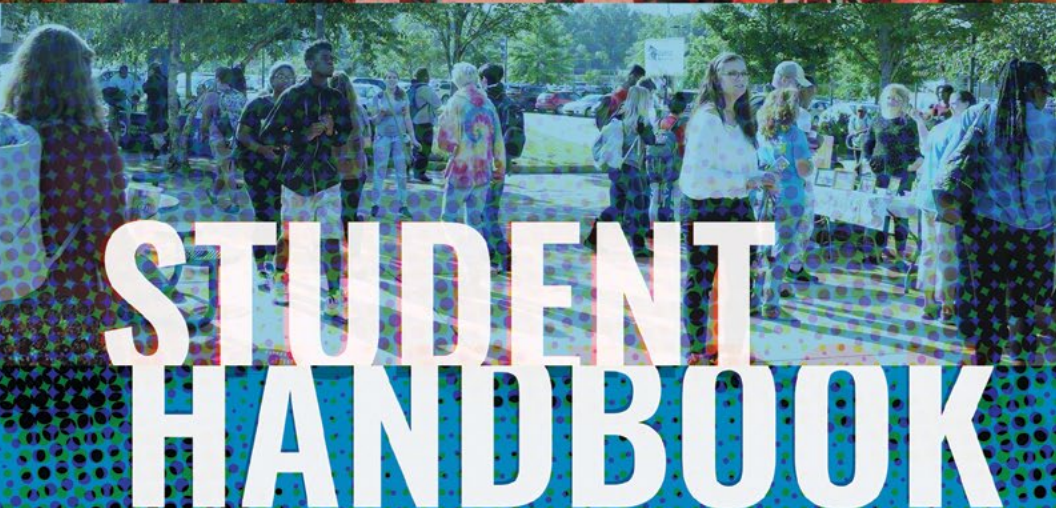


CHATTANOOGA STATE  
COMMUNITY COLLEGE



# STUDENT HANDBOOK



2018-2019



# Student Government Association



Through the Student Government Association, students are given the opportunity and responsibility of sitting on committees and boards that make policies and decisions that affect all students.

They also work to understand the problems and issues that affect students. Many times they initiate new ideas and insights that make Chattanooga State a better college.

Senators will be elected in the fall.

**423.697.2507 // [sga@chattanoogaastate.edu](mailto:sga@chattanoogaastate.edu)**

## Clubs and Organizations



Login to CHATTSync for complete list of clubs and organizations available as well as advisor information, club and organization meeting times, and activities available for participants.

# CHATTSync

[chattanoogaastate.campuslabs.com/engage](http://chattanoogaastate.campuslabs.com/engage)

# WELCOME TO CHATTANOOGA STATE!



*It is my pleasure to welcome you to Chattanooga State Community College. You have made an excellent choice in making Chattanooga State your college. We are committed to helping you meet your educational goals by providing you with quality instruction from dedicated faculty in the classroom and with opportunities to learn outside of the classroom through student clubs and organizations. I encourage you to take advantage of the many support services and available at Chattanooga State which you will learn about in this student handbook.*

*Again, welcome to Chattanooga State! I hope to see you on campus soon.*

**Dr. Rebecca Ashford, President**



*Welcome to Chattanooga State. Thank you for inviting us to share in the excitement of your collegiate career. We look forward to supporting you throughout your educational journey.*

*As the Vice President for Student Affairs, I urge you to begin your academic travels with a spirit of exploration. By asking questions and seeking answers, you will discover that Chattanooga State is a vibrant community dedicated to student success. A tour around the campus will introduce you to support services that empower learning, educational programs that spark intellectual curiosity, and recreational activities that encourage social interaction. The more adventurous you are, the more informed you will be. So roam, sightsee, and investigate the opportunities you will have as a Chattanooga State student. Lastly, the Division of Student Affairs revises and publishes the student handbook each year. The handbook is a valuable resource, containing an abundance of information to help you navigate the Chattanooga State experience. Because all new students receive a student handbook and are responsible for reviewing and understanding its contents, I will take this opportunity to personally thank you for familiarizing yourself with the updated edition of the student handbook.*

*Best wishes for a rewarding and successful year.*

**Debbie Adams, Vice President for Student Affairs**

## MISSION STATEMENT

Chattanooga State is an educationally-purposeful community where faculty, staff, and students share academic goals and strive for high standards that lead to the attainment of degrees and certificates, meaningful careers, and a committed citizenry of lifelong learners.

Every student will succeed. Each day, we empower our students, inspire them to achieve, energize their passion and purpose, sharpen the focus of their vision, navigate their challenges together, encourage exploration and self-discovery, and create a community of learners. We ARE Chattanooga State!

## DISCLAIMER STATEMENT

This handbook is intended for information purposes only. Requirements, rules, procedures, and information statements set forth herein are subject to change.

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# ABOUT THE COLLEGE

## CHATTANOOGA STATE AND ITS CAMPUSES

Chattanooga State is a comprehensive community college with a fall enrollment of approximately 10,000 students. The main campus is located at 4501 Amnicola Highway in Chattanooga, 10 minutes from the Chattanooga Metropolitan Airport.

The Chattanooga State main campus has 18 modern buildings; an amphitheater; a unique and beautiful sculpture garden; a picturesque lake with a bridge and fountain; excellent athletic facilities including a baseball stadium, softball stadium, tennis courts, racquetball courts and soccer field; a new athletic field house and 2,102 parking spaces for student convenience. The campus is bordered by the beautiful Tennessee River and fabulous Riverwalk.

The college has excellent satellite centers in Dayton, Kimball, and Commercial Truck Driving on Adams Road. Courses are offered at many sites throughout Southeast Tennessee. You will feel at home anywhere the college offers classes. You can look on the Chattanooga State website, [chattanoogastate.edu](http://chattanoogastate.edu), for information on classes, schedules, special events, job vacancies, telephone numbers, special departments or services, student activities, continuing education and more.

If you would like more information about Chattanooga State, please refer to <http://catalog.chattanoogastate.edu/>.

### ★ MAIN CAMPUS

4501 Amnicola Hwy, Chattanooga, TN 37406  
423.697.4400

#### MAIN CAMPUS BUILDING CODES

<b>AUTO</b>	Automotive Technology
<b>AFH</b>	Athletic Field House
<b>CAT</b>	Center for Advanced Technology
<b>CBIH</b>	Center for Business, Industry & Health
<b>CETAS</b>	Center for Engineering, Technology, Arts & Sciences
<b>GH</b>	Greenhouse
<b>HUM</b>	Humanities & Fine Arts
<b>HPF</b>	Health/Physical Fitness (Gym)
<b>HSC</b>	Erlanger Health Sciences Center
<b>IMC</b>	Instructional Materials Center (Library)
<b>M</b>	Maintenance (Physical) Plant
<b>MTC</b>	Media Technology Center
<b>OMN</b>	Albright Omniplex
<b>S</b>	Starnes Student Center
<b>TCAT-1</b>	Upper TN College of Applied Technology Building
<b>TCAT-2</b>	Lower TN College of Applied Technology Building
<b>TCAT-3</b>	Automobile & Diesel Building

### ★ COMMERCIAL TRUCK DRIVING

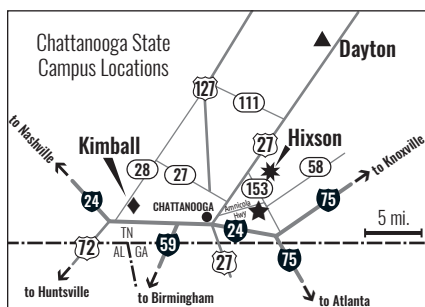
4913 Adams Road, Hixson, TN 37343  
423.875.8448

### ▲ DAYTON

200 4th Ave., Dayton, TN 37321  
423.365.5010

### ◆ KIMBALL

2100 Main St., Kimball, TN 37347  
423.837.1327



## OFFICE HOURS BY DEPARTMENT

### ■ Academic Resources (IMC-206)

423.697.4408 or 2592

Toll free: 1-800.207.8202

Between semesters and during Fall/Spring Break the office closes at 4:30 p.m. every weekday

M & R: 8 a.m.-6 p.m.

T-W-F: 8 a.m.-4:30 p.m.

### ■ Admissions (S-226)

423.697.4401

M-R: 8:00 a.m.-5:30 p.m.

F: 8:00 a.m.-4:30 p.m.

### ■ Bookstore (S-105)

423.697.4425

M-R: 8:00 a.m.-5:00 p.m.

F: 8:00 a.m.-3:00 p.m.

### ■ Bursar's Office (S-140)

423.697.4732

M-R: 8:00 a.m.-5:30 p.m.

F: 7:30 a.m.-4:30 p.m.

### ■ Career Services (S-216)

423.697.4421

M-TH: 8:00 a.m.-5:30 p.m.

F: 8:00 a.m.-4:30 p.m.

### ■ Child Development Center (OMN-100)

423.697.4412

M-F: 7:30 a.m.-5:30 p.m.

### ■ College Writing Center (IMC-215)

423.697.2410

M-R: 7:30 a.m.-8:30 p.m.

F: 7:30 a.m.-4:30 p.m.

### ■ Collegiate High (CAT-75)

423.697.4492

M-F: 8 a.m.-4:30 p.m.

### ■ Disabilities Support Services (S-113)

423.697.4452

M-R: 8 a.m.-5 p.m.

F: 8 a.m.-4:30 p.m.

### ■ Early College (CAT-75)

423.697.4427

M-F: 8 a.m.-4:30 p.m.

### ■ Enrollment Services (S-118)

423.697.4422

M-R: 8 a.m.-5:30 p.m.

F: 8 a.m.-4:30 p.m.

### ■ Financial Aid (S-261)

423.697.4402

M-W: 8 a.m.-5 p.m.

R: 8 a.m.-12:30 p.m.

F: 8 a.m.-4:30 p.m.

### ■ Learning Support (IMC-124-B)

423.697.2533

M-W: 8 a.m.-5:30 p.m.

F: 8 a.m.-4:30 p.m.

### ■ Library

NOTE: The library has abbreviated hours during the summer; check the library's website for current hours: [library.chattanooga.state.edu](http://library.chattanooga.state.edu)

423.697.4448

*Typical hours:*

M-R: 7:30 a.m. – 9:00 p.m.

F: 7:30 a.m.- 4:30 p.m.

Sa & Su: 1:00 – 6:00 p.m.

### ■ Math Center (IMC-225)

423.697.4432

M-R: 7:30 a.m.-8:30 p.m.

F: 7:30 a.m.-4:30 p.m.

S: 9 a.m.-2 p.m.

### ■ Media Services (MTC) (closed circuit)

423.697.4405

Between semesters and during Fall/Spring Break the office closes at 4:30 p.m. every weekday.

M-R: 8 a.m.-9 p.m.

F: 8 a.m.-4:30 p.m.

S: 11 a.m.-4 p.m. (Fall & Spring only)

### ■ PC Services Computer Lab (OMN-M51)

423.697.3352

(Hours are tentative) NOTE: Anytime a holiday falls on a Fri. or Mon.—this lab will not be open that weekend. Closed during school breaks when classes are not in session.

M-R: 8 a.m.-8:50 p.m.

F: 8 a.m.-4:30 p.m.

S: 9 a.m.-2 p.m. (Fall & Spring only)

### ■ Records (S-226)

423.697.4401

M-R: 8:00 a.m.-5:30 p.m.

F: 8:00 a.m.-4:30 p.m.

■ **Recruiting & Orientation (OMN-21)**

423.697.2689  
M-R: 8 a.m.-5:30 p.m.  
F: 8 a.m.-4:30 p.m.

■ **Student Life (HPF-180)**

423.697.2633  
M-R: 8 a.m.-5:30 p.m.  
F: 8 a.m.-4:30 p.m.

■ **Student Support Center (SSC)  
(IMC-124-128)**

423.697.4483  
M-R: 8 a.m.-5:30 p.m.  
F: 8 a.m.-4:30 p.m.

■ **Testing Center (IMC-122)**

423.697.3367  
M-T-R: 8 a.m.-8 p.m.  
W-F: 8 a.m.-4:30 p.m.  
S: 10 a.m.-2 p.m. (Fall & Spring only)

■ **The Learning Center (TLC) (IMC-125)**

423.697.5533  
M-R: 8 a.m.-5:30 p.m.  
F: 8 a.m.-4:30 p.m.)

## OFFICE HOURS BY DIVISION

■ **Allied Health (Division of Nursing & Allied Health) (HSC-2088)**

423.697.4450  
M-F: 7:30 a.m.-4:30 p.m.

■ **Business (OMN-B106)**

423.697.4441  
M-R: 7:30 a.m.- 5:30 p.m.  
F: 7:30 a.m.-4:30 p.m.

■ **Engineering & Information Technologies (CETAS-369)**

423.697.4434  
M-R: 7:30 a.m. - 5:30 p.m.  
F: 7:30 a.m. - 4:30 p.m.

■ **Humanities & Fine Arts (HUM-102)**

423.697.4440  
M-R: 7:30 a.m. - 5:30 p.m.  
F: 7:30 a.m. - 4:30 p.m.

■ **Math & Science (OMN-F2)**

423.697.4442  
M-R: 7:30 a.m.-5:30 p.m.  
F: 8 a.m.-4:30 p.m.

■ **Nursing (Division of Nursing & Allied Health) (HSC-2068)**

423.493.8740  
M-R: 8 a.m.-5 p.m.  
F: 8 a.m.-4:30 p.m.

■ **Social & Behavioral Sciences (CAT-10)**

423.697.3127  
M-R: 7:30 a.m. - 5:30 p.m.  
F: 7:30 a.m. - 4:30 p.m.

■ **TN College of Applied Technology Administration (TCAT-Suite 14 & 15)**

423.697.4433  
M-R: 7:30 a.m.-5:30 p.m.  
F: 7:30 a.m.-4:30 p.m.

■ **TN College of Applied Technology Student Services (TCAT-20)**

423.697.5501  
M-R: 7:30 a.m.-5:30 p.m.  
F: 7:30 a.m.-4:30 p.m.

## OFFICE HOURS BY ADMINISTRATORS

■ **Vice President for Academic Affairs (IMC-254) • 423.697.3111**

M-R: 7:30 a.m.-5:30 p.m.  
F: 7:30 a.m.-4:30 p.m.

■ **Vice President for Business & Finance (OMN-23) • 423.697.4418**

M-R: 7:30 a.m.-4:30 p.m.  
F: 7:30 a.m.-2 p.m.

■ **Vice President for College Advancement & Public Relations**

**(CBIH-210)** 423.697.2656

M-F: 7:30 a.m.-4:30 p.m.

■ **Executive Director for Institutional Effectiveness, Research & Planning**

**(CBIH-213)** 423.697.3267

M-F: 7:30 a.m.-4:30 p.m.

■ **Vice President for Student Affairs**

**(S-208)** 423.697.4423

M-F: 8 a.m.-4:30 p.m.

■ **Vice President for Technology**

**(OMN-151)** 423.697-5720

M-F: 7:30 a.m.-4:30 p.m.

■ **Vice President for TN College of Applied Technology (TCAT-16)**

423.697.3211

M-F: 7:30 a.m.-4:30 p.m.

## STUDENT SUPPORT SYSTEM PERSONNEL

■ **EXECUTIVE STAFF**

**President, Dr. Rebecca Ashford**

(OMN-A-wing) • 423.697.4455

➤ **Executive Assistant, Leasa Summey**

(OMN-A-wing) • 423.697.4499

**Vice President for Academic Affairs, Dr. Roy Sofield, Interim**

(IMC-254) • 423.697.4792

➤ **Executive Secretary, Debbie Poteet**

(IMC-255) • 423.697.3111

**Vice President for Business & Finance, Tammy Swenson**

(OMN-23) • 423.697.4418

➤ **Executive Secretary, Libby Cecchetti**

(OMN-23) • 423.697.4418

**Executive Director for Institutional Effectiveness, Research & Planning, Dr. Traci Williams**

(CBIH-232) • 423.697.3216

➤ **Executive Secretary, Chris Schiltz**

(CBIH-232) • 423.697.3267

**Vice President for Student Affairs, Debbie Adams**

(S-208) • 423.697.4423

➤ **Executive Secretary, Jane Cole**

(S-208) • 423.697.4423

**Dean of Student Engagement & Support Services, Sandy Rutter**

(S-214) • 423.697.4475

**Vice President for Technical College, Dr. Jim Barrott**

(TCAT-16) • 423.697.3211

➤ **Executive Secretary, Linda Bales**

(TCAT-15B) • 423.697.2634

■ **ACADEMIC AFFAIRS**

**Academic Affairs, Vice President, Dr. Roy Sofield, Interim**

(IMC-254) • 423.697.4792

➤ **Executive Secretary, Debbie Poteet**

(IMC-254) • 423.697.3111

➤ **Administrative Secretary, Pamela Ables Lee (IMC-255)**

423.697.4407

➤ **Dean, Academic Assessment, Accreditation, & Compliance, John Haworth**

(IMC-258) • 423.697.2692

➤ **Academic Resources**

**Judy Lowe, Assistant VP**

(IMC-207) • 423.697.2686

➤ **Coordinator of Academic Compliance, Elaine Hill**

(IMC-237) • 423.697.4456

➤ **Dayton Site**

**Jerry Hendrix, Site Director**

423.365.5010

➤ **Global Scholars Honors Program**

**Amanda Bennett, Director**

(OMN-127A) • 423.697.2577

➤ **High School Programs**

**Nesha Evans, Director**

(OMN-CAT-75) • 423.697.3349

➤ **Kimball Site**

**Julie Bennett, Site Director**

423.837.1327

## ■ BUSINESS DIVISION

**Barry Jennison, Dean**

(OMN-B101) • 423.697.2614

➤ **Business Dept. Head, Jacob Stanford**

(OMN-B128) • 423.697.4704

➤ **Cindy Clark, Division Secretary**

(OMN-B106) • 423.697.4463

## ■ ENGINEERING & INFORMATION TECHNOLOGIES

**Dr. Tremaine Powell, Dean**

(CETAS-369) • 423.697.4798

➤ **Priscilla Postell, Division Secretary**

(CETAS-362) • 423.697.4434

➤ **Beth Ruta, Department Head**

(CETAS-374) • 423.697.4468

## ■ HUMANITIES & FINE ARTS

**Darrin Hassevoort, Dean**

(HUM-102A) • 423.697.3383

➤ **Vickie Brown, Division Secretary**

(HUM-102) • 423.697.5504

➤ **Fine Arts, Ken Cardillo, Dept. Head**

(HUM-129) • 423.697.2460

➤ **Humanities, Dr. Joel Henderson, Department Head**

(HUM-120B) • 423.697.4403

## ■ MATH & SCIENCE

**Dr. Karen Eastman, Interim Dean**

(OMN-F1) • 423.697.4791

➤ **Carolyn Clark, Division Secretary**

(OMN-F4) • 423.697.4419

➤ **Cindy Sherlin, Department Secretary**

(OMN-F2) • 423.697.2558

➤ **Life Sciences**

**Dr. Evelyn Mobley, Interim Dept. Head**

(OMN-F9) • 423.697.2561

➤ **Math, Dr. Ed Nichols, Department Head**

(OMN F5) • 423.697.3350

## ■ NURSING & ALLIED HEALTH

**Dr. Mark Knutsen, Dean**

(HSC-2088A) • 423.697.4785

➤ **Julie Land, Division Secretary**

(HSC-2088C) • 423.697.4766

➤ **Pamela Ellison, Secretary**

(HSC-2088) • 423.697.4450

➤ **Community Health Institute**

**Dr. Nancy Watts, Director**

(HSC-2084) • 423.697.2568

## ■ SOCIAL & BEHAVIORAL SCIENCES

**Dr. Mosunmola George-Taylor, Associate Vice-President & Dean**

(CAT-10) • 423.697.5731

➤ **Tabitha Banks, Division Secretary**

(CAT-10) • 423.697.3134

➤ **Department Secretary**

(CAT-10) • 423.697.3127

➤ **Department Head, Lindsay Holland**

(CAT-10) • 423.697.5532

➤ **Early Childhood Education**

**Tanya Henson-Brooks, Director**

423.697.4703

➤ **Education Programs**

**Christine Conn, Director**

(CAT-72) • 423.697.2647

➤ **Human Services, Lucilla Nash, Director**

(CAT-70) • 423.697.2442

## ■ TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

**Dr. Jim Barrott,**

**Executive Vice President**

(TCAT-16) • 423.697.3211

➤ **Linda Bales, Executive Secretary**

(TCAT-15C) • 423.697.2634

**Dr. Mike Ricketts, Dean**

(TCAT-14) • 423.697.4781

➤ **Nikishia Burson, Secretary**

(TCAT-14) • 423.697.4433

## ■ AFFIRMATIVE ACTION OFFICER

**Executive Director, Brian Evans**  
(CBIH-232) • 423.697.2417

## ■ ATHLETICS

**Athletics** 423.697.3370

## ■ BUSINESS & FINANCE

**Bookstore, Manager, Laurel Worthington**  
(S-105) • 423.697.4435

**Bursar, Lisa Hancock**  
(S-140) • 423.697.4731

**Child Development Center**  
**Vicki Headrick, Director**  
(OMN-100) • 423.697.4412

**Environmental Safety**  
**Darrell McGraw, Director**  
(M-204) • 423.697.3102

**Financial Aid, Reed Allison, Director**  
(S-260) • 423.697.3378

**Food Services, Greg Schuck, Director**  
(CAFE) • 423.697.4748

**Police Department (Chattanooga State)**  
**Donald Coleman, Interim Chief**  
(M-204) • 423.697.4467

## ■ ECONOMIC & COMMUNITY DEVELOPMENT

**Bo Drake, Vice President**  
(CBIH-219) • 423.697-2606

**Lulu Copeland, Executive Director**  
(CBIH-240F) • 423.697-3212

**Small Business Development Center,**  
**Lynn Chesnutt, Managing Director**  
(100 Cherokee Blvd.) • 423.756.8668

**Volkswagen Academy**  
**Tracie Clifford, Interim Dept. Head**  
7469 Volkswagen Drive  
423.296.3121

**VW Training & Instruction Manager**  
7469 Volkswagen Drive  
423.582.3061

## ■ STUDENT AFFAIRS

**Debbie Adams, Vice President**  
(S-209) • 423.697.4423

**Admissions, Gail Campbell, Director**  
(S-244) • 423.697.5718

**Admissions, Susan Merriman, Supervisor**  
(S-240) • 423.697.2476

**Career Services**  
**Stephanie Hollis, Coordinator**  
(S-216) • 423.697.4421

➤ **Cindy Lyon, Department Secretary**  
(S-137) • 423.697.2598

**Diploma Completion**  
**Renee Lynn, Director**  
(S-262) • 423.697.5505

**Disabilities Support Services**  
**Wanda Gocher-Johnson, Director**  
(S-113) • 423.697.2436

➤ **Pamela Weeks, Department Secretary**  
(S-113) • 423.697.4452

**Educational Outreach Programs & Retention, Michelle Olson, Director**  
(IMC-124) • 423.697.4483

**IM REC**  
**Kelvin Clay, Lab Technician**  
(HPF-130) • 423.697.3207

**Learning Support**  
**Suzanne Elston, Director**  
(IMC-124B) 423.697.2533

**Multicultural and International Student Services**  
**Mary Knaff, Director**  
(HPF-174) • 423.697.3371

**Recruiting & Orientation**  
**Kisha Caldwell, Director**  
(OMNI-21) • 423.697.3250

➤ **Shirley Moore, Dept. Secretary**  
(OMNI-21) • 423.697.2689

➤ **Brad Carlyle, Recruiter**  
(OMNI-21) • 423.697.3165

➤ **Blair Ryan, Recruiter**  
(OMNI-21) • 423.697.2500

**Records, Laqueta Soule, Director**

(S-246) • 423.697.2551

**Student Activities**

**Dedric Maffett, Director**

(HPF-187) • 423.697.2482

**Student Government Assoc., President**

(HPF-180) • 423.697.2507

**Student Life**

(HPF-180) • 423.697.2633

**Student Engagement & Support Services**

**Sandy Rutter, Dean**

(S-214) • 423.697.4475

**Office of Student Conduct**

**Willie Thomas, Director**

(HPF-106) • 423.697.3276

**WIA/TIA/VA**

**Renee Kennebrew, Coordinator**

(IMC-128B) • 423.697.2509

**■ TENNESSEE COLLEGE OF APPLIED TECHNOLOGY**

**Executive Vice President,**

**Dr. Jim Barrott**

(TCAT-16) • 423.697.3211

**Executive Secretary, Linda Bales**

(TCAT-15C) • 423.697.2634

**Department Secretary,**

**Nikishia Burson**

(TCAT-14) • 423.697.4433

**Dean, Dr. Mike Ricketts**

(TCAT-14A) • 423.697.4781

**Commercial Truck Driving**

**Duane Pendergraph, Coordinator**

(Hixson) 423.875.5711

**Industrial Processes**

(TCAT-63A) • 423.697.3106

**Medical Programs,**

**Judy Kitson, Director**

(HSC-2075) • 423.493.8815

**Sydni Cleveland, Secretary**

(HSC-1042) • 423.697.4447

**Transportation, Dr. Mike Ricketts**

(TCAT-14A) • 423.697.4781

**TCAT Student Services**

**Hannah Brewer Hardy, Coordinator**

(TCAT-20A) • 423.697.3283

**Robin Marshall**

**Admissions & Records Clerk**

(TCAT-20D) • 423.697.3379

**Allison Turnbow**

**TCAT Student Services Counselor**

(TCAT-20C) • 423.697.5501

**TCAT Dual Enrollment**

**Carl Miller, Coordinator**

(TCAT-20) • 423.697.3238

**■ OTHER SERVICES**

**Lead Involvement Team**

(HPF-181) • 423.697.4478

**Andrews Writing Center**

(IMC-201) • 423.697.5552

**Collegiate High**

**Dr. Sonja Rich, Principal**

(CAT-75) • 423.697.3226

**Antoinette Dobbs-Taylor, Secretary**

(CAT-75) • 423.697.4492

**Collegiate High Counselor, Amy Blazek**

(CAT-75) • 423.697.3234

**College Reading Center**

(IMC-215) • 423.697.2410

**Communicator (student newspaper)**

(HPF-115) • 423.697.2536

**Fitness Center**

(HPF-161) • 423.697.2430

**HSE Testing (HSET)**

(IMC-122) • 423.697.4461

**The Learning Center (TLC)**

(IMC-125) • 423.697.5533

**Library Services, Susan Jennings, Dean**

(IMC-111) • 423.697.2576

**Cathy Bell, Secretary**

(IMC-110) • 423.697.2457

**Math Center**

(IMC-225) • 423.697.4432

**Orientation**

(OMN-21) • 423.697.2689

**Small Business Development Center**

(100 Cherokee Blvd.) • 423.756.8668

**Student Activities**

(HPF-177) • 423.697.2482

**Student Support Center**

(IMC-124) • 423.697.4483

**Testing, Leander Burns, Coordinator**

(IMC-122) • 423.697.3329

**Tiger Express Lab**

(S-260) • 423.697.5529

# ACADEMIC POLICY

## ACADEMIC INTEGRITY COMMITMENT

“Chattanooga State is committed to maintaining an environment of learning where high academic standards, as well as academic and personal integrity, are prized.” To promote academic integrity throughout Chattanooga State, students will:

- Practice and model the values of honesty, trust, respect, fairness and responsibility.
- Assume responsibility for absolute honesty in submitting all course and grade related work.
- Prevent reuse or re-submission of their work by others.
- Give accurate and complete information.
- Follow the established guidelines regarding collaboration, citation and resource use.
- Refuse to participate in activities that contribute to dishonesty by others.
- Assume responsibility for fairness in using college resources to complete assignments.
- Follow the Student Code of Conduct.

### ■ ACADEMIC AND CLASSROOM MISCONDUCT

Chattanooga State is committed to maintaining an environment of learning where high academic standards, as well as academic and personal integrity are valued: Academic Misconduct Policy and Procedures are included in the Student Code of Conduct under Section 3 Academic and Classroom Misconduct on pages 61-63.

### ■ ACADEMIC FRESH START

Academic Fresh Start is a forgiveness plan for students who did not do well their first time at college and have a second chance without penalty. Eligibility requirements and terms of the Academic Fresh Start are stated in the Chattanooga State Catalog. For more information, contact the Records Office.

*Note: Veterans are not eligible for benefits as Academic Fresh Start participants.*

### ■ ACADEMIC STANDING

Academic standing is based on the student's grade point average and is posted at the end of each term. The standing designation becomes part of the permanent record and does not change even if the GPA changes due to repeated courses.

#### Good Standing

The minimum college-level GPA required to graduate is 2.0. To be enrolled in good standing, a student must earn the minimum cumulative combined GPA below for the total number of semester credit hours attempted.

SEMESTER QUALITY HOURS ATTEMPTED	REQUIRED CUMULATIVE GPA
0.0-12.0	1.0
12.1-24.0	1.5
24.1-36.0	1.7
36.1-48.0	1.9
48.1-above	2.0

\*Quality hours attempted are shown on the transcript under GPA-Hrs.

Note: the following grades are shown under Attempted Hours on the online unofficial transcript but are not used in calculating GPA for probation/suspension purposes: W (withdrawal), S (satisfactory), N (no credit), and AU (audit). (TN College of Applied Technology students must maintain a 2.0 GPA to remain in good standing.)

### ■ ACADEMIC PROBATION

A student who fails to attain the progression standards listed above will be placed on academic probation for the next enrolled semester.

## ■ ACADEMIC SUSPENSION

At the end of the next term of enrollment, a student on academic probation who has failed to attain either the cumulative standards found in the current online catalog or a 2.0 combined GPA for that term will be suspended as follows:

1. Students receiving their first suspension at the end of the fall semester will not be eligible to re-enroll at Chattanooga State until the following summer semester.
2. Students receiving their first suspension at the end of the spring semester will not be eligible to re-enroll at Chattanooga State until the following fall semester.
3. Students receiving their first suspension at the end of the summer semester will not be eligible to re-enroll at Chattanooga State until the following spring semester. When students re-enroll at Chattanooga State following their first suspension, their status shall be considered post-suspension probation, in which case the following apply:
  1. Students who attain the cumulative standard shall be in good standing.
  2. Students who attain a 2.0 GPA for that term but are still below the cumulative standard shall remain on probation.
  3. Students who do not attain a 2.0 GPA for that term and are still below the cumulative standard shall be placed on twelve-month suspension.

## ■ APPEAL OF ACADEMIC SUSPENSION

A student may appeal his/her suspension based on a low GPA. Suspension appeal information, which includes the procedures for an appeal, is available on the college website in the A to Z Index under A for Academic Suspension Appeal Procedures and in the Student Support Center. Appeals hearings are usually held prior to the first day of classes each semester; other appeals hearings may or may not be scheduled. Stu-

dents should ask about suspension appeals as soon as possible. If an appeal is granted, the student will be enrolled that semester on a probationary status and must meet the conditions set by the college. If the conditions are not met, the student will be suspended for one full year.

TCAT students must visit the Student Services Department (TCAT-20) to begin the process of gaining readmission.

## ■ PRIOR LEARNING ASSESSMENT

A. Prior Learning Assessment (PLA) is defined as learning gained outside a traditional academic environment. It is learning and knowledge students acquire while living their lives, such as working, participating in employer training programs, serving in the military, studying independently and volunteering or participating in community service. PLA is the evaluation and assessment of an individual's life learning for college credit, certification, or advanced standing toward further education or training. There are generally three forms of PLA:

1. Credit by examination
  2. Credit recommendations for past training
  3. Portfolio assessments.
- B. Eligibility - Academic credit will be awarded only:
1. For students who have been admitted to Chattanooga State Community College who are in good academic standing.
  2. After the student has consulted with an advisor about the possibility and advisability of seeking credit for PLA.
  3. For students who have declared an academic program/major.
  4. For courses directly applicable to curriculum requirements of the declared program. Changing majors will result in a reassessment of the applicability of the PLA credit.

*\* PLA is not recommended for students seeking acceptance into competitive programs as no letter grade will be awarded for PLA credit.*

C. Number of Credits

1. Credit for prior learning may not be duplicated.
2. All PLA credit must be awarded prior to the student's last semester of enrollment. PLA credit will not count toward the residency requirement. (Refer to the Graduation Residency Requirement for more information).

D. College credit for prior learning may be given to students who demonstrate satisfactory achievements and proficiency by:

- Advanced Placement (AP) Exams \*
- College Level Examination Program (CLEP) Exams \*
- Dual Credit Exam \*
- Institutional Course Challenge Exams\*
- International Baccalaureate (IB) \*
- American Council on Education (ACE) Evaluation \*
- National College Credit Recommendation Service (NCCRS) \*
- Credit for Areas of Licensure/Certification/Apprenticeship Programs \*
- WebCAPE Placement exam \*
- Credit for Experiential Learning using ePortfolio \*
- Military Service Credit \*

*\* See Chattanooga State Catalog for additional information*

E. Institutional Course Challenge Exam and ePortfolio Procedure

1. Applying for Institutional Challenge Exam and ePortfolio Credit
  - a. Credit by Institutional Challenge Exam and ePortfolio evaluation will require the approval of the appropriate academic dean and Vice President for Academic

Affairs. The Institutional Challenge Exam fee of \$25 (as mandated by TBR) and \$125 for the ePortfolio evaluation shall be paid prior to the examination or evaluation. Appropriate personnel will administer examinations. A minimum grade point average (GPA) of 2.0 is required of students applying for credit by examination or for ePortfolio evaluation; students who do not meet this requirement shall not be permitted to take the examination for credit without prior approval by the Vice President for Academic Affairs.

- b. All PLA credit must be awarded prior to the student's last semester of enrollment. Credit by examination will be counted as part of a student's load. The minimum score required for course credit by exam will be determined by the appropriate division, department and/or instructor. The load of courses taken and courses in which one is seeking credit by examination will not exceed the maximum load allowed per semester. Credit by examination will be given on a pass/no pass basis only and will not be computed in the student's GPA. A student can attempt an examination for any approved course only once.

2. Procedures

- a. Applicant must meet with his/her assigned advisor or Academic Completion Specialist to determine courses needed to complete degree requirements.
- b. Applicant must complete the PLA Application found on the Chattanooga State Prior Learning Assessment website, identifying the course and PLA type (i.e. Institutional Challenge Exam, ePortfolio)

c. Upon approval, the applicant must pay the appropriate fee and present the receipt of payment to PLA Point of Contact in the division, who will verify eligibility, provide course student learning outcomes for preparation, and make arrangements for testing or ePortfolio processing.

d. Examinations may be administered in the division or in the testing center, as deemed appropriate.

e. Upon completion, the examination or ePortfolio will be evaluated. If the applicant achieves what is required for a grade of "Pass," the division dean will submit the "Certificate of PLA Credit Authorization" to the Vice President for Academic Affairs for approval. This certificate will be submitted to the records office to transcribe the credit of "AP" on the student's institutional transcript.

#### F. Grading

A letter grade of "AP" will be assigned for PLA credit granted. Because no grade is assigned other than "AP," no Quality Points will be awarded to count toward GPA.

#### G. Application

1. PLA credits apply toward majors, concentrations, general education requirements and electives that count toward the degree or certificate being sought and satisfy pre-requisite requirements in the same manner as traditional courses at Chattanooga State.
2. PLA is not recommended for students seeking acceptance into competitive programs as no letter grade will be awarded for PLA credit.

#### H. Transferability

1. Students who transfer to a community college or university in the

TBR or UT system may have their PLA credits transferred to that institution as long as the credits are applicable to the degree or certificate the student has declared and the transfer institution's policy grants credit for that type of PLA credit. However, the statement below still applies in the event that the receiving institution does not grant credit to its native students for that type of PLA credit:

2. PLA credit awarded at one institution, which meets Common General Education Core Requirements, and/or Tennessee Transfer Pathway (TTP) requirements must be accepted as transfer credit toward the degree if the student transfers to a TBR or UT institution in Tennessee, in accordance with Transfer Guarantee policies related to the General Education Core or the Tennessee Transfer Pathways.

#### I. Fees

1. CLEP- \$85 through College Board: \$25 Test Administration fee at Chattanooga State's testing center. See "College Level Exam Program" information on the testing center link.
2. Challenge Exam- \$25 per exam (mandated by TBR) and any fees associated with additional materials
3. Portfolio Evaluation- \$125 per portfolio (up to 9 credit hours)
4. Requested score reports/transcripts from ACE, AP, ACT, SAT etc. are subject to a fee that will be the responsibility of the student.

#### J. Portfolio Preparation Support

1. Upon completion and approval of the PLA ePortfolio application, the student will gain access to review all required components of the ePortfolio and will be given a description of the rubric.

2. All PLA ePortfolio candidates will also be given access to an ePortfolio template that outlines the information required upon submission.
3. Students will also have access to the writing center and ePortfolio peer mentors for support during each term.

#### K. Appeal

1. Upon completion of the ePortfolio, if the student is not granted credit, he/she has 30 days to submit an updated portfolio to attempt to meet all requirements.
2. If the student is not issued credit at this time and requests to appeal the “No Pass” grade, the student can refer to the “Appeal of a Grade” section of the catalog and follow the required steps to appeal the “No Pass” grade.

### ■ ATTENDANCE POLICY

When a student enrolls in a course, he/she obligates him or her to complete all assigned work. Punctual and regular attendance is vital to this obligation. The student is responsible for all assigned work in the course. Absences, excused or unexcused, do not absolve him/her of this responsibility. The instructor sets the attendance requirements for a class. At the beginning of the term, the instructor will distribute the class attendance policy, including an explanation of grade penalties that result from failure to comply with the policy. An unsatisfactory attendance record may negatively affect the final grade. It is each student's responsibility to know the attendance expectations in each of his or her classes.

### ■ AUDITING A CLASS

A student may audit any college-level or TN College of Applied Technology course unless restricted by academic area or program. Payment of the regular course fee is required.

The student participates in class, but is not required to do assignments or take tests. Auditing may be denied, based on available space. Audit hours may not be converted to credit later or used to replace an earlier grade. Students may enroll in any combination of audit and credit courses. Students cannot audit learning support courses.

## AWARDS AND HONORS

### ■ COMMENCEMENT HONORS

Chattanooga State recognizes exceptional degree-seeking students by granting honors at graduation as follows:

HONOR	GPA
Summa cum laude	3.900 – 4.000
Magna cum laude	3.700 – 3.899
Cum laude	3.500 – 3.699

All honors recognition at commencement is based on college-level GPA at the end of the fall term before graduation. If grades in courses completed during the final term(s) qualify a student for a higher honors designation, it will be noted on the diploma.

### ■ DEAN'S LIST

Students completing 12 or more hours of college-level work with a GPA of 3.5 or higher will make the Dean's List for that semester. (Dean's List recognition is based on calculations at the end of the semester and cannot be updated later to reflect grade changes, such as removal of Incompletes.)

### ■ GLOBAL SCHOLARS PROGRAM

Its purpose is to give students the opportunity to gain a world perspective and awareness through a deeper and more connected, contextualized college experience. The honors faculty strives to unlock students' personal strengths so they can leverage these strengths with their desire to make a difference in the world.

As Chattanooga State Global Scholars, students prepare to transfer to top-tier universities and/or enter the highly competitive job market. Class sizes are small, which allows for in-depth discussion with professors and other honors students who share a passion for learning. With the opportunity to study abroad, GSP encourages students not only to explore the world, but to understand their place in it.

*For more information, contact the Honors Director at 423.697.2577.*

### ■ NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society recognizes outstanding students' achievement in the Tennessee College of Applied Technology division. All students who have earned and maintained a GPA of 4.0 (90% or greater) are eligible for membership. Prospective members must be nominated by an instructor, attendance must be at least 90% and there have been no disciplinary actions. Induction ceremonies are held in the spring and summer semesters and members must pay a one-time induction fee.

### ■ PHI THETA KAPPA

Phi Theta Kappa is the international two-year college honor society to recognize outstanding academic achievement and provide opportunities for developing leadership, service, fellowship and continued academic excellence. All full-time and part-time students with 12 completed credit hours toward an associate degree with an overall minimum GPA of 3.5 are eligible for membership.

Invitations are made in fall and spring semesters. Members enjoy full rights of citizenship, pay a one-time induction fee and maintain a 3.5 or higher college-level GPA.

## FORM TITLES AND DESCRIPTIONS

### ■ CHANGE OF PERSONAL INFORMATION:

to change name, social security number, and date of birth.

### ■ CHANGE OF ADDRESS:

to change permanent and mailing addresses, phones numbers, and personal email addresses.

It is the student's obligation to notify the Enrollment Services Office of any change in name, social security number, address or phone number. Name and/or social security changes as well as addresses which may impact the residency status require documentation. Failure to keep information current can cause serious delays in aid, billing or student record processing. A permanent address is required for residency purposes, but a student may provide a different mailing address if desired. Forms are available online or in the Enrollment Services Office.

### ■ CHANGE OF PROGRAM (MAJOR)

All admissions requirements must be completed before a change of major will be processed. A change of program form must be completed with the student's academic advisor.

### ■ COURSE SUBSTITUTIONS

A substitution for a general education course will be considered only if course requested is on the approved general education list (one general education course for another) and meets the requirements/goals of the major. Only under unavoidable and exceptional circumstances will the College permit deviation from the prescribed curricula. In cases where this is necessary, the student must have his/her advisor clearly state in writing the desired substitution and reason for the request. The advisor, the appropriate department head and dean, and the Vice President for Academic Affairs must approve course substitutions. A substitution is not allowed for courses for which a grade of D or F has been earned.

## ■ DROPPING AND ADDING CLASSES

For a specified timeframe, credit students can drop/add classes online according to the term calendar. After the allotted timeframe, students must visit the Enrollment Services Center or an off-campus site for assistance with dropping and/or adding a class. Furthermore, a student signature is always required and departmental approval is generally required for these changes. (This form cannot be used to completely withdraw from school. See "Withdrawal from College.")

The student calendar published each semester indicates the deadlines for making various registration changes.

*Please view Refund Policy at: [www.chattanooga-state.edu/financial/tuition-fees/refunds](http://www.chattanooga-state.edu/financial/tuition-fees/refunds)*

## FEE INFORMATION

### ■ FEE POLICY

All fees are due when the student registers or pre-registers. Registration is not complete until fees are paid in full or when the initial minimum payment under the deferred fee payment plan has been paid or the student has confirmed their class schedule. The fees are subject to change at any time by the Tennessee Board of Regents.

*Please view current fees at: [www.chattanooga-state.edu/financial/tuition-fees](http://www.chattanooga-state.edu/financial/tuition-fees)*

### ■ FEE SCHEDULE

The fee schedule is available on the College's website and at other campus locations. Upon form completion, out-of-state residents who work full-time in Tennessee may attend classes part-time at in-state fee rates. This form must be completed for each term. Students will be charged the appropriate per hour fee for every hour enrolled.

Additional out-of-state fee waivers are available but must be secured before the fee payment deadline. Failure to submit a properly executed waiver form will result in out-of-state fee payment obligations.

## ■ TNeCampus

The fees for TNeCampus students will be the current per hour charge of the home institution for the maintenance fee and for the out-of-state fee, as applicable, plus an online course fee. TNeCampus students are not required to pay the general access fee. This fee is included in the TNeCampus online course fee. TNeCampus courses are all charged per hour and viewed separately from on-campus courses.

*For more information, visit: <https://tnecampus.org>.*

## ■ SENIOR CITIZENS AND PERSONS WITH DISABILITIES

Senior citizens and persons with total, permanent disabilities may qualify for discounted maintenance fees.

## ■ FEES CHARGED IN ADDITION TO MAINTENANCE AND TUITION

- CDE fee: Online or directed studies class: Non-refundable.
- Credit by examination fee: The regular course fee is charged for each special examination before the test. Non-refundable.
- Credit for life experience fee: A non-refundable assessment fee, equivalent to the per-credit-hour maintenance/ tuition fee, must be paid prior to faculty assessment of the student's portfolio.
- General access fee
- Handicapped parking violation
- ID Card replacement fee
- Parking violations
- Private music fee
- Returned check fee
- Special course fees: If the College must pay for special facilities, those costs will be assessed as a laboratory fee.
- Technology access fee: For credit courses per credit hour. For TN College of Applied Technology courses.

## ■ VETERANS FEE DEFERMENT

Veterans may be eligible to defer payments for tuition and fees.

Service members, veterans and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which the deferment has been requested.

Application for the deferment must be made no later than 14 days after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

## ABOUT GRADES

### ■ GRADE APPEAL

Prior to requesting the appeal of a final course grade, the student should read the following statement. Course grades assigned by faculty members are final unless there is evidence that the grade was influenced by consideration of race, color, religion, sex, marital status, disability or national origin, arbitrary or capricious action or other reasons not related to the academic performance of the student. In all cases, the student shall assume the burden of proof with respect to the allegations.

In the event the student elects to file an appeal, the student is required to refer to and abide by the guidelines provided below. All information provided for the appeal must be legible. Pending resolution of the appeal request, the final course grade stands. If the student fails to present the Final Course Grade Appeal Request within the time frames specified within these guidelines, the student's final course grade stands. To ensure fair and equitable treatment for all students, the steps provided below are to be followed in sequential order beginning with Step 1. Fair and appropriate resolution may occur at any of the five steps provided below.

### ■ STEPS FOR APPEAL OF A GRADE:

1. The student must review his/her grade with the course instructor if the student believes the final course grade is incorrect. The student has thirty (30) calendar days from the day grades are due in the Records Office for the term in which the grade was earned to consult with the instructor in an effort to review the final grade assigned. If, for any reason, the instructor is unavailable, the student should contact the instructor's supervisor to review the course grade. If thirty (30) calendar days have passed from the day grades were due in the Records Office for the term in which the grade was earned prior to the student completing STEP 1, the final course grade stands. Possible outcomes of the Final Course Grade Appeal are:
  - a. The final course grade remains as assigned by the course instructor.
  - b. The final course grade is changed by the course instructor to a new grade, which may be higher or lower than the initial grade assigned by the course instructor.
  - c. If the Final Course Grade Appeal warrants further review, the matter must be referred to the instructor's immediate supervisor.

2. Should further review be requested, the student has ten (10) calendar days from the date provided by the instructor (or supervisor) at Step 1 to present this form with the appropriate signatures and supporting documentation to the instructor's Department Head/Program Director. The Department Head/Program Director shall discuss the appeal with the instructor and the student.
3. Should further review be requested, the student has five (5) calendar days from the date listed in Step 2 to present this form with the appropriate signatures and supporting documentation to the instructor's Division Dean. The Division Dean shall discuss the appeal with the instructor and the student within fifteen (15) calendar days of the receipt of the Student Final Course Grade Appeal Request and supporting documentation. The Division Dean, in collaboration with the Department Head/Program Director, shall prepare a written decision regarding this grade appeal. A copy of the Division Dean's written decision shall be provided to the student, course instructor (and/or supervisor), Department Head/Program Director, and the Provost and Vice President for Academic Affairs. Possible outcomes of the Final Course Grade Appeal are:
  - a. The Final Course Grade remains as assigned by the course instructor.
  - b. The final course grade is administratively changed to a new grade, which may be higher or lower than the initial grade assigned by the course instructor.
  - c. If it is determined that the Final Course Grade Appeal warrants further review, the matter must be referred to the Student Academic Appeals Committee chairperson.
4. Should further review be warranted, the Division Dean has ten (10) calen-

dar days to send a copy of his/her written decision, the Student Final Grade Appeal Request, the evidence and any other supporting data, correspondence and/or records from both parties to the Student Academic Appeals Committee (SAAC). The written request for a hearing shall state the facts of the appeal.

The Student Academic Appeals Committee (SAAC) shall notify the student, the instructor (and/or supervisor), Department Head/Program Director, Division Dean and the Vice President for Academic Affairs of the time and location of the hearing. This hearing shall be held within fifteen (15) calendar days of the receipt of the Student Final Course Grade Appeal Request and supporting documentation. The Student Academic Appeals Committee shall function as a review board. After thorough review of the case, the committee shall prepare and submit a written recommendation regarding the Final Course Grade Appeal to the Provost and Vice President for Academic Affairs. The committee shall also provide all materials received for the case including but not limited to the Student Final Grade Appeal Request, all evidence and other supporting data, correspondence and/or records from both parties to the Vice President for Academic Affairs.

5. Upon receipt of the recommendation and materials from the Student Academic Appeals Committee, the Vice President for Academic Affairs shall review all documents received from the Student Academic Appeals Committee and shall prepare his/her written final decision regarding the grade appeal within ten (10) calendar days. A copy of the written decision shall be provided to the student, course instructor and/or supervisor, Department Head/Program Director, Division Dean

and President of Chattanooga State Community College. Possible outcomes of the Final Course Grade Appeal are:

- a. The final course grade remains as assigned by the course instructor.
- b. The final course grade is administratively changed to a new grade, which may be higher or lower than the initial grade assigned by the course instructor.

## ■ GRADUATION REQUIREMENTS

All requirements for degrees, diplomas and/or certificates (technical or TN College of Applied Technology) must be completed before the credential can be posted to the student's transcript or a diploma awarded. This includes removal of any incomplete grades in courses needed to satisfy degree or certificate requirements.

Incompletes not removed within two weeks of the end of the term will delay posting the credential until the following term.

All candidates for graduation for a given academic year (Fall, Spring, or Summer) may participate in Chattanooga State's annual commencement exercises even though all requirements for graduation may not have been met. However, such participation in no way confirms completion of requirements or official graduation.

For students who complete a diploma or certificate program in the TN College of Applied Technology division, a separate graduation ceremony is held in August at the conclusion of the summer semester.

Students not completing all requirements by the end of the term specified on the intent to graduate form must submit a new intent. Additional requirements are stated in the Chattanooga State Catalog. The graduation application deadline is found on the Intent to Graduate form located on the Chattanooga State website.

## ■ REFUND POLICIES

Refund percentages are based on billable hours, not amounts paid. Students who officially withdraw from school entirely, full-time students who drop to part-time or part-time students who drop one or more classes may get a refund.

100% of fees are refunded for:

1. drops or withdrawals before the first day of the term
2. cancelled classes, and
3. the death of a student during the term

## ■ COLLEGE CREDIT COURSES

The fee adjustment for withdrawals or drops during regular terms (fall and spring) is 75 percent from the first day of classes through the fourteenth calendar day of classes and then reduced to 25 percent for a period of time which extends 25 percent of the length of the term. There is no fee adjustment after the 25 percent period ends. Students enrolling in more than a full-time course load receive the benefit of additional course work at no additional cost. Dropping or withdrawing from classes during either the 75 percent or the 25 percent fee adjustment period will result in a fee adjustment of assessed maintenance fees based on the total credit hours of the final student enrollment. For summer sessions and other short terms, the 75 percent fee adjustment period and the 25 percent adjustment period will extend a length of time which is the same proportion of the term as the 75 percent and 25 percent periods are of the regular term. Refund policies and dates are available on the College's website.

## ■ TENNESSEE COLLEGE OF APPLIED COLLEGE OF APPLIED TECHNOLOGY COURSES

The fee adjustment for withdrawals and drops are calculated using the same format as college credit courses except the fee adjustment periods are 75 percent and 50 percent. The Vice President for Business and Finance may make an exception to these policies. Requests for exceptions should be submitted in writing, along with supporting documentation, directly to the Academic Affairs Division, Coordinator of Academic Integrity. **STOPPING PAYMENT ON A CHECK DOES NOT CONSTITUTE PROPER WITHDRAWAL.**

## ■ DISHONORED CHECKS

Checks tendered in payment of fees are normally deposited immediately by the College and should be drawn only against accounts with sufficient balances. Every effort will be made to collect on checks dishonored for any reason. A fee will be charged for dishonored checks.

A STUDENT IS NOT REGISTERED UNTIL ALL FEES ARE PAID in full or when the initial minimum payment under the Deferred Fee Payment plan has been made or the student has confirmed their class schedule.

## ■ REPEATING A COURSE

For increasing mastery or GPA (and only for those purposes), students may repeat courses in which their final grades are C or lower. Students may only repeat a course with a B or higher with the approval of the Vice President for Academic Affairs. When a course is repeated, only the last grade received is calculated in the cumulative GPA. However, if a course is repeated more than twice, the third and all later grades are included in computing the cumulative GPA. A Registration and Drop/Add form is available in Enrollment Services and must be approved by the Vice President of Academic Affairs.

## ■ WITHDRAWAL FROM COLLEGE

A release from enrollment for all classes becomes official **ONLY** after completing an official withdrawal form or after dropping all courses online. Failure to attend class or discontinued attendance is **NOT** considered an official withdrawal but may be reported as an unofficial withdrawal to financial providers. Not withdrawing officially will cause a student to fail and could jeopardize later re-enrollment. Credit students may withdraw online when the calendar permits. Students who need to withdraw from the TN College of Applied Technology (TCAT) should visit the TCAT Student Services Department. For specific deadlines, see the Academic Term Calendar. The consequences of completely withdrawing from school depend on when the student withdraws. For specific deadlines, see the Academic Term Calendar (Admissions & Records). Students in the TN College of Applied Technology must contact the Division Office to withdraw from a technical class.

Please view Refund Policy at: [www.chattanooga-state.edu/financial/financial-aid/withdrawal-refund-policy](http://www.chattanooga-state.edu/financial/financial-aid/withdrawal-refund-policy)

## ACADEMIC TERMINOLOGY

**ACADEMIC LOAD:** The total hours of credit for all courses taken during a semester. Academic Overload request forms are available in the Academic Affairs Office.

**ACADEMIC APPEAL:** A student may appeal his/her academic suspension. Suspension appeal forms, which include the procedures for an appeal, are available in the Counseling Services in the Student Support Center.

**ACADEMIC STATUS:** The probation or suspension status. An academic status may prevent registration.

**ADD AND DROP DEADLINES:** The latest date in a semester when a course may be added or dropped from a student's class schedule.

**ADMISSIONS:** The process of being admitted to the College allowing you to register for classes. Completion of the Admissions process does not constitute registration for classes.

**ADMISSIONS FILE:** The documents collected for admission including the application form, official transcripts of previous work in high school or college, and any standardized test scores or other information required by the Admissions Office.

**ARTICULATION AGREEMENT:** Agreements between community and four-year colleges that indicate the acceptability of courses in transfer toward meeting specific degree requirements.

**AUDIT:** Registering for and attending class but not eligible to receive credit.

**BURSAR:** A term unique to higher education and means a Business Officer, or Custodian of University Funds.

**CAREER PROGRAMS:** A program of study designed to prepare one for immediate job placement rather than transfer.

**CONCENTRATION:** A group of courses within a major, which emphasizes one aspect of the major.

**CONCURRENT:** A course that may be taken prior to or at the same time as another course.

**CONFIRMATION:** Financial Aid students must pay fees using estimated aid. Paying fees using estimated aid is also called confirming your attendance. Failure to pay fees using the confirmation process will result in deletion of your class schedule.

**CO-REQUISITE:** A course to be taken or a requirement to be fulfilled at the same time another required course is being taken.

**CREDIT HOURS:** The amount of credits that students receive for completing a specific course.

**CRN:** Course Registration Number – a unique number assigned to each course section to facilitate online registration.

**CURRICULUM:** The set of courses offered in a particular degree or certificate program. More generally, the courses (in total) offered in a college or university. The plural is curricula.

**DEFERRED FEE PAYMENT PLAN:** Chattanooga State offers an easy payment plan of three installments during the semester.

*For additional information, go to: <https://www.chattanoogastate.edu/bursars-office>*

**DROP:** Officially discontinuing a portion of one's course schedule for the remainder of the semester.

**ELECTIVE:** A course that is accepted toward fulfillment of credit for a degree or certificate but is not specifically required for that degree or certificate. So termed because a student "elects" or chooses to take the course(s).

**FINANCIAL AID:** See "Chattanooga State Financial Aid Glossary" for additional financial aid terms.

**FULL LOAD:** A full-time student is one taking 12 or more hours. A full load is often referred to as 12 hours. A student taking less than 12 hours is a part-time student.

**GENERAL EDUCATION FOR TRANSFER:** The shared common core curriculum of 41 semester hours taken in the freshman and sophomore years which provides critical thinking skills and the broad knowledge to become a lifetime learner in a global community and literate in many forms of communication.

**GRADE POINT AVERAGE (GPA):** An average on the four point scale determined by dividing the total accumulated quality points by the corresponding total hours of credit attempted. Certain grades do not influence this computation, e.g., "W."

**HONORS COURSE:** A version of a regular course reserved for students who select and qualify for advanced challenge.

**LEARNING SUPPORT:** Foundation courses in English, math, reading, and study skills designed for students who are not fully prepared for college-level courses. Placement in Learning Support courses is determined by ACT, SAT, or EdReady tests scores. You cannot drop these courses online once the term has begun.

**LINK:** A companion section. A Link error shown in self-service indicates that two sections of one course must be selected simultaneously before the course registration can take place. The companions are usually lecture and lab or lecture and clinical. One companion usually carries zero credit hours.

**MAJOR:** The academic area offered by the College in which one specializes.

**NON-DEGREE SEEKING (SPECIAL):** A non-degree seeking (special) student is one who takes credit courses without working toward a degree or certificate. These students are not eligible for Financial Aid.

**ORIENTATION:** A meeting (or series of meetings or online activities) designed to acquaint a new student with the facilities, policies, sources of information and assistance, and the academic and social atmosphere of the College.

**PERMIT:** Special approval obtained to register for a course. Permits are shown in the self-service section under the heading Registration Status.

**POST-SUSPENSION PROBATION:** An academic status indicating that the student is returning from suspension or has not attained the minimum required overall grade point average. Students returning from suspension by absence or academic appeal will not be allowed to take advantage of priority or early registration during the term they were readmitted. Registration eligibility is determined during the end of term grading process.

**PREREQUISITE:** A requirement to be completed or a level of skill or knowledge to be demonstrated prior to enrollment in a course or program.

**PROBATION:** The status of students when their cumulative GPA drops below Chattanooga State's standards. Students may still enroll while on probation.

**PROGRAM OF STUDY:** The credential, major, and concentration associated with the student's record for a given term.

**QUALITY POINTS:** Academic performance records are compiled through use of a scale assigning four "quality points" per semester hour of credit for an "A" grade ranging to one "quality point" per semester hour of credit for a "D" grade.

**REAPPLICATION:** A student must reapply for admission after not attending for three (3) consecutive terms.

**REGISTRATION:** A specified period of time in which students register for courses for any given semester.

**SATISFACTORY PROGRESS:** A term used by Financial Aid to determine continued aid eligibility.

**SEMESTER:** The division of the calendar year used in academic scheduling. A semester is roughly four months in duration.

**SEMESTER CREDIT HOUR:** The unit of academic credit at Chattanooga State. Generally the number of hours a course meets each week determines the amount of credit it carries. (Laboratory and clinical courses are notable exceptions to this guideline.)

**SUSPENSION:** The status of students (usually following probation) when their cumulative GPA drops below Chattanooga State's standards for two consecutive semesters. Students may not enroll while on suspension.

**SYLLABUS:** A course syllabus is summary of the course. It usually contains specific information about the course, information on how to contact the instructor and an outline of what will be covered in the course.

**TENNESSEE COLLEGE OF APPLIED TECHNOLOGY (TCAT):** A division of the college that operates on a clock-hour basis within the semester calendar. Students who take classes in the TCAT will have a separate transcript with the "VO" designation.

**TRANSCRIPT:** A cumulative record of a student's course work and grades.

**TRANSFER PROGRAM:** An academic

program that completes two years at the college, which prepares the student to transfer to a university. The college offers the Associate of Arts (A.A), Associate of Science (A.S.), and Associate of Science in Teaching (A.S.T.) transfer programs.

**WITHDRAW:** Officially discontinuing one's entire schedule for the remainder of the semester.

## STUDENT SUPPORT SERVICES

### ■ ACADEMIC RESOURCES

**IMC-206 • 423.697.4408 OR TOLL-FREE AT 1.800.207.8202**

Chattanooga State's Academic Resources is outlined in the 2018-2019 College Catalog. Academic Resources provides learning opportunities for students through distance learning courses. These courses offer the same credit and transferability, as do traditionally conducted classes.

Students register just as they would for any other course through TigerWeb, using one of the following Instructional Methods.

Additional information can be found at <https://www.chattanoogaastate.edu/academics/online-learning>

### ■ ADMISSIONS OFFICE

**S-226 • 423.697.4401**

The Admissions Office provides comprehensive admission and re-admission services. Admissions performs high school and college transcript evaluations, reviews and determines residency appeal cases, and processes changes regarding a student's personal information.

### ■ ADULT SERVICES

**IMC-124 • 423.697.4483**

Adult Services located in the Student Support Center is designed specifically to address the needs and concerns of non-traditional learners, specifically targeting those ages 25 and up, who are making the transition back to school. By

taking advantage of our services, students are assured a less stressful re-entry process and more successful completion of their chosen educational goals. The services as a central point of information and resources, providing students with the opportunity to address most any question and/or concern they may have about being a non-traditional student at Chattanooga State. We are committed to supporting and encouraging students in their higher education journey.

For additional information, go to: <https://www.chattanoogaastate.edu/tnreconnect>

### ■ BOOKSTORE

**S-105 • 423.697.4425**

The bookstore, located on the first floor of the Student Center, provides books for all classes as well as other supplies, snacks, Chattanooga State apparel, etc. It is open Monday-Thursday, 7:30 a.m.-5:30 p.m. and Friday, 7:30 a.m.-3:00 p.m. Check the store website for extended hours during Back to School and Buy Back. Every attempt is made to have all materials available two weeks prior to the beginning of a semester. Payment may be made by cash, check, debit card, credit card or ChSCC Student Account. (Check with Financial Aid or the Bursar's Office for eligibility.) Proper ID is required of all individuals presenting a check for payment.

## ➤ RETURNS

A receipt is required. All books must be returned in the same condition as purchased. All of the pieces of a shrink-wrapped set or package must be returned. Textbooks may be returned within seven days from the start of that session of classes or within fourteen days, with a drop slip. General merchandise may be returned, with a receipt, up to two weeks after purchase if the merchandise is still in new condition and the packaging is intact. Test preparation guides are non-returnable.

## ➤ PROTECTION OF COURSE MATERIALS

When you are sure you will keep your books, you will want to mark them to make them identifiable should they be stolen. We recommend that you pick the same page in each book and write something unique as close to the binding as possible. Report the theft at the Bookstore and with Chattanooga State Security as soon as it is noticed. The identifiable information will be noted and we will make every effort to recover your property and turn the matter over to Chattanooga State's Office of Student Conduct for handling.

## ➤ BUY BACK

When we know what will be used the next semester and have a need for more copies, we will pay half the new or used price. If we cannot use the book we can offer the current market value for that title. We reserve the right to refuse to purchase any titles offered for buy back.

## ➤ BOOKSTORE WEBSITE:

A link is located on the Chattanooga State website under "Future Students" and "Current Students" to the Bookstore website. This is the best place to find a close ballpark dollar amount for your books. (Prices are subject to change as the books actually arrive in the store and we are invoiced for them.) Choose the current term, and

click on the "Go" button. The subject, course and section numbers will be listed. Detailed information about the books used for that course will be listed including ISBN and price. Orders can be placed on the website to be shipped to your home or picked up in the store by choosing 'Pick up in Store' for the Shipping Method.

## ■ BURSAR'S OFFICE S-140 • 423.697.4732

"Bursar" is a term unique to higher education and means a Business Officer, or Custodian of University Funds. We are here to provide you with the best possible service and information related to your account.

Our office provides:

- Student billing and the collection of tuition, fees and other college related charges
- The disbursement of excess financial aid funding
- Registration of campus parking decals
- Processing refunds due to overpayments, adding/dropping of classes or college withdrawals of a student
- Student Account Information and Guidelines
- Important dates and deadlines relating to student finances
- Recent changes and updates to Student Accounts
- Answers to your frequently asked questions

Our objective is to provide our students with the best possible service and information in a courteous and timely manner, so they may concentrate on their educational goals.

BURSAR'S OFFICE HOURS	
Monday-Thursday	8:00 a.m.–5:30 p.m.
Friday	8:00 a.m.–4:30 p.m.

Students can manage their account using their self-service account. A student may access their self-service account through Tiger Web. Listed below are a few of the options available 24-hours a day.

- Check student account balance
- Make payments online and set up other authorized users
- Enroll in a Deferred Fee Payment Program
- Confirm your attendance
- Access important tax information
- View payment deadlines
- View refund policies and dates

### ■ CAMPUS COMPUTER LABS

Chattanooga State provides open computer labs for students, faculty, and staff to use for academic work. These labs are open during regular campus hours.

#### ➤ LIBRARY

See the Library website for current hours of operation.

[Library.chattanoogaastate.edu](http://Library.chattanoogaastate.edu)

#### ➤ DAYTON SITE - ROOM 102

This lab is open during regular campus hours except when classes are scheduled for this room.

#### ➤ KIMBALL SITE

This lab is open during Kimball's regular campus hours except when classes are scheduled for this room.

### ■ CAREER SERVICES

**S-216 • 423.697.4421**

Chattanooga State Career Services offers a wide range of career and job search resources for students, alumni, faculty and staff.

#### ➤ CAREER COACHING

- Career exploration and assessment is provided to students who are undecided on a major or need guidance about where and how to begin their journey to employment.

#### ➤ JOB SEARCH PLANNING

- Develop a step-by-step strategy on how to go about conducting a productive job search.

#### ➤ RESUME WRITING ASSISTANCE

- No appointment needed on Walk-in Wednesdays 9-11 or 2-4
- Schedule an appointment M, T, H, F

#### ➤ INTERVIEW SKILLS

- Schedule a Mock Interview to practice your interview skills and receive feedback on how to improve

#### ➤ JOBLINK (Job Posting Database)

- Visit [bit.ly/csjoblink](http://bit.ly/csjoblink) and use your Tigerweb username & password to login
- Upload your resume and search for jobs and internships

#### ➤ CAREER & COLLEGE FAIRS

- Connect with employers
- Learn about transfer programs

#### ➤ ONLINE RESOURCES

- [libguides.chattanoogaastate.edu/csc\\_job](http://libguides.chattanoogaastate.edu/csc_job)

#### ➤ GRADUATE PLACEMENT DATA

- Employment rates of Chattanooga State Graduates

#### ➤ ONLINE WEB-ASYNCHRONOUS

Over 150 fully online courses are offered through the college eLearn course management system. Students will need a computer with ready access to the Internet.

#### ➤ DESKTOP VIDEO CONFERENCING

Students are able to take courses through the college eLive synchronous teaching system. These courses are taught from the main campus and delivered to one or more off campus site locations. Students taking courses through the Academic Resources are charged an additional \$10 per course handling fee together with all other course fees.

#### ➤ WEB-ASYNCHRONOUS RODP

Chattanooga State students can also register for Regents Online Degree courses. These are fully online courses and listed in TigerWeb under Subject as RODP and have a R50 section number. All RODP courses have an additional per credit hour tuition charge.

*During the semester, access to the RODP courses is through the RODP eLearn system at <https://elearn.rodop.org/>*

■ **CHILD DEVELOPMENT CENTER  
OMN-100 • 423.697.4412**

The Child Development Center exists for the children and their families. It is nationally accredited by the National Association for the Education of Young Children, and is a three-star facility licensed by the State of Tennessee. It provides a safe, nurturing environment where children can flourish. Developmentally appropriate practices ensure that children reach their maximum potential. Parents are encouraged to visit at any time and participate in classroom events.

The CDC benefits students and employees in terms of enhancing growth in student enrollment and employee productivity.

Providing on-site care alleviates many worries that parents may have about leaving their children in childcare.

The CDC is designed to provide a developmentally appropriate lab that enhances the faculty's teaching endeavors in Early Childhood Education and related disciplines. Students observe, plan and assist in learning activities. They obtain practical experience in the classroom while the children benefit from the many varied experiences provided.

■ **COLLEGE READING CENTER &  
ANDREWS WRITING CENTER  
(READING) IMC-215 • 423.697.5552  
(WRITING) IMC-215 • 423.697.5552**

The Andrews College Writing Center offers a supportive academic environment that empowers students to become more effective and confident writers. The Center is committed to providing high quality tutoring for writers across all disciplines and at all skill levels. Students may work with tutors during regular hours of operation on a first-come, first-served basis. Students may use the Center's computer lab and open lab spaces to work independently or in small groups.

The Reading Center is dedicated to helping Learning Support reading students improve their reading strategies and comprehension, and to helping Learning Support writing students in improving their grammar and basic writing skills. Students may use the Center's computer lab with access to My Reading Lab and My Writing Lab software. The Center also provides additional support to all students across all disciplines to include one-to-one or small group tutoring sessions that will introduce effective ways to read and study college material and textbook content. Individual appointments are optional.

■ **COLLEGIATE HIGH  
CAT-75 • 423.697.4492**

Hamilton County's Collegiate High at Chattanooga State is a collaboration between Chattanooga State Community College and Hamilton County Schools. Students earn high school and college credit simultaneously. Collegiate High is a school of opportunity for all students who possess academic potential and are interested in a non-traditional high school setting.

■ **DISABILITIES SUPPORT SERVICES  
S-113 • 423.697.4452 (VOICE/TDD)**

Chattanooga State complies with Section 504 of the Rehabilitation Act of 1973 and with Title II of the Americans with Disabilities Act (ADA) as amended in 2008. It states "no qualified individual with a disability shall, because of that disability, be excluded from services, programs, or activities of a public entity, or be subjected to discrimination by such entity providing the individual is otherwise qualified." A disability is defined as an impairment that substantially limits one or more major life activities, e.g., walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks. In order to receive services from Disabilities Support Services (DSS), a student must identify to DSS as having a disability, complete a student data form, and provide appropriate

documentation of functional limitations to support the claim of disability. DSS staff will meet individually with the student who self-identifies and discuss the need for accommodation in the classroom or for college-sponsored activities.

### ■ **EARLY COLLEGE** **CAT-75 • 423.697.4427**

The Early College Program gives capable and motivated high school students the opportunity to get a head start on their college careers while simultaneously obtaining the high school credits necessary for graduation. College credits earned through this program can be applied toward high school and a college degree and credits can be transferred to other colleges or universities. Students who have participated in the Early College Program have graduated from high school with up to 60 hours of credit toward their college degree! By starting college coursework in high school, students can save valuable time and money. Contact either the Early College Office at Chattanooga State or your high school guidance counselor.

### ■ **ENROLLMENT SERVICES CENTER** **S-118 • 423.697.4422**

Components of the enrollment and registration process: The Enrollment Services Center is located in the lobby of the Student Center. The Center is a one-stop setting designed to provide students with services for Admissions, Records, and Financial Aid. Self-service computer kiosks are available in the Center to allow immediate computer access to student records. TN College of Applied Technology students should visit the TCAT Student Services Department located in TCAT room 20

### ■ **FINANCIAL AID (SEE ENROLLMENT SERVICES) S-118 • 423.697.4402**

Students can manage their financial aid application and awards using their self-service account. A student may access their self-service account through TigerWeb. Listed below are a few of the items

available 24-hours a day:

- Status of your financial aid account
- Messages on missing or incomplete items
- Complete needed documents online required to complete your application
- View and/or accept your awards online
- Read the Terms & Conditions of your various awards
- Attendance records (required to receive financial aid awards)
- Messages specific to your account

To receive financial aid awards in a timely manner, students must complete and submit all required documents. Students completing their application and documents by the priority dates listed below will ensure, their aid (if all eligibility requirements are met) is available to them on the first check release. For details on changes in financial aid and other important dates, review the Financial Aid calendar on [www.chattanooga.state.edu](http://www.chattanooga.state.edu), periodically check your official ChSCC email account (all communication from the FA Office is sent via the student's official ChSCC email account), review 'Financial Aid News for Current Students' in your TigerWeb account, and check your personal Financial Aid account in TigerWeb.

PRIORITY DATE FOR APPLICATION	
Fall semester	July 1
Spring semester	November 1
Summer semester	March 1
DEADLINE DATE FOR TENNESSEE LOTTERY	
Fall semester	September 1
Spring semester	February 1
DEADLINE DATE FOR CHSCC SCHOLARSHIPS	
February 15	
DEADLINE DATE TO APPEAL TO RECEIVE FINANCIAL AID	
Fall semester	July 15
Spring semester	December 1
Summer semester	April 1

Chattanooga State offers various types of financial aid to assist students in their

educational goals. The following are examples of aid available:

- Federal PELL Grants
- TN Promise Scholarship
- TN Reconnect Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Tennessee Student Assistance Award (TSAA)
- Tennessee HOPE Scholarship Funds
- HOPE Scholarship
- General Assembly Merit
- HOPE Aspire
- Non-Traditional component
- Wilder-Naifeh Technical Skills Grant (TCAT Students)
- Chattanooga State scholarships/grants
- Academic Service Scholarship
- Foundation Scholarship
- Empowerment Grant
- Federal Stafford Loans
- Federal Work Study

### ➤ COST OF ATTENDANCE (COA)

Cost of attendance (COA) is an estimate of the educational expenses a student will incur during the academic year. Expenses include direct costs (tuition and fees, books, supplies) and related expenses (living, transportation). Aid is awarded based on full time enrollment (12 hours or more). If you enroll less than full time, disbursed grants and scholarship will be prorated according to enrollment. Total financial aid cannot exceed estimated cost of attendance.

Refer to the Chattanooga State Financial Aid website for additional information <https://www.chattanoogaastate.edu/financial/financial-aid/net-price-calculator>.

### ➤ SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

Students must meet SAP standards required to continue receiving Financial Aid awards. SAP is comprised of three standards; cumulative GPA, comple-

tion rate, and time limitation. It is the student's responsibility to review SAP standards. Students failing to meet SAP standards will be suspended from receiving Financial Aid awards.

Review SAP standards on the Chattanooga State Financial Aid website <http://www.chattanoogaastate.edu/financial/financial-aid/keeping-your-aid.html>

### ➤ WITHDRAWAL AND REPAYMENT POLICY

Prior to changing your enrollment status during a semester, a student must understand the impact of the enrollment change on their financial aid status. Changes such as withdrawing, dropping, or auditing will negatively affect your status for receiving future aid. Students who receive Federal Title IV assistance will be subject to a refund calculation return if they withdraw from all classes. Students who stop attending classes, but do not officially withdraw, are also subject to this refund calculation. Students, who stop attending classes and receive grades of F in all classes, or a combination of Fs and Ws, are considered unofficially withdrawn. Students who withdraw (officially or unofficially) during the first 60 percent of the term will have a refund calculated under the Return of Title IV Funds Refund Policy. The percentage of the refund will equal the percentage remaining in the term at the time that the student withdraws. All refunds caused by a student withdrawing from classes will be returned to the appropriate financial aid account(s). Refunds will be credited/returned within 45 days to the appropriate student financial aid program(s).

*Note: Chattanooga State reserves the right to bill the student for any return of Title IV refund amount. Students are responsible for reviewing the Withdrawal and Repayment Policy on the Financial Aid website <https://www.chattanoogaastate.edu/withdrawalrepayment-policy>.*

*Students receiving the HOPE Scholarship are encouraged to review state guidelines on the renewal criteria <https://www.tn.gov/collegepays/money-for-college/tn-education-lottery-programs/tennessee-hope-scholarship.html>*

## ■ LEARNING SUPPORT IMC-124 • 423.697.2533

Learning Support located in the Student Support Center provides consultation and test preparation to students whose test scores in English (writing), and/or math, and/ or reading on the ACT, SAT, ACCUPLACER, or EdReady are below college level. Students with final placement at the Learning Support level (numbered 0810 at Chattanooga State) are referred to those courses. Students below the Learning Support level receive tutoring and other services in The Learning Center. The Center also provides academic support, including tutoring, to students at both Learning Support and college level. This support includes help with homework assignments, class projects, studying for tests, study skills improvement, and other assistance as needed.

For additional information, go to: <https://www.chattanoogaastate.edu/learning-support>

## ■ LIBRARY IMC-103 • 423.697.4448

The Augusta R. Kolwyck Library and Information Commons (KLIC) is located on the first floor of the Instructional Materials Center Building. KLIC provides access to print and electronic materials and research consultation services to support our students' success. KLIC's professional librarians partner with departmental instructors to tailor instruction classes to assist students in completing assignments successfully. The library provides electronic access 24/7 to electronic books, journals, streaming videos, music, and library guides through the Library's web page [www.library.chattanoogaastate.edu](http://www.library.chattanoogaastate.edu). The Library also provides spaces for quiet study and group collaborative work (four multimedia group study rooms and one multimedia conference room). KLIC has 117 computers, pay-for-print printers, and many areas to kick back, relax and read a good book. A current Chattanooga State

student ID card is required to check out printed materials. Library services to students our campus sites outside Hamilton County are provided through cooperative agreements with local area libraries.

For more about the library, check out the library website: [library.chattanoogaastate.edu](http://library.chattanoogaastate.edu)

Library hours are subject to change due to holidays, campus events, and for summer semester.

Check out the current hours on the library website: [library.chattanoogaastate.edu](http://library.chattanoogaastate.edu)

## ■ MATHEMATICS CENTER IMC-225 • 423.697.4432

The Mathematics Center provides academic support to Chattanooga State students enrolled in transitional or college-level mathematics courses. Faculty, professional and peer tutors are available in the Center to answer questions and coach students through difficult assignments. Students are encouraged to take advantage of the instructional support services offered here. Individual appointments are not necessary.

## ■ MULTICULTURAL AND INTERNATIONAL STUDENT SERVICES HPF-180 • 423.697.3371

The Office of Multicultural and International Student Services (OMISS) provides intentional and purposeful student educational opportunities for engagement which are linked to the institution's student learning outcomes (ISLOs), especially, Global and Cultural Awareness; and the institution's High Impact Practices (HIPs). Student involvement in these activities allows for the promotion of global citizenship and the development of workforce soft skills. The Office seeks to align activities with collaborative partners—academic divisions, clubs and organizations, campus special interest groups, and the community.

OMISS is responsible for the following functions: international admissions,

credential evaluations, TOEFL, international fee programming, study away/ study abroad experiences, diversity and multicultural events, and international and diversity reporting.

### ■ OFFICE OF STUDENT CONDUCT HPF-106/107

**423.697-3276, 423.697.3390**

The Office of Student Conduct is housed in the Student Affairs Division of the College and assumes the task of upholding the rights as well as the responsibilities of students in an effort to maintain an atmosphere that is conducive to learning. The Office strives to review code of conduct violations, and general student complaints in a fair, respectful, and timely manner. Students wishing to make a complaint against the College, its processes or procedures, a situation or condition on campus, faculty/staff or against another student should begin in the Office of Student Conduct.

### ■ ORIENTATION OMN-21 • 423.697.2689

Orientation is a program facilitated by the Student Affairs Division of the college. The purpose of Orientation is two-fold:

1. to provide intense student support and up-to-date education concerning all necessary enrollment, financial aid and registration processes of the college and
2. to develop in each student an understanding of the information, strategies and opportunities available that will be the foundation for a rich and successful college experience.

Orientation is essential for all first-time degree-seeking students and degree-seeking transfer students. First-time freshman are required to attend the on-ground orientation, and first-time transfer students have the option to complete an online and on-ground orientation.

The TCAT has an orientation for its students the first week of each semester.

### ■ RECORDS OFFICE S-226 • 423.697.4401

The Records Office provides transcript and enrollment verification services, processes changes in majors, and handles student withdrawals. Official student files as well as the college's full academic inventory of classes are maintained in Records. The Records Office also evaluates applications for degrees, diplomas, and certificates to confirm that all requirements have been met before the credential is awarded.

### ■ STUDENT LIFE HPF-180 • 423.697.2482, 423.697.2618

Student Life facilitates programs, events and opportunities to maximize student learning, and development in a diverse and highly interactive and entertaining atmosphere. Student Life includes the following:

- Student Activities, Clubs and Organizations
- Multicultural and International Student Services
- Lost and Found
- Office of Student Conduct
- Student Identification Cards

### ■ STUDENT SUPPORT CENTER: ADULT SERVICES, BOSS PROGRAM, LEARNING SUPPORT, PERSONAL COUNSELING, PRE-COLLEGE BRIDGE, VETERAN SUPPORT, WIOA/TAA IMC-124-128 • 423.697.4483

The caring staff provides academic and non-academic support to positively impact students to help them meet their academic goals. Support comes through an individualized approach: sometimes this is through mentoring, tutoring, sharing study techniques, encouraging time management, relieving test anxiety, evaluating learning skills and more—all to help the students be successful. Individual counseling and community resource referral services are available to

students experiencing personal, life, and family challenges while attending college. Counseling sessions are free, confidential, and can assist in areas such as substance abuse prevention, domestic violence, depression, eating disorders, anger management, anxiety, finances, and others. Crises management is offered to address immediate needs. An educational/lecture series, “Chattanooga Chats”, is available each semester to address various social issues. Human trafficking, domestic and intimate partner violence, the Clothesline Project exhibit, and other topics are offered as awareness events to all students, faculty and staff.

For additional information, go to: <http://library.chattanoogaastate.edu/ssc>

## ■ TESTING CENTER IMC-122 • 423.697.3367

The Testing Center provides a wide range of services to both the College and the community. The center offers regularly scheduled tests, tests by special appointment and unscheduled tests.

### ➤ TEST SCHEDULE

Schedule for Distance Education Exams, Faculty Make-up Exams, Special Proctored Exams, and Career Service Assessments.

Monday	8 a.m.-8 p.m.*
Tuesday	8 a.m.-8 p.m.*
Wednesday	Closed all day for HISET testing
Thursday	8 a.m.-Noon & 4 p.m.-8 p.m.
Friday	8 a.m.-4:30 p.m.
Saturday	10 a.m. - 2 p.m. (CLOSED SATURDAYS DURING THE SUMMER)
Sunday	Closed

- No student will be admitted to take a test without a current student ID.
- No test will be administered within ONE hour of closing.
- All tests must be completed by the end times listed.

\*Note: Occasionally the Testing Center will close to administer special tests. A sign will be posted on the door to indicate these special closings.

## ■ THE LEARNING CENTER (TLC) IMC-125 • 423.697-5533

The Learning Center provides consultation and test preparation to students whose test scores in English (writing), and/or math, and/ or reading on the ACT, SAT, ACCUPLACER, or EdReady are below college level. Students with final placement at the Learning Support level (numbered 0810 at ChattState) are referred to those courses. Students below the Learning Support level receive tutoring and other services in The Learning Center. The Center also provides academic support, including tutoring, to students at both Learning Support and college level. This support includes help with homework assignments, class projects, studying for tests, study skills improvement, and other assistance as needed.

For additional information, go to: <https://www.chattanoogaastate.edu/learning-support>

## ■ TCAT STUDENT SERVICES OFFICE TCAT-20C....Admissions 423.697-5501 TCAT-20A.....Counseling 423.697-3283 TCAT-20D...Financial Aid 423.697-3379

The TCAT Services Office provides admissions assistance, counseling and financial aid assistance to individuals applying to or already enrolled in TCAT programs. Services include assistance with admissions, re-admissions, financial aid, address changes, drop/adds, grade appeals, major changes, suspensions, withdrawals, advising, and graduation.

## ■ VETERANS' SERVICES IMC-128 • 423.697-2509

The college provides certain services to students who are eligible for Veteran benefits. Veterans Services is located in the Student Support Center.

For additional information, go to: <https://www.chattanoogaastate.edu/student-support/out-reach-programs/veterans-affairs>

# STUDENT ACTIVITIES & ORGANIZATIONS

## ABOUT STUDENT ORGANIZATIONS

Chattanooga State is proud of its more than 40 clubs and organizations that provide the campus with qualified student leaders and extracurricular programming. Club participation facilitates student engagement and commitment to the campus and community fostering personal, social, career and leadership development opportunities. Most organizations on campus will fall under the following categories:

- Honors and leadership organizations and societies
- Academic-related organizations
- Professional fraternities and sororities
- Special interest groups
- Athletic clubs

All student organizations must adhere to policies set forth by the Tennessee Board of Regents, Chattanooga State Community College, and the Student Life Department. Included in these policies is the mandate that all student organizations must be officially recognized and registered by the Office of Student Life. Registration of a student organization by the college shall neither constitute nor be construed as approval or endorsement by the institution of the purpose or objectives of the organization. Any student organization operating without completing the registration process and having been officially recognized by the college is subject to student conduct hearing to be facilitated by the Office of Student Conduct.

### ■ TBR POLICY (3:01:01) STUDENT ORGANIZATIONS INCLUDE

- No student organization may carry on any activity on the campus of an institution or school unless the institution or school has officially registered the organization.

- No institution or school shall be responsible for injuries or damages to persons or property resulting from the activities of student organizations, or for any debts or liabilities incurred by such organizations.
- No student organization shall deny membership to any person on the basis of age, race, sex, religion, handicap or national origin, provided that social fraternities and sororities may have sex-restricted membership.
- No student organization or individual shall engage in or condone any form of hazing. Hazing shall include, but is not limited to: any action taken, or situation created intentionally, to produce mental or physical discomfort, embarrassment or ridicule; any form of verbal or physical harassment or abuse; and engaging in public stunts, morally degrading or humiliating behavior or games, whether on or off campus. Excessive demands on a student's time so as to interfere with academic performance are prohibited. Threatening in any manner or form for the purpose of cajoling individuals into secrecy in regard to breaches (planned, threatened, attempted, or perpetrated) of hazing violations also is prohibited.

**HAZING ACTIVITY IS PROHIBITED AND STRICTLY FORBIDDEN.**

For questions or concerns please contact the Dean of Student Engagement & Support Services at (423) 697-4475.

- Student organizations shall be responsible and liable for the conduct and actions of each member of the organization while acting in the capacity of a member or while attending or participating in any activity of the organization.

- No person, group or organization may use the name of the institution or school in any manner provided that registered student organizations may use the name of the institution or school following the name of the organization. No person, group or organization may use the seal of any symbol of the institution or school without the prior written approval of the president of the institution or the director of the school, or his or her designee.

## ■ PROGRAMS AND ACTIVITIES

The use of any campus property or buildings by an organization shall be subject to the rules and regulations of the Board and the institution or school concerning use of property and facilities. All organizations registered pursuant to this policy shall be an "affiliated organization" for the purposes of any Board, institutional, or school policies concerning use of campus prop-

erty and facilities. (Reference Policy No. 3:02:02:00) Except for routine meetings of the organization, no on-campus program or activity shall be engaged in unless approved by the designated bodies and/or officials of the institution or school and each institution and school may require proper approval for off-campus programs and activities. Prior to approval, the institution or school may require a specified number of officials or security officers for any event, activity or program. Any fund-raising activity on campus shall be for the benefit of the organization as a whole or a charity, and no funds shall be distributed to the officers or members of an organization for personal profit or gain. No guest speaker shall be invited to the campus except pursuant to policies of the Board and the institution or school concerning guest or off-campus speakers. (Reference Policy No. 3:01:10:00)

## COLLEGE-SPONSORED ORGANIZATIONS

### ■ LEAD INVOLVEMENT TEAM (LIT): 423.697.2482

All students are welcomed to participate in the Activities Programming Board to design, publicize and facilitate special events and activities for the campus. The APB works to provide entertainment and programming for a very diverse student population. This student board is responsible for a yearly program that includes amphitheater events, trips, workshops, speakers and entertainment that will enhance the educational experience of every Chattanooga State student. Students who are willing to use their imagination, talents and abilities for the benefit of all Chattanooga State students are always welcome.

### ■ B.O.S.S.: IMC 124 • 423.697.2471

The Building Outstanding Service Scholars Program (BOSS) located in the Student Support Center is a co-curricular high

impact educational program designed to assist students in the transition from high school to college in a supportive and familiar environment. Since 2012, BOSS has worked with students to foster academic and social preparedness while attending Chattanooga State Community College and beyond. Participating in the BOSS program provides:

- **Individualized Guidance:** Assistance in making a smooth transition to college English, math, and cultural geography courses designated specifically for BOSS participants.
- **Tutoring:** One-on-one assistance as well as access through BOSS Program Tutors and Chattanooga State tutoring services in reading, writing, and math.
- **College Campus Visits and Cultural Events:** Tours of four-year colleges & universities and travel domestically

and abroad will broaden horizons and enhance life experiences.

- **Community Service Projects:** Ability for participants to give back to their own high schools and community.
- **Mentoring:** Community leaders and second-year participants mentor first-year participants, encouraging their successful journey toward graduation.

### Who Can Participate?

Building Outstanding Service Scholars are underrepresented students who are enrolled at Chattanooga State Community College and meet any of the following requirements:

- In need of academic support
- Seeking a community of learning and leadership
- A first-generation college student

For additional information, go to: <https://www.chattanoogaastate.edu/boss>

### ■ CHEERLEADERS: 423.697.2482

Cheerleaders are always a source of excitement, enthusiasm and school spirit. We have a squad of dedicated and enthusiastic young women and men who add that extra spice to our sporting events and to the campus. Check with the office of Student Life for tryout dates.

### ■ STUDENT GOVERNMENT ASSOCIATION: 423-697-2507 OR 423.697.4475

The Student Government Association is the means by which students share in the governance of the college. They have the opportunity and responsibility of expressing their ideas in the development and maintenance of college programs. Students are represented on committees and boards that make policies and decisions, which affect all students and the campus as a whole. While working to understand the problems and issues that students experience, new ideas and insights are generated that make Chattanooga State a better college.

### ■ THE COMMUNICATOR: 423.697.2536

The Communicator is the college's student newspaper and is instrumental in providing a forum as well as information for the college community. Join the Chattanooga State newspaper staff and you will have the opportunity to develop your skills in writing, photography, design or business. Student management positions include editor-in-chief, assistant editor, art director, web editor, sports editor and business/advertising manager/distribution.

Student managers gain experience in management, editing, design, marketing, or advertising. Student managers also may earn one semester of credit if their major includes an internship option (which must be pre-approved by the department head.)

All student newspaper staff members are encouraged to take related classes in their area of interest to build experience.

Other benefits include student development opportunities, resume skill building, CMA/ACP national convention, networking opportunities, scholarships to qualified students, student publication competitions, staff recognition and more.

### ■ INTERCOLLEGIATE ATHLETICS

Chattanooga State provides a diversified program of intercollegiate sports that not only enhances playing skills but also provides the opportunity for student athletes to further their educational opportunities. This program is directed by a dedicated athletic administration and coached by qualified personnel. As a member of the Eastern Division of the Tennessee Junior College Athletic Association, Chattanooga State competes at the Division VII level in men and women's basketball, men's baseball and women's fast-pitch softball and women's volleyball. Athletic rules and regulations are in accordance with its governing body, the National

Junior College Athletic Association Team nicknames are “Tigers” and “Lady Tigers” respectively. All teams proudly wear Chattanooga State’s colors, which are royal blue, orange and white. For additional information please contact the athletic department at 423.697.2607.

### ■ IM REC: 423.697.3207

Intramurals, Recreation and Club Sports are designed to encourage lifetime recreational activities, positive lifestyles and broadening experiences to all campus populations, while reaching out to provide positive community recreational relationships.

### ELIGIBILITY

- All students, who, upon registering and paying the student fee shall be eligible for all intramural competition subject to the rules.
- All participants involved in intramural activities will sign and turn in to the intramural coordinator a hold harmless release form before participating. Each student who participates, at any time, participates at his or her own risk, whether or not the release is signed.
- All players must have a current Chattanooga State ID to participate.
- Any team that is found allowing a player to participate on their team who is not a student at Chattanooga State will be disqualified from play for the rest of the season.
- Faculty and staff are eligible and welcome to play on any team.
- NO person may play on more than one team in any given sport at the same time.
- For team events, line-up sheets shall be turned in, listing all names as they appear on the student ID.
- Any player using an assumed name will be barred from play for the remainder of the semester.
- Students who play a varsity sport or have played a varsity sport in college may not participate on an intramural team in that same sport.
- All persons who sign out equipment must have a valid student ID. If items are not returned, a hold will be placed on the student’s account.
- Any faculty and staff can check out equipment. Please be able to supply the equipment check out desk with your name, department, and office number.

## CAMPUS CLUBS & ORGANIZATIONS

By engaging in campus clubs and organizations, students have opportunities to travel and participate in national conferences and other programs. These groups provide students with personal, career, and leadership development as well as possibilities for networking. Chattanooga State is proud of the accomplishments of the many clubs and organizations on campus. Participants and advisors have received state and national awards for their exceptional efforts. Check out ChattSync to see a complete list of campus clubs & organizations and to find out how to get involved:

<https://chattanoogaastate.campuslabs.com/engage>

[chattanoogaastate.edu](http://chattanoogaastate.edu)

### ■ CLUBS AND ORGANIZATIONS GENERAL POLICIES

**Club Advisors:** A requirement to be completed or a level of skill or knowledge

- Organizations must be officially registered by the institution or school.
- No institution or school shall be responsible for injuries or damages to persons or property resulting from the activities of student organizations, or for any debts or liabilities incurred by such organizations.
- No student organization shall deny membership to any person on the basis of age, race, sex, religion, handicap

or national origin, provided that social fraternities and sororities may have sex-restricted membership.

- No student organization or individual shall engage in or condone any form of hazing. Hazing shall include, but is not limited to: any action taken, or situation created intentionally, to produce mental or physical discomfort, embarrassment or ridicule; any form of verbal or physical harassment or abuse; and engaging in public stunts, morally degrading or humiliating behavior or games, whether on or off campus. Excessive demands on a student's time so as to interfere with academic performance are prohibited. Threatening in any manner or form for the purpose of cajoling individuals into secrecy in regard to breaches (planned, threatened, attempted, or perpetrated) of hazing violations also is prohibited.

Hazing activity, which is in violation of any other institution or school regulation such as the misuse of alcohol, drug, school property, etc. is strictly forbidden.

- Student organizations shall be responsible and liable for the conduct and actions of each member of the organization while acting in the capacity of a member or while attending or participating in any activity of the organization.
- No person, group or organization may use the name of the institution or school in any manner provided that registered student organizations may use the name of the institution or school following the name of the organization. No person, group or organization may use the seal of any symbol of the institution or school without the prior written approval of the president of the institution or the director of the school, or his or her designee.

Information and assistance concerning the criteria for registering a new club or

organization can be obtained in the Office of Student Life HPF-180.

#### **04:31:00 CHATTANOOGA STATE AUTHORIZED STUDENT TRAVEL**

TBR Guideline: A-076 - Development and Operation of Off-Campus International Educational Programs (revised pending TBR approval)

**TBR Policy 4:03:03:00** – General Travel

**TBR Policy 4:03:03:50** – Athletic and Other Group Travel

**TBR Policy 2:08:10:00** – Development & Operation of Off Campus International Education

All student travel must comply with Policy 04:31:00, Chattanooga State Authorized Student Travel.

Authorization for travel by student(s), regardless of the destination, shall be approved by the president or director of the institution or his or her designee.

Only authorized travel in accordance with the provisions of this policy and associated procedures is considered sanctioned by the college. College sanctioned student/group travel must be organized and sponsored by a full-time regular employee of Chattanooga State. Authorized travel requires that all appropriate college, state, and/or federal documents be approved prior to departure.

Chattanooga State Community College will assume no liability for unscheduled and/or unauthorized student/group travel. Any student travel required by faculty or staff sponsor and undertaken without compliance with the student/group travel policy and procedures will be considered unauthorized travel and the faculty or sponsor of the travel will be held personally liable in the event of an accident or incident.

Trip leaders/club advisors must have an

understanding of POLICY 04:31:00 and associated procedure.

This policy applies to student travel in conjunction with official college endorsed/ sponsored activities and events. These activities or events may or may not be financially supported by the college.

### **Chattanooga State Policy 04:31:00**

#### **Chattanooga State Travel**

- All travel must be approved by the appropriate designated party
- College-organized travel must be organized and sponsored by full-time employees of Chattanooga State.
- Chattanooga State assumes no liability for unscheduled or unauthorized travel.

This policy governs the following:

- Student Travel for College Organized or Sponsored Events
- Athletics (Policy 4:31:00, 4:03:03:50)
- Instructional field trips (Trips associated with specific courses must be listed in course syllabi. If not, travel form must be submitted.)
- Co-curricular programs
- Grant funded programs
- Student Life activities
- Representing the college at local, regional or national meetings or conferences
- Student travel for registered clubs and organizations
- SGA Club and Organizational Funding (COFC) sponsored travel

This policy and the associated student travel procedures are considered the minimum required for authorized, organized student travel. Departments, classes, and/or student organizations may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of organized student travel. The faculty member or club advisor should submit proposals for such additional standards to the appropriate Academic

Department Dean or the Dean of Student Life and Office of Student Conduct.

All student groups must be accompanied by a faculty member or a college employee regardless of the destination or mode of travel. The designated faculty or staff sponsor is responsible for compliance with this policy.

Student(s) traveling under individual authorization must be approved by the president or his/her designee.

### **I. STUDENT TRAVEL FOR ORGANIZED OR SPONSORED COLLEGE EVENTS**

College organized or sponsored events must be approved by the sponsoring academic/administrative unit's designee prior to registering the event with the Student Life department via the Notification of Student Travel form. All student travel must be registered with Student Life and with the academic area represented by the trip.

Trip advisors must complete the following forms:

1. Notification of Student Travel is mandatory 15 business days prior to the event.
2. Request for Chattanooga State Travel Authorization Form (Dean/Supervisor Signatures included).
3. Student Organization Intent to Travel Form

All students participating in any type of travel must complete the following forms as deemed appropriate for the type of travel:

- ChSCC Student Activity/Event
- Participation
- Authorization of Medical Care
- Activity/Conference Delegate Contract
- Automobile Driver Release
- Automobile Passenger Release
- Code of Conduct Acknowledgement Form

**Forms are located in ChattSync. Anyone traveling with Chattanooga State must sign in to ChattSync in order to gain eligibility and access to trip forms.**

The following link will connect you to our ChattSync website: <https://chattanooga.gastate.campuslabs.com/engage>

Registered student clubs and organizations must comply with policies governing college organized or sponsored events as outlined in this policy.

Clubs and organizations seeking funding from the Chattanooga State Student Government Association (SGA) or the International Fee must also follow SGA Club and Organizations Funding guidelines and International Fee funding guidelines.

## II. COLLEGE REGULATIONS:

### A. Advisor/Sponsor Responsibility

It is the responsibility of the trip leader/ advisor for the organized student/ group travel to assure compliance with this policy and associated procedures; including instances of individual student travel. The sponsor must advise students of rules and regulations regarding conduct during the trip, such as, but not limited to the following:

- Trip leaders must receive safety and emergency checklist and training. Emergency check list will be a part of the training. Travel Checklist will be kept on file in the Student Life Office.
- Form Completion
- Knowledge of Student Code of Conduct
- Sexual Misconduct Policy
- Travel Policy
- Campus Contacts
- Establish orientation guidelines
- Financial responsibility for purchases or damages incurred
- Safety considerations
- Conduct and discipline issues
- Emergency response plan

Students will be subject to enforcement of the Chattanooga State Community College Student Code of Conduct and local, state, and federal laws at all times while traveling. The sponsor must report any disciplinary issues to the Dean

of Student Life and the Office of Student Conduct immediately.

### B. Modes of Travel

Various modes of transportation may be required for student/group travel. Each mode of transportation requires that common and mode-specific safety precautions (e.g. seatbelts in use) be used at all times. In addition to following applicable local, state and federal laws and using sound judgment when traveling, students and college personnel must follow the procedures associated with this policy according to the specific mode of travel involved. Travel conditions must be considered prior to departure on any travel involving students.

1. Vehicles Owned, Leased, Rented or Borrowed by the College. All drivers operating College owned, rented, leased or borrowed vehicles as part of organized student/group travel must:
  - a. be a full or part-time faculty or staff member (including temporary employees)
  - b. possess a valid Tennessee or other state driver's license,
  - c. be approved in accordance with the policy and procedures. If an individual who meets the above criteria has any driving offense occur after receiving approval to drive, the offense must be reported immediately.
2. The driver and all passengers must complete a Automobile Driver/Passenger Hold Harmless Release form when driving or being transported in a privately-owned vehicle. The owner, driver and passengers of private cars assume liability in the event of accidents.
3. Commercial Travel. Students traveling by commercial transportation, whether domestic or international, must comply with all laws regulating travel and the rules of the specific carrier.

### C. Safety Requirements

Drivers and passengers must act responsibly and use sound judgment when traveling. Further, drivers must:

1. Obey all traffic laws and regulations, including posted speed limits.
2. Not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons as indicated in the Code of Conduct.
3. Wear seat belts at all times. The number of occupants in the vehicle must not exceed the number of seat belts.
4. Not exceed the vehicle manufacturer's recommended load capacity (see owner manuals for specific instructions.)
5. Avoid distracting or aggressive behavior.

### III. STUDENT INTERNATIONAL TRAVEL

For more information about international travel, please contact the Director of Multicultural and International Student Services, Mary Knaff at (423) 697-3371 or by email at [mary.knaff@chattanoogaastate.edu](mailto:mary.knaff@chattanoogaastate.edu).

### IN AN EMERGENCY

Please call 911 when in danger or if injuries occur to participants or others.

Others to contact:

- Campus Police 423.697.4467, 423. 595.3651
- Dean of Student Engagement & Support Services 423.697.4475, 423.994.5500
- VP of Student Affairs 423.697.4423

# GENERAL CAMPUS POLICIES

## CAMPUS POLICIES & REGULATIONS

### ■ ABOUT POLICY-MAKING AND THE STUDENT

Student representation is available at all levels of Chattanooga State's decision-making process. Chattanooga State students may participate in decision-making through the Student Government Association, by representation on standing college policy-making committees and advisory committees. A member of the Student Government Association serves on the President's Executive Staff which includes a representative from each constituent council of the college. The Executive Staff reviews and approves college policies and guidelines. The president conducts student focus groups on a regular basis in order to solicit direct input from a representative number of the student body. Suggestion boxes are located throughout the college community to allow students an opportunity for input. Student-sponsored open forums with college administrators are held to discuss concerns and share information.

### ■ ABOUT STUDENTS' RIGHTS

Chattanooga State seeks to maintain an environment where students have the protected rights listed below.

### ■ ACTIVITY PERIODS

1. Activity periods are set by the college to foster student leadership and governance through participation in a wide variety of student clubs and organizations offered by the college.
2. Student Affairs, in collaboration with the office of the Vice President of Academic Affairs, determines two activity periods to be scheduled each semester. The activity periods will be offered during the course of the regular school day in order to involve as many students as possible. Involvement in clubs and organizations is used as a retention measure.

### ■ GRIEVANCE PROCESS

Students have access to established procedures for respectfully presenting and addressing their concerns/complaints to the college. Students who are concerned that their rights have been violated should contact The Office of Student Conduct staff in HPF-106 or 107 (423.697.3276, 423.697.3390).

- Expression — Students can freely examine and exchange diverse ideas in an orderly manner inside and outside the classroom.
- Association — Students can associate freely with other individuals, groups of individuals and organizations for purposes which do not infringe on the rights of others.
- Freedom from Discrimination — Students can expect to participate fully in the college community without discrimination as defined by federal and state law and college regulations.
- Safe Environment — Students can function in their daily activities without unreasonable concerns for personal safety.
- Discipline — Students can expect discipline to be implemented through established procedures of due process for the adjudication of charges, and the opportunity for continued college involvement (as appropriate) until the charges are resolved.

- Privacy — Students are free of unreasonable intrusions into personal records and/or matters relevant to identity, living space and well-being.
- High Quality Resources — Students have access to high quality resources, which support intellectual and social development.
- Counseling — Students have access to support in managing personal adjustments, understanding self and others, career planning and personal decision making.
- Learning Beyond Formal Instruction — Students have access to a variety of activities beyond the classroom which support intellectual and personal development.
- Education — Students have access to excellent faculty, academic technology, classrooms, libraries, presentations and other resources necessary for the learning process.
- Personal Growth — Students interact and learn in a campus setting that fosters personal growth.
- Participation in Community Affairs — Students have opportunities and encouragement to participate in matters affecting the local community.
- College Governance — Students can participate in the governance of the college. These opportunities include but are not limited to the Student Government Association, allocations of student activity fees, and membership on college and school committees and organizations.
- Prompt Responses from Administration — Students have the right to expect prompt and courteous responses from the College's academic and administrative departments.
- Academic and Administrative Policies — Students can expect academic and administrative policies that support intellectual inquiry, learning and growth.

### ■ STUDENT COMPLAINTS

If a student feels s/he has not received fair treatment or if s/he has a complaint regarding another student, a faculty or staff member or some situation or condition of the college, guidelines for filing a written complaint are available in the Office of Student Conduct. Students are informed about available resources for filing a complaint during new Student Orientation, in the Chattanooga State Student Handbook, and on the college's website (Complaint Forms and Complaint Procedures are available in the Office of Student Conduct).

Within five working days from the action or condition, giving rise to the complaint, the complainant should first seek resolution of the grievance through an appointment with the relevant individual, department or office. If the problem has not been resolved within five working days, after this appointment, the Office of Student Conduct or his / her designee will meet with the complainant and begin the complaint process. Fair and prompt consideration shall be given to all complaints in accordance with the procedures available. Every attempt will be made to resolve the complaint at the lowest possible level.

Requests for information and resolution will be made by the Office of Student Conduct or his/her designee to the appropriate academic department heads or to other involved or appropriate parties. If the complaint involves alleged discrimination or harassment, the student will follow the guidelines for lodging a harassment or discrimination complaint. Students can report these incidents to the Office of Student Conduct and the appropriate procedures will be followed.

Learn more at <http://catalog.chattanoogaastate.edu/content.php?catoid=5&navoid=295>

## ■ BULLETIN BOARDS, SIGNS AND POSTERS

- Generally only signs and posters of faculty, staff and students will be allowed.
- All materials posted must be approved and stamped by Student Affairs. Student Activities (HPF-180) will have this responsibility. Signs will be removed if not stamped. Student Services, custodial, and administrative personnel may remove signs posted on windows, doors, etc. or in areas other than those designated.
- Only a two-week posting period will be allowed.
- No signs should be placed on windows and doors unless prior approval has been granted.
- Designated bulletin boards are in most campus buildings. A list of designated bulletin boards is available in HPF 177. See Facilities Usage Policy 5:14:01 Section 1.10
- Students may also place classified ads in the student newspaper.
- Flyers and promotional materials must not be placed on vehicles unless permission is granted by the Dean of Student Life and the Office of Student Conduct.

## ■ CLAIMS AGAINST THE STATE OF TENNESSEE

Students who believe they have a claim against the State of Tennessee should contact the Public Safety Office for information on processing a claim.

## ■ FREEDOM OF SPEECH AND EXPRESSION

### PURPOSE

This policy reflects the commitment of Chattanooga State to freedom of speech and expression for all students and all faculty.

### DEFINITIONS

- **Constitutional time, place, and manner restrictions** means restrictions on the time, place, and manner of free speech that do not violate the First Amendment to the United States Constitution or Article I, Section 19 of the Tennessee Constitution that are reasonable, content- and viewpoint-neutral, narrowly tailored to satisfy a significant institutional interest, and leave open ample alternative channels for the communication of the information or message to its intended audience
- **Faculty or faculty member** means any person, whether or not the person is compensated by a public institution of higher education, and regardless of political affiliation, who is tasked with providing scholarship, academic research, or teaching. For purposes of this part, the term "faculty" shall include tenured and non-tenured professors, adjunct professors, visiting professors, lecturers, graduate student instructors, and those in comparable positions, however titled. For purposes of this part, the term "faculty" shall not include persons whose primary responsibilities are administrative or managerial.
- **Free speech** means speech, expression, or assemblies protected by the First Amendment to the United States Constitution or Article I, Section 19 of the Tennessee Constitution, verbal or written, including, but not limited to, all forms of peaceful assembly, protests, demonstrations, rallies, vigils, marches, public speaking, distribution of printed materials, carrying signs, displays, or circulating petitions. "Free speech" does not include the promotion, sale, or distribution of any product or service.

**STUDENT MEANS:**

1. an individual currently enrolled in a course of study at Chattanooga State; and
2. an organization that is comprised entirely of individuals currently enrolled in a course of study at Chattanooga State.

**POLICY****• General Principals**

1. Students have a fundamental constitutional right to free speech.
2. Chattanooga State is committed to giving students the broadest possible latitude to speak, write, listen, challenge, learn, and discuss any issue, subject to constitutional time, place, and manner restrictions.
3. Chattanooga State is committed to maintaining a campus as a marketplace of ideas for all students and all faculty in which the free exchange of ideas is not to be suppressed because the ideas put forth are thought by some or even by most members of the institution's community to be offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.
4. It is for Chattanooga State's individual students and faculty to make judgments about ideas for themselves, and to act on those judgments not by seeking to suppress free speech, but by openly and vigorously contesting the ideas that they oppose.
5. It is not the proper role of Chattanooga State to attempt to shield individuals from free speech, including ideas and opinions they find offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed.
6. Although the College greatly values civility and mutual respect, concerns about civility and mutual respect shall never be used by Chattanooga State as a justification for closing off the discussion of ideas, however offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed those ideas may be to some students or faculty.
7. Although all students and all faculty are free to state their own views about and contest the views expressed on campus, and to state their own views about and contest speakers who are invited to express their views on Chattanooga State's campus, they may not substantially obstruct or otherwise substantially interfere with the freedom of others to express views they reject or even loathe. To this end, Chattanooga State will promote a lively and fearless freedom of debate and deliberation and protect that freedom.
8. Through shared governance with its faculty, Chattanooga State may determine for itself on academic grounds who may teach, what may be taught, how it may be taught and graded, and who may be admitted to the College as a student.
9. Chattanooga State is committed to providing an atmosphere that is most conducive to speculation, experimentation, and creation by all students and all faculty, who shall always remain free to inquire, to study and to evaluate, and to gain new understanding.

10. The primary responsibility of faculty is to engage an honest, courageous, and persistent effort to search out and communicate the truth that lies in the areas of their competence.
11. Although faculty are free in the classroom to discuss subjects within areas of their competence, faculty shall be cautious in expressing personal views in the classroom and shall be careful not to introduce controversial matters that have no relationship to the subject taught, and especially matters in which they have no special competence or training and in which, therefore, faculty's views cannot claim the authority accorded statements they make about subjects within areas of their competence; provided, that no faculty will face adverse employment action for classroom speech, unless it is not reasonably germane to the subject matter of the class as broadly construed, and comprises a substantial portion of classroom instruction.
12. Chattanooga State will maintain the generally accessible, open, outdoor areas of its campus as traditional public forums for free speech by students. This does not mean that those areas will be equally available to non-students.
13. Chattanooga State will not confine students' free speech to certain areas of the campus, sometimes known as "free speech zones," or otherwise create policies implying that students' free speech is restricted to particular areas of campus.
14. Chattanooga State will not deny student activity fee funding to a student organization based on the viewpoints that the student organization advocates.
15. Chattanooga State will not establish permitting requirements that prohibit spontaneous outdoor assemblies or outdoor distribution of literature, although the College may maintain a policy that grants members of the college or university community the right to reserve certain outdoor spaces in advance.
16. Chattanooga State will not charge students security fees based on the content of their speech, the content of the speech of guest speakers invited by students, or the anticipated reaction or opposition of listeners to speech.
17. Chattanooga State will allow all students and all faculty to invite guest speakers to campus to engage in free speech regardless of the views of guest speakers.
18. Chattanooga State will not dis-invite a speaker invited by a student, student organization, or faculty member because the speaker's anticipated speech may be considered offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed by students, faculty, administrators, government officials, or members of the public.
19. Students do not have the right to disrupt previously scheduled or reserved activities occurring in a traditional public forum.
20. Chattanooga State is not required to fund costs associated with student speech or expression.

## PUBLICATION OF POLICY

- **This policy shall be:**
  1. Published annually in the Chattanooga State's student handbook and faculty handbook;
  2. Made available to students and faculty by way of a prominent notice on the Chattanooga State internet site other than through the electronic publication of the policy in the student handbook and faculty handbook;

3. Sent annually to students and employees to their institutionally-provided email address; and
4. Addressed by Chattanooga State in orientation programs for new students and new faculty.

Statutes: T.C.A. § 49-7-24 The Campus Free Speech Protection Act

TBR Policy: 1:03:02:60 Freedom of Speech and Expression

## ■ DRESS CODE

Students are expected to use good judgment in considering appropriate dress on campus. They should dress in a manner appropriate to their position as college students preparing for professional and career employment.

## ■ DRUG-FREE CAMPUS POLICY

It is the policy of Chattanooga State that the unlawful manufacture, distribution, possession or use of alcohol and illicit drugs on the Chattanooga State campus, on property owned or controlled by Chattanooga State or as part of any activity of Chattanooga State is strictly prohibited. All employees and students are subject to applicable federal, state and local laws related to this matter. Any violation of this policy will result in disciplinary actions. Appropriate legal sanction may apply.

## INSTITUTIONAL/SCHOOL SANCTIONS

Chattanooga State will impose the appropriate sanction(s) on any employee or student who fails to comply with the terms of the drug-free campus 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 heads/supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Possible disciplinary sanctions for failure to comply with this policy, including failure to notify of conviction, may include one or more of the following: letter of warning, probation, suspension, termination, mandatory participation in and satisfactory completion of a drug/alcohol abuse program or rehabilitation program or referral for prosecution.
- Students: Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following: warning, reprimand, probation, suspension, expulsion or mandatory participation in and satisfactory completion of a drug/alcohol abuse program or rehabilitation program or referral for prosecution.

Counseling serves as a referral source for specialized support groups such as:

- Alcoholics Anonymous (AA)
- Adult Children of Alcoholics (ACOA)/AL-ANON
- Overeaters Anonymous (OA)
- Narcotics Anonymous (NA)

## PARENTAL NOTIFICATION

The parent or guardian of students under the age of 21 can be notified when those students have been found responsible for alcohol and drug related offenses. In addition, parents or guardians may be notified when a student's health or safety has been threatened.

## ■ IMMUNIZATION RULE

Immunizations – The College is required to provide new students with information concerning various immunizations. A health history form must be completed before registration is allowed. For students under the age of 18, the form is available in the Enrollment Services office or online. For students 18 years of age or older, the waiver is completed online at the time of registration.

Contact Admissions for more information at 423.697.4401.

## ■ INCLEMENT WEATHER

In general, the College will stay open as long as it is safe to do so. In the event of inclement weather, the College will notify radio and television stations if the College will close or delay opening. Also, closing and delay information is posted on the College website, College Facebook page, and College Twitter feed. In addition, TigerAlert messages are sent to employee and student cellphones via a text (only those that are signed up for TigerAlerts) and to employee and student emails. Unless otherwise stated, any closing or delay applies to all College locations.

Sometimes, weather will delay the opening of College but not close the College. In those instances, announcements and alerts will go out that the College will open at a specific time. Employees and students will be allowed on campus 30 minutes prior to the stated opening time. For example, if an announcement is made that the campus opens at 10:00 a.m., employees and students can begin arriving at 9:30 a.m. to prepare for classes, meeting and offices opening at 10:00 a.m. Whatever class is normally scheduled to meet at the time that the College opens will be the class that faculty and students attend.

We stress the importance of safety during times of inclement weather. If employees and students determine that it is not safe for them to travel while the College is open, please do not travel.

Students unable to attend class must reach out to their instructors as soon as feasible to arrange make up work and they are encouraged to check their eLearn class websites for additional messages from their instructors.

The College uses the TigerAlert system to notify employees and students via email and/or text messaging concerning weather alerts, College closings and delays, and incident alerts.

## ■ PARKING DECALS

Employees' and students' vehicles must have parking decals displayed while on campus. To obtain a parking decal, individuals should first register for one at

<https://www.chattanoogaastate.edu/parking-decal-registration>

Decals are available for pick-up in the Bursar's Office (Student Center, Room 140).

## ■ PETS ON CAMPUS POLICY

Pets of any kind are not permitted in any of the college buildings for reasons of safety, health and for the purpose of maintaining an educational environment that is free from disruptions. Service animals are permitted in all areas of campus and in related

off-campus facilities except where the health and safety of the animal may be compromised or where the surrounding environment may be compromised by the animal's presence (i.e., a sterile clinical setting). Persons who require service animals may want to contact the office of Disabilities Support Services if accommodations for classes and other campus activities are needed.

### ■ **SMOKING AND TOBACCO USE POLICY (11:01:00)**

Chattanooga State Community College recognizes the increasing weight of scientific evidence that smoking is harmful not only to the “active” smoker but also to the “passive” smoker who is exposed to others’ smoke. Smoking is defined as the lighting or carrying of a lighted cigarette, cigar, pipe, or similar device, such as, an electronic smoking device. Electronic smoking device is defined as an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe or tobacco alternative vaporizing/ vapor producing device. The use of mouth tobacco (e.g. dipping, chewing, etc.) is also prohibited.

Smoking or use of tobacco products, as described above, is prohibited in any buildings, on all grounds, and in all open air areas owned or leased by the college. Additionally, smoking or use of tobacco products will not be allowed in any college owned or leased vehicles. Smoking and use of tobacco products are permitted in a personal vehicle legally parked in college parking areas. Smoke and tobacco usage must be confined within the vehicle.

Chattanooga State is not requiring faculty, staff and students to quit using tobacco products; however, we do expect the policy to be followed while on Chattanooga State property, and we are offering support to our students and employees who wish to stop using prohibited products.

The policy applies to all campuses and to the entire college community, including employees, students, and visitors. Members of the campus community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage a culture of compliance. Campus Police will also be responsible for reminding any faculty, staff, student or visitor who is using tobacco on College property about the College’s Tobacco-Free Policy. Campus Police may also ask to see identification of faculty, staff, students and visitors, and complete an incident report for anyone who is found violating the College’s policy. Incident reports for students will be sent to the Dean of Student Engagement & Support Services and the Office of Student Conduct for processing through the student disciplinary procedures. Reports for employees will be sent to Human Resources for processing through the employee disciplinary process.

### **CAMPUS AWARENESS PLAN**

The policy shall be published in the college catalog, student handbook, and the policies and procedures manual. Periodic notices shall be placed in other college publications.

Flyers will be posted on all bulletin boards and e-mail notices will be sent each semester, which will inform college visitors as well as students, staff, and faculty of the College’s position on this issue.

## ■ STUDENT FEDERAL FINANCIAL AID REFUND, WITHDRAWAL, AND REPAYMENT POLICIES

Please see the Financial Aid website at <http://www.chattanoogaastate.edu/financial/financial-aid/withdrawal-repayment-policy.html>

## ■ STUDENT IDENTIFICATION CARDS

All students are required to have a current Chattanooga State Student Identification Card. ID cards must be presented in order to check out library books and to gain admission to various student activities. Students must present their tuition payment or financial aid confirmation number and a valid driver's license or other government-issued photo ID. Student ID cards must be updated each semester.

Requirements to obtain your ID:

- Must have confirmed classes or proof of payment
- Government-issued photo ID, e.g. valid driver's license, valid state photo ID, current passport
- \$2 replacement fee for lost or stolen cards (pay replacement fee at Bursar's Office)

Student IDs are issued in the Student Life Office, HPF-180. Office hours are Monday-Thursday 8:00a-5:30p and Friday 8:00a-4:30p.

If unable to obtain a student ID during office hours, contact the Student Life office at [studentlife@chattanoogaastate.edu](mailto:studentlife@chattanoogaastate.edu) or call 423.697.2482 or 423.697.2618.

## ■ STUDENT RIGHTS

Chattanooga State Community College is a community of scholars where the ideals of freedom of inquiry, freedom of thought, freedom of expression and freedom of the individual are valued and sustained. Chattanooga State is committed to supporting the exercise of any right guaranteed by the Constitution and the State of Tennessee. This commitment also includes educating students, faculty and staff about these rights and responsibilities. The legal authority for Chattanooga State policy regarding student disciplinary rules can be found in the U.S. Constitution, as well as the Tennessee Code Annotated, Section 49-8-203. A more in-depth description of the disciplinary rules can be found on the Office of Student Conduct website.

## ■ STUDENT RIGHT-TO-KNOW POLICY

The Student Right-To-Know Act 34 CFR 668.41, requires all institutions who participate in financial assistance programs under Title IV of the Higher Education Act of 1965, and who award athletically-related financial aid to publish the freshmen rate of athletically-related financial aid and the graduation rate or completion rate for all first-time, full-time, degree, or certificate-seeking freshmen who entered college by fall of 1996 and subsequent years. This information is available upon request from the Vice President for Student Affairs Office.

## ■ THEFT OF STUDENT PROPERTY

Chattanooga State cannot assume responsibility for loss, theft or damage of students' property. Students are encouraged to report any loss of property or theft to the Campus Police.

## ■ FACILITIES AND PROPERTIES USAGE (05:14:01)

Chattanooga State Community College regulates the use of its campus property and facilities in order to be consistent with the College's and educational purpose through the implementation of reasonable, content/viewpoint neutral regulations. This policy has been developed in compliance with the Tennessee Board of Regents (TBR) policy and shall be implemented and construed so as to ensure no undue disruption of that mission, promote an educational atmosphere on campus; prevent commercial exploitation of students; and prevent use of campus property and facilities contrary to federal, state or local law, regulation, or the rules and policies. In establishing this policy, Chattanooga State recognizes the importance to the educational process and environment for persons affiliated with the College including officially recognized student organizations and other groups to have reasonable access to, and use of, the educational facilities on campus, to hear various views. Simultaneously, Chattanooga State also makes clear that its facilities are not open public forums, but are instead intended solely for use consistent with the advancement and orderly administration of its educational mission for the benefit of its students, staff, and affiliated entities. As such, Chattanooga State does not ordinarily make its buildings or other facilities available to outside individuals or outside groups. Exceptions may be made only if the proposed use is consistent with this policy. Priority for the use of college facilities and property is in the following order: 1) credit and non-credit classes and programs, 2) college-sponsored activities, 3) all other requests for usage.

The use of certain Chattanooga State Community College facilities by non-affiliated entities/individuals is allowed as prescribed in this policy and in Tennessee Board of Regents (TBR) Policy No.1 :03:02:50, TBR Policy No. 1:03:02:10 and TBR Guideline B-026.

<http://catalog.chattanoogastate.edu/content.php?catoid=5&navoid=5521>

*For more information and to obtain a facilities usage form, contact the Director of Environmental Safety at 423.697.3102*

## ■ VISITORS AND GUEST SPEAKERS

Regents Policy 1:03:02:50, Chattanooga State policies 03:30:00 and 05:14:01. The campus and facilities of the college are restricted to students, faculty, staff, guests and invitees of the college, except when part or all of the campus, its buildings and facilities are open to the general public for a designated time and purpose. Relatives and other guests not on official business are discouraged from attending classes. Any guest invited by a faculty or staff member must be approved by the faculty or staff member's supervisor. Any guest invited to the campus by an officially recognized student club or organization shall be approved by the organization's faculty advisor and cleared through the Vice President for Student Affairs before the invitation is extended.

## CHILDREN ON CAMPUS:

The college is concerned about the safety and well-being of children and therefore prohibits them from accompanying adults into classrooms, offices or other workspaces as a baby-sitting function. Further, the college does not assume responsibility for unsupervised children. In the event an unsupervised child is discovered in a Chattanooga State facility, immediate contact will be made with the person responsible for the child's presence.

# STUDENT PRIVACY RIGHTS & STUDENT RECORDS

## PRIVACY RIGHTS & STUDENT RECORDS

### ■ STUDENT RECORDS

#### DEFINITIONS

**Educational Records** — Those records, files, documents and other materials which

1. contain information directly related to a student, and
2. are maintained by Chattanooga State or by a person acting for the college.

Educational records do not include:

1. personal notes
2. records available only to law enforcement personnel
3. employment records

**“Student”** — Any person who is or has been enrolled at Chattanooga State.

**Directory Information** — The following information is directory information at Chattanooga State: student's name, address, email address, date of birth, grade level, dates of attendance, and degrees and awards received. The college reserves the right to release directory information without the student's consent. You may refuse to allow disclosure of designated directory information, to anyone other than a person defined as a school official, by submitting your written request to the Records Office.

**Access** — To have access to an educational record is to be allowed to see the electronic record. It also implies the right to obtain copies of that record.

#### RELEASE OF PERSONALLY IDENTIFIABLE STUDENT EDUCATION RECORDS

Chattanooga State shall not permit access to or the release of any information in the educational records of any student that is personally identifiable, other than directory information, without the written consent of the student, to any party other than the following:

- Chattanooga State officials and staff who have legitimate educational interests, including the support of honor societies and academic excellence.
- Officials of schools in which the student seeks admission.
- Appropriate persons in connection with a student's application for, or receipt of, Financial Aid.
- Federal or State officials as defined in paragraph 99.31 of the regulations concerning this law.
- State and local officials authorized by state statutes.
- Organizations or persons conducting studies for, or on behalf of, Chattanooga State for the purpose of assisting in accomplishing the college's stated goals, when such information will be used by such organizations or persons and subsequently destroyed when no longer needed for the intended purpose.
- Accrediting organizations, to carry out their functions.
- In compliance with judicial order or subpoena, providing that student is notified in advance of the compliance.

- Appropriate persons in connection with an emergency of such knowledge as necessary to protect the health and safety of a student or other persons.

*Note: With the exception of Chattanooga State officials and staff who have been determined by the college to have legitimate educational interests, all individuals and agencies that have requested or obtained access to a student's record will be noted in record which is kept with each student's educational record. A request must be in writing and state the purpose of the request. This record will also indicate specifically the legitimate interest that the person or agency had in obtaining the information. (The form for Directory Information Authorization, Academic Information and Authorization to Withhold Directory Information is located within the Student Handbook.*

## PROCEDURE FOR ACCESSING EDUCATIONAL RECORDS

The student requests the custodian to allow him/her to pursue the educational record. The student may ask for an explanation and/or a copy of the given educational record. After consultation with the custodian, the custodian may correct errors at that time. Thereafter, if the student believes the record to be accurate in content, he should acknowledge with his signature and the date. If the student believes the record content to be inaccurate, he then may submit a request for an informal hearing before the Academic Appeals Committee. The request and the challenge must be presented in writing to the Records Office, which will request a meeting of the Academic Appeals Committee. Students may view records using TigerWeb Self-Service, the college's electronic student information system.

The Academic Appeals Committee Chairperson will acknowledge receipt of the challenge and notify the student of time and place for the first meeting convenient to the student. The Academic Appeals Committee will convene with the student within forty-five (45) days from the date of the request allowing the student to present relevant evidence, and allowing the student to be represented by an individual of his/her choice at his/her own expense, including an attorney if so desired. The student will be afforded all of his/her rights under Due Process as delineated in the student handbook. The decision rendered by the Academic Appeals Committee shall be based solely upon the evidence presented at the hearing. The decision must include a summary of the evidence and reasons for the committee's decision.

Note: This procedure does not provide for a hearing to contest an academic grade.

## RIGHT OF ACCESS

### DOES NOT INCLUDE:

- Financial records of parents or any information therein.
- Confidential letters and statements of recommendation which were placed in the educational records prior to January 1, 1975.
- Records to which access has been waived by the student. (This applies only if a student, upon request, is notified of the names of all persons making confidential recommendations and if such recommendations are used solely for the purpose they were intended.)

## EDUCATIONAL RECORDS RETENTION/DESTRUCTION

Educational records may be destroyed except that a student shall be granted access prior to destruction if such is requested.

Note: Class registration documents are retained for one academic year.

## **COMPLAINTS**

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Chattanooga State to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

**Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605**

## GENERAL SAFETY & CIVILITY

### COMMUNITY VALUES STATEMENT

The staff, faculty and students of Chattanooga State face the numerous challenges of working, learning and living in a community where ideas and thoughts are shared freely, where open discussion is encouraged and where respect and tolerance for others who may think, act or look different form the basis for all learning. To ensure a healthy community at Chattanooga State, we affirm that every person:

- Be allowed to work, learn and live in a safe, caring environment.
- Learn about, understand, appreciate and respect varied cultures.
- Matters—regardless of values, beliefs and behaviors.
- Be respected and treated with dignity and civility.
- Continue to share responsibility for the success of everyone at Chattanooga State.

## BEHAVIORAL INTERVENTION TEAM (BIT)

### SEE SOMETHING, HEAR SOMETHING? SAY SOMETHING!

Chattanooga State Community College's Behavior Intervention Team (BIT) is a multidisciplinary team that engages in proactive and collaborative approaches to detect patterns, trends, and disturbances in individual or group behavior. Upon assessment, the BIT makes recommendations to mitigate associated risk via an established protocol. The safety of the campus community is a responsibility shared by the BIT and all members of the campus. Anyone who feels that an incident or an individual's behavior is concerning can make a referral to BIT. Always call 911 or Campus Police (423-697-4467) in case of an immediate threat or emergency. Likewise, students may also need to be directed to the counseling office (IMC-124, 423-697-4483) if you believe them to be in immediate emotional distress. Persons who are acting in a manner not in compliance with campus policies or the Student Code of Conduct should be referred to Willie Thomas, Director of the Office of Student Conduct (423-697-3276).

**TO REPORT A SITUATION OR PERSON OF CONCERN DIRECTLY TO BIT, CONTACT: [HTTPS://WWW.CHATTANOOGASTATE.EDU/HOW-DO-I-REPORT](https://www.chattanoogastate.edu/how-do-i-report)**

Sandy Rutter, Dean, Student Engagement &

Support Services .....423-697-4475

Willie Thomas, Director, Office of Student Conduct.....423-697-3276

# STUDENT CODE OF CONDUCT

## ■ STUDENT DISCIPLINARY RULES

REPORT ALL VIOLATIONS TO: Office of Student Conduct

Office Responsible: Vice President for Student Affairs

**Part 1 Institution Policy Statement**

**Part 2 Disciplinary Offenses**

**Part 3 Academic and Classroom Misconduct**

**Part 4 Disciplinary Sanctions**

**Part 5 Traffic and Parking**

**Part 6 Disciplinary Procedures**

## PART 1: CHATTANOOGA STATE POLICY STATEMENT: STUDENT CODE OF CONDUCT

- The exercise and preservation of student freedoms and rights require a respect for the rights of all in the community. Students enrolled in Chattanooga State assume an obligation to conduct themselves in a manner that is civil and compatible with the College's function as an educational institution. All students and student organizations are expected to maintain a high standard of conduct both on and off campus. Students at Chattanooga State are part of a community where communication is important. When students are asked to meet with the Vice President for Student Affairs, the Student Judicial Affairs representative, or a judicial hearing board, they are expected to comply in a timely fashion. A student is expected to be solely responsible for his/her actions whether acting individually or in a group.
- Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, Chattanooga State has developed the following policies which are intended to govern student conduct on the several campuses under its jurisdiction. 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 College's pursuit of its educational objectives, the College may enforce its own policies regardless of the status or outcome of any external proceedings instituted by other civil or criminal authorities.
- For the purpose of these provisions, a "student" shall mean any person who is admitted and/or registered for study at Chattanooga State 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. The disciplinary policies also apply to participants in special programs of the College, which include but are not limited to the following programs: AHEAD; Adult Education; Diploma Completion Program; and Continuing Education. 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 College. Finally, "student" shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the regulations governing student conduct. Students are responsible for compliance with the Student Code of Conduct, and with similar College policies at all times.
- Disciplinary action may be taken against a student for violation of the policies which occur on College 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 College sponsored activity or the mission,

processes, and functions of the College. The College may enforce its own regulations regardless of the status or outcome of any external proceedings instituted in any other forum, including any civil or criminal proceeding.

- This policy, 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.
- 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 "educational 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.*

## PART 2: 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 an institution.
- Institutions shall adopt and publish a non-exclusive list, providing notice of offenses for which both individuals and organizations may be subject to disciplinary action.
- The list may include any appropriate offense given the specific needs of the individual institution, subject to prior review and approval by the TBR Offices of General Counsel and Academic Affairs.
- Institutions are pre-authorized to implement any or all of the disciplinary offenses, in the form set forth immediately below, without need for prior review or approval:
  - 1. Threatening or Disruptive Conduct.** Any conduct, or attempted conduct, which poses a threat to the safety of others or where the student's behavior is disruptive of the institution's learning environment.
  - 2. Hazing.** Hazing, as defined in T.C.A. § 49-7-123(a)(1), means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization;
  - 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 an institution 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 an institution,
- c. Any obstruction or delay of a campus security officer, public safety officer, police officer, firefighter, EMT, or any official of an institution, 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;** Any act of theft, misappropriation, or unauthorized possession or sale of College property or any such act against the property of a member of the College community or visitors of the College, including identity theft.
- 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, paint-ball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons. (Refer to Guidance on Firearms on Campus, Exhibit #1);
- 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;
- 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;
- 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;
- 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 Policies.** Any violation of the general policies of the institution 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 conviction of violation of state or federal laws or regulations proscribing conduct or establishing offenses, if a student's violation of such laws or regulations also adversely affects the institutions' pursuit of its educational objectives;
- 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 Misconduct.** Committing any act of sexual misconduct as defined by TBR Policy 6:03:00:00;
- 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), 6:01:00:00, 6:02:00:00, and TBR Guideline P-080;
- 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, with the intent to use or make available for use by others, any key for an institutional facility without proper authorization;

- 26. Litter.** Dispersing litter in any form onto the grounds or facilities of the campus;
- 27. 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;
- 28. 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. Unauthorized peer-to-peer file sharing;
- 29. 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;
- 30. 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;
- 31. Unauthorized Surveillance.** Making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and men's or women's restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means;
- 32. Smoking Violations.** Violation of any TBR and/or institutional smoking or other tobacco use rules or policies.
- 33. Student Identification Cards.** Failure to possess at all times a valid student identification card, and/or failure to surrender ID card to College official upon proper request;

**34. Sirens and Loudspeakers.** Unauthorized use of sirens, loudspeakers, and other sound amplification equipment;

**35. Graffiti.** Damage or defacement of ChSCC property by painting, writing, stenciling, or by any other means of application on such property;

**36. Student on student harassment.** 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.

- Disciplinary action may be taken against a student for violations of the foregoing policies which occur at or in association with enrollment at an institution governed by the State Board of Regents 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 student leaves the institution, including 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.*

### PART 3: 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 general rules and policies 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 the institution.
- Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures, the instructor has the authority to assign an appropriate grade for the exercise or examination, proportional to the nature and extent of academic misconduct. Disciplinary sanctions will be imposed only through the appropriate institutional student disciplinary processes.
- Students may appeal a grade assignment associated with a finding of academic misconduct, as distinct from a student disciplinary sanction, through appropriate institutional academic misconduct or grade appeal procedures. Courses may not be dropped pending the final resolution of an allegation of academic misconduct.
- Disruptive behavior in the classroom may be defined as, but not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which 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.

## Academic Misconduct Procedures

- The faculty member who determines that a student has engaged in an act of academic misconduct, violated principles of academic integrity and/or "cheated" in connection with an assignment, test, course taught by the faculty member or an examination proctored by the faculty member, or his or her designee may choose to exercise the disciplinary process as outlined below:
- The instructor should collect all information regarding the situation. Such information may include the student's papers, printed copies of material from a book or website, tests, unauthorized sources or unauthorized devices.
- The faculty member must complete the "Academic Integrity Violation Report." This form can be located in Tiger Web or on the Chattanooga State Website.
- The faculty member shall notify the appropriate department chairperson of the action.
- The faculty member must notify the student and schedule a conference with him or her. During the conference the faculty member will present the student with a copy of the "Academic Integrity Violation Report" form. Supporting documentation of the academic integrity violation should accompany the form. The form must include possible sanctions for the violation.
- The faculty member will discuss the incident as described on the form including the possible sanctions.
- The faculty member will give the student a chance to respond and a written statement from the student will be attached to the form.
- 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."
- The faculty member will explain the student's right to due process. The student will also be given a copy of the Academic Integrity Violation Incident Report, information describing due process rights and the hearing procedures in written format.
- If the student admits violation the student indicates yes on the Academic Integrity violation report form. If the student admits the violation and agrees to the sanctions to be imposed by the faculty member, the violation report form will be filed with the Academic Department head and a copy forwarded to the Academic Integrity Committee Chairperson, the Vice President for Academic Affairs Office, and the Judicial Affairs Office. The report will be kept on file in the office of the Vice President of Academic Affairs and with the Judicial Affairs Office.
- If the student does not accept the faculty member's findings and/or sanctions, he or she may elect a hearing. The student will be referred to the appropriate department to request a hearing.
- To elect a hearing, the student will contact the department head. The student must make the request to the Department head within five (5) days of the conference with the instructor.
- A hearing will be scheduled as promptly as possible, but no sooner than five (5) days after the request for hearing is received.
- The student will be notified of the time, date, and place of the hearing, allowing reasonable time for preparation.
- Failure of the student to appear at a hearing will be treated as a waiver of the right to a hearing.
- The chairman of the Academic Integrity Hearing Committee will conduct the hearing.
- The Academic Integrity charge and documenting information will be presented to the board by the faculty member or his or her designee.
- The student will have the right to present her or his case and the right to be accompanied by an advisor, to call witnesses and to confront witnesses against the student and of the method and time limitations for appeal.

- A majority of the Committee members of the hearing committee must be in agreement in order for a decision to be binding.
- The Committee will render its' decision at the conclusion of the hearing by a majority vote. A copy of the decision will be sent to the student within three business days and a copy will be forwarded to the office of the Vice President for Academic Affairs. The decision will be filed in the office of the Vice President of Academic Affairs and the office of Judicial Affairs.
- The student may appeal the decision of the Academic Integrity Hearing Committee to the Vice President for Academic Affairs within five (5) business days of notification of the decision. Such appeals must be in writing and shall be delivered to the Office of the Vice President for Academic Affairs.
- The Vice President will review the written appeal form from the student which must include the student's basis for the appeal, the record of the academic integrity Hearing Committee, the attached documentation, and other relevant information.
- The Vice President for Academic Affairs will issue a written decision within five (5) business days. The decision of the Vice President for Academic Affairs will be final.

### **The Academic Integrity Hearing Committee**

- The Academic Integrity Hearing Committee is a college-wide standing committee composed of two (2) faculty members, (1) staff member and two (2) students, all appointed by the Vice President of Academic Affairs or his or her designee. Academic Integrity Hearing Committee members will serve staggered terms of three calendar years. If a committee member is not able to serve the three year term, the Vice President of Academic Affairs will appoint a replacement. A majority of the Committee members present for a hearing must be in agreement in order for a decision to be binding on a student.
- In the event that the Committee's decision, requires a grade sanction to be overturned the grade will be adjusted by appropriate administrative action.

Charges not involving academic integrity violations must adhere to judicial processes found in Part 4 and Part 6 of the Chattanooga State Disciplinary Policy document.

- The instructor has primary responsibility for maintenance of academic integrity and control over 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 the institution. The instructor shall report any incident in which he/she finds it necessary to remove a student for one or more class periods to the Office of Judicial Affairs and to the academic department chair. The Judicial Officer will meet with the instructor and with the student to determine the appropriate action before the next class period. If an instructor wishes to remove a student from the classroom for a longer period of time, or permanently, he/she must refer the student to the Office of Judicial Affairs to initiate the disciplinary process. A student can subsequently be removed from the classroom for each additional incident of disruptive conduct. Disruptive conduct is defined as conduct which may include, but is not limited to, intentional interference with the normal classroom procedure or presentation of the instructor or other student(s) and/or interference with another student's right to pursue coursework.

*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.*

## PART 4: DISCIPLINARY SANCTIONS

Upon determination that a student or student organization has violated any of the disciplinary offenses set forth in the Chattanooga State Student Code of Conduct, or the general policies of the College, disciplinary sanctions may be imposed, either singly or in combination, by the Chattanooga State Office of Student Conduct.

### Definition of Sanctions:

- 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 appropriate College official 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 the conduct reflects behavior unacceptable to the College and inconsistent with College rules and policies. Use of a written reprimand is meant to document the occurrence of the behavior and formally advise that any further violation(s) may result in more serious sanctions;
- 4. Service to the College or Community.** A student, or student organization, may be required to donate a specified number of service hours to the College performing reasonable tasks for an appropriate College 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 specified educational or counseling program(s) relevant to the offense, or to prepare a project or report concerning a relevant topic. Participation may be required of the student at his or her own expense.
- 6. Apology.** A student or student organization may be required to apologize to an affected party, either verbally or in writing, for the behavior related to a disciplinary offense;
- 7. Fines.** Penalties in the form of fines may be imposed against a student or student organization whenever the appropriate College 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 College at any event, the ability to participate in Chattanooga State 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 further violation of these regulations while on probationary status or the failure to comply with the terms of the

Student Code of Conduct may result in the imposition of further disciplinary action;

- 10. Suspension.** Suspension is the separation of a student or student organization from the College 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 College. The imposition of this sanction is a permanent bar to the student's admission, or a student or organization's recognition to the College. A student or organization that has been expelled may not enter College property or facilities without obtaining prior approval from an appropriate campus official with knowledge of the expulsion directive;
- 12. Interim Involuntary Withdrawal or Suspension.** As a general rule, the status of a student or student organization accused of violation of TBR regulations, this policy, or institutional policies should not be altered until a final determination has been made in regard to the charges. However, interim involuntary withdrawal or suspension, pending the completion of disciplinary procedures, may be imposed upon a finding by the appropriate institutional official that the conduct, or attempted conduct of the student poses a direct threat to the safety of any other member of the institution, its guests, property, or the student's behavior is materially and substantially disruptive of the institution's learning environment or other campus activities. In any case of interim involuntary withdrawal or suspension, the student, or student organization, shall be given an opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the suspension;
- 13. Revocation of Admission, Degree, or Credential.** Admission to the College and/or a degree awarded from the College may be revoked for serious violations committed by a student prior to beginning classes or prior to graduation;
- 14. Any alternate sanction** deemed necessary and appropriate to address the misconduct at issue;
- 15. Parental Notification.** Pursuant to Tennessee Code Annotated 49-7-1, Chattanooga State Community College is required to notify a parent of a student under the age of 21 if the student has committed a disciplinary violation involving the use or possession of alcohol or a controlled substance that is a violation of any federal, state, or local law, or of any rule or policy of the College, except as prohibited by the Federal Education Rights and Privacy Act (FERPA). In the event of a guilty plea to the applicable code of conduct violation or a final finding of guilt pursuant to disciplinary procedures, including completion of an appeal, notification of parents will be initiated.

The president is authorized, at his or her discretion, to intervene in order to negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

*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. Effective: 6/18/2015*

## PART 5: TRAFFIC AND PARKING

- **General:** Chattanooga State shall adopt College policies governing traffic and parking on their respective campuses.

- **Registration of Automobiles/Permits/Decals:** All student vehicles on campus are required to display a parking decal that is clearly visible through the front windshield. Drivers must register their vehicle during the week of general academic registration or immediately after the vehicle is brought to campus. Students may register for the parking decal at the Bursar's Office. The registration is free with paid college access fees.
- **Parking:** All students, faculty and staff are expected to comply with the traffic/parking policies in force at Chattanooga State. Visitors are expected to abide by posted signs depicting restricted parking locations allocated for college visitors.

PARKING LOCATIONS	
WHITE CURBS	<b>Student Parking.</b> All student parking is marked with either white parking bumpers or white striping. When parking in gravel areas, park your vehicle as close as feasible to the wheel stop. Only one vehicle per bumper is permissible. Areas designated for motorcycles are smaller than standard automobile spaces and are painted with "Motorcycle" on the pavement or parking bumper.
ORANGE CURBS	<b>Faculty/Staff Parking.</b> Reserved for faculty or staff.
LIGHT BLUE CURBS	<b>PARKING FOR DISABLED PERSONS.</b> Disabled/Handicap parking spaces are identified with vertical signs or symbols painted onto the parking space.  All handicap parking spaces on campus are available to vehicles with a valid state-provided handicap license plates or placards.  Any unauthorized vehicle parked in a handicap space, as defined by T.C.A. 55-21-108, shall be subject to the penalty of \$200. The fine for disabled/handicapped parking violations is established by statute and will be adjusted to comply with state law. Spaces are identified with vertical signs or painted symbols onto the parking space.
GREEN CURBS	<b>Visitor Parking.</b> Visitor parking is located in the first row of the Omniplex and Health Science Center parking lots.
YELLOW OR UNPAINTED CURBS	<b>Traffic Lane, No Parking.</b>
RED CURBS	<b>Fire Lane, No Parking.</b>

- **Traffic/Parking Regulations:**

Such violations may include, but are not limited to, all traffic offenses provided under state, county, or municipal ordinance applicable to Chattanooga State campus sites. Violators will be issued a citation. Refusal to pay traffic/parking fines will result in holding of grades and student records until all fines are paid. Motor vehicles blocking entrances, exits, or other cars may be towed at the owner's expense.

1. Decals must be entirely visible through the vehicle front windshield. Where a non-registered vehicle is necessary for a limited time, the student or faculty/staff member must secure a temporary parking permit from the Department of Campus Police in order not to be liable for a fine.
2. Parking is prohibited on any curb, roadway, loading zone, fire lane or reserved area.

3. Parking in gravel or grass islands is a violation.
4. Wheels must be headed into parking bumpers in gravel lots
5. Maximum speed on campus is 15 mph.
6. Many roads on campus are one-way.
7. Motor vehicle accidents on campus must be reported to Campus Police.
8. When a faculty or staff member has need to park overnight on the Chattanooga State parking facilities, he/she should check with Campus Police.
9. Students are allowed to park in Faculty/Staff parking spaces (orange curbs) in the evenings after 5:15 p.m.

• **Fines/Penalties:**

MOVING AND PARKING VIOLATIONS MINIMUM FINE			
Reckless Driving	\$50	Handicap Area	\$200
Running Stop Sign	\$25	Motorcycle Parking	\$15
Speeding	\$15	Parking on Grass or Median	\$30
Other (situational)	\$20	Parking on Red Curb (Fire Lane)	\$50
Unlawful Parking	\$25	Parking on Yellow Curb	\$25
Cafeteria Parking	\$15	Obstruction of Traffic	\$30
Faculty/Staff Parking	\$15	Unregistered Vehicle	\$15
CDC Parking	\$25	Visitor Parking	\$15

• **Ticket Appeals:**

Students who violate campus traffic and parking regulations will receive a written citation. Students may appeal citations pursuant the procedures below.

1. Students may contest the citation by submitting appropriate documentation within a seventy-two (72) hour period (Saturdays and Sundays accepted.)
2. Appeal forms are available in the Campus Police Office.
3. The appeal form must be completed with the proper return address, a copy of the student's parking decal and the ticket in question attached to the appeal form.
4. The appeal and review will be based on the written submission and documentation provided by the student. Review will be conducted by the Chief Justice of the Student Government Association.
5. The Chief Justice will issue a written decision within ten (10) days of the date the appeal is submitted.
6. A copy of the appeal form stating the decision of the Chief Justice will be mailed to the student's address on record. The decision of the Chief Justice is final.
7. Students should retain the copy of the decision in case future questions arise about the disposition of the ticket.
8. Disabled parking violations are governed by state law and are not administered by the college. There is no college appeal process for a disabled parking violation.

*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.*

## PART 6: DISCIPLINARY PROCEDURES

Chattanooga State's policy pertaining to discipline and conduct of students shall insure the constitutional rights of students by affording a system of constitutionally and legally sound procedures which provide the protection of due process of law. The policy is enacted consistent with the requirements of the TBR System-Wide Student Disciplinary Rule, 0240-02-03-.01 et seq., and TBR Policy 3:02:01:00, subject to prior review and approval by the Board of Regents. In accordance with TBR rule and policy, Chattanooga State Community College has set forth the following procedures governing due process for student conduct leading to disciplinary action.

1. Chattanooga State Community College understands the important role of preventative strategies when working with student disciplinary issues and expends resources for providing information and training workshops for faculty, staff and students. Good communication is imperative between all constituencies, as is immediacy when addressing disciplinary violations.
2. Violations of the Student Code of Conduct may be made, in the form of a complaint, by any member of the College community. Complaints or charges shall be prepared in writing and directed to the Dean of Students or his or her designee. A complaint of an alleged conduct violation should be submitted as soon as possible after the incident takes place. The College may initiate judicial proceedings.
3. A student or representative of a student organization alleged to have acted in violation of the Student Code of Conduct will be interviewed by the Dean of Students or his or her designee. The student or student organization representative will be advised as to the allegations and possible charges in regard to the Student Code of Conduct violation. The options for due process will be explained to the student and procedural information will be provided in writing. The student will be informed of the options for adjudication and of his or her right to choose from the following options: 1) adjudication by the Dean of Students or his or her designee; 2) adjudication by a Disciplinary Hearing Board of the College; 3) adjudication in accordance with Uniform Administrative Procedures Act ("UAPA") (when appropriate and as explained below).
4. The Dean of Students or his or her designee will thereafter conduct an investigation to determine if the complaint or charge has merit and whether a code of conduct violation has occurred. It may be possible to resolve the issue without a formal charge with the consent of all parties involved. This does not include sexual misconduct violations, see Chattanooga State Sexual Misconduct Policy 12:02:00 <http://catalog.chattanoogaastate.edu/content.php?catoid=5&navoid=2920>
5. Disciplinary Conference: Following the initial meeting and a completed review/investigation, the Dean of Students or his or her designee will meet with the student and inform the student of factual findings and proposed sanctions. Charges, if any, shall be presented to the accused student (hereinafter referred to as "the student") in written form, specifying the code of conduct violations and the resulting sanctions. The options for due process will again be explained to the student and procedural information will be provided in writing. The student may waive his/her hearing right and accept the findings and sanction or elect the appropriate hearing procedure.

Disciplinary charges shall be heard by or pursuant to one of the following:

- Uniform Administrative Procedures Act (UAPA) Uniform Administrative Procedures Act (UAPA), T.C.A. §4-5-301 et seq.

Disciplinary charges that may result in suspension or expulsion from the College may, at the student's option, be heard in conformance with the requirements of the Uniform Administrative Procedures Act. The UAPA is an official state act defining certain procedures that are required when a student chooses to have his or her case heard through the Act's provision. A more detailed description of the Act and its provisions may be obtained from the office of the Vice President for Student Affairs.

For matters not subject to the requirements of UAPA, Chattanooga State students have an opportunity to have their case adjudicated by the Dean of Student Life or his or her designee, or a judicial hearing board composed of seven members described in Part 6 (D)(d).

- Institutional Hearing - If student elects an Institutional Hearing, the following provisions shall apply:
  1. At least five (5) business days before the hearing date, the student shall be advised, in writing, of the breach of policy which she/he is charged, with sufficient specificity so the student understands the incident(s) on which the charge(s) is based.
  2. The student shall be advised in writing of the time, date, and place of the hearing. The date of the hearing will be no less than five days from the date when the charge is made to allow students adequate time for preparation.
  3. The student shall be advised of the following rights applicable at the hearing
    - a. The right to present his or her case,
    - b. The right to be accompanied by an advisor, counselor whose participation shall be limited to advising the respondent,
    - c. The right to call witnesses in his or her behalf,
    - d. The right to confront witnesses against him or her,
    - e. The right to present information on his/her own behalf including oral and written information and information from witnesses,
    - f. Confidentiality as provided by the Federal Family Education Rights and Privacy Act and the College's Student Rights and Student Records Policy,
    - g. The standard of proof for the purpose of this hearing will be by the preponderance of the evidence,
    - h. The student shall be advised of the process and time limitations for appeal, if any is applicable.
- Chattanooga State Disciplinary Hearing Format
  1. Hearings shall be conducted in private so as to protect the confidential nature of the proceedings.
  2. In cases involving more than one student, the chairperson of the disciplinary board or the Judicial Officer, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
  3. The individual who filed the complaint and the accused have the right to be present during the hearing.
  4. Seven (7) individuals will be chosen to make-up an individual Disciplinary Hearing Committee. Each hearing board will consist of four (4) faculty/staff, two (2) students, and one (1) additional student representative of the Student

Government Association. The members of each Disciplinary Hearing Committee are selected from the larger Judicial Committee which is a campus committee selected by the Judicial Officer or they are faculty, staff or students who volunteer for service with the exception of the one additional student representative who is appointed by the Student Government Association. The members of the Judicial Committee serve for one calendar year.

5. A chairperson for the Disciplinary Hearing Committee will be chosen by the College or his or her designee and shall preside at the hearing; shall inform the student of the charge, the hearing procedures, and his or her rights; and shall answer any questions the student charged may have on these matters.
  6. The Disciplinary Hearing Committee will hear all evidence in the case including witness testimony and other documentary evidence. The burden of proof will be the "preponderance of the evidence".
  7. The Dean of Student Life or Judicial Officer shall present the College's case and shall offer information, which may include written testimony and witnesses in support of the charge.
  8. The student will be permitted to challenge information presented against him or her.
  9. The student will have the opportunity to present information on his or her behalf and call witnesses on his or her behalf.
  10. The Disciplinary Hearing Committee thereafter will enter a decision as to whether the student is responsible or not responsible for the alleged violation and determine an appropriate sanction. The decisions will be issued within five (5) business days of the conclusion of the hearing and sent to the student by registered mail at the last known address provided to the college by the student. This letter will include the reasoning by which the decision was reached.
- The student may appeal the decision of the Disciplinary Hearing Committee to the Vice President for Student Affairs within five (5) business days of notification of the decision. Such appeals must be in writing and shall be delivered to the Office of the Vice President for Student Affairs. The Vice President will review the written appeal form from the student which must include the student's rationale, the record of the Disciplinary Hearing Committee, the attached documentation, and other relevant information. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and/or supporting documents for one or more of the following purposes:
    1. To determine whether the original hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures.
    2. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct which the student was found to have committed.
    3. To consider new evidence, sufficient to alter a decision or other relevant facts, not brought out in the original hearing, because such information and / or facts were not known to the person appealing at the time of the original hearing.

- The Vice President of Student Affairs will issue a written decision within five business days. The Vice President's decision will be final.
- A copy of the letter will be placed in the student's disciplinary file maintained by the Judicial Officer when proceedings have become final.
- Cases of Alleged Sexual Assault - All matters involving allegations of impermissible discrimination, harassment (including, but not limited to, sexual violence), or retaliation will be governed by the procedures outlined in TBR Guideline P-080 Subject: Discrimination and Harassment - Complaint and Investigation Procedure and/or an institutional policy that reflects the requirements of that Guideline. Sexual misconduct policy, <http://catalog.chattanooga.state.edu/content.php?catoid=5&navoid=2920>
- Interim Suspension Hearings. Upon request by the affected student, a preliminary hearing will be initiated by the Dean of Student Life or his or her designee. The hearing will be held within three (3) working days of the student's request for a hearing concerning interim suspension, pending a final determination of the disciplinary process. Three (3) members of the Judicial Committee [described earlier in Part 6, (D) (d)] will be selected to hear the case. The student will have the opportunity to explain his rationale for requesting to return to campus and challenge the basis for the imposition of the interim suspension. The Dean of Student Life or his or her designee will present information as to why the interim suspension should be upheld. At the conclusion of the hearing, a decision will be made to determine if the interim suspension should continue, pending a final determination.
- The president of the College is authorized, at his or her discretion, to intervene in order to negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any finding or sanction imposed to a lesser finding or sanction, or to rescind any previous finding or sanction, in appropriate cases.

*This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.06 Disciplinary Procedures and due Process. law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12. This is the newest addition including changes to 3:02:00:01 approved TBR Board Meeting 6/19/2015.*

# SEXUAL MISCONDUCT POLICY

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## TO REPORT SEXUAL MISCONDUCT:

**CONFIDENTIAL Reports**  
**Belinda Smith, Counselor – IMC-124F**  
**423-697-3228**

**Campus Police – MTC-120**  
**423-697-4467 or 423-595-3651**

**Office of the Title IX Coordinator – CBIH-222**  
**423-697-2417**

**Dean of Student Engagement & Support Services – S-214**  
**423-697-4475**

**Office of Student Conduct – HPF-106**  
**423-697-3276**

**Domestic Violence and Sexual Assault Crisis Hotline**  
**423-755-2700**

## ■ SEXUAL HARASSMENT AND SEXUAL MISCONDUCT ADDITIONAL POLICIES

Harassment or Retaliation. Any act by an individual or group against another person or group in violation of Chattanooga State policies, as well as TBR policies, federal and/or state laws prohibiting discrimination, including, but not limited to, TBR policies 2:02:10:01 and TBR Guideline P-080; also see Sexual Harassment Policy <http://catalog.chattanoogaastate.edu/content.php?catoid=5&navoid=2920>

Sexual Misconduct. Committing any act of sexual misconduct as defined by TBR Policy 6:03:00:00; all matters involving allegations of sexual misconduct will be governed by the procedures set forth in <http://catalog.chattanoogaastate.edu/content.php?catoid=5&navoid=2920>

## ■ IMMEDIATE ACTIONS A VICTIM OF SEXUAL ASSAULT (RAPE) SHOULD TAKE

1. In the immediate aftermath of a sexual assault, domestic violence, dating violence or similar event, the most important thing is for the victim to get to a safe place.
2. When a feeling of safety has been achieved, the victim should seek medical attention, regardless of his or her decision to report the crime to the police. It is very important for the victim of sexual assault to seek medical attention immediately so that the victim can be screened for sexually transmitted diseases/pregnancy/date rape drugs, obtain emergency contraception, and receive treatment for any physical injuries.
3. A victim has the right to accept or decline any or all parts of a medical exam. However, critical evidence may be lost or missed if not collected or analyzed.

4. Valuable physical evidence can be obtained from the victim and the victim's clothing. A victim should make every effort to save anything that might contain the offender's DNA. Therefore, a victim should not:
  - a. Bathe or shower;
  - b. Wash his/her hands;
  - c. Brush his/her teeth;
  - d. Use the restroom;
  - e. Change clothes;
  - f. Comb hair;
  - g. Clean up the crime scene; or
  - h. Move anything the offender may have touched
5. Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date.
6. Victims of sexual misconduct are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents (if they have any) that could be useful to investigators.

## ■ SEXUAL MISCONDUCT POLICY

### PURPOSE

This policy is intended to provide a single, easily accessible and user-friendly document for students, employees, and others affected by sexual misconduct to find information regarding the rules and procedures of Chattanooga State Community College related to the offenses defined herein

### POLICY

This policy is adopted by Chattanooga State Community College specifically to address the offenses defined herein. All other forms of discrimination including sex discrimination and sexual harassment are also strictly prohibited. Allegations that are not within the scope of this policy are subject to the policies and procedures described in Chattanooga State Community College Policy12:02:00.

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

<http://catalog.chattanoogaastate.edu/content.php?catoid=5&navoid=2921>

<http://catalog.chattanoogaastate.edu/content.php?catoid=5&navoid=285>

<https://www.chattanoogaastate.edu/knownyourix>

## 1. Scope: These procedures shall be utilized by-

- a. Any employee or student who has been a victim of sexual misconduct, regardless of sexual orientation or gender identity/expression;
- b. Former employees or students if the conduct took place during the time of employment or enrollment at
- c. Chattanooga State Community College and the conduct has a reasonable connection to the institution;
- d. All third parties with whom Chattanooga State Community College has an educational or business relationship and the conduct has a reasonable connection to the institution;

## 2. Definitions

- a. **Consent.** An informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by an individual who is asleep; unconscious; or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason; or, is under duress, threat, coercion, or force. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.
- b. **Dating Violence.** Violence against a person when the accuser and accused are dating, or who have dated, or who have or had a sexual relationship. "Dating" and "dated" do not include fraternization between two (2) individuals solely in a business or non-romantic social context. Violence includes, but is not necessarily limited to:
  - Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
  - Placing the accuser in fear of physical harm;
  - Physical restraint;
  - Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
  - Placing a victim in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser – TCA § 36-3-601(5)(c)
- c. **Domestic Violence.** Includes, but is not necessarily limited to:
  - Inflicting, or attempting to inflict, physical injury on the accuser by other than accidental means;
  - Placing the accuser in fear of physical harm;
  - Physical restraint;
  - Malicious damage to the personal property of the accuser, including inflicting, or attempting to inflict, physical injury on any animal owned, possessed, leased, kept, or held by the accuser; or,
  - Placing the accuser in fear of physical harm to any animal owned, possessed, leased, kept, or held by the accuser – TCA § 36-3-601

- d. Domestic Violence Victim.** Violence against a person when the accuser and accused:
  - Are current or former spouses;
  - Live together or have lived together;
  - Are related by blood or adoption;
  - Are related or were formally related by marriage; or,
  - Are adult or minor children of a person in a relationship described above.
- e. Sexual Assault.** The non-consensual sexual contact with the accuser by the accused, or the accused by the accuser when force or coercion is used to accomplish the act, the sexual contact is accomplished without consent of the accuser, and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent. Sexual contact includes, but is not limited to, the intentional touching of the accuser's, the accused's, or any other person's intimate parts, or the intentional touching of the clothing covering the immediate area of the accuser's, the accused's, or any other person's intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification.
- f. Sexual Misconduct.** For the purposes of this policy, "sexual misconduct" is defined as dating violence, domestic violence, stalking, and sexual assault.
- g. Stalking.** A willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the accuser to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Harassment means conduct directed toward the accuser that includes, but is not limited to, repeated or continuing unconsented contact that would cause a reasonable person to suffer emotional distress, and that actually causes the accuser to suffer emotional distress. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose – TCA § 39-17-315

### 3. Immediate Actions A Victim Should Take (See title page 72 for complete list)

#### 4. Reporting Sexual Misconduct

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

##### a. Reporting Confidentially

- If a victim chooses to report an incident of sexual misconduct to an employee of Chattanooga State Community College, the College will initiate and pursue an investigation of the incident. If a victim instead wishes to report an incident of sexual misconduct in a confidential manner, they should contact the following individual:

**Belinda Smith**

**IMC-124**

**423.697.3228**

**[Belinda.smith@chattanoogastate.edu](mailto:Belinda.smith@chattanoogastate.edu)**

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

## **b. Filing an Institutional Complaint**

- Reports of acts of sexual misconduct made to any employee of the College must be reported to the Title IX/EEO Coordinator, and the College will take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.
  - i. The College shall not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.
  - ii. Before a complainant reveals any information to an employee, the employee must ensure that the complainant understands the employee's reporting obligations.
  - iii. If the complainant wants to maintain confidentiality, the employee must direct the victim to confidential resources as detailed in Section IV.A. of this policy.
  - iv. If the complainant wants to tell an employee what happened but also maintain confidentiality, the employee must advise the complainant that the College will consider the request, but cannot guarantee that it will be able to honor it. In reporting the details of the incident to the Title IX/ EEO Coordinator, the employee will also inform the Coordinator of the complainant's request for confidentiality.
  - v. An incident may be directly reported to the Title IX/EEO Coordinator: Brian Evans (Human Resources), CBIH 222, Chattanooga State Community College, (423) 697-2417, [brian.evans@chattanooga.state.edu](mailto:brian.evans@chattanooga.state.edu).
  - vi. The Title IX/EEO Coordinator will be available to receive incident reports 24 hours a day.
  - vii. Victims may alternatively report incidents to any supervisory employee of the College who will forward the allegation of the incident to the Title IX/ EEO Coordinator.

## **5. Role of Title IX/EEO Coordinator**

The College's Title IX/EEO Coordinator is responsible for oversight of all Title IX and other incidents of sexual misconduct reported to the institution and for implementation of this policy. This will include but not be limited to, identifying and addressing any systemic gender-based harassment, discrimination, and sexual misconduct. The Title IX/EEO Coordinator's responsibilities include, but are not limited to, the following:

- a. Investigation or oversight of investigations of allegations related to Title IX;
- b. Coordination and oversight of educational programs including mandatory training for new students and employees and awareness campaigns for current students and employees;
- c. Coordination with local law enforcement on matters related to allegations of sexual misconduct;

- d. Coordination and oversight of training for anyone involved in responding to, investigating, or adjudicating sexual misconduct;
- e. Coordination and oversight of training for employees related to their responsibility when they are aware of sexual misconduct;
- f. Coordination and oversight of annual training for investigators, decision makers, hearing officers and hearing board members on the issues related to sexual misconduct and on how to conduct an investigation and hearing process that protects the safety of complainants and promotes accountability; and
- g. Attending appropriate training annually on topics related to responding to or investigating allegations of sexual misconduct.
  - The Title IX/EEO Coordinator may designate deputies and investigators (“designees”) to assist in carrying out any of the responsibilities related to implementing this policy.
  - The Title IX/EEO Coordinator shall report at the beginning of each new academic year to TBR’s Office of General Counsel the name of and contact information for the College’s Title IX Coordinator.

## 6. Investigation Requirements and Procedures

- a. All proceedings will include a prompt, fair, and impartial investigation and result. The College will provide the respondent and complainant equitable rights during the investigative process.
- b. All complaints of sexual misconduct shall be presented to the Title IX/EEO Coordinator for investigation and appropriate disposition.
- c. Mediation between the complainant and respondent will never be considered an appropriate resolution in sexual misconduct cases.
- d. Initiating an Investigation
  - Absent good cause, within three (3) business days of receipt of a report of sexual misconduct the Title IX/EEO Coordinator or designee shall attempt to reduce the complaint to writing with confirmation by the complainant that includes information related to the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any. The complainant should be encouraged to complete a complaint form and submit a detailed written report of the alleged incident.
  - When the complainant chooses not to provide a written complaint, the Title IX Coordinator or designee will still investigate and take appropriate action.
  - Both before and during the pendency of the investigations, the Title IX Coordinator shall consult with the complainant and consider what, if any, interim measures may be necessary.
  - Complaints made anonymously or by a third party will be investigated to the extent possible.
  - After consultation with TBR General Counsel, if the Title IX/EEO Coordinator determines that the complaint contains an allegation of sexual misconduct, the Title IX/EEO Coordinator shall follow the procedures set forth in this policy to investigate and adjudicate the complaint.
  - The Title IX/EEO Coordinator may appoint a qualified, sufficiently trained person to investigate the allegations made in the complaint.
  - Only one person shall be identified as the lead investigator for a complaint.
  - Investigations shall be conducted by officials who do not have a conflict of

interest or bias for or against the complainant or respondent.

- If the complainant or respondent believes the assigned investigator has a conflict of interest, that party must submit a written explanation of the reason for that belief to the Title IX/EEO Coordinator. When the allegation of sexual misconduct or other conflict of interest is raised against the Title IX/EEO Coordinator, the President will identify an individual who has been trained in investigating such allegations to investigate the allegation and carry out the responsibilities assigned pursuant to this policy. If it is against some other person that has been assigned to the investigation, the Title IX/EEO Coordinator will reassign the investigation to an individual who has been trained in investigating such allegations. When the allegation of harassment is against the President, the Title IX/EEO Coordinator or designee shall notify the OGC who will assign an investigator who will make his/her report to the Chancellor.
- The explanation must be submitted within three (3) business days, absent good cause, of the time when the party knew or should have known the facts that would give rise to the alleged conflict of interest. The Title IX/EEO Coordinator or where appropriate, the President, will determine if the facts warrant the appointment of a different investigator and respond to the parties in writing within three (3) business days, absent good cause. The decision shall be final.

e. What the Investigation Should and Should Not Entail

- Once the incident report is received, the investigator shall notify the Complainant in writing of his/her rights and request a meeting.
- The investigator shall also notify the Respondent in writing of the complaint and his/her rights and schedule a meeting.
- The investigator shall notify the Complainant, Respondent, and all individuals interviewed during the investigation that retaliation is strictly prohibited and may be grounds for disciplinary action. The investigator shall also instruct the participants that the investigation shall be treated as confidential and that any discussions regarding the investigation outside of the interview may constitute retaliation. In addition, the investigator shall advise all interviewees that they should report any activity that they perceive as being retaliatory.
- The investigation shall include interviews with both the Complainant and Respondent, unless the Complainant declines an in-person interview.
- The Complainant and Respondent shall be provided with the same opportunities to have others present during an interview, including the opportunity to be accompanied by the advisor of their choice to any related meeting or proceeding.
- The College will not limit the choice of advisor for either the Complainant or Respondent; however, the investigator may limit the participation of advisors during the investigation. Any limits imposed will be the same for both complainant and Respondent.
- The investigation shall include interviews with relevant witnesses identified by the Complainant and Respondent or any other potential, relevant witness made known to the investigator via other means.
- The investigator is expected to request a list of relevant witnesses and evidence from the Complainant and Respondent and take such into consideration.

- The investigation shall include the gathering and reviewing of any documentary, electronic, physical, or other type of relevant evidence.
- The investigator shall not consider any evidence about the Complainant's prior sexual conduct with anyone other than the Respondent. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

## **7. Timeframe for Conducting The Investigation**

- a. Every reasonable effort shall be made to conclude the investigation and resolve the complaint within sixty (60) calendar days following receipt of the complaint. Within this sixty (60) day timeframe, absent good cause, it is expected that the investigator will conclude the investigation, present a report to the decision-maker, and notify the parties in writing of decision-maker's determination.
- b. If the investigator or decision-maker determines that additional time is needed, both the Complainant and Respondent shall be notified in writing of the delay, the anticipated date that the investigation will be concluded, and the reasons for such delay.
- c. If either party determines that additional time is needed, that party shall request such in writing to the investigator. The written request for additional time shall include the reasons for the requested delay and the number of additional days needed. The investigator shall make every reasonable effort to respond to the request for additional time within two (2) business days following receipt of the request and shall notify both parties in writing as to whether or not the request is granted.

## **8. Outcome of Investigation and Determination of Appropriate Action**

- a. Upon completion of the investigation, the investigator shall prepare a written report that includes the allegations made by the Complainant, the response of the Respondent, corroborating or non-corroborating statements of the witnesses, review of other evidence obtained, and conclusions that may be drawn from the evidence gathered.
- b. It is the responsibility of the investigator to weigh the credibility of all individuals interviewed and to determine the weight to be given to information received during the course of the investigation.
- c. At the completion of the investigation, the Title IX/EEO Coordinator will make a determination as to whether a violation of the sexual misconduct policy has occurred, and where appropriate, determine the proper disciplinary/corrective action. The Title IX/EEO Coordinator shall utilize "the preponderance of the evidence" standard when making the determination. Corrective actions for student respondents will include, but not be limited to those provided in the College's student discipline policy. Those sanctions can include suspension or expulsion from the College. Sanctions for employees can include any appropriate potential employment action from a reprimand up to, and including, termination of employment.
- d. The Title IX/EEO Coordinator's determination shall be communicated in writing simultaneously to the Complainant and Respondent, along with notice to the parties of their right to request an institutional hearing on the determination that a policy violation did or did not occur.

- e. Either the Respondent or the Complainant may appeal the decision of the Title IX/EEO Coordinator.
  - If the Respondent is a faculty member, the appeal shall be to the Vice President for Academic Affairs.
  - If the Respondent is a student or non-faculty employee, the appeal shall be to the Vice President for Student Affairs.
  - Appeals to the Vice President shall be delivered to the Title IX/EEO Coordinator within ten (10) days from receipt of notice of the decision of the Title IX/EEO Coordinator.
  - The appeal shall be conducted consistent with the procedures established in Chattanooga State Community College policy 3:02:00:06 Part 6, (3) and (4) for hearings conducted by the Student Affairs committee.
  - Vice Presidents will apply the preponderance of evidence standard in their proceedings.
  - All notices from the Vice Presidents will be delivered to the Complainant and Respondent at the same time and in the same form.
- f. Both the Complainant and the Respondent shall have an opportunity to appeal the Vice President's decision to the President.
  - Appeals to the President shall be delivered to the Title IX/EEO Coordinator within ten (10) days from receipt of notice of the Vice President's decision.
  - The appeal process shall consist of an opportunity for the parties to provide information to the institution's attention that would change the decision. The appeal process will not be a de novo review of the decision, and the parties will not be allowed to present their appeals in person to the President unless the President determines, in his/her sole discretion, to allow an in-person appeal.
  - The appealing party must explain why he/she believes the factual information was incomplete, the analysis of the facts was incorrect, and/or the appropriate legal standard was not applied, and how this would change the determination in the case. Failure to do so may result in a denial of the appeal.
  - The President will issue a written decision regarding the appeal as promptly as possible. This decision will constitute the institution's final decision with respect to the allegation of sexual misconduct.
  - The President will apply the preponderance of evidence standard in his/her proceedings.
  - All notices from the President will be delivered to the Complainant and Respondent at the same time and in the same form.

## 9. Other Applicable Procedures

After the determination becomes final, and where disciplinary action results in termination of employment, or suspension or expulsion of a student, the affected party shall have the right to utilize policies applicable to their status.

Complainant shall receive all notices relative to these proceedings that the Respondent receives at the same time and in the same form, shall be entitled to be present at all proceedings, to inform any hearing body of relevant witnesses or evidence, to testify, and receive all notices of determination at the same time and in the same form at all levels of the proceedings.

## 10. Interim Measures

- a. In situations that require immediate action because of safety or other concerns, the College will take any reasonable administrative action that is appropriate. Examples of such interim actions include, but are not limited to:
  - Providing an escort to ensure that the Complainant can move safely between classes and activities;
  - Ensuring that the Complainant and Respondent do not attend the same classes;
  - Providing access to counseling services;
  - Providing or assisting in providing medical services;
  - Providing academic support services, such as tutoring; and
  - Arranging for the Complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record.
- b. These remedies may be applied to one, both, or multiple parties involved.
- c. Student respondents may be placed on interim suspension under the appropriate circumstances pending the outcome of the investigation. The College shall follow TBR Policy 3:02:00:02 General Regulations on Student Conduct & Disciplinary Sanctions and Chattanooga State Community College Policy 03:02:00:04 (2) (m) and 3:02:00:06 (5) before placing a student respondent on interim suspension.
- d. The College may, consistent with College policy, take any appropriate interim action with regard to employees, e.g. placed on administrative leave pending the outcome of the matter.

## 11. Education and Prevention Programs

- a. The College will engage in comprehensive educational programming to prevent sexual misconduct. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students, faculty, and staff that:
  - Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
  - Defines what behavior constitutes domestic violence, dating violence, sexual assault and stalking;
  - Defines what behavior and actions constitute consent to sexual activity in the State of Tennessee;
  - Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault and stalking against a person other than the bystander; and
  - Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.

## 12. Assistance for Victims of Sexual Misconduct: Rights and Options

- a. Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual misconduct and will provide each victim with a written explanation of her/his rights as a member of the College as found in the following policies:  
 06:05:00 - <http://catalog.chattanoogaastate.edu/content.php?catoid=5&navoid=324>  
 06:09:01 - <http://catalog.chattanoogaastate.edu/content.php?catoid=5&navoid=326>  
 02:19:01 - <http://catalog.chattanoogaastate.edu/content.php?catoid=5&navoid=239>  
 12:04:00 - <http://catalog.chattanoogaastate.edu/content.php?catoid=5&navoid=2921>
- b. Additionally, in the Tennessee court system, a victim of domestic violence, dating violence, sexual assault and stalking has the following rights: the right to confer with the prosecution, the right to be free from intimidation, harassment and abuse throughout the criminal justice system, the right to be present at all proceedings where the defendant has the right to be present, the right to be heard, when relevant, at all critical stages of the criminal justice process as defined by the General Assembly, the right to be informed of all proceedings, and of the release, transfer or escape of the accused or convicted person, the right to a speedy trial or disposition and a prompt and final conclusion of the case after the conviction or sentence, the right to restitution from the offender and the right to be informed of each of the rights established for victims. Information related to these rights may be found at Tennessee District Attorneys Victim Rights.
- c. Protection from abuse orders may be available through TNCOURTS.gov, with forms found at: Order of Protection Forms, and additional information related to such orders may be found at Tennessee Coalition to End Domestic & Sexual Violence.
- d. The College does not publish the name of crime victims nor maintain identifiable information regarding victims in the Daily Crime Log or in the release of timely warnings.

## 13. Resources for Victims of Sexual Misconduct

The resources listed below are not exhaustive or limited to victims who wish to make an official report or participate in an institutional hearing, police investigation or criminal prosecution. However, in cases where a victim wishes to maintain complete confidentiality, the victim should carefully review the section titled "Reporting Confidentially" which addresses, the limits of the College's ability to maintain confidentiality.

ON CAMPUS RESOURCES		
Campus Police	MTC-102	423.697.4467
Office of the Title IX Coordinator	CBIH-222	423.697.2417
VP Student Services	S-210	423.697.2493
Dean of Student Engagement & Support Services	S-214	423.697.4475
The Office of Student Conduct	HPF-106	423.697.3276

# CAMPUS POLICE

24-hour phone: 423.595.3651

For more information concerning the role of Campus Police

check out their website:

[chattanooga.state.tn.edu/our-campus/campus-police](http://chattanooga.state.tn.edu/our-campus/campus-police)



## ABOUT CAMPUS POLICE

Chattanooga State cares about the safety and security of all who use our campus and is committed to providing a safe environment. In this spirit, we have engaged a well-trained and committed Police Department. All members of the Campus Police Department are entitled to the cooperation and respect of everyone on campus.

Campus Police can be reached 24-hours a day at 423.595.3651. We are located in room 120 of the MTC building. A campus Emergency Response Guide has been prepared to assist you in the event of an emergency, such as when the college closes for severe weather, how to evacuate a building, how to respond to a suspicious package, and individual or spilled hazardous materials. The Emergency Response Guide is available on the Chattanooga State website. For all situations when you need help with a safety, security, or emergency situation, call Campus Police at 423.697.4467.

The members of the Campus Police are entitled to the cooperation and respect of everyone on campus, that persons on the campus identify themselves by name and address, or identification card, and indicate what connection they have with the campus. For persons who are not members of the College community and have no legitimate business on campus, the Campus Police officer may require that they leave the campus.

Students, faculty, staff and guests are encouraged to report immediately to the Campus Police office all criminal actions and emergencies on campus. There are public access telephones available for use at various locations on campus. Their locations are indicated on the campus maps on the Chattanooga State website.

Generally, the campus is closed after 10:30 p.m. Should a special group have permission to be on campus after that time, the group supervisor is responsible for implementing emergency procedures.

***Campus Police should always be contacted when there is an emergency.***

## ■ CAMPUS CRIME AND SECURITY STATISTICS

As required by the Clery Act, a monthly security report and annual campus crime statistical report may be obtained from the Campus Police office or from the office of Student Affairs.

Chattanooga State's security statistics are also available at <http://ope.ed.gov/campusafety/#/>

The Campus Sex Crime Prevention Act is federal legislation that requires all sex offenders, who must register with the State, to provide notice of enrollment or employment any institution of higher education. Upon notification to the State, the Tennessee Bureau of Investigation alerts the Chattanooga State Police Department.

This information is available on the [TBI website](#).

## ■ EMERGENCY MEDICAL FIRST RESPONSE

The College community is encouraged first to call Campus Police to respond with first aid to minor medical situations. Campus Police officers have received CPR certification and defibrillator training. If the designated officers are not available or the situation is an acute emergency, outside emergency help may be requested by calling 9-911 from on-campus phones or 911 from non-campus phones. If 911 is called, the ill/injured individual is responsible for all fees.

## ■ TRAFFIC/PARKING REGULATIONS

All students, faculty and staff are expected to comply with the traffic/parking regulations in force. Visitors are expected to abide by posted speed limits, restricted parking locations, and general traffic awareness. A copy of campus regulations is made available at registration for each student and is available on the College website. All vehicles parked illegally are subject to towing at the owner's expense. The cooperation of all persons using Chattanooga State parking facilities is necessary. Those who refuse to comply with these regulations and with the normal expected parking requirements (such as parking within an outlined space or obeying traffic signs) will be given a violation ticket. Refusal to pay parking fines will result in holding of grades and student records until all fines are paid.

Persons, who flagrantly disobey these regulations by parking where they block entrances, exits, or other cars, or exhibit disregard of common courtesies for other people, may have their car removed from Chattanooga State parking facilities at the owner's expense.

- Decals must be entirely visible through the vehicle front windshield. Where a non-registered vehicle is necessary for a limited time, the student or faculty/staff member must secure a temporary parking permit from the Department of Campus Police in order not to be liable for a fine.
- Parking is prohibited on any curve, roadway, loading zone, fire lane or reserved area. Any parked vehicle blocking a handicap van accessible area will be in violation of handicap parking regulations. Any vehicle parked in gravel/grass islands will be in violation. Wheels must be headed into parking bumpers in gravel lots.
- Maximum speed on campus is 15 m.p.h.
- Many roads on campus are one-way.
- All accidents on campus must be reported to Campus Police.
- When a faculty member or a member of the staff has a valid requirement to park overnight on the Chattanooga State parking facilities, he/she should check with Campus Police.
- Students are allowed to park in Faculty/Staff parking spaces (orange curbs) in the evenings after 5:15 p.m.

For more information about parking fines, please refer to Student Code of Conduct Section 5.

## ■ DRIVER REGISTRATION

All student vehicles on campus are required to display a parking decal that is clearly visible through the front windshield. Drivers must register during the week of general academic registration or immediately after the vehicle is brought to campus. Students may register for their parking decal, which is free with paid fees, at the Bursar's Office. During the first week of the fall semester, there will be additional locations for parking decal pickup.

## ■ THE JEANNE CLERY ACT

Clery Crime Statistics: For the latest Chattanooga State Crime Statistics, please refer to the website: <https://www.chattanoogaastate.edu/sites/default/files/crime-statistics.pdf>

### THE JEANNE CLERY ACT (SUMMARY)

Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Clery Act is enforced by the United States Department of Education.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblowers," and others from retaliation.

### THE CLERY ACT REQUIRES COLLEGES AND UNIVERSITIES TO:

- Publish an Annual Security Report (ASR) by October 1, documenting three calendar years of select campus crime statistics including security policies and procedures and information on the basic rights guaranteed victims of sexual assault. The law requires schools make the report available to all current students and employees, and prospective students and employees must be notified of its existence and given a copy upon request. Schools may comply with this requirement via the internet if required recipients are notified and provided exact information regarding the on-line location of the report. Paper copies of the ASR should be available upon request. All crime statistics must be provided to the U.S. Department of Education.
- Have a public crime log. Institutions with a police or security department are required to maintain a public crime log documenting the "nature, date, time, and general location of each crime" and its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to the public during normal business hours; remain open for 60 days and, subsequently, be made available within two business days upon request.
- Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities including Greek housing and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement and other school officials who have "significant responsibility for student and campus activities." The Clery Act requires reporting of crimes in seven major categories, some with significant sub-categories and conditions:

- |                       |                        |
|-----------------------|------------------------|
| 1. Criminal Homicide  | 5. Burglary            |
| 2. Sex Offenses       | 6. Motor Vehicle Theft |
| 3. Robbery            | 7. Arson               |
| 4. Aggravated Assault |                        |

## VAWA AMENDMENTS TO CLERY

On October 20, 2014, the United States Department of Education published the final regulations for the Violence Against Women Act amendments to the Clery Act. The regulations expand rights afforded to campus survivors of sexual assault, domestic violence, dating violence, and stalking. This followed a period of negotiated rulemaking in early 2014, and a “Dear Colleague Letter” from the Department of Education concerning institutions’ implementation of a “good faith effort to comply” with the VAWA Amendments to the Clery Act.

Schools are also required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made):

1. Liquor Law Violations
2. Drug Law Violations
3. Illegal Weapons Possession

Hate crimes must be reported by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, and disability. Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime:

Issue timely warnings about Clery Act crimes which pose a serious or ongoing threat to students and employees. Institutions must provide timely warnings in a manner likely to reach all members of the campus community. This mandate has been part of the Clery Act since its inception in 1990. Timely warnings are limited to those crimes an institution is required to report and include in its ASR. There are differences between what constitutes a timely warning and an emergency notification; however, both systems are in place to safeguard students and campus employees.

Devise an emergency response, notification and testing policy. Institutions are required to inform the campus community about a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.” An emergency response expands the definition of timely warning as it includes both Clery Act crimes and other types of emergencies (i.e., a fire or infectious disease outbreak). Colleges and universities with and without on-campus residential facilities must have emergency response and evacuation procedures in place. Institutions are mandated to disclose a summary of these procedures in their ASR. Additionally, compliance requires one test of the emergency response procedures annually and policies for publicizing those procedures in conjunction with the annual test.

Compile and report fire data to the federal government and publish an annual fire safety report. Similar to the ASR and the current crime log, institutions with on-campus housing must report fires that occur in on-campus housing, generate both an annual fire report and maintain a fire log that is accessible to the public.

Enact policies and procedures to handle reports of missing students. This requirement is intended to minimize delays and confusion during the initial stages of a missing student investigation. Institutions must designate one or more positions or organizations to which reports of a student living in on-campus housing can be filed if it’s believed that student has been missing for 24 hours.

While this page contains a discussion of general legal principles and specific laws, it is neither intended to be given as legal advice nor as the practice of law, and should not be relied upon by readers as such. Before taking any action, always check with a licensed attorney in your jurisdiction to ensure compliance with the law.

## DIRECTORY INFORMATION

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The Family Educational Rights and Privacy Act of 1974 helps protect the privacy of student academic records. The Act provides for the right to inspect and review academic records, the right to seek to amend those records, and the right to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy of academic records. However, you may give permission for others to have access and discuss your academic record. In accordance with FERPA, the College will disclose to parents or third parties information from the academic records of a student provided the College has on file written consent of the student. In order to grant or deny access to your record, you must complete and submit the proper authorization form with the Enrollment Service Center. Regardless of the effect upon you, Chattanooga State Community College assumes no liability for honoring your instructions that such information may be released to a third party.

<https://www.chattanoogastate.edu/admissions/forms>

## QUICK REFERENCE PHONE NUMBERS

### ACADEMIC CALENDAR

Records ..... 697-4401

### ADDRESS CHANGES

Records ..... 697-4401

### AMPHITHEATER

Student Activities ..... 697-2482

### APPLICATIONS

Admissions..... 697-4401

### ARTICULATION AGREEMENTS

Advising..... 697-4483

### ASSIGNMENT

Advising..... 697-4483

### BOOKS

Bookstore..... 697-4425

### CAMPUS TOUR

Recruiting & Orientation ..... 697-2689

### EDREADY

Testing..... 697-4461

### DISABILITY SERVICES

Disabilities Support Services .... 697-4452

### ENROLLMENT VERIFICATION

Records ..... 697-4401

### FEE PAYMENT

Bursar..... 697-4732

### FINANCIAL AID PRE-PAID DEBIT CARD

Bursar's Office ..... 697-4732

### HSE (HSET) TESTING

Testing..... 697-4461

### GLOBAL SCHOLARS HONORS PROGRAM

..... 697-2577

### GRADE APPEAL FORMS

Division Offices

### GRADUATION

Records ..... 697-4401

### INTRAMURALS

Student Life..... 697-2482

### INSURANCE INFORMATION

Vice Pres., Student Affairs..... 697-4423  
or Student Life..... 697-2633

### JOB PLACEMENT & CO-OP

Career Services..... 697-4421

### LOANS

Financial Aid..... 697-4402

### LOST AND FOUND

Student Activities ..... 697-2633

### MAJOR CHANGES

Records ..... 697-4401

### NAME CHANGES

Admissions..... 697-4401

### ORIENTATION

Recruiting & Orientation ..... 697-2689

### PARKING DECAL

Bursar ..... 697-4732

### PARKING/TRAFFIC TICKET APPEAL

Campus Police..... 697-4467

### REFUNDS

Bursar ..... 697-4732

### TRANSCRIPTS

Records ..... 697-4401

### SCHOLARSHIPS

Financial Aid..... 697-4402

### STUDENT IDS

Student Activities ..... 697-2633

### STUDENT SUPPORT SERVICES

Student Support Center ..... 697-4483

### CAREER EXPLORATION AND/OR PERSONAL COUNSELING

Counseling ..... 697-4483

### TRANSCRIPT EVALUATION

Admissions..... 697-4401

### VETERANS AFFAIRS

Student Support Center ..... 697-2509

### WITHDRAWALS

Records ..... 697-4401

# TigerWeb

Get all the answers  
to all the questions.



Important Messages



Grades



Class Selection



Financial Aid

**TigerWeb.ChattanoogaState.edu**



**CHATTANOOGA STATE**  
COMMUNITY COLLEGE

CHATTANOOGA STATE  
COMMUNITY COLLEGE

# TigerAlert

**EMERGENCY ALERT SYSTEM**

**Be ready  
in the  
event of an  
emergency!**



**SCHOOL CLOSINGS**



**SEVERE WEATHER**



**DISASTERS**



**CRISES**

Login to TigerWeb to sign up for  
email and text alerts.

**TigerWeb.ChattanoogaState.edu**

# Connect



[facebook.com/chattstate](https://facebook.com/chattstate)



**Clubs, host your own  
Facebook page!**  
*(Contact Marketing before you  
start at 697.2451.)*



[twitter.com/ChattStateCC](https://twitter.com/ChattStateCC)



[youtube.com/chattstatemarketing](https://youtube.com/chattstatemarketing)

**CHATTANOOGA STATE**  
COMMUNITY COLLEGE



JULY 2018						
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DECEMBER 2019						
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# #The Struggle Is Real

## **Tiger Cupboard**

Chattanooga State's food pantry supports students by offering supplemental food, as well as personal care items. To submit a request, log in to TigerWeb and click on the Community Market icon. **The Tiger Cupboard is located at S-215. Call 423.697.4483.**



## **Career Clothing Connection**

Career Services can provide vouchers for gently used professional clothing and interview attire.

**For more info, contact Career Services S-216 or call 423.697.4421.**



## **Helping Hands Emergency Fund**

The Student Support Center, in collaboration with community partners, will work with students to develop a plan for unexpected financial challenges.

**For more info, contact the Student Support Center at 423.697.4483.**



  
**COMMUNITY**  
MARKET CHATTSTATE

# How Do I Report?

Go to **ChattanoogaState.edu/how-do-i-report**, then click the relevant link to view campus policy and submit a report for the incident type listed below:

## » STUDENT COMPLAINT

Click **"Student Complaints Policy"** or **"Submit a Report"**.

(See page 54 for more information.)

## » DISCRIMINATION AND HARASSMENT

Click **"Racial Harassment Policy"** or **"Submit a Report"**

## » SEXUAL DISCRIMINATION, SEXUAL HARASSMENT, SEXUAL MISCONDUCT (TITLE IX)

Click **"What Should I do? (FAQ)," "Sexual Discrimination, Sexual Harassment or Sexual Misconduct Policy"** or **"Submit a Report"** (See page 72 for more information.)

## » PERSON OF CONCERN (BEHAVIOR INTERVENTION REPORT)

The safety and well-being of our campus community depends on all of us. Faculty, staff, and students who witness or encounter concerning behavior(s) by an individual or group should submit a report to BIT. Visit the BIT website for more information.

*"See Something, Hear Something? Say Something!"*

Click **"Behavior Intervention Team (BIT)"** or **"Submit a Report"**

(See page 55 for more information.)

## » DISRUPTIVE STUDENT OR CODE OF CONDUCT VIOLATION

Click **"Student Responsibilities (Code of Conduct) Policy"** or **"Submit a Report"**

(See page 56 for more information.)

