

## 2013-2014 Student Handbook



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# Student Services

The Student Services program at Columbia State is an integral part of the College program with the development of the student as the central theme. Emphasis is placed on the needs and concerns of the individual and his/her progress toward personal, educational, and occupational goals. Services provided include entry services, support services, and student transition services. Entry services assist students in obtaining access to personal, educational, and developmental services while students are enrolled at Columbia State. Transition services assist students in moving from Columbia State to senior colleges and universities or to employment. College activities are provided to assist students in developing culturally, socially, and educationally.

# Student and Academic Resource Directory

Access and Diversity Office	Warf 240
Barnes and Noble College Bookstore	Jones Student Center 165 and Williamson County
Business Services	Pryor Administration 114
Career Services Deciding on a Major	Warf 236
Disability Services	Clement 123
Enrollment Services Admissions Financial Aid Records Recruitment	Jones Student Center 101
Evening Services	Warf 109
Information Technology	Library L02
Library	All campuses
Student Government Association and President's Leadership Society	Hickman 105
Student Services Office	Webster 217
Security Department	Facility Services Building
Student Success Counseling	Clement 108
Student Success Services/TRiO	Warf 227 and Lawrence County
Teaching and Learning Center	Warf 237
Testing Center	Jones Student Center 132

# Campus Information and Services: A to Z

## Academic Advising

Incoming freshmen may be advised by faculty or professionals in Student Services or at the extended campuses during the required orientation programs. Currently enrolled, re-enrolling, and transfer students who have been assigned faculty advisors are requested to contact their faculty advisors or division deans for assistance. Transient students should see an admissions counselor for direction. Advising questions may be emailed to [advising@columbiastate.edu](mailto:advising@columbiastate.edu).

Students seeking advising on the Columbia campus during evening hours (after 4:15 pm), may contact the Evening Services office (Warf 109). Students seeking advising at Columbia State's extended campuses should see the director, evening administrative assistant, or a faculty member at that location.

## Adding and Dropping Courses

You may officially add or drop course(s) within the times indicated on the academic calendar. If you add, you may be subject to additional tuition and fees. The date on which you drop will affect the amount of refund to which you may be entitled. If you receive financial aid, contact the Financial Aid Office prior to dropping, as the change may have implications for your aid.

## Admissions

The Admissions office serves individuals who are interested in enrolling at Columbia State by providing general enrollment information and admissions counseling, and campus tours. Additionally, this office is responsible for processing admissions, international, and residency applications. For complete details on admissions requirements, consult the current College catalog. The Admissions office is located in the Jones Student Center. For more information on enrollment, call (931) 540-2790.

## Alcohol and Other Drugs

See *Drug-Free Communities*.

## Attendance

Students are expected to attend class regularly and on time. Refer to course syllabus for specific guidelines.

## Bookstore

The Barnes & Noble College Bookstore (Columbia Campus, Jones Student Center 165 and Williamson County Center) is open at hours convenient to day and evening students. In addition to selling textbooks, manuals, and supplies for college courses, the bookstore offers Columbia State clothing, the buy-back of used books and manuals, as well as gift items.

## Bulletin Boards and Sign Posting

### Posters

Posters to be distributed on campus must be approved by the Student Services office (Jones Student Center 164), or by the campus director on all extended campuses. Posters must include the name of the sponsoring organization, time, date, and location of the event.

All notices should be on bulletin boards; not on doors, windows, or walls. It is the responsibility of the person or group to take down posters after the event has taken place.

### Bulletin Boards/Digital Signage

The use of campus bulletin boards and digital signage is limited to affiliated individuals and groups and to official use by the institution.

Bulletin boards and digital signage may be designated for use by specific individuals or groups, such as faculty, students, student organizations, etc. Persons authorized to use a bulletin board, the types of materials which may be posted on a board, the maximum size and duration of any posters, and any other special conditions on use should be approved prior to the use of the board.

Approval for bulletin board and digital signage use is obtained in the Student Services office or in the director's office at other campuses.

### Business Services

The staff in Business Services are available to assist students and their families with information regarding financial accounts, fee payments, refunds, financial aid refunds, fines and citations. The Columbia office is in Pryor Administration Building. Campus directors and staff at extended campuses also assist with business concerns.

### Campus Tours

Individuals or groups desiring campus tours should contact Enrollment Services to schedule. Send email to [admissions@columbiastate.edu](mailto:admissions@columbiastate.edu) or call 931-540-2790.

### Change of Major

Students who need to change majors should contact their advisor and complete the Change of Major form. The advisor should submit the completed form to Enrollment Services.

### Change of Address

Log on ChargerNet, click on Student Tab and go the Personal Information tab to change address and telephone numbers.

### Child Care Services

Columbia State Community College does not provide child care services; however, in an effort to aid our students in locating child care assistance, the Student Services office has prepared a list of individual licensed providers. The list includes child care agencies near each of the Columbia State campus locations. Be aware that these listings are not college-supervised nor college-inspected facilities. This information may be obtained in the Student Services office or in the director's office on all extended campuses.

### Children on Campus

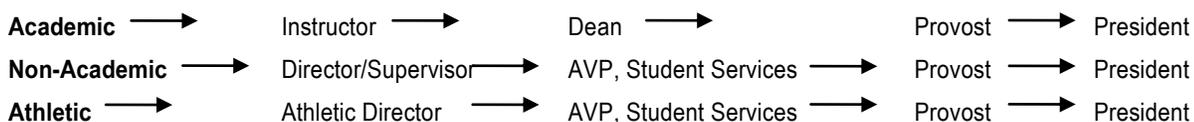
See *Minors on Campus*.

### Commencement

Columbia State hosts two commencement ceremonies annually to celebrate student success. The spring exercise in May is for students who complete degree requirements in May. Students who finish in summer or fall participate in the December ceremony.

### Complaints

Students or prospective students who wish to file a complaint about services rendered or about violations of law should start with the level at which the complaint is rooted. If staff members in the department do not resolve the concern satisfactorily, students are at liberty to move through the chain of command until the issue is resolved.



Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at 1415 Murfreesboro Road, Suite 340, Nashville Tennessee 37217, or by going online and filing out the form electronically at <http://www.tbr.edu/contact/default.aspx?id=2936>. Under Tennessee's open records law all or parts of complaints will generally be available for review upon request from a member of the public.

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

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

## Computer Account

Students are assigned an account for their use while attending Columbia State. Accounts are to be held private and credentials such as usernames and passwords may not be shared with others. This account will provide the user with access to electronic mail and computer resources at Columbia State. This account is also used for access to Online Campus courses offered through Columbia State.

## Counseling

The Student Success Counseling program offers students assistance with setting goals, stress management, time management, making the transition to college, test anxiety, campus and community referrals, and making connections to peer support. For more information on Student Success Counseling, call (931) 540-2572.

## Disability Services

Disability Services provides support services especially designed to meet the needs of students with disabilities, and provides reasonable accommodations enabling qualified disabled students to participate fully in campus life. To qualify for services, students must provide the department with official documentation of the disability and discuss their specific needs for each class. Subsequently, staff members make a determination to ensure equal educational opportunity within the academic and/or technical requirements of the program, based on an individual's specific disability.

Columbia State provides disability support services in a variety of ways. Examples of these services include, but are not limited to, coordinating community resources, providing information for faculty regarding disabilities, serving as an advocate for students, and securing special adaptive equipment and aids. These services are offered to assist students with disabilities in realizing their goals. Students needing accommodations are urged to contact Disability Services several weeks before a semester begins to allow time for special services to be arranged. More information about services is available on Columbia State website or by contacting the Disability Services office at (931) 540-2857.

## Distressed or Disturbed Students or Others

Columbia State is committed to providing a safe learning environment. All members of the Columbia State Community are encouraged to be alert to unusual or aberrant behavior of students, employees, visitors, contractors, or others. Therefore, any distressing, disturbing, threatening, or dangerous student behavior should be reported to the Associate Vice President for Student Services or another College staff person; comparable behavior of others should be reported to the Director of Human Resources. Report the incident as soon as possible. If there is perceived imminent danger, call 911 and then call Campus Security at 9-797-7669. Work with the staff person to complete an Incident Report so that it can be submitted to the Associate Vice President for Student Services in Jones 164. If the incident occurred at another campus, contact the campus administrative staff.

After the Associate Vice President for Student Services receives the report, the Student Assistance Coordinating Committee will conduct a safety assessment. The Committee assists in addressing situations where individuals are displaying dangerous or threatening behaviors that potentially impede their own or others' ability to function successfully or safely. Next, the Committee will draft an appropriate response plan that takes the nature of the behavior, the severity of the safety risk, and the needs of the individual into consideration. Individuals submitting reports should not expect detailed information about the disposition of their submission, as the issues may involve due process or confidentiality rights of the reported individual.

The Committee also acts as a clearinghouse for campus behaviors. A single event might not appear to be problematic; however, when the Committee recognizes a pattern of inappropriate behavior on the part of an individual across classes or other interactions, then they can take steps to assist the student and protect the campus community. Therefore, report every incident, even if the same individual has been reported previously.

## Drug-Free Communities

The following policy applies to all Columbia State Community College employees, including faculty and students, in compliance with the provisions of the Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et. seq.) and the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3171, et. seq.).

It is the policy of Columbia State to strictly prohibit the unlawful use and/or possession of alcoholic beverages and/or any drug or controlled substance (including any stimulant, depressant, narcotic, hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance on College-owned, controlled, or leased property. The unlawful use, abuser, or distribution of alcohol or elicit drugs are prohibited during any College-related activity including off-campus trips. All employees and students are subject to applicable federal, state, and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary actions as set forth in this handbook and/or in the *Columbia State Policies and Procedures*.

### **Legal Sanctions**

Various federal, state, and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell, or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment, a fine of up to \$4,000,000 if an individual, supervised release, any combination of the above, or all three. These sanctions are doubled when the offense involves either:

- distribution or possession at or near a school or college campus, or
- distribution to persons under 21 years of age.

Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to \$10,000 may be assessed for simple possession of “personal use amounts” of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two years the minor’s senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in T.C.A. 39-17-417 (21 U.S.C. 801, et. seq.; T.C.A. 39-17-417).

It is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of his employment), or consume alcoholic beverages, wine or beer, such offenses being classified Class A misdemeanors punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than \$2,500, or both (T.C.A. 1-3-113, 57-5-301). It is further an offense to provide alcoholic beverages to any person under the age of 21, such offense being classified a Class A misdemeanor (T.C.A. 39-15-404).

The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days, or a fine of not more than \$50, or both (T.C.A. 39-17-310).

### **Institutional/School Sanctions**

Columbia State will impose the appropriate sanctions on any employee or student who fails to comply with the terms of this policy.

#### Employees

As a condition of employment, each employee, including student employees, must abide by the terms of this policy and must notify their department head/supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. A conviction includes a finding of guilt, a plea of *nolo contendere* or imposition of a sentence by any state or federal judicial body. Possible disciplinary sanctions for failure to notify of conviction, may include one or more of the following:

- termination;
- suspension;
- mandatory participation in, and satisfactory completion of a drug/alcohol abuse program or rehabilitation program;
- recommendation for professional counseling;
- referral for prosecution;
- letter of warning; and/or,
- probation.

#### Students

Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:

- expulsion;
- suspension;
- mandatory participation in, and satisfactory completion of a drug/alcohol abuse program or rehabilitation program;
- referral for prosecution;
- probation;
- warning; and/or,
- reprimand.

### **Dual Enrollment**

Dual enrollment is a program that allows eligible high school students to earn college credit while they are still in high school.

### **Emergencies**

#### **Messages**

Students may not receive phone calls at the College. In the event of an emergency a student will be contacted in class to return a phone call. The caller will be asked the nature of the emergency in order to determine if the call warrants the

student being removed from class. At the Columbia campus, all emergency messages should be directed to the Student Services office (931) 540-2570. At the extended campuses, emergency messages should be forwarded to the office of the director, or to the administrative offices.

### **Procedures**

Emergency procedures are posted in all facilities, at all Columbia State locations. During emergency situations, students are expected to stay calm, listen for instructions, and follow the designated procedures. For a complete listing of policies related to this area, please refer to the website at <http://www.columbiastate.edu/emergency> or contact the Student Services office (931) 540-2570.

## **Employment**

Students have the opportunity to earn and learn while participating in campus and community work-study programs. Contact the Financial Aid Office for additional information.

## **Enrollment Services**

Staff members in Enrollment Services focus on all of the processes that help students get off to a good start and record their academic career at Columbia State. Services include recruitment, admissions, records, and financial aid.

## **Evening Services**

Evening services are provided at every Columbia State campus location. The Evening Services office (Warf 109) at the Columbia campus is available 4:15 p.m. to 8 p.m. Monday - Thursday. For more information on services call (931) 540-2862. For hours and available services on other campus locations, contact the administrative office at the respective campus.

## **Financial Aid**

The Financial Aid program is designed to aid students who would find it difficult or impossible to attend Columbia State without financial assistance. The College offers a comprehensive program of financial aid in the form of scholarships, part-time employment on campus, grants, loans, and Veterans benefits.

Columbia State places major emphasis upon financial need, academic achievement, character, and promise of future success. Although Columbia State will assist all qualified students as resources permit, this aid should be viewed only as supplementary to the efforts of the family and student. Primary responsibility for financing an education lies with the student.

Information regarding who should apply for financial aid, the application process and types of financial aid can be obtained in the Financial Aid office (Jones Student Center 101), or in the administrative office at any of the Columbia State extended campuses. For complete details on applying for financial aid, consult the current College catalog.

### **Student Consumer Rights Information**

The financial aid applicant is responsible for obtaining, completing, and filing each year the proper financial aid application on a timely basis. The applicant has the right to seek and receive full information and counsel from the director of financial aid (Jones Student Center 101), in regard to any financial aid matter. The applicant must, without exception, report any of the following changes to the Financial Aid office:

- withdrawal from the college,
- transfer to another college,
- name change,
- address change of student or parent if applicable.

If student loans have been received, an exit interview must be arranged with the Financial Aid office when graduating or withdrawing from the college. Failure on the aid recipient's part to do exit counseling will result in a hold being placed on the student's record and refusal of future financial aid awards.

## **Food Services and Vending**

A private contractor, whose purpose is to provide students with a quality food program, operates the cafeteria and the snack grille, on the Columbia campus. While classes are in session, the snack grille is open from 7:30 a.m. until 2:30 p.m., Monday- Thursday, and from 8:00 a.m. until 1:00 p.m. on Friday. The cafeteria is open from 10:30 a.m. until 1:30 p.m., Monday- Thursday only.

Vending machines are operated for the benefit of students, and are located in various facilities on all campuses. The cashiers at all campus locations are responsible for vending machine reimbursement.

## Graduation

See *Commencement*.

## Guns/Weapons 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 a weapon of any kind shall be subject to felony charges with a maximum sentence of six years' imprisonment and a fine not to exceed \$3000. This provision does not apply to officers in the county, city, or state charged with the enforcement of the laws of the state when in the discharge of their official duties.

## Housing

Under Tennessee Board of Regents policy, Columbia State Community College assumes no responsibility for student housing. This institution is a commuter college and has no dormitories, fraternity, or sorority housing.

Even though the College is unable to assume responsibility for student housing, the College is vitally concerned with the welfare and well-being of all students, and desires they have accommodations commensurate with their needs. A housing referral list, which includes apartments in the Columbia area, is available in the Student Services office.

The prospective student and parents should be aware that these listings are not college-supervised nor college-inspected accommodations. Students should plan to arrive in the community in advance of final registration dates to find suitable housing.

## Identification Cards

All students taking credit courses must obtain a student identification card. Identification cards are available at no charge from the library in Columbia or from the administrative office on any of the extended campuses. Misplaced cards can be replaced. Identification cards should be retained for every semester of attendance; however, they must be revalidated each academic year. This card is required of students for identification, computer lab use, checking out library materials and some bookstore purchases. Additionally, it allows a student to attend all College activities open to the student body at no charge or at student rates.

## Inclement Weather

In the event that classes are dismissed, cancelled, or otherwise closed due to weather conditions, appropriate notification will be given to local television and radio stations, and on the college Web site at [www.columbiastate.edu](http://www.columbiastate.edu). Additionally, this information will be posted on the campus weather line at (931) 540-2515. Postings for extended campuses will be made available at the specific campus location. Students attending noncredit classes should contact the Center for Economic and Workforce Development at (931) 540-2660 for class cancellations.

In cases where Columbia State continues operations, students are encouraged to use their own discretion. If students are absent due to such conditions, they will be provided a reasonable opportunity to make up missed assignments.

## Insurance

Student health insurance is available through an independent company. Students interested in receiving information should contact the Student Success Counselor or the Disability Services Counselor.

## Library

The John W. Finney Memorial Library provides access to the books, journals, newspapers, electronic resources, and other materials that support the curriculum and fulfill the information and research needs of the students, faculty, and staff of the College. The library provides access to a range of information resources appropriate to the curriculum and other aspects of the College's mission, offers appropriate reference and instructional services related to the library's materials and networks, and shares information resources reciprocally with other libraries and institutions in the area, state, region, and nation.

The 23,900 square-foot Columbia facility, opened in 1972, is named for the late John Wesley Finney, a Columbia resident and member of the State Board of Education, whose leadership was instrumental in establishing a community college for this area. The library provides seating for 200 students on two floors. In addition to a microform reading room and a special collections room, the first floor of the library has a reference collection, a current periodicals reading area, an audiovisual lab, and a computer lab for accessing electronic information. The second floor has a conference room, a library-instruction room and computer lab, and stacks for the library's circulating book collection.

The library print collection has some 70,000 volumes, with strong holdings in history, literature, the social sciences, nursing, and allied health technology. Over 300 periodical titles are received including scholarly journals, general interest magazines, and local, state, and national newspapers. The library also subscribes to over 40 research databases.

The library offers individualized research assistance, as well as instructional classes and orientations. Through the interlibrary loan service, books and other materials may be obtained from other libraries. During fall and spring semesters, library hours are 7:45 a.m. to 8:00 p.m., Monday through Thursday; 7:45 a.m. to 4:15 p.m., on Friday. Check postings for Saturday hours, summer hours, and holiday closings.

In addition to the library on the Columbia campus, libraries are also maintained at Clifton, Lawrence County, Lewisburg, and Williamson County. These locations have basic reference collections, a browsing collection of journals and newspapers, and computer access to electronic databases. Hours at these locations may vary; check with extended campuses individually for hours of operation.

### **Lost and Found**

All lost articles should be reported to the Student Services office or to the administrative office at any of the extended campuses as soon as possible. A complete description of the lost item is required prior to being returned. All found articles will be dated and held for claim for three months. Any items not claimed within three months will be discarded.

### **Mascot**

Columbia State's mascot is the Charger, a strong, fast horse trained for battle.

### **Minors on Campus**

Students and employees are not approved to leave minors unsupervised on Columbia State campuses. Minors are not allowed to accompany parents to class without the prior approval of the instructor.

In certain circumstances, minors may be on campus for classes held for their benefit (programs for the academically talented, field trips, etc.). At such times, it is expected that the instructor or responsible adult will await their parents' arrival. It is the responsibility of the supervisor/instructor of these activities to explain these restrictions to the minors and to monitor the enforcement where feasible. In all circumstances related to minors on campus, it is the expectation of the institution that good judgment be exercised in preventing disruption of the learning environment.

### **Orientation**

All new degree-seeking first-time college students are required to participate in the new student orientation program. Sessions are held throughout the year at each Columbia State location. This program provides students with information about registration, student services, student activities, and College policies. For more information on new student orientation, call the Enrollment Services office (931) 540-2790.

to participate in the new student orientation program. Sessions are held throughout the year at each Columbia State location. This program provides students with information about registration, student services, student activities, and College policies. For more information on new student orientation, call the Admissions office (931) 540-2790.

### **Records**

The Records office (Jones Student Center 101) is responsible for student name change, social security number changes, change of registration forms, change of major forms, transcript requests, enrollment verifications, and final graduation evaluation and certification (including academic/technical certificates). Additionally, this department is responsible for the evaluation of college transcripts for transfer credit and external credit by exam evaluations (CLEP, CEEB-Advanced Placement, ACT, CPS, and Military Service/Schools). MyChargerNet student registration related problems may be reported to this department.

### **Safety and Security**

The Department of Safety and Security at Columbia State Community College is committed to preserving a safe and secure environment for students of the College. The Columbia campus has security personnel on duty 24 hours a day, seven days a week.

Students on all Columbia State campuses are expected to assume reasonable responsibility for personal safety. Use common sense, safety practices such as

- walking in groups
- reporting suspicious activities
- keeping money, books and other personal items protected
- locking car doors when leaving
- wearing safety belts
- observing speed limits
- and generally being alert to personal welfare

These practices will help to preserve personal safety. Refer to additional safety information on the college website under *Emergency Plan*. The plan includes directions for bomb threats, natural disasters, and threats of violence and criminal behavior; among other things.

## Smoking/ Tobacco Use

The following policy has been established relative to smoking/tobacco use in College facilities and vehicles:

### College Buildings

Smoking and the use of tobacco products are prohibited in all buildings on the Columbia campus.

### College Grounds

Smoking is permitted outside of buildings in designated locations. Areas where smoking is permitted will be designated by appropriate signage and ash urns will be provided in these locations. Generally, smoking is not permitted within ten (10) feet of any building entrance.

*All students are expected to observe and respect "No Smoking" areas.*

### College Vehicles

Smoking is prohibited in all College-owned vehicles.

### Extended Campuses

Smoking at all extended campuses is regulated by the organization(s) controlling those individual facilities.

### Enforcement Policy

Smoking regulations will be enforced under the provisions of TBR Policy 3:02:00:01. This policy requires adherence to College and TBR regulations designed to protect the rights of all students from any conduct which constitutes a danger to any person's health or well-being. *Violation of smoking regulations will be enforced through normal administrative student conduct policies.*

## Solicitation

No solicitation and/or sales related to or affecting students are permitted on the campus without securing prior approval from the associate vice president for student services or his/her designee.

## Student Center

The Jones Student Center is open on class days for the enjoyment of students. The facilities include the cafeteria, bookstore, meeting rooms, TV lounge, and cyber center. Additionally, the Student Center houses the following offices: Student Services office, Recruitment and Admissions, Disability Services, Financial Aid, Records, Student Government Association, Student Development and Success, and Testing Services.

The Jones Student Center is open from 7:45 a.m. to 6:00 p.m., Monday through Thursday and 7:45 a.m. through 4:15 p.m. Friday, during regularly scheduled semesters. Arrangements for the use of meeting rooms in the Center are scheduled through the Student Services office (931) 540-2570.

## Study Abroad/International Education

To improve international education and cultural awareness, Columbia State offers on-campus and field-based programs. Seminars, performances, and curricular offerings enrich campus life. Study abroad affords student participation in learning opportunities in other countries while earning college credit. Limited scholarships for qualified applicants are available. For additional information, contact the Director of International Education at (931) 540-2876.

## Teaching and Learning Center

The Teaching and Learning Center at the Columbia campus is located in Warf 237 (931) 540-1302, and the Teaching and Learning Center at the Franklin campus is located in Yates 110 (615) 790-5671. The Teaching and Learning Center is an academic tutoring and computer services facility designed to support the academic needs of students. The Teaching and Learning Center provides both professional and peer tutoring, as well as professional online tutoring, free of charge to all Columbia State students. Services include tutoring for all levels of writing, math, and science. Questions regarding tutoring services should be emailed to [tutoring@columbiastate.edu](mailto:tutoring@columbiastate.edu).

Also available in the Teaching and Learning Center are many online tutorials and instructional programs, word processing, Internet access, email, and much more. For more information on the availability of tutors, software programs, and hours of operation, visit the Teaching and Learning Center Web site at [www.columbiastate.edu/tlc](http://www.columbiastate.edu/tlc), or go to Student Services on Columbia State's Web site.

## Testing Services

The staff in the Testing Services office is responsible for the administration of the ACT, COMPASS, Graduate Assessment, and various other group tests which assist the student in planning his/her program of study. Testing Services

also provides proctoring services on the the Columbia campus to support Distance Education, the Regents Online Degree Program and ADA proctoring needs.

Additionally, Columbia State is an official testing center for the GED® (General Educational Development) assessment. Persons who have not received a high school diploma and wish to apply for a certificate of equivalency may take the GED®. Satisfactory scores on the test enable the individual to apply to his/her high school for an equivalency diploma.

For more information on testing services, call (931) 540-2821. For test proctoring information and testing services at extended campuses, please contact staff at the respective campus location.

### **Tuition and Fees**

Columbia State is a state-funded, two-year college. Tuition and fees are governed by the Tennessee Board of Regents. Fees are set annually at the June meeting of the Board and are announced by July 1 of each academic year. For the most recent fees, see the current College catalog.

### **Tutoring**

See *Teaching and Learning Center*.

### **Veterans' Financial Assistance**

A Veterans Aid representative is available to assist eligible Veterans in the completion of necessary forms, program planning, and in making appropriate certifications to the Veterans Administration. For complete details about Veteran's benefits, please contact Financial Aid in Jones Student Center, room 101.

### **Visitors**

All nonstudent visitors to the College facilities must abide by the following regulations:

- Nonstudent visitors may not be in laboratories or other hazardous areas (as defined by the College or individual College personnel) at any time unless they are escorted by a member of the College staff for brief business visits.
- Nonstudent visitors may not be in any of the computer labs unless they are escorted by a member of the College staff for brief business visits.
- All nonstudents must have instructor approval prior to visiting classrooms.

### **Website**

Information on Columbia State policies, student services, and class schedules may be obtained by visiting our Web site at [www.columbiastate.edu](http://www.columbiastate.edu).

### **Writing to Learn Matters**

*Writing to Learn Matters* is a focus on writing as a means of improving academic achievement and success among first-year students. Instructors will make assignments relevant to the course, and students will think through the main ideas and respond in short writings.

# Student Life, Leadership and Activities

## Athletics

Columbia 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. Team sports include men's basketball, women's basketball, baseball, and women's softball.

All athletic offices are located in the Webster Athletic Center on the Columbia campus.

## Equity in Athletics

All coeducational institutions of higher education that participate in any federal student financial aid program (i.e., Federal Pell, Federal SEOG, and Federal SSIG Grants; Federal Work Study; and Federal Family Education, Federal Perkins, and William D. Ford Federal Direct Loans) and have intercollegiate athletic programs under the Equity in Athletics Disclosure Act of 1994, Section 360B of Public Law 103-382, are required that certain equity in athletic information, based on the previous reporting year, be available for inspection by students, prospective students, and the public by November 1 of each year. This information is available in the Student Services office or the Athletics office (Webster Athletic Center 212).

## College Committees

Students participate in the governance of Columbia State through service on college standing committees. The president of the Student Government Association recommends the appointment of students to all standing committees at the beginning of each academic year. Additionally, students have the opportunity to effect change at the state level through service on Tennessee Board of Regents subcommittees or as a regent on the full board. These appointments are made by the president for the College and are rotated among the colleges, universities, and colleges of applied technology in the system.

## Student Activities and Organizations

The College is dedicated to scheduling extracurricular activities and sponsoring student organizations which promote the development of the total individual.

### Student Activities

Each academic year, the Student Services office sponsors a variety of social, cultural, and leadership programs for the enrichment of the College community. Additionally, this office offers a wide-range of intramural activities. Intramurals allow for physical or nonphysical involvement with activities ranging from pool and ping-pong tournaments to flag football and volleyball.

It is the goal of Student Services to get students involved and to assist them in meeting their peers in a more casual setting. If you would like to be involved in student activities, please contact the Student Services office at least 48 hours prior to the date of the event, for approval forms and procedures. Additional approval time may be required for activities which involve college funding, fund-raising, distribution of literature, demonstrations, or rallies.

### Student Activity Fee

Students at Columbia State pay a required student activity fee which provides compensation for scheduled activities. Additionally, the fee allows for students to receive admission to athletic events at a discounted student rate. Columbia State student identification card is required.

## Student Government Association

Members of the Student Government Association (SGA) are the student-elected representatives for the overall student body. The SGA meets biweekly to discuss issues of importance to Columbia State students. The SGA is responsible for making recommendations concerning student policies and activities to the director of student life. Because the SGA meetings are open to the public, students are encouraged to voice their concerns and opinions.

The SGA consists of a president, vice president, secretary/ treasurer, and senators. Any student at Columbia State is eligible to run for an office in the SGA. Students interested in participating in the SGA election process must contact the SGA Coordinator for complete information on eligibility.

## Clubs and Organizations

Student organizations should promote social and academic development and must abide by the guidelines as indicated in the student handbook. All student organizations must be open to all students of the institution who qualify for membership. No student(s) shall be denied access to or membership in any student activity or organization by reason of race, religion, creed, color, gender, sexual orientation, age, handicap, veteran status, or national origin.

Student organizations not meeting the guidelines as indicated in Columbia State Policies and Procedures may have their applications revoked.

Any group of students who desires to become an organization officially recognized by the College must submit a formal application to the Student Services office.

**Columbia State organizations are as follows:**

- Campus Crusade for Life
- Charger Student Radiographer Organization
- CORE (Christians On the Road to Excellence)
- CTB (Choose the Best)
- Full Spectrum (Video Gaming Club)
- Gay-Straight Alliance
- INTL (It's Never Too Late)
- Lambda Beta (Respiratory Care Honor Society)
- Lambda Nu (Radiography Honor Society)
- NAVTA (Student Chapter of the North American Veterinary Technician Association)
- Phi Theta Kappa (International Honor Society)
- Respiratory Care Crew
- STEA (Student Tennessee Education Association)
- Student Nursing Association - Columbia and Franklin

Visit [www.columbiastate.edu/student-organizations](http://www.columbiastate.edu/student-organizations) for more information regarding recognized student organizations

## **Fitness Facilities**

### **Wellness Center**

The Wellness Center is a state-of-the-art facility for Columbia State students and employees that houses treadmills, recumbent bicycles, weights and other fitness equipment. Users must use their photo identification cards to gain access to the Center, which is located in Webster Gymnasium in Columbia. Group classes such as Zumba, Piloxing, and Yoga are also offered for a nominal fee. Hours are 8:00 a.m. to 6:30 p.m., M-R; 8:00-12, F. during fall and spring semesters.

### **Track**

The outside track is located behind Webster Gymnasium in Columbia. Four rotations around the track equate to one mile. The inside track in the Webster Gymnasium basement requires 12 rotations to complete one mile.

### **Tennis Courts**

Five tennis courts are near Webster Gymnasium. Students and employees are free to use whenever the courts are not reserved for classes or for special groups.

### **Volleyball Court**

The volleyball court is located across from the Wellness Center at Webster Gymnasium. Columbia State students may show their photo identification card to borrow equipment from the Wellness Center.

## **Honors and Awards**

Students who excel in academics and service are honored at annual award ceremonies during the spring semester.

## **Publications**

All student publications at Columbia State Community College are approved and coordinated through the Marketing and Public Relations office (Pryor Administration Building 107) and the Student Services office.

# Student Rights and Responsibilities

As a student at Columbia State, you possess basic freedoms, privileges and rights guaranteed to all persons by the law. You are also subject to the same rules of accountability and the same limitations imposed by law on all persons.

There are a number of established policies and regulations and student-right-to-know information, developed by the College, as well as the Tennessee Board of Regents, that exist for the welfare of both students and the College. This information is detailed in this Columbia State Community College Catalog and Student Handbook.

Although the College provides this information to the student, it is the student's responsibility to become familiar with the policies and regulations outlined in College publications. Students needing clarification on any of these policies or regulations should contact the associate vice president for student services at (931) 540- 2762.

## Student Right-to-Know and Campus Security Act

The Student Right-to-Know and Campus Security Act of 1990, as amended in 1991, requires colleges and universities to disclose certain information to current and prospective students.

### Student Right-to-Know

Institutions are required to make the persistence, completion or graduation rates of certificate and degree-seeking, full-time students available.

### Crime Statistics

Pursuant to the provisions of Tennessee Public Chapter No. 317, an act known and cited as the "College and University Security Information Act," the following information is available on our Web site ([www.columbiastate.edu/crime-statistics](http://www.columbiastate.edu/crime-statistics)) or will be provided to you upon request from the Student Services office (Jones Student Center 164):

- Annual crime statistics and crime rates for crimes occurring on the Columbia State campuses as reported to and compiled by the Tennessee Bureau of Investigation for each of the most recent three (3) years.
- Copies of the Board of Regents policies and procedures on campus security.

This information is not designed to serve as an agreement of contractual arrangement for providing security services to the members of the campus community, nor to guarantee an individual's personal safety when utilizing any college facilities or grounds or when utilizing any off-campus locations as a student or employee of Columbia State, including, but not limited to, classes, meetings, performances, visits, field trips, sporting events, parades, and other community functions.

## Student Rights and Freedoms

The Tennessee Board of Regents Policy 3:02:04:00 defines the institution's responsibility in the academic rights and freedoms of the student.

### 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. 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 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 each Tennessee Board of Regents institution are a matter of institutional choice, provided that each institution makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each institution should be open to all students who are qualified according

to its admissions standards. The facilities and services of a Tennessee Board of Regents institution should be open to all of its enrolled students.

### **In the Classroom**

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

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

## **Student Grievance Procedures**

### **Definitions**

#### **Academic Grievances**

An academic grievance is a difference of opinion or dispute between a student and a faculty member about learning activities as they affect the student. This may include grading, instructional procedures, attendance, instructional quality, and situations where the student believes he is being treated unfairly.

#### **Non-Academic Grievances**

A non-academic grievance is a difference of opinion or dispute between a student and instructor, administrator, staff member, or another Columbia State Community College student pertaining to the interpretation and/or application of the policies and procedures of the College and the Tennessee Board of Regents. In addition to the interpretation and application of policies and procedures, nonacademic grievances shall include all grievances except those pertaining to instruction and classroom management. They may pertain to student governance issues, student activities,, arbitrary and capricious management decisions, or other concerns that students might present for redress.

### **Procedures**

#### **Academic Grievances**

The student should first discuss the matter with his/her instructor. If the matter is not resolved by this discussion, the student should bring the complaint, in writing, to the appropriate division dean. If the student is still not satisfied, the student may appeal in writing to the executive vice president - provost for academic and student programs and services. The executive vice president - provost will investigate and notify the student in writing of the outcome of the appeal. The executive vice president - provost may appoint a committee to review and resolve the issue.

#### **Non-Academic Grievances**

The student should first address to the staff member directly. If the student is not satisfied, the matter should be brought in writing to the staff member's supervisor. If the student is still not satisfied, he/she should present the grievance in writing to the associate vice president for student services. If the grievance is not satisfactorily resolved, the associate vice president for student services may appoint a committee to resolve the matter; or may initiate institutional hearing procedures to resolve the complaint. The associate vice president will inform the student in writing of the results. The student may appeal the decision to the President within five (5) business days of receipt of the results. The committee's decision may be appealed to the president. The president's decision is final.

It is the policy of Columbia State Community College that substantive and procedural due process shall be applied in all matters pertaining to the rights of students. Substantive due process addresses the constitutional rights of the individual and procedural due process is an affirmation of this protection. Every effort will be exhausted to resolve student grievances in an amicable and due process manner.

### **Grade Appeal Procedure**

If a student believes the assignment of a course grade was based on discrimination, arbitrary or capricious action, or any reason not related to academic performance, a procedure exists whereby a student may appeal the grade.

The appeal must be initiated within one (1) semester following the term during which the grade was received. The appeal process includes the following steps that must be initiated by the student:

1. Contact the instructor to ensure that no calculation or administrative error has occurred. If the student cannot schedule a meeting with the instructor, the student should contact the division dean who will schedule the meeting between

2. the instructor and the student. (If the student is in an academic or health sciences' program, the respective program director should be contacted before contacting the division dean.) The only exceptions to this procedure are when the instructor is no longer employed by the College or is unavailable so that it is impossible to complete this step within thirty (30) calendar days.
3. If the student believes an appeal is warranted after consulting with the instructor, the student may appeal to the division dean. The division dean will attempt to resolve the grade conflict within fifteen (15) working days.
4. If the appeal cannot be satisfactorily addressed at this level, the student may appeal in writing to the executive vice president - provost for academic and student programs and services within five (5) working days after notification by the division dean. This appeal should clearly state the basis for the appeal, the evidence for the appeal, and any supporting data. The executive vice president - provost will review the records and notify the student of the results of the review.

## Student Conduct and Discipline

### Institution Policy Statement

Students enrolled in postsecondary educational institutions are citizens of their civic communities as well as the academic community. As such they are expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of postsecondary education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students.

In fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, Columbia State has developed the following policies that are consistent with Tennessee Board of Regents regulations. 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 the institution's pursuit of its educational objectives, the College may enforce its own regulations regardless of the status or outcome of any external proceedings instituted by other civil or criminal authorities.

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

For the purpose of these policies, "class days" shall mean regular business days when classes are in session.

Disciplinary action may be taken against a student for violation of the policies which occur on institutionally 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 institutional activity or the mission, processes, and functions of the institution. Institutions may enforce their own policies regardless of the status or outcome of any external proceedings instituted in any other forum, including any civil or criminal proceeding.

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

Students in health science programs are required to complete clinical objectives as a major component of the educational experience. Clinical objectives can only be completed at designated clinical facilities that enter into contractual agreements with the Institution to provide experiences for students. As outlined in clinical affiliation agreements, students are subject to facility expectations for behavior and conduct during clinical rotations. These expectations may include random drug screens and criminal background checks. Per program policies, any students denied access by a clinical facility based on established criteria will be unable to complete clinical objectives for the program of study and will be ineligible to continue enrollment.

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 and/or the Tennessee Open Records Act, T.C.A. § 10-7-504(a)(4), a student's disciplinary files are considered "education records" and are confidential within the meaning of those Acts.

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

### Disciplinary Offenses

Institutional disciplinary measures shall be imposed, through appropriate due process procedures, for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on property owned or controlled by Columbia State Community

College. Individual or organizational misconduct which is subject to disciplinary sanction shall include but not be limited to the following examples:

1. Conduct Dangerous to Self or Others. Any conduct, or attempted conduct, which constitutes a danger to any person's health, safety, or personal well-being, including, but not limited to, the following:
  - A. Physical and/or verbal abuse,
  - B. Threats and/or intimidation,
  - C. Harm inflicted on self;
2. Hazing. Hazing means any intentional or reckless act, on or off the property, of the College 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;
3. Disorderly Conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs institutional functions, operations, classrooms, other groups or individuals;
4. Obstruction of or Interference with institutional activities or facilities. Any intentional interference with or obstruction of any institutional, program, event, or facility including the following:
  - A. Any unauthorized occupancy of facilities owned or controlled by Columbia State or blockage of access to or from such facilities,
  - B. Interference with the right of any institution member or other authorized person to gain access to any activity, program, event or facilities sponsored or controlled by Columbia State,
  - C. Any obstruction or delay of a campus security officer, public safety officer, police officer, firefighter, EMT, or any official of the College, or failure to comply with any emergency directive issued by such person in the performance of his or her duty;
5. Misuse of or Damage to Property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to another including, but not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices;
6. Theft, Misappropriation, or Unauthorized Sale of Property;
7. Misuse of Documents or Identification Cards. Any forgery, alteration of or unauthorized use of institutional documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment or status in the institution;
8. Firearms and Other Dangerous Weapons. Any possession of or use of firearms, dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons;
9. Explosives, Fireworks, and Flammable Materials. The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks;
10. Alcoholic Beverages. The use and/or possession of alcoholic beverages on institution owned or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off institution owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption; it also includes any violation of any term of the Columbia State Drug/Alcohol-Free Communities Statement and Policy. Pursuant to Tennessee Code Annotated §49-7-146, Columbia State is required to notify a parent of a student under age twenty-one (21) if the student "has committed a disciplinary violation" with respect to the use of possession of alcohol or a controlled substance that is a violation of any federal, state, or local law, or any rule or policy of Columbia State, except as prohibited by the Federal Education Rights and Privacy Act (FERPA). The trigger for notification will be 1) a plea of guilty to the applicable code of conduct violation, or 2) a final finding of guilt pursuant to the disciplinary procedures.
11. Drugs. The unlawful possession or use of any drug or controlled substance (including, but not limited to, any stimulant, depressant, narcotic or hallucinogenic drug, or marijuana), sale or distribution of any such drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or off institution owned or controlled property or property owned or controlled by an affiliated clinical site. Pursuant to Tennessee Code Annotated §49-7-146, Columbia State is required to notify a parent of a student under age twenty-one (21) if the student "has committed a disciplinary violation" with respect to the use of possession of alcohol or a controlled substance that is a violation of any federal, state, or local law, or any

rule or policy of Columbia State, except as prohibited by the Federal Education Rights and Privacy Act (FERPA). The trigger for notification will be 1) a plea of guilty to the applicable code of conduct violation, or 2) a final finding of guilt pursuant to the disciplinary procedures.

12. Drug Paraphernalia. The use or possession of equipment, products or materials that are used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia, on or off institution owned or controlled property or property owned or controlled by an affiliated clinical site.
13. Public Intoxication. Appearing on institution owned or controlled property or at an institutional sponsored event while under the influence of a controlled substance or of any other intoxicating substance.
14. Gambling. Unlawful gambling in any form.
15. Financial Irresponsibility. Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution.
16. Unacceptable Conduct in Disciplinary Proceedings.  
Any conduct at any stage of an institutional disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or disorderly, including false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness.
17. Failure to Cooperate with Institutional Officials. Failure to comply with directions of institutional officials acting in the performance of their duties.
18. Violation of General Rules and Regulations. Any violation of the general rules and regulations of the College as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action.
19. Attempts, Aiding and Abetting. Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission. Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to the institution.
20. Violations of State or Federal Laws. Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.
21. Violation of Imposed Disciplinary Sanctions. Intentional or unintentional violation of a disciplinary sanction officially imposed by an institution official or a constituted body of the institution.
22. Sexual Battery or Rape. Committing any act of sexual battery or rape as defined by state law.
23. Harassment or Retaliation. Any act by an individual or group against another person or group in violation of TBR policies, as well as federal and/or state laws prohibiting discrimination, including, but not limited to, TBR policies 5:01:02:00,(F), 5:01:02:00, 2:02:10:01 and TBR Guideline P-080; All matters involving allegations of impermissible discrimination, harassment or retaliation will be governed by the procedures outlined in Tennessee Board of Regents Guideline P-080 Subject: Discrimination and Harassment- Complaint and Investigation Procedure or an institutional policy that reflects the current requirements of that Guideline.
24. Academic Misconduct. Plagiarism, cheating, fabrication. For purposes of this section the following definitions apply:
  - A. Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution.
  - B. Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours.
  - C. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.
25. Unauthorized Duplication or Possession of Keys. Making, causing to be made or the possession of any key for any Columbia State facility without proper authorization.

26. Violations of conduct requirements described in handbooks for specific programs of study.
27. Litter. Dispersing litter in any form onto the grounds or facilities of the campus.
28. Pornography. Public display of literature, films, pictures or other materials which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value.
29. Abuse of Computer Resources and Facilities. Misusing and/or abusing campus computer resources including, but not limited to the following:
- A. Use of another person's identification to gain access to institutional computer resources.
  - B. Use of institutional computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems.
  - C. Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the file.
  - D. Unauthorized transfer of a computer or network file.
  - E. Use of computing resources and facilities to send abusive or obscene Correspondence.
  - F. Use of computing resources and facilities in a manner that interferes with normal operation of the institutional computing system.
  - G. Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official.
  - H. Violation of any published information technology resources policy.
  - I. 9. Unauthorized peer-to-peer file sharing.
  - J. 10. Any violation of the terms of the Columbia State Policy No. 07:04:00 Use of Information Technology Resources.
30. Unauthorized Access to Institutional Facilities and/or Grounds. Any unauthorized access and/or occupancy of institutional facilities and grounds is prohibited, including, but not limited to, gaining access to facilities and grounds that are closed to the public, being present in areas of campus that are open to limited guests only, being present in academic buildings after hours without permission, and being present in buildings when the student has no legitimate reason to be present.
31. Providing False Information. Giving any false information to, or withholding necessary information from, any institutional official acting in the performance of his/her duties in connection with a student's admission, enrollment, or status in the institution.
32. Unauthorized Surveillance. Making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms and men's or women's restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means.
33. Smoking Violations. Violation of any Columbia State and/or TBR smoking or other tobacco use rules or policies.

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur at or in association with enrollment at Columbia State for any academic period. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree including periods prior to or between semesters. Conduct occurring while a student is registered or enrolled at the institution, but not discovered until after the awarding of a degree is actionable under these provisions and may result in the retroactive application of a disciplinary sanction. Should a student withdraw from the institution with disciplinary action or academic misconduct action pending, the student's record may be encumbered by the appropriate institutional office until the proceedings have been concluded.

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

## Academic And Classroom Misconduct

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

### Academic Misconduct

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students responsible for academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures, the instructor has the authority to exercise Summary Academic Discipline.

### Summary Academic Discipline

An instructor who has good cause to believe that a student engaged in academic misconduct in connection with a course taught by the instructor or an examination proctored by the instructor, or his or her designee may choose to exercise Summary Academic Discipline as outlined below:

1. The instructor will gather information relevant to the misconduct, discuss with the division dean, and meet with the offending student, presenting the information relevant to the misconduct and explaining the sanction imposed.
2. A student's grade in the course, or the assignment or examination affected by the alleged academic misconduct may be lowered to any extent, including a grade of "F" as long as the failing grade is proportional to the nature and extent of the academic misconduct.
3. If the instructor assigns a lower grade or an F or zero to the student because of academic misconduct, the instructor must complete the top half of the Student Academic Misconduct Form and submit to the division dean. The form includes the violations and the sanctions imposed.
4. The division dean must notify the student of the actions and of the appeals process that is available if the student opts to appeal the instructor's decision. The dean must also send a copy of the written notification to the Executive Vice President-Provost and the Associate Vice President, Student Services of the action to advise the student of his or her right to appeal the Summary Academic Discipline to the Executive Vice President-Provost. The student should continue to attend class during the appeals process.
5. After being confronted with information relevant to academic misconduct, the accused student may accept the sanction imposed by the instructor, or he/she may initiate the appeal of summary academic discipline within five (5) class days. If he/she accepts the instructor-imposed sanction, he/she also waives the right to an appeal, and the decision of the instructor will be final.

### Student Appeal of Summary Academic Discipline

If a student believes he/she has been erroneously accused of academic misconduct or if he/she believes the actions or sanctions are too severe for the incident, the student may appeal an exercise of Summary Academic Discipline to the division dean. The student must contact the division dean in writing within five (5) class days of receipt of notification of the summary action.

The division dean will forward the appeal to the Executive Vice President-Provost within five (5) class days. The Executive Vice President-Provost may adjudicate the case, or he/she may, at his or her sole discretion, appoint an Academic Misconduct Appeals Committee to review and resolve the issue within five (5) class days of having received the appeal from the division dean. The committee will consist of at least three faculty members and two students, all of whom shall serve for the duration of the appeal. The committee should arrive at a decision within thirty (30) class days, absent good cause.

The Academic Misconduct Appeals Committee will then determine when the appeal hearing will be held. **The student must be notified of the date, time and location of the hearing so he/she can be in attendance.** The student should be notified as soon as possible, but given a minimum of one week's notice. The student will be advised of the following rights applicable at the hearing:

1. The right to present his/her information. However, the student's nonattendance, absent good cause, will not hinder the Committee from meeting and making a decision.
2. The right to be accompanied by an advisor. The hearing committee may restrict the advisor's right to speak at the hearing.
3. The right to call witnesses in his or her behalf.
4. The right to confront witnesses against him or her.

5. The method and time limitations for appeal, if any are applicable.

The committee will then conduct the appeal hearing, consider all of the information presented and make a decision by simple majority vote. The committee can either uphold or overturn the sanctions of the instructor. If the committee upholds the sanction, the decision will be reported to the Executive Vice President-Provost and, for record maintenance, to the Associate Vice President, Student Services. If the committee decides to overturn the sanctions of the instructor, the student must receive grades on all assignments and the course in accordance with the normal grading policies of the instructor (unless some other instance of academic misconduct occurs).

The Executive Vice President-Provost will send the student a written copy of the decision of the Academic Misconduct Appeals Committee within five class days of the Committee's decision.

The student will be advised of his or her right to appeal to the President of Columbia State within five (5) class days following receipt of the academic misconduct appeals committee's decision. Appeals must be made in writing. The President will make a determination within ten (10) class days. The decision of the President is final.

A student who is found responsible for academic misconduct will not be permitted to withdraw from the course to avoid Summary Academic Discipline.

A student who is found responsible for academic misconduct may be subject to additional disciplinary sanctions imposed by the Associate Vice President, Student Services or the Student Discipline and Procedures Committee if he/she is found to be involved in multiple incidents that involve other classes or other students.

### **Classroom Misconduct**

Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), text messaging, and the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, laptop computers, tablets, games, etc.).

Faculty establish class attendance and punctuality requirements, subject to state or federal laws, and inform students of those requirements, along with the consequences for failing to meet those requirements, through the published syllabi for each course.

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

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

### **Disciplinary Sanctions**

Upon a determination that a student or student organization has violated any of the disciplinary offenses set forth in these policies or the general policies of an institution, disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institutional officials.

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

1. **Restitution.** Restitution may be required in situations which involve destruction, damage or loss of property, or unreimbursed medical expenses resulting from physical injury. When restitution is required, the student or student organization is obligated by the appropriate judicial authority to compensate a party or parties for a loss suffered as a result of disciplinary violation(s). Any such payment in restitution shall be limited to actual cost of repair, replacement or financial loss;
2. **Warning.** The Associate Vice President, Student Services may notify the student or student organization that continuation or repetition of specified conduct may be cause for other disciplinary action;
3. **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 that any further violation(s) may result in more serious penalties;
4. **Service to the Institution or Community.** A student, or student organization, may be required to donate a specified number of service hours to Columbia State performing reasonable tasks for an appropriate institution office, official(s), or the local community. The service required shall be commensurate to the offense (e.g., service for maintenance staff for defacing College property);

5. Specified Educational/Counseling Program. A student or student organization may be required to participate in a specified educational or counseling program(s) relevant to the offense, or to prepare a project or report concerning a relevant topic;
6. Apology. A student or student organization may be encouraged to issue an apology that is appropriate for the circumstances and relates to the behavior giving rise to the disciplinary offense;
7. Fines. Penalties in the form of fines may be imposed against a student or student organization whenever the appropriate institutional authority deems appropriate. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines may result in further disciplinary action.
8. Restriction. A restriction upon a student's or student organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the ability to represent the institution at any event, ability to participate in Columbia State or TBR sponsored travel, use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges.
9. Probation. Continued enrollment of a student or recognition of a student organization on probation may be conditioned upon adherence to these regulations. Any student or organization placed on probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon extracurricular activities, or any other appropriate special condition(s). Any conduct in further violation of these regulations while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of further disciplinary action;
10. Suspension. Suspension is the separation of a student or student organization from the institution for a specified period of time. Suspension may be accompanied by special conditions for readmission or recognition;
11. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's admission, or a student organization's recognition to the institution. A student or organization that has been expelled may not enter Columbia State property or facilities without obtaining prior approval from an appropriate campus official with knowledge of the expulsion directive;
12. Revocation of Admission, Degree, or Credential:
13. Interim Suspension. As a general rule, the status of a student or student organization accused of violation of these regulations should not be altered until a final determination has been made in regard to the charges. However, interim suspension, pending the completion of disciplinary procedures, may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, any other member of the institution its guests, property, or substantial disruption of classroom or other campus activities. In any case of interim 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;
14. Any alternate sanction deemed necessary and appropriate to address the misconduct.

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

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

## **Traffic and Parking**

Columbia State has implemented institutional Traffic and Parking Policies which govern traffic and parking on all of the campuses. The purpose of these policies 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. Institutional policies are published annually through signage and in the Columbia State Traffic and Parking Policies brochure, the Student Handbook, and on the Columbia State website.

All vehicles driven on campus by, or on behalf of, students or visitors must be registered in the Office of Student Services. The driver of a vehicle not properly registered with a current permit, may be subject to a fine. Drivers should notify the Office of Student Services of special circumstances prior to receiving a ticket.

A campus access fee will be charged per semester to all students. Each student will be given one parking permit at no charge. Additional or replacement permits may be secured from the Office of Student Services for a fee. Students at extended campuses may secure their permits from the administrative staff at the respective campuses.

Parking permits are to be hung on the inside rear view mirror with the number visible from outside the vehicle.

**General Parking Information:**

Rules of courtesy and safety require that all drivers pull into their parking spaces, leave vehicles between the painted lines and refrain from blocking entrances, exits, or walkways. Valuables and keys should never be left in vehicles.

**Designated Parking**

## Visitors

- Visitors may park in marked areas
- Visitor parking permits should be secured from the Office of Student Services or Campus Directors' offices for conferences and extended visits.

## Faculty and Staff

- Faculty and staff may park in the designated lots immediately in front of the Pryor Administration Building, south of the Clement Building, west of the Jones Student Center, along the street access from the gymnasium, and in front of the Walter Building in Columbia.
- At all the campus locations, employee spaces are designated by blue lines.

## Students.

- Students may park in either of four large lots north of the Pryor Building, west of the Jones Student Center, and south of the Clement Building at the Columbia campus.
- At all campus locations, student spaces are designated by white lines.
- Cycles should be parked in designated spaces at various locations across all of the campuses.

## Disabled.

- Spaces for persons with disabilities are provided at several locations across all campuses.
- Disabled tag must be displayed when parked in these spaces.

**Fines/Penalties**

All fines are payable in the Business Office. All unpaid tickets double in cost at the close of each semester.

**Fines assessed for violations are as follows:**

No Valid Permit Displayed	\$25.00
No Parking areas	\$15.00
Visitor parking areas	\$10.00
Faculty/Staff parking areas	\$10.00

The fine for disabled/handicapped parking violations is established by statute and will be adjusted as required.

Columbia State reserves the right to tow any vehicle that is parked improperly.

**Appeals**

All appeals are made to the Associate Vice President, Student Services within five (5) class days. If the student disagrees with the Associate Vice President's disposition, he or she may request of the Chair of the Student Discipline and Procedures Committee a hearing within five (5) class days of receipt of the Associate Vice President's disposition.

When such a hearing is initiated, the following procedures shall apply:

1. In five class days, the student shall be advised, in writing, of the breach of regulation(s) of which she/he is charged.
2. The student shall be advised of the time, date, and place of the hearing allowing reasonable time for preparation. A hearing date will be scheduled within 10 class days after the student receives notification of the charges.
3. The student shall be advised of the following rights applicable at the hearing:
  - A. The right to present his or her information.
  - B. The right to be accompanied by an advisor. The Committee may restrict the advisor's right to speak during the hearing.
  - C. The right to call witnesses in his or her behalf.
  - D. The right to confront witnesses against him or her, and
  - E. The student shall be advised of the method and time limitations for appeal, if any are applicable
4. The Student Discipline and Procedures Committee shall be charged to hear relevant information, to make findings of fact, to make decisions based on those facts, and to submit in writing the decision to the Associate Vice President, Student Services within thirty (30) class days of receipt of the appeal.
5. The Student Discipline and Procedures Committee is appointed by the President and consists of four active faculty members, four alternate faculty members, two student members, the Director of Financial Aid, and two non-voting, ex-officio members, the Executive Vice President-Provost and the Associate Vice President, Student Services, all of whom shall serve for two years or until leaving the college, whichever comes first.
6. Any individual on the Committee who has an interest in the case should disqualify himself or herself.

7. All hearings shall be closed unless the student or organizations requests an open hearing in writing.
8. The student shall receive a written copy of the decision of the Committee hearing from the Associate Vice President, Student Services within five (5) class days of the hearing and shall be advised of his/her right to appeal the decision of the Student Discipline and Procedures Committee to the President of the College.
9. A student may appeal a decision of the Student Discipline and Procedures Committee to the President of the College by writing the President within five (5) class days of receipt of the Committee's decision.
10. The President of the College is authorized, at his or her discretion, to uphold the decision, to intervene in order to negotiate a mutually acceptable resolution to any parking fines or penalties, or subsequently to convert any fines or penalties to a lesser amount or sanction, or to rescind any previous finding, in appropriate cases. The decision of the President is 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.*

## **Disciplinary Procedures**

In the implementation of TBR regulations related to the discipline and conduct of students, Columbia State insures the constitutional rights of students by providing a system of procedures which afford the protection of due process of law. Columbia State has enacted policies that are compliance with TBR Policy 3:02:01:00, as well as applicable state and federal law. All disciplinary pro- cedures are affirmatively communicated to the faculty, staff, and students of the institution as well as published in appropriate websites, handbooks, or manuals.

### **TUAPA**

All cases which may result in: (a) suspension or expulsion of a student, or student organization, from the institution, for disciplinary reasons or (b) revocation of registration of a student organization, are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act (TUAPA), T.C.A. § 9-8-01 et seq., and shall be processed in accord with the Uniform Contested Case procedures adopted by the Board of Regents unless the student or organization, after receiving written notice, waives those procedures and elects to have the case disposed of through the informal adjudication by the Associate Vice President, Student Services or through the Columbia State institutional hearing process.

### **Institutional Hearings**

For matters not subject to the requirements of TUAPA or when a student has waived his/her right to a TUAPA hearing, Columbia State vests the authority to hear student/organizational misconduct or traffic/parking violations with the Associate Vice President, Student Services, or designee, and with the Student Discipline and Procedures Committee.

The steps to resolution are as follows:

1. Preliminary Conference. Misconduct involving the violation of College regulations shall be reported to the Associate Vice President, Student Services or appropriate designee. Within five (5) class days of the reported allegation, the Associate Vice President for Student Services shall call the accused student to a preliminary conference where the student shall be informed of the charges against him/her and apprised of his/her rights as stated in these policies. The Associate Vice President, Student Services or appropriate designee shall investigate the validity of alleged misconduct within fifteen (15) class days of the reported charge.
2. Following completion of the informal investigation, the Associate Vice President, Student Services or appropriate designee may:
  - A. Determine that there is an insufficient basis, in fact, and dismiss the matter; or
  - B. Conclude that there is a sufficient factual basis for discipline and that discipline less than suspension or expulsion or removal of college privileges would be appropriate; or
  - C. Conclude that there is a sufficient factual basis for discipline and that discipline, including the possibility of suspension or expulsion or removal of college privileges, would be appropriate.
3. The Associate Vice President, Student Services or appropriate designee may, after an informal investigation, notify the student in writing of the charge(s), as well as the options for adjudication of the case within five (5) class days. The due process rights associated with each option will also be included. The student will have five class days following receipt of written notification to select an option. The options are as follows:
  - D. Disposition by the by the Associate Vice President, Student Services. In discipline cases other than academic dishonesty, a student or organization may request that the Associate Vice President, Student Services adjudicate the case informally. The student will have the opportunity to present argument and information on his or her behalf. The Associate Vice President, Student Services will inform the student of the findings, the basis for the conclusions, and impose discipline specified in Disciplinary Sanctions as he/she deems to be appropriate. The student or

organization will be informed in writing of the specific disciplinary offenses and sanctions within 10 class days. In informally adjudicated cases, the decision of the Associate Vice President will be final.

- E. No contest of the case.
  - F. Student election of the use of informal adjudication or to not contest the case requires that the student waive, in writing, his/her right to due process. Selection of one option constitutes waiver of all other options.
  - G. Discipline and Procedures Committee hearing. A student or organization may choose to have the case heard by the Student Discipline and Procedures Committee. If such a hearing is initiated, the following procedures shall apply:
    - 1. The student or organization shall be advised, in writing, of the breach of regulation(s) of which she/ he is charged.
    - 2. The student shall be advised of the time, date, and place of the hearing allowing reasonable time for preparation. A hearing date will be scheduled within 10 class days after the student or organization receives notification of the charges.
    - 3. The student shall be advised of the following rights applicable at the hearing:
      - a. The right to present his or her case. However, the student's nonattendance, absent good cause, will not hinder the Committee from meeting and making a decision.
      - b. The right to be accompanied by an advisor (for example, a friend, family member, faculty or staff member). The advisor must agree to abide by the confidentiality restrictions set forth in the proceedings. The Committee may restrict the advisor's right to speak during the hearing.
      - c. The right to call witnesses in his or her behalf,
      - d. the right to confront witnesses against him or her, and
      - e. The student shall be advised of the method and time limitations for appeal, if any is applicable.
  - E. The Student Discipline and Procedures Committee shall be charged to hear relevant information, to make findings of fact, and to make decisions based on those facts.
  - F. The Student Discipline and Procedures Committee is appointed by the President and consists of four active faculty members, four alternate faculty members, two student members, the Director of Financial Aid, and two non-voting, ex-officio members, the Executive Vice President-Provost and the Associate Vice President, Student Services, all of whom shall serve for two years or until leaving the college, whichever comes first.
  - G. Any individual on the Committee who has an interest in the case should disqualify himself or herself.
  - H. All hearings shall be closed unless the student or organizations requests an open hearing in writing.
  - I. The student or organization shall receive a written copy of the decision of the Committee hearing with any sanctions within five class (5) days of the hearing and shall be advised of his or her right to appeal the decision of the Student Discipline and Procedures Committee.
  - J. If a student, absent good cause, fails to return the Election of Waiver of Hearing Procedures Form in a timely manner, the student will be deemed to have waived a right to the processes described above and Columbia State may proceed as it deems, in its sole discretion, appropriate in the circumstances.
4. Interim Suspension Hearings: Hearings conducted with regard to interim suspensions imposed pending the outcome of a disciplinary investigation or proceeding shall be conducted consistent with the minimum requirements of due process applicable to an institutional hearing, taking into account the need for a timely hearing. The evidence presented at the hearing shall be limited to that which is relevant to the basis asserted for imposition of the interim suspension.
  5. Alternative Resolution Procedures: Columbia State is authorized to establish alternative or multiple methods/bodies for hearings and/or for the resolution of disciplinary matters, with the consent of all relevant parties. Alternative resolution methods may include, but are not limited to, mediation, diversion programs, and/or negotiated resolutions.

## Appeal Procedures

### Appeal of decision of a hearing held pursuant to TUAPA.

A student's right to appeal a decision resulting from a hearing held pursuant to the TUAPA shall be governed by the provisions of the TUAPA.

**Appeal of decision of Student Discipline and Procedures Committee.**

A student may appeal a decision of the Student Discipline and Procedures Committee to the President of the College. The appeal must be filed in writing within five (5) class days of receipt of the Committee's decision.

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

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

# General Policies

## Acquired Immune Deficiency Syndrome

As outlined in College Policy 01-02, students who have been diagnosed as having Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), or a positive Human T-Lymphotropic Virus (HLTV-III)/Human Immunodeficiency Virus (HIV) antibody test, will be permitted to participate in classes so long as they are physically able.

## Drug Free Schools Policy

The following policy applies to all Columbia State Community College employees, including faculty and students, in compliance with the provisions of the Drug-Free Workplace Act of 1988 (41701, et. seq.) and the Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3171, et.seq.).

It is the policy of Columbia State to strictly prohibit the unlawful use and/or possession of alcoholic beverages and/or any drug or controlled substance (including any stimulant, depressant, narcotic, hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance on College-owned, controlled, or leased property. The unlawful use, abuse, manufacture, or distribution and/or possession of alcohol or illicit drugs are prohibited during any College-related activity including off-campus trips. All employees and students are subject to applicable federal, state, and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary actions as set forth in this handbook and/or the *Columbia State Policies and Procedures Manual*.

## Legal Sanctions

Various federal, state, and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell, or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment, a fine of up to \$4,000,000 if an individual, supervised release, any combination of the above, or all three. These sanctions are doubled when the offense involves either:

- distribution or possession at or near a school or college campus, or
- distribution to persons under 21 years of age.

Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to \$10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two years the minor's senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in T.C.A. 39-17-417 (21 U.S.C. 801, et. seq.; T.C.A. 39-17-417).

It is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of his employment), or consume alcoholic beverages, wine or beer, such offenses being classified Class A misdemeanors punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than \$2,500, or both (T.C.A. 1-3-113, 57-5-301). It is further an offense to provide alcoholic beverages to any person under the age of 21, such offense being classified a Class A misdemeanor (T.C.A. 39-15-404).

The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days, or a fine of not more than \$50, or both (T.C.A. 39-17-310).

## Institutional/School Sanctions

Columbia State will impose the appropriate sanctions on any employee or student who fails to comply with the terms of this policy.

## Employees

As a condition of employment, each employee, including student employees, must abide by the terms of this policy and must notify their department head/supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. A conviction includes a finding of guilt, a plea of *nolo contendere* or imposition of a sentence by any state or federal judicial body. Possible disciplinary sanctions for failure to notify of conviction, may include one or more of the following:

- termination;
- suspension;
- mandatory participation in, and satisfactory completion of a drug/alcohol abuse program or rehabilitation program;
- recommendation for professional counseling;
- demotion

- letter of warning; and/or,
- probation.

Students - Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:

- expulsion;
- suspension;
- mandatory participation in, and satisfactory completion of a drug/alcohol abuse program or rehabilitation program;
- probation;
- warning; and/or,
- reprimand.

**Drug and Alcohol Awareness.** A cursory description of the health risks associated with the use of beverage alcohol and illicit drugs are as follows:

### **Alcohol**

Use or abuse of alcohol is the most neglected health problem in the United States today. Alcoholism is a complex, progressive disease in which the use of alcohol interferes with health, social and economic functioning. Untreated, alcoholism results in physical incapacity, permanent mental damage, and/or premature death.

Alcohol is involved in one-third of all suicides, half of all murders, half of all traffic deaths, and one-fourth of all other accidents, and is involved in over 50% of all arrests. Alcohol is the third leading cause of birth defects involving mental retardation. Use during pregnancy may cause spontaneous abortion, various birth defects, or fetal alcohol syndrome. Drinking is implicated in cancer, heart disease, liver disease, gastrointestinal disease, and other illnesses. Alcoholism reduces life expectancy by twelve years. Beverage alcohol can damage all body organs, leading to liver, heart and digestive problems, circulatory system interference, personality disorders, reproductive problems, and central nervous system disorders such as poor vision, loss of coordination, memory loss, loss of sensation, mental/physical disturbances, and permanent brain damage. The physical and psychological changes that occur as a result of addiction to alcohol can pave the way for addiction to pharmacologically similar (mood-altering) drugs.

### **Illicit Drugs**

Illicit drugs are natural and synthetic chemical substances used to affect body processes, like the mind and nervous system. The use of illicit drugs results in many of the health risks that are involved with alcohol use. However, specifically, the illicit use of drugs increases the risk of: mental deterioration, death from overdose, physical and mental dependence or addiction, hepatitis and skin infections from needle use, psychotic reactions, inducement to take stronger drugs, brain damage, danger of "flashback phenomenon," hallucinations, unconsciousness, deep depression, distortion of time and space, permanent damage to the lungs, brain, kidneys and liver, death from suffocation or choking, anemia, amnesia, AIDS, and other infections. If used excessively, the use of alcohol and drugs singly or in certain combinations may cause death.

### **Drug and Alcohol Counseling, Treatment, Rehabilitation Programs, and Employee Assistance Programs**

The Student Success Counselor will assist students and/or employees who now have or have had a drug and/or alcohol problem. The procedures are:

- To encourage the individual with a problem to seek the assistance of a qualified drug/alcohol therapist or seek treatment from a drug treatment center or mental health center;
- To provide information to the individual regarding treatment resources in the surrounding area and how to secure their services. Description materials are provided when available detailing the facility, length of stay, cost, etc.;
- To assist the student and/or employee in making the initial contact with an outside agency or to provide ongoing emotional support.

Several public and private drug and alcohol rehabilitation centers are located in the Columbia State service area. They provide medical treatment if indicated and include individual, group, and family counseling.

### **Harassment**

Columbia State Community College will not condone sexual, racial, or other forms of harassment of students, employees of the College, or applicants for employment.

Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VI, Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Educational Amendments of 1972. Other types of harassment are prohibited by applicable law.

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

- submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course, or activity;
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance / educational experience, or creating an intimidating, hostile, or offensive work/educational environment.

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

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

In situations that require immediate action, because of safety or other concerns, the institution can take any disciplinary action which is appropriate, e.g., suspension with pay, pending the initiation of the investigation by the affirmative action officer, the Director of Human Resources. Individuals who feel they have been harassed are encouraged to contact the Director of Human Resources (Pryor Administration Building 116). The Associate Vice President for Student Services will be called upon to investigate incidents in which students feel that they have been harassed as a result of the actions of another student (Webster Gymnasium).

## **Information Technology Resources at Columbia State**

The Information Technology office at Columbia State supports computing and information technology resources across all campuses. Information Technology resources include hardware, software, user accounts, electronic mail, local and wide area networks, connectivity among all campus sites, and access to the Internet. Information Technology (IT) also provides a help desk service during normal class hours from 7:45 a.m. until 5:15 p.m., Monday through Friday. The Helpdesk is located in the basement of the Finney Memorial Library, on the Columbia campus. The IT office administrates the functions of the general purpose computing labs, as well as the Lab Monitor program. For more information on the Helpdesk, the general purpose computer labs, or the Lab Monitor program, call the Helpdesk at (931) 540- 2650, or email [helpdesk@columbiastate.edu](mailto:helpdesk@columbiastate.edu). You may also find information on IT and locations of the computer labs at [www.columbiastate.edu](http://www.columbiastate.edu).

### **General Purpose Computing Labs and Columbia State User Accounts**

The general purpose computer labs are open to all Columbia State faculty, students, and staff on a first-come first-serve basis during open lab periods. Please check the Web site for the schedule of classes, as students in time-scheduled courses have first priority on the equipment during their assigned class periods. Students are assigned an account for their use while attending Columbia State. Accounts are to be held private and credentials such as usernames and passwords may not be shared with others. This account will provide the user with access to electronic mail and computer resources at Columbia State. This account is also used for access to Online Campus courses offered through Columbia State.

### **Guidelines for Student Use of Information Technology Resources**

The primary purpose of Columbia State Community College's Information Technology resources is to support the educational mission of the College. Information Technology staff members are responsible for maintaining a stable operating environment for all users, and provides security for access to all programs and files residing on Columbia State computers. Cooperation in the form of ethical and responsible behavior is required at all times so that resources may be shared freely and equitably.

The following rules and regulations are to outline all users' limitations. These rules are separate and apart from the code of conduct as approved by the Tennessee Board of Regents. The policies of the Tennessee Board of Regents are to be followed by each student. A copy of this policy may be found at the Tennessee Board of Regents Web site at <http://www.tbr.edu/policies/default.aspx?id=4862>.

Any violations shall be termed "computer misuse" and the offender shall be referred to the respective College office for appropriate disciplinary actions.

1. Allowing access to your account to another individual is not allowed. The account may not be used for any other purpose outside of College educational or administrative purposes. A user may not attempt to gain access to another's account, or alter, or destroy files belonging to others.
2. Copying programs or data belonging to Columbia State for one's personal use is strictly prohibited and may violate copyright or license agreements.

3. A student may not tamper with or alter any settings on any Columbia State computer, nor may a user tamper with or disconnect any existing computer from the Columbia State network.
4. Any non-productive work (games, social media, etc.) will be restricted by Information Technology staff. A user may not monopolize a resource to the extent of denying others fair access.
5. Installation of software or connection of hardware to any Columbia State computer is restricted to Information Technology staff. Use of computer resources to interrupt normal College operations and networks, including the introduction of viruses, electronic mail spam, sending chain letters, or monopolizing or intentionally damaging equipment is prohibited.
6. The unauthorized downloading, copying, or distribution of materials (i.e., proprietary music, video, software, or database information) via Information Technology resources is prohibited.
7. Student users should be aware that course instructors have primary responsibility for the maintenance of academic integrity. Cases involving academic dishonesty (i.e., plagiarism, cheating, etc., and/or facilitating such an act) should be reported to the Associate Vice President for Information Technology.
8. Computer and Information Technology resources must not be used for any unlawful purpose. Use of unlicensed software on Columbia State computers is strictly prohibited. It is not acceptable to transmit or receive threatening, obscene, vulgar, sexually explicit or harassing materials. Intentional failure to observe policies governing the use of Information Technology resources can result in suspension of user privileges, or other disciplinary actions. In addition, violations may result in referral for prosecution by federal, state, or local authorities.

### **FERPA: Confidentiality of Student Records**

Columbia State Community College complies with the Family Educational Rights and Privacy Act (FERPA), which is designed to protect the confidentiality of personally identifiable educational records of students. Student rights are as follows:

1. The right to inspect and review his/her educational records within 45 days of the day the College receives a request for access. Students should submit to the Director of Records, the dean, head of the academic department, or other appropriate official, written requests that indicate the record(s) they wish to inspect. The College official—the Director of Records, Dean, department head, or other appropriate professional—will notify the student of the time and place where the record(s) they wish to inspect.
2. The right to request an amendment of his/her educational records that the student believes is inaccurate or misleading. Students should write the appropriate College official who is responsible for the record and identify clearly the part of the record that they desire changed, and explain why the current reading is inaccurate or misleading. The adjudicating official will notify the student of the College's decision. If the College does not elect to amend the record as requested, the communication will advise the student of his/her right to a hearing regarding the request for amendment. Information regarding hearing procedures will also be included.
3. The right to consent to disclosures of personally identifiable information contained in his/her educational records, except to the extent that FERPA authorizes disclosure without consent. Under the provisions of FERPA, the College may disclose directory information to any person requesting it without the consent of the student. Directory information may include the student's name, address, telephone number, date and place of birth, enrollment status (full-time or part-time, or withdrawn), major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational institution attended. Examples of such disclosures include, but are not limited to, play-production programs, honors recognition lists, graduation programs, and athletic activity sheets and programs.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Columbia State to comply with the requirements of FERPA. The name and address of the office that oversees FERPA may be obtained from the Director of Records.

Students may request that "Directory Information" be withheld from anyone except Columbia State school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Columbia State Foundation; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.

Students wishing to refuse disclosure must submit a request for Non-Release of Directory Information to the Records office (Jones Student Center 101), after registering for classes. This request will remain in effect until the student signs a form to cancel the request.

**Sex Crimes Prevention Act**

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student, or volunteers at an institution of higher education in the State of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form, 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 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.

In compliance with the federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled, or volunteering at this institution in the Campus Security office. 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/sorinternet/sosearch.aspx>.

# Columbia State Community College Alma Mater

## *Lighting Our Way*

Lyrics by Julie Lumpkins Basler,  
2008 Music by Robert  
Luciano, 2008

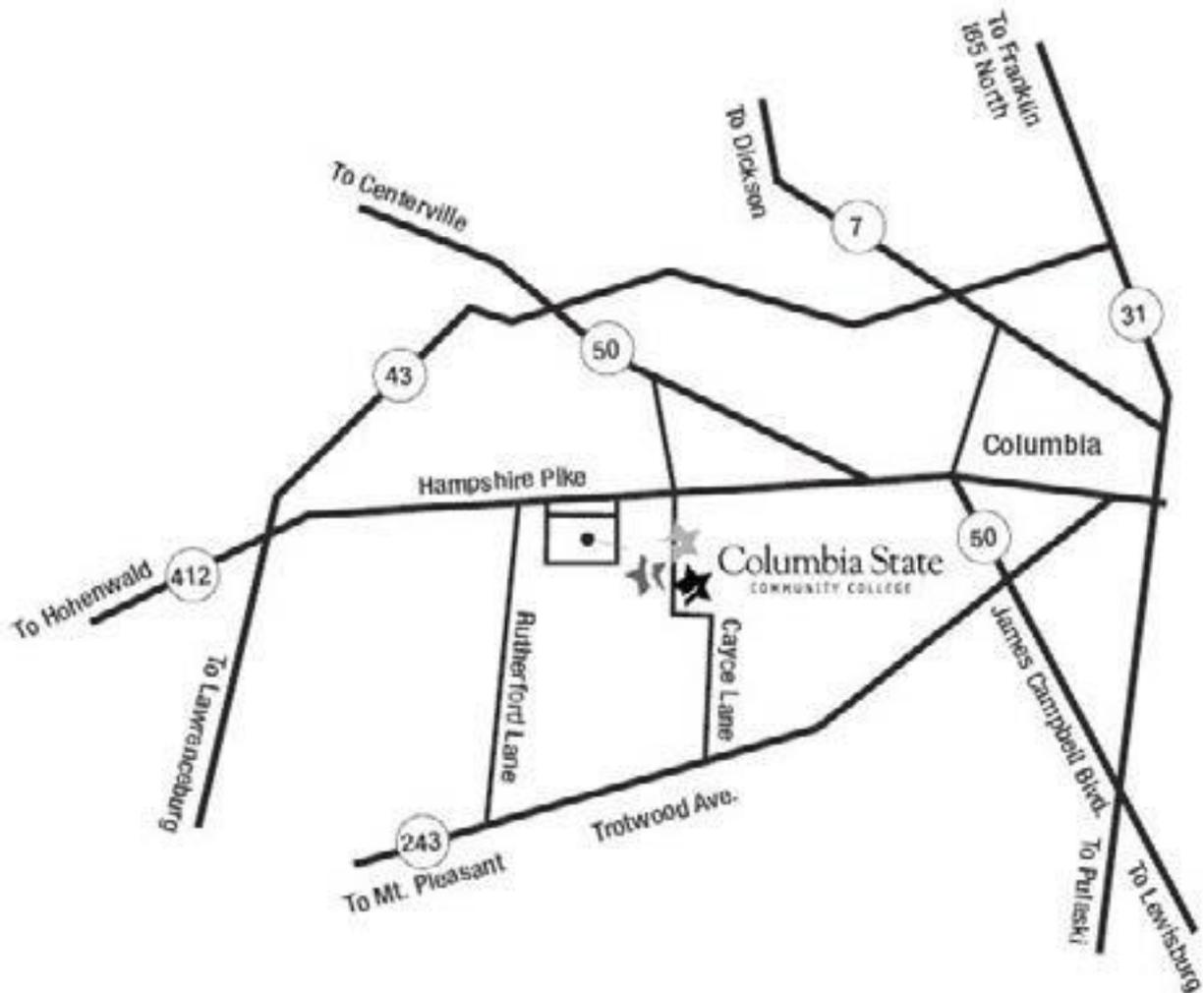
Precious are the days we spend at Columbia  
State Many and strong are the ties that we  
create Friendships that last forever  
Insight and truth that bind us together

As the light's been lit within  
us We take the light before  
us  
Columbia State, Columbia State Community College  
Securing our hope and building our knowledge

As we sing in praise remembering the  
days Accomplishing our dreams  
aiming high  
We face our future valiantly  
We embrace community proudly

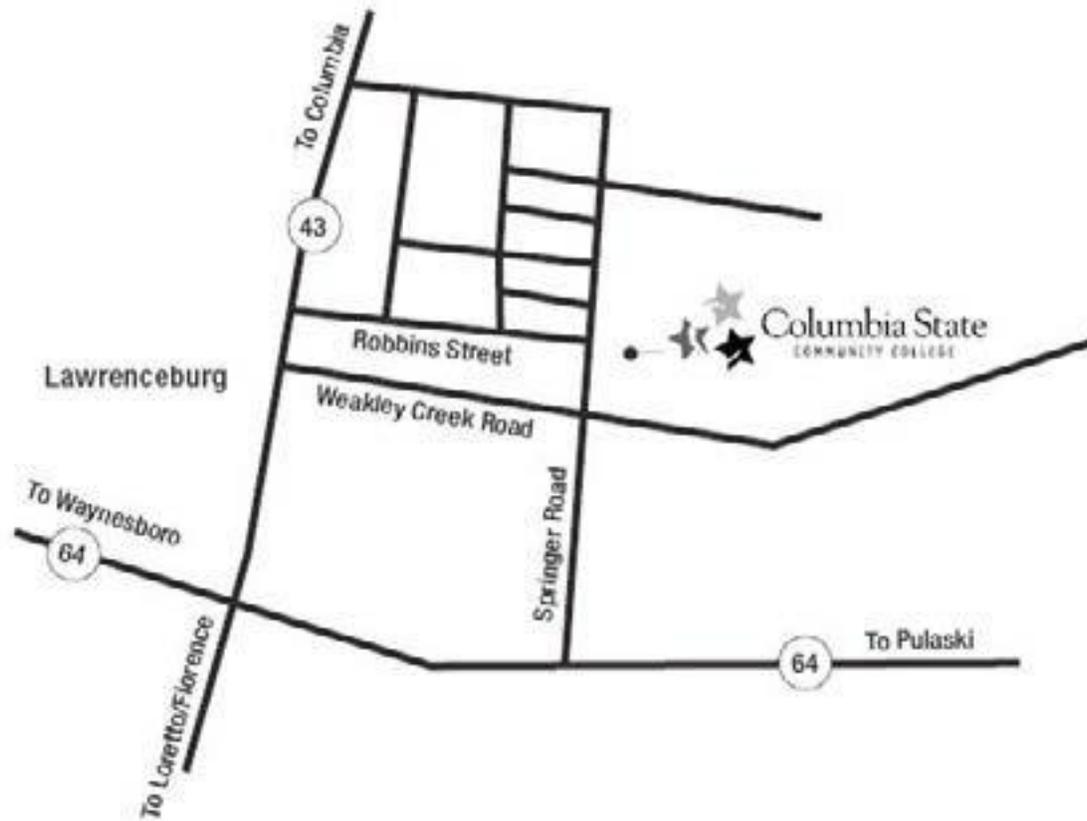
As the light's been lit within  
us We take the light before  
us  
Columbia State, Columbia State Community College  
Securing our hope and building our knowledge

# Columbia

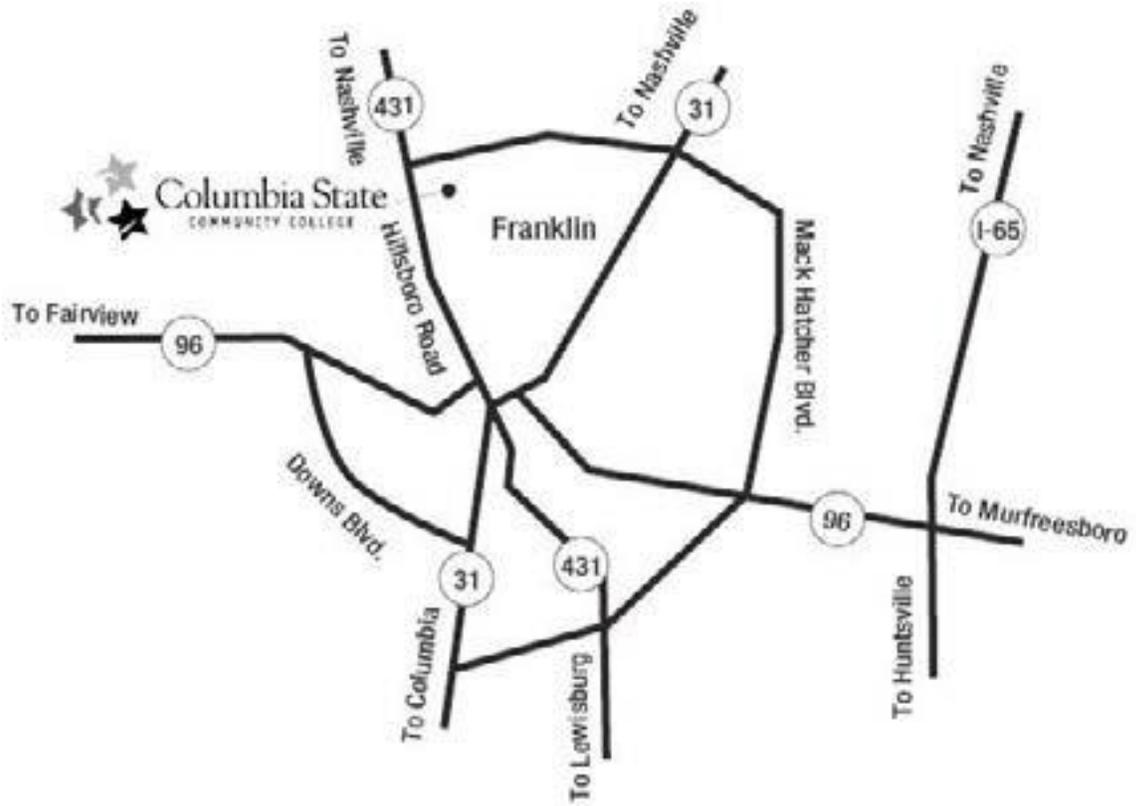


Columbia  
1665 Hampshire Pike  
Columbia, TN 38401  
931-540-2722

# Lawrence County



Lawrence  
County 1620  
Springer Road  
Lawrenceburg, TN 38464  
931-766-1600



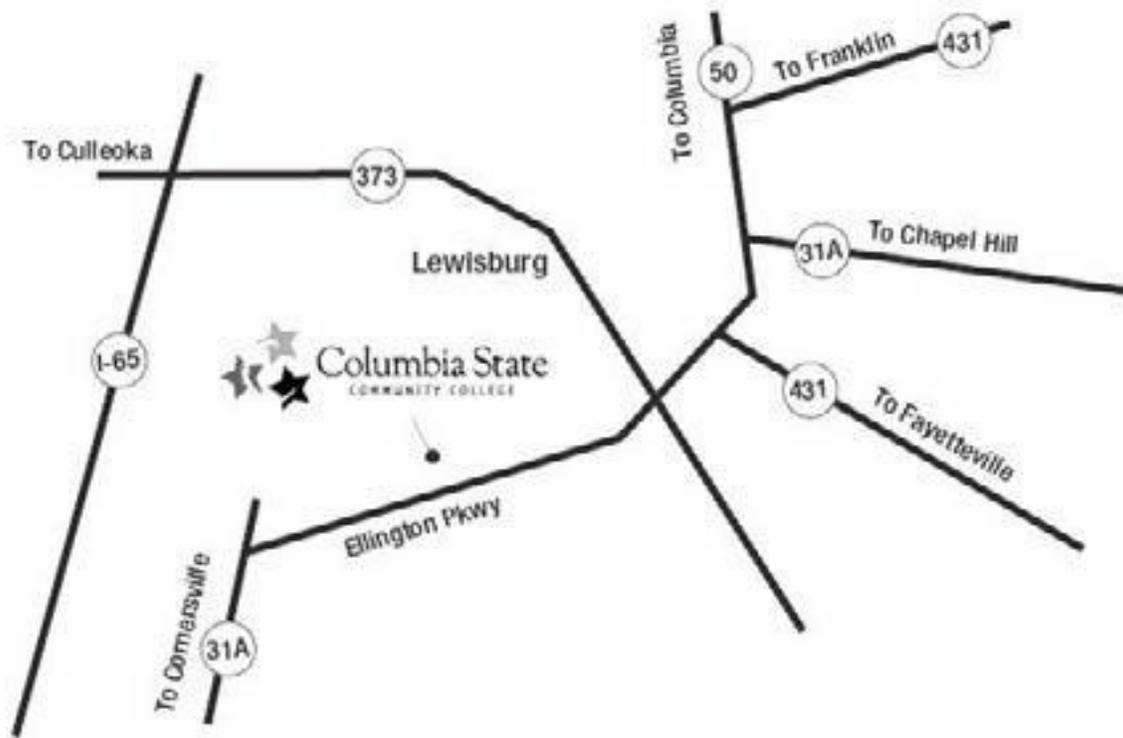
Williamson County  
104 Claude Yates Drive  
Franklin, TN 37064  
615-790-4400

# Clifton



Clifton  
795 Main Street  
Clifton, TN 38425  
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# Lewisburg



Lewisburg  
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37091  
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