

Revision Responsibility: Director of Human Recourses and Vice President for Student Affairs
Responsible Executive Officers: Director of Human Resources and
Vice President for Student Affairs

Source/Reference: [TBR Policy 1:03:02:60](#)
Tennessee Code Annotated 49-7-24

PURPOSE

This policy reflects the commitment of Columbia State Community College to a learning environment free from harassment, coercion, and intimidation of any type that bars the victim's access to an educational opportunity or benefit.

DEFINITIONS

- **Institution** means Columbia State Community College.
- **Student on student harassment** means unwelcome conduct directed toward a person that is discriminatory on a basis prohibited by federal, state, or local law and that is so severe, pervasive, and objectively offensive that it effectively bars the victim's access to an educational opportunity or benefit.
- **Student** means:
 - I. An individual currently enrolled in a course of study at Columbia State Community College; or
 - II. An organization that is comprised entirely of individuals currently enrolled in a course of study at Columbia State Community College.

POLICY

- I. General Principles
 - A. Student have a fundamental constitutional right to free speech as well as a learning environment free from unwelcome conduct that is discriminatory on a basis prohibited by federal, state, or local law and that is so severe, pervasive, and objectively offensive that it effectively bars the victim's access to an educational opportunity or benefit.
 - B. Columbia State Community College will adhere to [TBR Policy 1:03:02:60](#), [TBR Policy 5:01:02:00](#), [TBR Policy 6:01:00:00](#), [TBR Policy 6:02:00:00](#), [TBR Policy 06:03:00:00](#), and [TBR Guideline P-080](#) relative to sexual, racial, or other forms of harassment. The TBR policies and guidelines are incorporated into this policy by reference herein.

II. Designation of Officers Responsible for Assuring Compliance

The director of human resources and/or the vice president for student affairs are hereby designated as the individuals responsible for assuring compliance with this policy, TBR policy and guidelines, and federal law relative to harassment.

PROCEDURES

I. Responsibilities

- A. All employees and students are responsible for taking reasonable and necessary action to discourage and prevent sexual, racial, or other forms of harassment including student on student harassment based on free speech or expression, and are required to promptly report such conduct that could be in violation of TBR and Columbia State Community College policies and guidelines. This reporting should occur at the time information concerning a complaint is received formally or informally.
- B. The policy will be sent annually to students and employees to their institutionally-provided email address.
- C. All incoming freshmen will participate in training that has been incorporated into the required college success course and orientation.
- D. All incoming freshmen are required to participate in the online student training so that they will be aware of what constitutes consent, sexual harassment, sexual misconduct, and the procedures for reporting violations of this policy.

II. Filing Complaints

Student Institutional complaints shall be presented to:

Vice President for Student Affairs/Deputy Title IX Coordinator, 1665 Hampshire Pike, Jones Student Center, Rm 146, Columbia, TN 38401, (931) 540-2762

Title IX Coordinator, 1665 Hampshire Pike, Pryor Administration Building, Rm 108, Columbia, TN 38401, (931) 540-2521

Students who wish to report confidentially, may report to the following person who is a licensed counselor:

Counselor and Case Manager, 1665 Hampshire Pike, Jones Student Center, Rm 157, Columbia, TN 38401, (931) 540-2572



III. Investigation of Complaints

The vice president for student affairs will investigate and submit reports regarding all student-to-student complaints, in accordance with [TBR Guideline P-080](#) or [Columbia State Policy No. 06:07:00](#), whichever is appropriate.

The Title IX coordinator will investigate and submit reports regarding all employee-related complaints, in accordance with [TBR Guideline P-080](#) or [Columbia State Policy No. 06:07:00](#), whichever is appropriate.

IV. Publication of Policy

This policy shall be:

- A. Published annually in the Columbia State Community College Student Handbook and Faculty Handbook, whether paper or electronic;
- B. Made available to students and faculty by way of a prominent notice on Columbia State Community College's internet site other than through the electronic publication of the policy in the Student Handbook and Faculty Handbook.

March 2018 (New policy)