convenient locations away from buildings for use by employees, students and visitors.

The college will provide signs in all buildings and vehicles owned or operated by Cleveland State clearly indicating that they are tobacco-free/no smoking areas.

- B. Fire/Safety Announcement: At the beginning of any activity conducted in the gymnasium, community service theatre, humanities theatre and student center, an announcement shall be made that "Smoking and the use of tobacco products are prohibited in this building." The college employee responsible for scheduling and/or supervising the activity shall be the individual responsible for ensuring the announcement is made.
- C. Available Employee/Student Assistance: Voluntary participation in a faculty/staff/student smoking cessation program at the college's expense is solicited. Arrangements for gaining access to this assistance may be made with the Wellness Coordinator in Room 109 of the gymnasium.
- D. Enforcement of Policy: This policy will be enforced through normal administrative channels.

Student Rights, Responsibilities and Conduct

Students have the responsibility to obey and follow college policy and procedures and the Associate Student Body Government Policies, federal and state statutes and city ordinances, to respect the rights of others, to fulfill academic requirements of their courses, to contribute to a positive, productive learning environment at the college and to take responsibility for personal decisions and conduct.

The following rights and responsibilities apply to all registered students:

1. Academic Requirements: Students have the right to be informed about academic requirements of courses and programs.
2. Student Records: Student academic records and personal information are protected and governed by federal and state laws and college policy and procedures.
3. Rights of Association: Students have the right to join any recognized student organization or club, associate freely with other individuals or groups of individuals for purposes that do not infringe on the rights of others.
4. Rights of Non-Discrimination: Students have the right to an environment that is free from illegal forms of discrimination including sexual harassment, in accordance with college policies.
5. Rights of Expression: Students have the right to express their views on college policy or matters of general interest but such expression must be made without disruption to the operations of the college or interfere with the rights of others.
6. Safe Environment: Students can function daily and feel secure regarding concern for personal safety.
7. Right to Representation for Institutional Governance: Students have the opportunity to participate in the decision making process that governs the institution through representation on campus committees and the Student Senate (SGA).
8. Prompt Responses from Administration: Students have the right to expect attention and prompt responses from administration regarding student concerns and proposals.
9. Policy/Legal Changes: Students have the right to be informed in a timely manner of any changes to policy or law.
10. Right to Initiate Complaint Process: Students have the right to initiate a complaint concerning an alleged violation of college policies or procedures by another student, faculty or staff member. A student who has reason to believe that any college policy/procedure denies, abuses or diminishes his/her rights



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may initiate the student complaint resolution procedure.

11. **Right to Due Process:** Procedures are in place to insure every student's rights are protected.

Standards of Conduct

- Academic conduct that reflects the highest level of honesty and integrity.
- Actions that are civil, courteous and respectful of all members of the campus community, their property and the property of the institution.
- Social behavior that encourages responsibility, and discourages the unlawful use of alcohol, illicit drugs and weapons.
- Group behavior that promotes mutual respect, equality and safety of its members, and opposes those acts that harass, intimidate or haze its members.

Traffic Regulations

Traffic regulations for the campus are distributed each semester at registration. These regulations are available at the switchboard for students who need an

additional copy. Students are expected to be familiar with these regulations. Traffic citations may be appealed to the Student Traffic Court. Appeal forms are available at the Switchboard, Business Office, Office of Student Services and Campus Recreation.

Use of Campus Property and Facilities

Tennessee Board of Regents Policy No. 3:02:03:00 provides a uniform basis upon which the institution can regulate the use of campus property and facilities by institution or school-affiliated and non-affiliated groups and individuals. The policy is intended to provide a system of regulations calculated to promote the orderly conduct of activities on campus property and in campus facilities, to prevent interruption of or interference with normal mission, processes and functions of the institutions and schools and to prevent use of campus property and facilities which is contrary to federal, state or local law or regulation or policies or regulations of the Board of Regents or the college. This policy is on file and available for review in the Office of the Vice President for Student Services.



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