



Columbia State  
COMMUNITY COLLEGE

# Student Handbook

## 2007-2008

The 2007-2008 Catalog/Student Handbook is the last printed version.  
The online catalog can be found at [www.columbiastate.edu](http://www.columbiastate.edu).

**Office of Student Services and  
Enrollment Management**  
(931) 540-2570

# Table of Contents

<b>Student Services - Introduction and Directory of Available Services</b>	83
<b>Student Rights and Responsibilities</b>	
Rights and Responsibilities	84
Student Right-to-Know and Campus Security Act	84
ADA - Services for Students with Disabilities	85
Student Conduct and Discipline	85
Student Participation on College Committees	90
<b>Student Life</b>	
Athletics	91
Bulletin Boards/Sign Posting	91
Child Care Services	91
Emergency Messages	91
Food Services/Vending	91
Honors and Awards	91
Housing	91
Identification Cards	91
Lost and Found	92
Safety and Security	92
Student Activities and Organizations	92
Student Government Association	92
Student Insurance	92
Student Parking	92
Student Publications	93
Web Site	93
<b>Counseling, Career and Academic Support Services</b>	
Academic Success Center	94
Admissions	94
Advising	94
Barnes and Noble College Bookstore	94
Career Services	94
Evening Services	94
Extended Campuses	94
Financial Aid	94
Finney Memorial Library	95
Orientation	95
Records and Registration	96
Student Center	96
Student Information and Cyber Center	96
Student Success Counseling	96
Testing Services	96
<b>General College Policies and Guidelines</b>	
Emergency Procedures	97
Facility Usage	97
Inclement Weather Policy	97
Smoking/Tobacco Use Policy	97
Solicitation	97
Student Grievance Procedures	97
Grade Appeal Process	98
Visitors and Minors on Campus	98
Tuition and Fees	98
General Policies	98
Acquired Immune Deficiency Syndrome	98
Drug Free Schools Policy	98
Equity in Athletics	100
Firearms/Weapons on Campus	100
Harassment	100
Information Security Plan	101
Information Technology Resources	101
Privacy Act	101
Sex Crimes Prevention Act	102
Student Consumer Rights Information	102
<b>Directional Maps</b>	103

# Student Services

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

## Directory of Available Services

Academic Advising	
Course Overloads .....	Office of Advising, <i>Warf Building 239</i>
Academic Issues	
Graduation .....	Office of Academic Services, <i>Pryor Administration Building 109</i>
Application for Admission	
Vehicle Registration	
Identification Cards	
Catalog .....	Office of Admissions, <i>Jones Student Center 151</i>
Changing of Major	
Registration	
Web Registration	
Drop/Add	
Withdrawal from College	
Transcripts .....	Office of Records and Registration, <i>Jones Student Center 101</i>
Organizations and Clubs	
Student Government Association	
Scheduling Activities	
Intramurals .....	Office of Student Life, <i>Jones Student Center 163</i>
Grants	
Scholarships	
Work Study	
Loans	
Veterans Affairs .....	Office of Financial Aid, <i>Jones Student Center 101</i>
Paying Tuition	
Paying Parking Fines	
Financial Aid Check Disbursement .....	Business Services, <i>Pryor Administration Building 114</i>
ADA Services .....	Office of Disability Services, <i>Jones Student Center 160</i>
Student Success Counseling .....	Office of Student Success Counseling, <i>Jones Student Center 128</i>
Career Counseling	
Job Search Assistance	
Orientation .....	Office of Career Services, <i>Jones Student Center 122</i>
ACT	
GED	
Placement Testing .....	Office of Testing Services, <i>Jones Student 130</i>
Textbooks and Supplies .....	Barnes and Noble College Bookstore, <i>Jones Student Center 165</i>
Campus Security	
Parking Citations .....	Security Department, <i>Facility Services Building</i>

# Student Rights and Responsibilities

## Rights and Responsibilities

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

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

Although the College provides this information to the student, it is the student's responsibility to become familiar with the policies and regulations outlined in this publication. Students needing clarification on any of these policies or regulations should contact the vice president for student services and enrollment management at (931) 540-2570.

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

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

### Student Right-to-Know

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

### Crime Statistics

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

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

This information is not designed to serve as an agreement of contractual arrangement for providing security services to the members of the campus community, nor to guarantee an individual's personal safety when utilizing campus facilities or grounds.

## Students Rights and Freedoms

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

## Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

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

## Freedom of Access to Higher Education

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

## In the Classroom

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

- 1 *Protection of Freedom of Expression* — Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
- 2 *Protection Against Improper Academic Evaluation* — Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

- 3 *Protection Against Improper Disclosure* — Certain information about students is protected from public disclosure by federal and state laws. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances.

## ADA — Services for Students with Disabilities

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

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

## Student Conduct & Discipline

### Institution Policy Statement

College students are citizens of the state, local, and national governments, and of the academic community, and are expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by nonstudents. In recognition of a special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents has authorized the president for the College to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

Pursuant to this authorization, the College has developed the following regulations which are intended to govern student conduct on the campus. In addition, students are subject to all national, state, and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, the institution may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by the institution whether or not such conduct is simultaneously violative of state, local, or national laws.

## Disciplinary Offenses

1. Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed 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 institution or institutionally-controlled property.
2. Individual or organizational misconduct which is subject to disciplinary sanction shall include, but not be limited to, the following examples:
  - a. Conduct Dangerous to Others — Any conduct which constitutes a serious danger to any person's health, safety or personal well-being, including any physical abuse or immediate threat of abuse.
  - b. Hazing — Hazing means any intentional or reckless act in Tennessee, on or off the property of any higher education institution, by a student acting alone, or with others, which is directed against any other student that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student'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.
  - c. Disorderly Conduct — Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals.
  - d. Obstruction or Interference with Institutional Activities or Facilities — Any intentional interference with or obstruction of any institutional activity, program, event or facilities, including the following:
    - (1) Any unauthorized occupancy of institution or institutionally-controlled facilities or blockage of access to or from such facilities.
    - (2) Interference with the right of any institutional member or other authorized person to gain access to any institution or institutionally-controlled activity, program, event or facilities.
    - (3) Any obstruction or delay of a campus security officer, fireman, or any institutional official in the performance of his/her duty.
  - e. 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 the institution including, but not limited to, fire alarms, fire equipment, elevators, telephones, institution keys, library materials, weight room equipment, computers, athletic equipment and/or safety devices; and any such act against a member of the institutional community or a guest of the institution.

- f. Theft, Misappropriation or Unauthorized Sale — Any act of theft, misappropriation, or unauthorized possession of institutional property or any such act against a member of the institutional community or a guest of the institution.
- g. 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.
- h. Firearms and Other Dangerous Weapons — Any possession of or use of firearms or dangerous weapons of any kind.
- i. 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.
- j. Alcoholic Beverages — The use and/or possession of alcoholic beverages on College-owned or controlled property.
- k. Drugs — The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance.
- l. Gambling — Gambling in any form.
- m. 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 or to a member of the institutional community acting in an official capacity.
- n. Unacceptable Conduct in Hearings — Any conduct at an institutional hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing.
- o. Failure to Cooperate with Institutional Officials — Failure to comply with directions of institutional officials acting in the performance of their duties.
- p. Violation of General Rules and Regulations — Any violation of the general rules and regulations 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.
- q. Attempts or Aiding and Abetting the Commission of Offenses — Any attempt to commit any of the foregoing offenses, or the aiding and abetting of the commission of any of the foregoing offenses. 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.
- r. Violations of State or Federal Laws — Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.
- s. Violation of Imposed Disciplinary Sanctions — Intentional or unintentional violation of a disciplinary sanction officially imposed by a College official or a constituted body including, but not limited to, sanctions contained herein.
- t. Academic Dishonesty — A student may be guilty of academic dishonesty if:
- (1) In connection with the taking of, or in contemplation of the taking of any examination, the student:
    - Knowingly discovers or attempts to discover the contents of an examination before the contents are revealed by the instructor;
    - Obtains, uses, attempts to obtain or use, supplies, or attempts to supply to any person, any unauthorized material or device;
    - Attempts to use, supplies, or attempts to supply to any person material or device dishonestly;
    - Willfully gives or receives any aid not authorized by the instructor; or
  - (2) Academic work is misrepresented as the product of a student's sole academic effort, for the purpose of affecting the student's grade, credit, or status in the College; or
  - (3) Sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments are used.
- u. Harassment — Any form of harassment including, but not limited to, racial harassment, sexual harassment or stalking, is prohibited.
3. Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on institutionally owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any institutional activity or the missions, processes, and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to persons or property within the institutional community.
4. For the purpose of these regulations, a "student" shall mean any person who is registered for study at the College for any academic period. A person shall be considered a student during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from the institution.

## Disciplinary Procedures

### Preliminary Conference

Misconduct involving the violation of College regulations shall be reported to the vice president for student services and enrollment management or appropriate designee. The vice president for student services and enrollment management or appropriate designee shall call the accused student to a preliminary conference where the student shall be informed of the charges against him/her and apprised of his/her basic rights as stated in these rules. The vice president for student services and enrollment management or appropriate designee shall investigate the validity of the alleged misconduct.

Following completion of the informal investigation, the vice president for student services and enrollment management or appropriate designee may: (a) determine that there is an insufficient basis, in fact, and dismiss the matter; (b) conclude that there is a sufficient factual basis for discipline and that discipline less than suspension or expulsion or removal of the college privileges would be appropriate; or (c) conclude that there is a sufficient factual basis for discipline and that discipline, including the possibility of suspension or expulsion or removal of college privileges, would be appropriate.

If discipline less than suspension or expulsion or removal of college privileges is contemplated, the vice president for student services and enrollment management or appropriate designee may, after an informal hearing, impose such discipline specified in Disciplinary Sanctions, except suspension or expulsion or removal of college privileges, as he/she believes appropriate. As used herein, informal hearing means the opportunity for the student to be informed of the basis for the conclusion of the vice president for student services and enrollment management or appropriate designee, and to present argument and evidence on his/her behalf. The student shall be informed of his/her right to appeal the vice president's decision.

If discipline including suspension or expulsion or removal of college privileges is contemplated, the student shall be afforded an opportunity to contest the charge(s) through procedures initiated by and coordinated with the vice president for student services and enrollment management or appropriate designee. The student shall be informed of the right to elect the procedure he/she wishes to pursue toward the disposition of a proposed action against him/her. The student shall indicate his/her selection in writing from the procedures listed below:

#### 1. Tennessee Uniform Administrative Procedures Act

All cases which may result in: (i.) suspension or expulsion of a student from the institution for disciplinary reasons, or, (ii.) revocation of registration of a student organization during the term of the registration are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act and shall be processed in accordance with the contested case procedures adopted by the Tennessee Board of Regents unless the student waives those procedures in writing and elects to have his/her case disposed of in accordance with College procedures established by these rules.

#### 2. Disposition by the Vice President for Student Services and Enrollment Management

In discipline cases other than academic dishonesty, a student may request that the vice president for student services and enrollment management adjudicate the case. If such a decision is made, the following procedures apply:

- a. The vice president for student services and enrollment management or appropriate designee shall inform the student, in person if possible, of the charges against him/her and proceed to gather information concerning the case including, but not limited to, interviews with all relevant parties (accused, accuser, and possible witnesses).
- b. The vice president for student services and enrollment management or appropriate designee shall review the evidence, determine whether there appears to have been a violation of the College regulations and, if so, decide upon a proper disciplinary sanction within five (5) class days. The student will be informed, in writing, of the specific disciplinary offenses and sanctions at this time.
- c. The accused student and the vice president for student services and enrollment management or appropriate designee shall meet and discuss the vice president's findings and recommended disciplinary sanction(s). The student shall be informed of his/her right to appeal the vice president's decision.
- d. If the student disagrees with the vice president for student services and enrollment management's disposition of the case, he/she may request a hearing by the Student Discipline Committee. The request must be made in writing to the chairperson of the Student Discipline Committee within three (3) class days.

#### 3. Hearing by the Student Discipline Committee

A student may choose to have the case heard by the Student Discipline Committee. If such a hearing is initiated, the following procedures shall apply:

- a. The Student Discipline Committee is a College standing committee composed of student(s), faculty, and student services representatives.
- b. The accused student shall be informed in writing of the date, time, and place of the hearing, not less than five (5) working days prior to the day of the hearing.
- c. All hearings shall be closed unless the student requests an open hearing in writing.
- d. The vice president for student services and enrollment management or appropriate designee shall read the charges and present the results of the investigation.
- e. The student shall be given an opportunity to respond to the evidence against him/her. He/she shall have an opportunity to present his/her position, make such admissions, denials, or explanations as he/she thinks appropriate and testify or present such other evidence as is available to him/her. The technical rules of evidence normally followed in civil and criminal trial shall not apply.
- f. The student may be accompanied by an advisor whose participation shall be limited to advising the student and shall not include representing the student.
- g. The student shall have the right to call witnesses on his/her behalf and the right to hear and question the witnesses against him/her.
- h. Members of the committee shall have the right to ask questions.

- i. All evidence upon which the decision is made shall be presented at the proceedings before the committee.
- j. After all the presentations of evidence and testimony, the committee shall retire to discuss the case and render a decision.
- k. The student shall be notified of the decision, in writing, within five (5) days of the hearing and shall be advised of his/her right to appeal the decision of the Student Discipline Committee to the president for the College.

A student may be summarily suspended from the College if, in the judgment of College officials, the student's continued presence represents an immediate threat to himself/herself, other students and/or college employees, or will result in the destruction of property or substantial disruption of campus activities. In any case of summary suspension, the student shall be provided a hearing on the suspension as soon as possible.

## Appeal Procedures

### 1. Appeal of Decision of a Hearing held Pursuant to Tennessee Uniform Administrative Procedures Act

A student's right to appeal a decision resulting from a hearing held pursuant to the Tennessee Uniform Administrative Procedures Act (TUAPA) shall be governed by the provisions of TUAPA.

### 2. Appeal of Decision of the Vice President for Student Services and Enrollment Management

A student who wishes to challenge the disciplinary sanction(s) imposed by the vice president must file an appeal, in writing, with the chairperson of the Student Discipline Committee within three (3) class days after sanction(s) are imposed.

- a. The committee will consider the following in hearing the appeal:
  - (1) was the hearing process followed;
  - (2) was the evidence in the case substantial enough to justify a decision against the student;
  - (3) has new and substantial evidence been discovered to justify a new hearing;
  - (4) was the sanction imposed by the vice president for student services and enrollment management in keeping with the gravity of the offense.
- b. The committee may affirm, or reverse in whole or in part, or remand the matter for a new hearing.

### 3. Appeal of Decision of Student Discipline Committee

A student may appeal a decision of the Student Discipline Committee to the president for the College. Such appeal must be filed within three (3) class days of receipt of the committee's decision.

*In cases of alleged sexual assault, regardless of the method chosen by the student for disposition of the disciplinary matter, both the accused and the accuser shall be informed of the following:*

- *Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding; and,*
- *Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault within five (5) days of the decision.*

## Disciplinary Sanctions

Upon a determination that a student or organization has violated any of the rules or regulations or has committed any disciplinary offense set forth in these regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institutional officials.

### Restitution

A student who has committed an offense against property may be required to reimburse the institution or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.

### Warning

The appropriate institutional official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

### Reprimand

A written reprimand, or censure, may be given any student or organization whose conduct violates any part of these regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the institutional community, but that any further violation may result in more serious penalties.

### Restriction

A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the institution in any way, denial of use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges.

### Probation

Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.

### Suspension

If a student is suspended, he/she is separated from the institution for a stated period of time with conditions of readmission stated in the notice of suspension.

### Expulsion

Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's readmission to the institution.

### Service to the College

A student may be required to donate a specified number of service hours to the College, by way of performing reasonable tasks for the appropriate College office or official. This service shall be commensurate to the offense the student is guilty of violating (i.e., service to maintenance staff for defacing College property).

### Special Educational Program

A student may be required to participate in any special educational program relevant to the offense (i.e., alcohol education program for alcohol-related offense; conflict resolution program for violent misconduct; etc.), to attend special seminars or educational programs, or to prepare a project or report concerning a relevant topic.

*The president for the College is authorized, at his/her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.*

### Student Academic & Classroom Misconduct

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom 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 procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or "zero" for the exercise or examination, or to assign an "F" in the course.

If the student believes that he/she has been erroneously accused of academic misconduct, and if his/her final grade has been lowered as a result, the student may appeal the case through the appropriate institutional procedures.

Disruptive behavior in the classroom may be defined as, but is 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.), the continued use of any electronic or other noise or light-emitting device which disrupts others (e.g., disturbing noises from beepers, cell phones, palm pilots, laptop computers, games, etc.).

Class attendance and punctuality requirements are contracted between the faculty and the students, through specific expectations for attendance and punctuality and specific consequences that are outlined by individual faculty members in the printed syllabus for each course.

Students are expected to attend classes regularly and on time and are responsible for giving explanations/rationale for absences and lateness directly to the faculty member for each course in which they are enrolled.

In cases where student absences are the result of emergency circumstances (e.g., death in the family, a student's serious injury, or incapacitating illness), for which students are unable to make

immediate contact with faculty, the student may contact the Office of Student Services and Enrollment Management for assistance in providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for completion of course work requirements.

Any student who is found guilty of an act of misconduct may be subjected to one or more of the following penalties:

- his/her grade in the course or courses or on the examination affected by the misconduct may be reduced to an extent, including a reduction to failure;
- he/she may be suspended from the College for a specific or an indefinite period, the suspension to begin at any time;
- he/she may be dismissed from the College immediately, at the end of any session ending in the future, or retroactively as of the end of any session during which the act of misconduct was committed.

In cases of academic misconduct, the student may appeal the action of the instructor to: the division chair and finally to the vice president for academic services. The vice president may appoint a committee to review and resolve the issue. These procedures should be followed within thirty (30) days of a specific incident(s) or issuance of a final grade. All appeals must be in writing.

### Student Conduct & Health Sciences Programs

Students at Columbia State Community College who have chosen to prepare for a career in one of the health sciences programs have placed themselves into a relationship where there is a special concern relative to the possession or use of drugs or controlled substances. In addition, clinical affiliate institutions require that students enrolled in several of the health sciences programs participate in routine drug screening and criminal background checks prior to attending clinical assignments. In these career fields there are major problems relative to employability, licensure, and professional ethics for anyone involved in the possession or use of controlled substances.

In the event of such alleged misconduct by a student(s) in any health sciences program, the following procedure may be used:

If a student(s) enrolled in a health sciences program is:

- arrested by duly authorized law enforcement officers and charged with unlawful possession or use of drugs or controlled substances, or the sale or distribution of any such drug or controlled substances; or
- if there is other substantive evidence that a student enrolled in a health sciences program is unlawfully in possession of or using any drug or controlled substance; then the program director shall inform the division chairperson in writing as soon as possible. Such written communication shall convey the specific nature of alleged involvement with drugs or controlled substances by the student, including any supportive facts or documentation: time, places, circumstances, witnesses or other persons who possess knowledge of the alleged student involvement.

The division chairperson shall evaluate the substance of such information presented and shall:

- arrange a conference with the student and the program director as soon as possible after having reviewed the report;
- the student shall be informed of the alleged charges and shall be provided an opportunity to respond to such charges;
- based upon the conference proceedings, the division chairperson shall recommend to the vice president for academic services an appropriate action. Sanctions which may be recommended are listed under Disciplinary Sanctions in these rules and may be limited in applicability to the program status of the student.

The vice president for academic services shall review the charges and proceedings and shall take such action as is deemed appropriate.

Any student charged with misconduct may be required to appear before the vice president for student services and enrollment management or the Student Discipline Committee. Such action may be in lieu of, or in addition to, action taken by the health sciences program.

All cases which may result in suspension or expulsion of a student from the College, or a health sciences program, for disciplinary reasons are subject to the contested-case provisions of the Tennessee Uniform Administrative Procedures Act and shall be processed in accordance with the uniform-contested case procedures adopted by the Tennessee Board of Regents unless the student waives those procedures in writing and elects to have his/her case disposed of in accordance with College procedures established by these rules. The vice president for student services and enrollment management shall provide information to students relative to the uniform-contested case procedures.

In each case, every effort will be made to assure that appropriate due process procedures are followed.

### **Student Participation on College Committees**

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

# Student Life

## Athletics

Columbia State Community College is a member of the National Junior College Athletic Association and the Tennessee Junior and Community College Athletic Association and maintains a strong program of intercollegiate sports. Team sports include men's basketball, women's basketball, baseball, and women's softball.

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

## Bulletin Boards/Sign Posting

### Posters

Posters to be distributed on campus must be approved by the Office of Student Life (Jones Student Center 163), or by the campus director on all extended campuses. Posters must include the name of the sponsoring organization, time, date, and location of the event.

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

### Bulletin Boards

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

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

Approval for bulletin board use is obtained in the Office of Student Life (Jones Student Center 163), or in the director's office at all extended campuses.

## Child Care Services

Columbia State Community College does not provide child care services; however, in an effort to aid our students in locating child care assistance, the Office of Student Services and Enrollment Management has prepared a list of individual licensed providers. The list includes child care agencies near each of the Columbia State campus locations. This information may be obtained in the Student Information Center (Jones Student Center 151), or in the director's office on all extended campuses.

The prospective student should be aware that these listings are not college-supervised nor college-inspected facilities. Students should plan to investigate the child care agencies to determine which one most adequately meets his/her individual needs.

## Emergency Messages

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

from class. At the Columbia campus, all emergency messages should be directed to the Student Information Center (931) 540-2540. At the extended campuses, emergency messages should be forwarded to the office of the director, or to the administrative offices.

## Food Services/Vending

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

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

## Honors and Awards

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

## Housing

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

Even though the College is unable to assume responsibility for student housing, the College is vitally concerned with the welfare and well-being of all students, and desires they have accommodations commensurate with their needs. A housing referral list, which includes apartments in the Columbia area, is available in the Student Information Center (Jones Student Center 151).

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

## Identification Cards

All students taking credit courses must obtain a student identification card. Identification cards are available at no charge from the Student Information Center (Jones Student Center 151), or from the administrative office on any of the extended campuses. Misplaced cards can be replaced at a cost of \$1. Identification cards should be retained for every semester of attendance; however, they must be revalidated each academic year. This card is required of students for identification, computer lab use, and checking out library materials. Additionally, it allows a student to attend all College activities open to the student body at no charge or at student rates.

## Lost and Found

All lost articles should be reported to the Student Information Center (Jones Student Center 151), or to the administrative office at any of the extended campuses as soon as possible. A complete description of the lost item is required prior to being returned. All found articles will be dated and held for claim for three months. Any items not claimed within three months will be discarded.

## Safety and Security

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

Students on all Columbia State campuses are expected to assume reasonable responsibility for personal safety. By using common sense, safety practices such as walking in groups, reporting suspicious activities, keeping money, books and other personal items protected, locking car doors when leaving, wearing safety belts, observing speed limits, and generally being alert to personal welfare will ensure personal safety.

## Student Activities and Organizations

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

### Student Activities

Each academic year, the Office of Student Life sponsors a variety of programs, recitals, concerts, lectures, and dramatic performances for the enrichment of the College community.

Additionally, this office offers a wide-range of intramural activities. Intramurals allow for physical or nonphysical involvement with activities ranging from pool and ping-pong tournaments to flag football and volleyball.

It is the goal of Student Life to get students involved and to assist them in meeting their peers in a more casual setting. If you would like to be involved in student activities, please contact the Office of Student Life (Jones Student Center 163), at least 48 hours prior to the date of the event, for approval forms and procedures. Additional approval time may be required for activities which involve: college funding, fund-raising, distribution of literature, demonstrations, or rallies.

### Student Activity Fee

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

### Student Organizations

Student organizations should promote social and academic development and must abide by policies set forth by the Office of Student Services and Enrollment Management. All student organizations must be open to all students of the institution who qualify for membership. No student(s) shall be denied access to or membership in any student activity or organization by reason of

race, religion, creed, color, sex, age, handicap, veteran status, or national origin.

*No organization will be registered whose purposes or goals imply race, religion, or national discrimination.*

Student organizations not meeting the approved guidelines may have their applications revoked.

Any group of students who desires to become a registered organization must submit a formal application to the Office of Student Life (Jones Student Center 163).

Columbia State registered organizations are as follows:

- Charger Student Radiographer Organization
- Christians at Columbia State
- NAVTA (Student Chapter of the North American Veterinary Technician Association)
- Phi Theta Kappa (International Honor Society)
- Pulmonary Pit Crew
- Student Nursing Association — Columbia and Franklin
- STEA (Student Tennessee Education Association)

For more information regarding registered student organizations, please visit [www.columbiastate.edu/studentsvcs/student\\_orgs.htm](http://www.columbiastate.edu/studentsvcs/student_orgs.htm).

### Student Government Association

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

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

### Student Insurance

Student health insurance is available through an independent company. Students interested in receiving information should contact the Student Information Center (Jones Student Center 151).

### Student Parking

All vehicles driven by students, on the Columbia campus, must be registered with the Student Information Center (Jones Student Center 151), or with the administrative office at any of the extended campuses. All students are assessed a \$5 campus access fee per semester. The fee includes a vehicle registration decal that is valid from September 1 through August 31 of the following year.

Students who do not register their vehicles are subject to traffic fines:

No Decal	\$ 25.00
No Parking Area	\$ 15.00
Visitor Parking Area	\$ 10.00
Faculty/Staff Parking	\$ 10.00
Disabled Student Parking	\$100.00
State Law — No Exceptions)	

All fines are payable to the cashier(s) at all campus locations. All fines will be doubled if not paid before the semester ends. Student records will be encumbered until all fines are cleared.

All traffic-fine appeals should be directed to the vice president for student services and enrollment management (Jones Student Center 164) within five (5) working days.

*A copy of campus traffic regulations is distributed during vehicle registration and is available in the Student Information Center (Jones Student Center 151). Students are expected to be familiar with these regulations.*

### **Student Publications**

All student publications at Columbia State Community College are approved and coordinated through the Office of Marketing and Public Relations (Pryor Administration Building 107) and the Office of Student Services and Enrollment Management (Jones Student Center 164).

### **Web Site**

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

# Counseling, Career and Academic Support Services

## Academic Success Center

The Academic Success Center at the Columbia campus is located in Warf 237 (931) 540-2766, and the Academic Success Center at the Franklin campus is located in Yates 104 (615) 790-2557. The Academic Success Center is an academic tutoring and computer services facility designed to support the academic needs of students. The Academic Success Center provides both professional and peer tutoring, as well as professional online tutoring, free of charge to all Columbia State students. Tutors help students to help themselves by stimulating active learning and by building confidence in their own abilities. Drop-in tutoring is available during scheduled times.

Also available in the Academic Success Center are many online tutorials and instructional programs, word processing, Internet access, email, and much more. For more information on the availability of tutors, software programs, and hours of operation, visit the Academic Success Center Web site at <http://sasc.columbiastate.edu>, or go to Important Links on Columbia State's Web site.

## Admissions

The Office of Admissions serves individuals who are interested in enrolling at Columbia State by providing general enrollment information, admissions counseling, and campus tours. Additionally, this office is responsible for processing admissions applications and distributing catalogs and schedules of classes. For complete details on admissions requirements, consult the current College catalog. The Office of Admissions is located in the Student Information Center (Jones Student Center 151). For more information on enrollment or campus tours, call (931) 540-2540.

## Advising

Full-time advisors are available in Advising (Warf 239). Students are requested to schedule appointments for advising; however, walk-ins are accepted. Advising questions may be emailed to [advising@columbiastate.edu](mailto:advising@columbiastate.edu).

Incoming freshmen and reenrolling students may be advised by advisors in Advising, at the extended campuses, or in the Academic Success Center, as soon as their admissions files are complete. Returning students who have been assigned faculty advisors must make appointments with those advisors. Any questions regarding advisor assignments can be answered by contacting Advising.

Students seeking advising on the Columbia campus during evening hours (after 6:30 p.m.), may contact the Academic Success Center (Warf 237).

Students seeking advising at Columbia State's extended campuses should see the director, evening administrative assistant, or a faculty member at that location.

## Barnes and Noble College Bookstore

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

## Career Services

The Office of Career Services offers a wide variety of services and resources to assist Columbia State students with any issue related to career planning or job search. With the Career Resource Center, students have access to the latest technology and information tools.

In the Career Resource Center (Jones Student Center 122), students can access the Internet and utilize other printed media for career-planning and job-search needs. Career-planning tools are available which match students to various careers and majors. Over 150 current books are available on entrepreneurship, career planning and job search. Students have access to the Career Services Web site with links to over 200 Web sites which provide an easy reference to an infinite amount of career information.

Students are given individual assistance with these and other issues upon request:

- choosing/changing a major
- developing a career plan
- job-search planning
- resume writing
- interviewing
- networking
- utilizing the Internet for career planning and job search
- salary and employment projections

Students may work independently within the Career Resource Center.

For more information on career services, consult the Web site at [www.columbiastate.edu/careerservices](http://www.columbiastate.edu/careerservices).

## Evening Services

Evening services are provided at every Columbia State campus location. For hours and available services, refer to the current College catalog.

## Extended Campuses

Unless otherwise stated, students attending Columbia State extended campuses should contact the director or office personnel at that respective campus for student service needs.

## Financial Aid

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

Although Columbia State will assist all qualified students as resources permit, this aid should be viewed only as supplementary to the efforts of the family and student. Primary responsibility for financing an education lies with the student.

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

A Veterans Affairs representative is available to assist eligible Veterans in the completion of necessary forms, program planning, and in making appropriate certifications to the Veterans Administration. For complete details about Veteran's benefits, please contact the current College catalog.

### Finney Memorial Library

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

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

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

To enhance access to journals, newspapers, books, and reference materials, the library subscribes to over 40 research databases including:

- ArtStor
- Biography Resource Center
- CINAHL with full text
- Encyclopedia Britannica Online
- Expanded Academic Index
- FACTS.com
- Gale Virtual Reference Library
- General Business File ASAP
- General Reference Center Gold
- Health Reference Center Academic
- Health and Wellness Resource Center
- Informe!
- InfoTrac OneFile
- LexisNexis Academic
- Literature Resource Center
- LitFinder
- Magill On Literature Plus
- National Newspaper Index
- netLibrary
- New York Times Newspaper
- Nursing & Allied Health Collection: Comprehensive
- Oxford English Dictionary
- Oxford Reference e-Books
- Safari Tech Books
- SIRS Knowledge Source
- Tennessean Newspaper
- Wilson OmniFile Full Text Mega Edition

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

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

### Orientation

All new students are encouraged to participate in the new student orientation program. Sessions are held throughout the year at each Columbia State location. This program provides students with information about registration, student services, student activities, and College policies. Additionally, for those students who are unable to attend an orientation, a virtual orientation, containing all of the same information, is available via the Columbia State Web site. Information on the New Student Orientation can be found at [www.columbiastate.edu/studentsvcs/orientation.htm](http://www.columbiastate.edu/studentsvcs/orientation.htm).

## Records and Registration

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

## Student Center

The Jones Student Center is open on class days and evenings for the enjoyment of students. The facilities include the cafeteria, bookstore, meeting rooms, TV lounge and game room, cyber center, and an ATM machine. Additionally, the Student Center houses the following offices: Student Services and Enrollment Management, Admissions, Career Services, Disability Services, Financial Aid, Records and Registration, Student Government Association, Student Life, Student Success Counseling, and Testing Services.

The Jones Student Center is open from 7:45 a.m. to 6:30 p.m., Monday through Thursday and 7:45 a.m. to 4:15 p.m. on Friday, during regularly scheduled semesters.

Arrangements for the use of meeting rooms in the Center are scheduled through the Office of Student Services and Enrollment Management (931) 540-2570.

## Student Information and Cyber Center

The Student Information Center (Jones Student Center 151) provides educational support, information, and assistance to Columbia State students in an environment that encourages independence and personal responsibility. Additionally, the Center houses the Office of Admissions.

For the convenience of students, a Cyber Center (Jones Student Center 149) is located adjacent to the Student Information Center. The Cyber Center is available for students to check their campus email, research information via the Columbia State Web site, as well as view and process academic information through Web for Students.

## Student Success Counseling

The Student Success Counseling program offers students assistance with setting goals, stress management, time management, making the transition to college, test anxiety, campus and community referrals, and making connections to peer support. The Student Success Counseling Web site can be accessed through [www.columbiastate.edu/ssr](http://www.columbiastate.edu/ssr).

## Testing Services

The staff in the Office of Testing Services is responsible for the administration of the ACT, Compass, and various other group tests which assist the student in planning his/her program of study. Testing Services also provides proctoring services on the Columbia campus to support Distance Education, the Regents Online Degree Program, and ADA proctoring needs.

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

Students have access to the Testing Services Web site for quick reference to testing calendars, forms, and guidelines. The Testing Services Web site can be accessed through [www.columbiastate.edu/testingervices](http://www.columbiastate.edu/testingervices).

# General College Policies and Guidelines

## Emergency Procedures

Emergency procedures are posted in all facilities, at all Columbia State locations. During emergency situations, students are expected to stay calm, listen for instructions, and follow the designated procedures.

For a complete listing of policies related to this area, please contact the Office of Student Services and Enrollment Management (931) 540-2570.

## Facility Usage

Columbia State Community College policy number 03-07 provides the guidelines for use of campus property and/or facilities by affiliated and nonaffiliated groups, organizations, and individuals. The policy adheres to Tennessee Board of Regents (TBR) policy number 3:02:02:00, relative to Use of Campus Property and Facilities. Both the Columbia State policy and the TBR policy are on file and available for review in the Office of Student Services and Enrollment Management (931) 540-2570.

## Inclement Weather Policy

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

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

## Smoking/Tobacco Use Policy

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

### College Buildings

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

### College Grounds

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

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

### College Vehicles

Smoking is prohibited in all College-owned vehicles.

## Extended Campuses

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

## Enforcement Policy

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

*Violation of smoking regulations will be enforced through normal administrative student conduct policies.*

## Solicitation

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

## Student Grievance Procedures

### Definitions

#### Academic Grievances

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

#### Non-Academic Grievances

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

### Procedures

#### Academic Grievances

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

**Non-Academic Matters**

The student should first address his/her concern to the staff member directly. If the student is not satisfied, the matter should be brought in writing to the staff member's supervisor. If the student is still not satisfied, he/she should present the grievance in writing to the vice president for student services and enrollment management. If the grievance is not satisfactorily resolved, the vice president for student services and enrollment management may appoint a committee to resolve the matter. The committee's decision may be appealed to the president. The president's decision is final.

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

**Grade Appeal Process**

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

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

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

**Visitors and Minors on Campus****Visitors**

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

- Nonstudent visitors may not be in laboratories or other hazardous areas (as defined by the College or individual College personnel) at any time unless they are escorted by a

member of the College staff for brief business visits.

- Nonstudent visitors may not be in any of the computer labs unless they are escorted by a member of the College staff for brief business visits.
- All nonstudents must have instructor approval prior to visiting classrooms.
- All nonstudents visiting the Columbia campus for two or more consecutive days should contact the Office of Student Services and Enrollment Management (Jones Student Center 164) for a visitor's vehicle decal.

Nonstudents visiting any of the Columbia State extended campuses should notify the campus director or the administrative personnel, at that location.

**Minors**

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

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

In all circumstances related to minors on campus, it is the expectation of the institution that good judgment be exercised in preventing disruption of the learning environment.

**Tuition and Fees**

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

**General Policies****Acquired Immune Deficiency Syndrome**

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

**Drug-Free Schools Policy**

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

**Policy**

It is the policy of Columbia State to strictly prohibit the unlawful use and/or possession of alcoholic beverages and/or any drug or controlled substance (including any stimulant, depressant,

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

### Legal Sanctions

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

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

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

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

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

### Institutional/School Sanctions

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

### Employees

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

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

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

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

### Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

A cursory description of the health risks associated with the use of beverage alcohol and illicit drugs are as follows:

#### Alcohol

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

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

**Illicit Drugs**

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

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

The director of counseling and disability services will counsel students and/or employees who now have or have had a drug and/or alcohol problem. The procedures are:

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

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

**Equity in Athletics**

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

This information is available in the Office of Student Services and Enrollment Management (Jones Student Center 164) or the Office of Athletics (Webster Athletic Center 212).

**Firearms/Weapons on Campus**

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

city, or state charged with the enforcement of the laws of the state when in the discharge of their official duties.

**Harassment**

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

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

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

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

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

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

In situations that require immediate action, because of safety or other concerns, the institution can take any disciplinary action which is appropriate, e.g., suspension with pay, pending the initiation of the investigation by the affirmative action officer. Individuals who feel they have been harassed are encouraged to contact the director of human resources (Pryor Administration Building 113). Students who feel that they have been harassed as a result of the actions of another student should contact the vice president for student services and enrollment management (Jones Student Center 164).

### Information Security Plan

This plan is designed to set standards for developing, implementing, and maintaining reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of customer information. The purposes of this plan are:

- to ensure the security and confidentiality of customer information;
- to protect against anticipated threats to the security and/or integrity of customer information;
- to guard against unauthorized access to, or use of, customer information that could result in harm or inconvenience to any customer; and
- to comply with the Gramm-Leach-Bliley Act and the related rules put forth by the Federal Trade Commission.

Students with questions about this plan should contact the assistant director of enrollment services, financial aid (Jones Student Center 101).

### Information Technology Resources at Columbia State

The Office of Information Technology at Columbia State supports computing and information technology resources across all campuses. Information Technology resources include hardware, software, user accounts, electronic mail, local and wide area networks, connectivity among all campus sites, and access to the Internet. Information Technology (IT) also provides a help desk service during normal class hours from 7:45 a.m. until 5:15 p.m., Monday through Friday. The Helpdesk is located in Warf 110, on the Columbia campus. The IT office administrates the functions of the general purpose computing labs, as well as the Lab Monitor program. For more information on the Helpdesk, the general purpose computer labs, or the Lab Monitor program, call the Helpdesk at 931-540-2650, or email [helpdesk@columbiastate.edu](mailto:helpdesk@columbiastate.edu). You may also find information on IT and locations of the computer labs at [www.columbiastate.edu](http://www.columbiastate.edu).

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

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

### Guidelines for Student Use of Information Technology Resources

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

The following rules and regulations are to outline all users' limitations. These rules are separate and apart from the code of conduct as approved by the Tennessee Board of Regents. The policies of the Tennessee Board of Regents are to be followed by each student. A copy of this policy may be found at the Tennessee Board of Regents Web site at [http://www.tbr.state.tn.us/policies\\_guidelines/governance\\_policies/1-08-00-00.htm](http://www.tbr.state.tn.us/policies_guidelines/governance_policies/1-08-00-00.htm).

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

1. Allowing access to your account to another individual is not allowed. The account may not be used for any other purpose outside of College educational or administrative purposes. A user may not attempt to gain access to another's account, or alter, or destroy files belonging to others.
2. Copying programs or data belonging to Columbia State for one's personal use is strictly prohibited and may violate copyright or license agreements.
3. A student may not tamper with or alter any settings on any Columbia State computer, nor may a user tamper with or disconnect any existing computer from the Columbia State network.
4. Any non-productive work (games, chat rooms, etc.) will be restricted by Information Technology staff. A user may not monopolize a resource to the extent of denying others fair access.
5. Installation of software or connection of hardware to any Columbia State computer is restricted to Information Technology staff. Use of computer resources to interrupt normal College operations and networks, including the introduction of viruses, electronic mail spam, sending chain letters, or monopolizing or intentionally damaging equipment is prohibited.
6. The unauthorized downloading, copying, or distribution of materials (i.e., proprietary music, video, software, or database information) via Information Technology resources is prohibited.
7. Student users should be aware that course instructors have primary responsibility for the maintenance of academic integrity. Cases involving academic dishonesty (i.e., plagiarism, cheating, etc., and/or facilitating such an act) should be reported to the Associate Vice President for Information Technology.
8. Computer and Information Technology resources must not be used for any unlawful purpose. Use of unlicensed software on Columbia State computers is strictly prohibited. It is not acceptable to transmit or receive threatening, obscene, or harassing materials.

Intentional failure to observe policies governing the use of Information Technology resources can result in suspension of user privileges, or other disciplinary actions. In addition, violations may result in referral for prosecution by federal, state, or local authorities.

### Privacy Act

It is the policy of Columbia State Community College to comply with the Family Educational Rights and Privacy Act (FERPA) which is designed to protect the confidentiality of personally identifiable educational records of students. The student has the following rights: the right to inspect and review his/her educational records

within forty-five (45) days of the day the College receives a request for access; the right to request an amendment of his/her educational records that the student believes are inaccurate or misleading; the right to consent to disclosures of personal identifiable information contained in his/her educational records except to the extent that FERPA authorizes disclosure without consent; and the right to file a complaint with the U.S. Department of Education concerning alleged failures by Columbia State Community College to comply with the requirements of FERPA.

Under the provisions of FERPA, the College may disclose directory information to any person requesting it without the consent of the student. Directory information may include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational institution attended. Examples of such disclosures include, but are not limited to, play-production programs, honors recognition lists, graduation programs, and athletic activity sheets and programs.

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

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

### **Sex Crimes Prevention Act**

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

As defined in section 40-39-102 of the Tennessee Code, a "sexual offender" means a person who is, or has been, convicted in this State of committing a sexual offense, or who is or has been convicted in another state or another country, or who is or has been convicted in a federal or military court of committing an act which would have constituted a sexual offense if it had been committed in this State. A "sexual offense" means the commission of acts including, but not limited to, aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping.

Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supercede the Family Educational Rights and Privacy Act (FERPA) and other federal and State laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled, or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.

In compliance with the federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled, or volunteering at this institution in the Campus Security office. Information is also available on the TBI's Web site listing of sex offenders located on the internet at [http://www.ticic.state.tn.us/SEX\\_ofndr/search\\_short.asp](http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp).

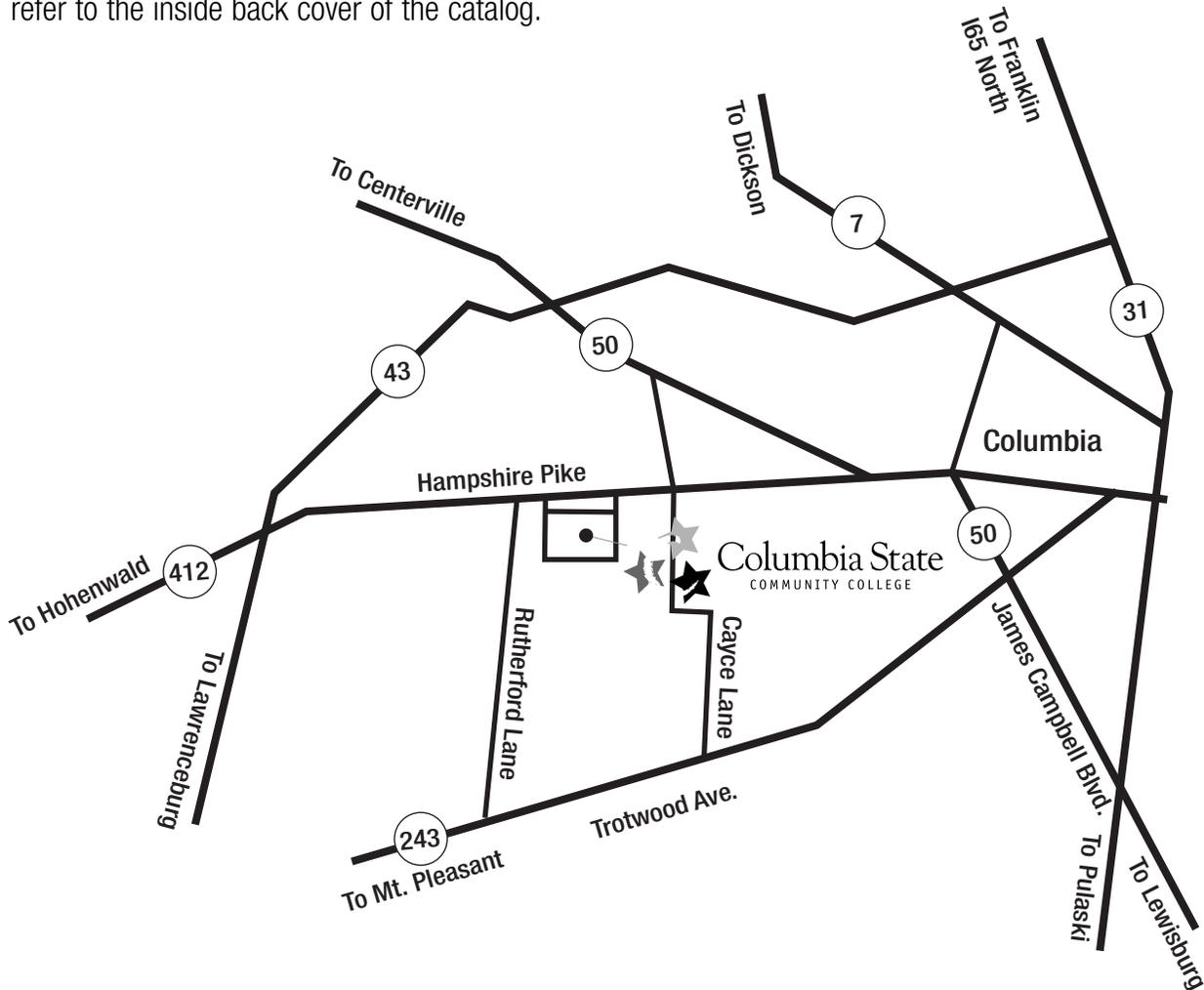
### **Student Consumer Rights Information**

The financial aid applicant is responsible for obtaining, completing, and filing each year the proper financial aid application on a timely basis. The applicant has the right to seek and receive full information and counsel from the assistant director of enrollment services, financial aid (Jones Student Center 101), in regard to any financial aid matter. The applicant must, without exception, report any of the following changes to the Office of Financial Aid: withdrawal from the college, transfer to another college, name change, or address change of student or parent if applicable.

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

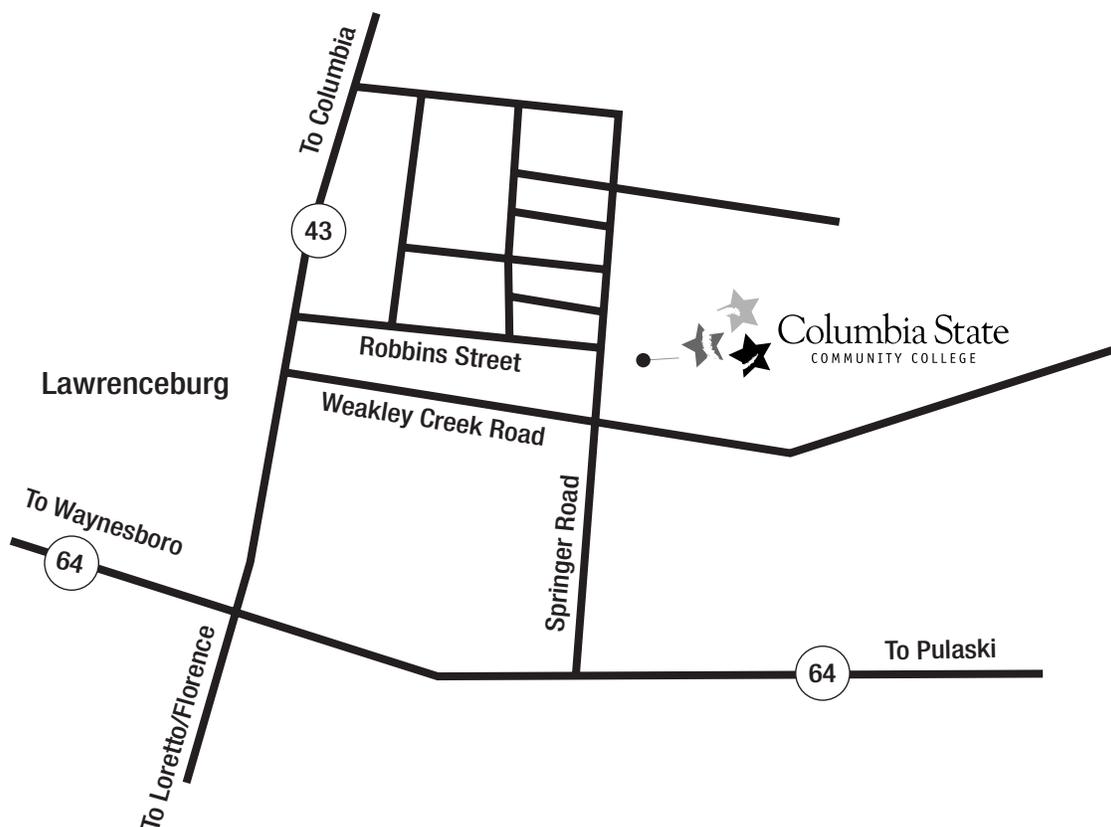
# Columbia Campus

For a complete campus map, refer to the inside back cover of the catalog.



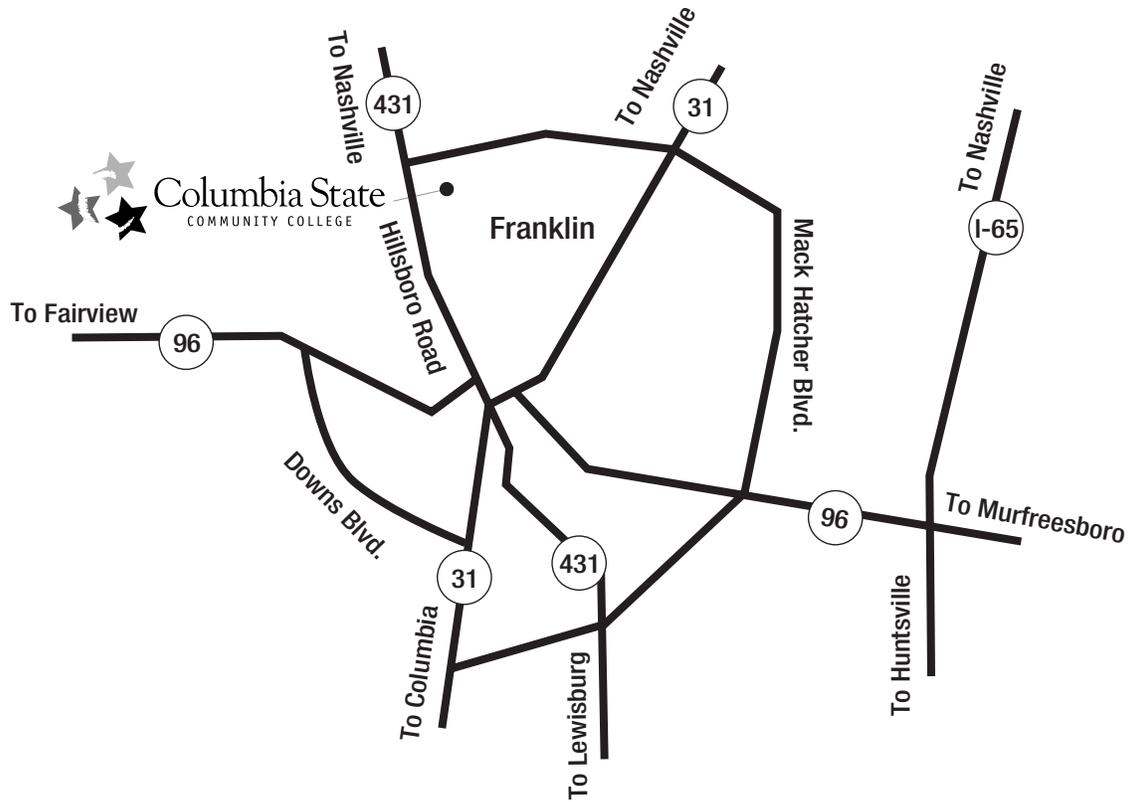
**Columbia State Community College**  
**Columbia Campus**  
1665 Hampshire Pike  
Columbia, TN 38401  
931-540-2722

# Lawrence County Center



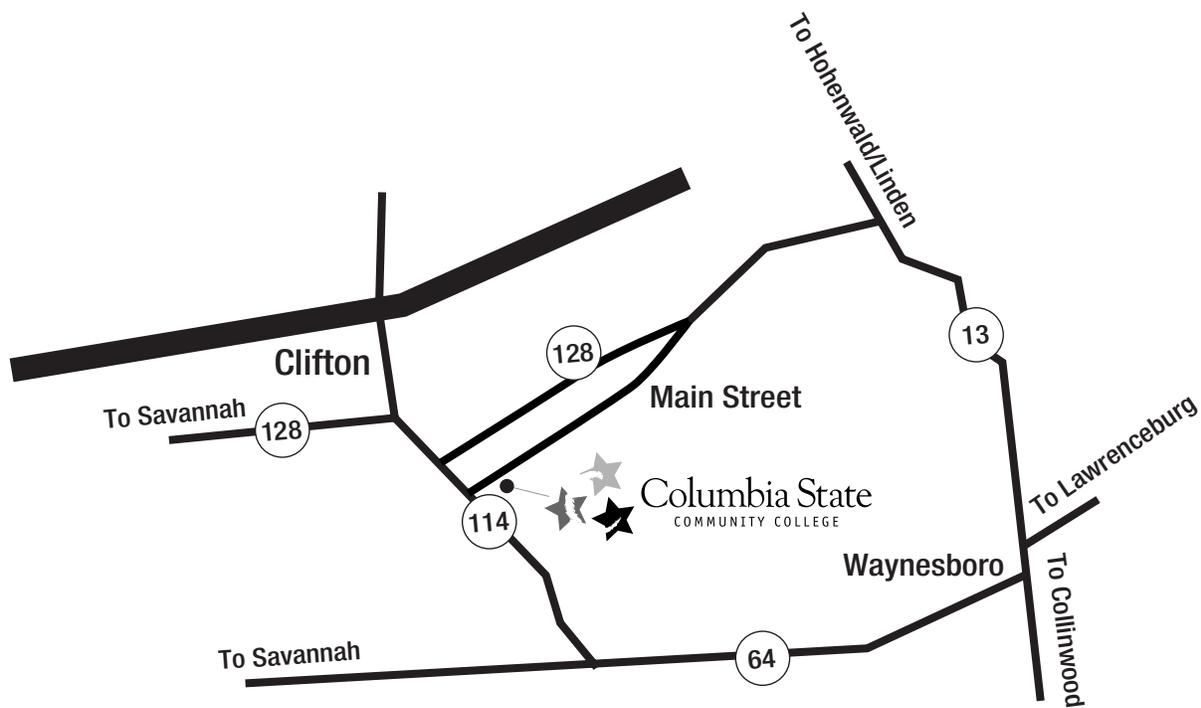
**Columbia State Community College**  
**Lawrence County Center**  
1620 Springer Road  
Lawrenceburg, TN 38464  
931-766-1600

# Williamson County Center



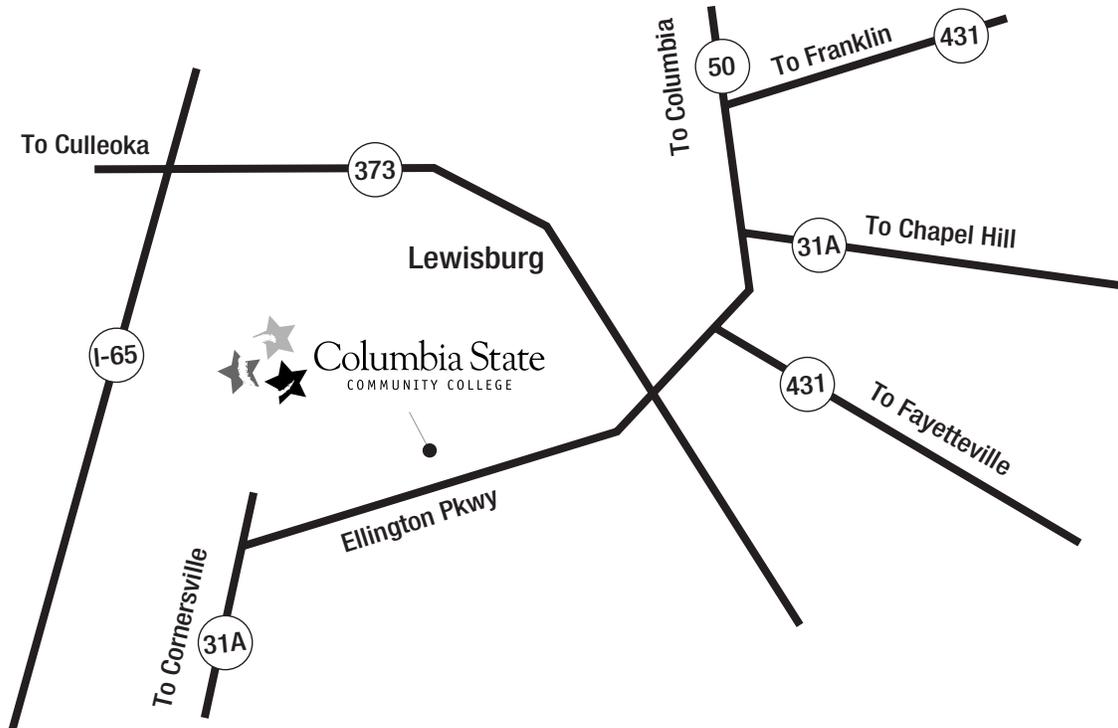
**Columbia State Community College**  
**Williamson County Center**  
104 Claude Yates Drive  
Franklin, TN 37064  
615-790-4400

# Clifton Site



**Columbia State Community College**  
**Clifton Site**  
795 Main Street  
Clifton, TN 38425  
1-888-346-6581

# Lewisburg Site



**Columbia State Community College**  
**Lewisburg Site**  
980 South Ellington Parkway  
Lewisburg, TN 37091  
931-359-0351

# Index

- Absence, Institutional . . . . . 21
- Academic Advising . . . . . 26, 94
- Academic and Classroom Misconduct . . . . . 89
- Academic Appeal Process . . . . . 98
- Academic Calendar . . . . . 1
- Academic Competitive Grant (AGC) . . . . . 13
- Academic Dishonesty . . . . . 86
- Academic Dismissal . . . . . 21
- Academic Divisions . . . . . 24
- Academic Fresh Start . . . . . 22
- Academic Grievances, Definitions of and Procedures for . . . . . 97
- Academic Information . . . . . 16
- Academic Probation . . . . . 21
- Academic Programs and Services . . . . . 24
- Academic Service Scholarships . . . . . 12
- Academic Success Center . . . . . 94
- Academically Talented/Gifted Students . . . . . 6
- Acquired Immune Deficiency Syndrome (AIDS) . . . . . 98
- Acquiring Credit . . . . . 16
- ACT (American College Test) . . . . . 10, 17
- ADA (Americans with Disabilities Act) Services . . . . . 85
- Adding a Class . . . . . 19
- Additional Admission Requirements for  
Transfer Programs (A.A. and A.S.) . . . . . 7
- Admission Requirements for Credit Studies . . . . . 4
- Admission Requirements for Non-Credit Courses . . . . . 7
- Admission Requirements for Specific Credit Classifications . . . . . 4
- Admission Requirements, Programs with Special . . . . . 8
- Admission to the College . . . . . 4
- Admissions . . . . . 94
- Adult Special Students . . . . . 5
- Advising . . . . . 26, 94
- Advising, Academic . . . . . 26, 94
- Advisory Committees . . . . . 78
- Agriculture Course Descriptions . . . . . 51
- AIDS (Acquired Immune Deficiency Syndrome) . . . . . 98
- Alcohol (Use or Abuse of) . . . . . 99
- American College Testing (Residual) Fee . . . . . 10, 17
- Americans with Disabilities Act (ADA) Services . . . . . 85
- Appeals, Student . . . . . 22, 88, 97, 98
- Application Fee . . . . . 9
- Applying to the College . . . . . 4
- Art Course Descriptions . . . . . 51
- Associate Degree Requirements . . . . . 28
- Associate of Applied Science Degree  
(Career Entry Program) . . . . . 26, 31
- Associate of Applied Science Degree Requirements . . . . . 31
- Associate of Arts Degree Requirements . . . . . 28
- Associate of Science Degree Requirements . . . . . 28
- Associate of Science in Teaching Degree Requirements . . . . . 30
- Astronomy Course Descriptions . . . . . 52
- Athletic Grants . . . . . 13
- Athletics . . . . . 91, 100
- Attendance Policy . . . . . 20
- Auditing a Course . . . . . 5, 9, 19, 22
- Automobile Registration . . . . . 10, 92
- Basic EMT/EMT-IV Classes . . . . . 36
- Biology Course Descriptions . . . . . 52
- Books and Supplies . . . . . 9
- Bookstore . . . . . 94
- Bulletin Boards/Sign Posting . . . . . 91
- Business and Technology Division . . . . . 24
- Business and Technology Division Career-Entry Programs . . . . . 31
- Business and Technology Division Certificate Programs . . . . . 31
- Business and Technology Division Emphases . . . . . 29
- Business Course Descriptions . . . . . 52
- Business Information Technology Advisory Committee . . . . . 78
- Business Information Technology Course Descriptions . . . . . 53
- Business Information Technology Major . . . . . 32
- Business Management Advisory Committee . . . . . 78
- Business Management Certificate . . . . . 33
- Business Management Major . . . . . 32
- Calendar, Academic . . . . . 1
- Campus Access Fee . . . . . 10
- Campus Locations . . . . . 2
- Cancellation of Scheduled Classes . . . . . 19
- Career Advancement Certificates . . . . . 26, 32
- Career Entry Programs . . . . . 26, 31
- Career Services . . . . . 94
- CEEB (College Board) . . . . . 17
- Center for Economic and Community Development . . . . . 24
- Certificate Requirements . . . . . 31
- Certificates Offered . . . . . 31
- Certified Professional Secretary's (CPS) Exam . . . . . 17
- Change of Registration Procedures . . . . . 19
- Change To or From Audit . . . . . 19
- Checks, Returned . . . . . 10
- Chemistry Course Descriptions . . . . . 53
- Child Care Services . . . . . 91
- Class Attendance Policy . . . . . 20
- Classroom Behavior . . . . . 20, 85, 89
- CLEP (College Level Exam Program) . . . . . 17
- Clifton Site . . . . . 2, 106
- Clinical Instructors . . . . . 77
- College Board (CEEB) . . . . . 17
- College Level Examination Program (CLEP) . . . . . 17
- Columbia Campus . . . . . 2, 103, inside back cover
- Columbia State Alumni Association . . . . . 77
- Columbia State Foundation . . . . . 77
- Commercial Entertainment Admissions Requirements . . . . . 8, 33
- Commercial Entertainment Course Descriptions . . . . . 53
- Commercial Entertainment Program Advisory Committee . . . . . 78
- Commercial Music-Multimedia for Songwriters Certificate . . . . . 34
- Commercial Performance Certificate . . . . . 34
- Comprehensive Subject Examination . . . . . 17
- Computer Accounts . . . . . 101
- Computer Information Systems Course Descriptions . . . . . 54
- Computer Labs . . . . . 101
- Confidentiality of Student Records . . . . . 101
- Consumer Information . . . . . 14
- Consumer Rights Information . . . . . 102
- Cooperative Education . . . . . 25
- Cooperative Education Course Descriptions . . . . . 55
- Core Values . . . . . 2
- Corrections Option, Criminal Justice Technology Major . . . . . 35
- Counseling, Career, and Academic Support Services . . . . . 94
- Course Descriptions . . . . . 51
- Course Load . . . . . 19
- Course Repeats . . . . . 22
- Courses Satisfying General Education Core Requirements . . . . . 28

Credit by Examination	10, 17	External Credit through Tennessee Technology Centers	18
Credit for Prior Learning, External	10, 18	Facility Usage	97
Credit for Prior Learning Fee	10	Faculty and Staff Directory	70
Credit Load	19	Faculty Award	23
Credit, Unit of	16	Family Educational Rights and Privacy Act (FERPA)	101
Crime Statistics	84	Federal College Work-Study	13
Criminal Justice Advisory Committee	78	Federal Parent Loan for Undergraduate Students	13
Criminal Justice Technology-Corrections Certificate	35	Federal Pell Grants	13
Criminal Justice Technology Course Descriptions	55	Federal Stafford (Subsidized) Loan	13
Criminal Justice Technology-Law Enforcement Certificate	35	Federal Stafford (Unsubsidized) Loan	13
Criminal Justice Technology Major	34	Federal Supplemental Educational Opportunity Grant	13
Cyber Center	96	Fees	9, 98
Dean's List	23	FERPA (Family Educational Rights and Privacy Act)	101
Degree Requirements	28, 30, 31	Financial Aid Attendance Policy	12
Degrees Offered	28, 30, 31	Financial Assistance	12, 94, 95
Degrees, Policy on Awarding of	23	Financial Assistance Resources	12
Developmental Studies Course Descriptions	56	Financial Assistance Satisfactory Progress Standards	14
Developmental Studies Program	24	Fine Arts Elective Options	28, 30
Directional Maps	103	Firearms/Weapons on Campus	100
Directories	inside front cover, 70, 83	First-Time Applicants	4
Disabled Students	85	Food Services/Vending	91
Disciplinary Sanctions, Appeal Procedures for	88	Former Columbia State Students	4
Disciplinary Offenses	85	Foundation Scholarships	13
Disciplinary Procedures	87	French Course Descriptions	60
Disciplinary Sanctions	88	Freshman, Beginning	4
Dismissal, Academic	21	Full-time Student Semester Hour Load	19
Dismissal, Appeal of	22	GED Students	5
Dismissal, Early Readmission	22	General College Policies and Guidelines	98
Distance Education	25	General Education Degree Requirements	28, 30, 31
Dropping a Class	19	General Education Development (GED) Test Fee	10
Drug and Alcohol Counseling, Treatment, Rehabilitation Programs	100	General Education Exam (Exit Exam)	23
Drug Free Schools Policy	98	General Information	2, 9, 12
Dual Enrollment Admissions Information	6	General Requirements for Admission to Credit Studies	4
Early Childhood Education Advisory Committee	78	General Requirements for Admission to Non-Credit Courses	7
Early Childhood Education Certificate	36	General Technology Major	38
Early Childhood Education Course Descriptions	56	General Transfer Degree Programs	26, 28
Early Childhood Education Major	35	General Transfer Major	29
Economic and Community Development, Center for	24	General Transfer Major (No Emphasis)	29
Economics Course Descriptions	57	Geography Course Descriptions	60
Education Course Descriptions	57	Grade Appeal Process	98
Education, Secondary	29	Grades	21, 23
Elective Options	28, 30	Grades for Withdrawals and Drops	20
Electronics Technology Course Descriptions	58	Grading System	21
Elementary Education 2+2 Agreement	25	Graduation	23
Emergency Medical Technology Course Descriptions	58	Graduation Fee	10
Emergency Medical Technology-Paramedic Admissions Policy	8, 37	Graduation Honors	23
Emergency Medical Technology-Paramedic Advisory Committee	78	Grants	13
Emergency Medical Technology-Paramedic Certificate	8, 36	Grievance Procedures	97
Emergency Messages	91	Guidelines for Permitting Late Withdrawal	20
Emergency Procedures	97	Guidelines for Student Use of Information Technology Resources	101
Employee Directory	70	Harassment	100
EMT-Basic Classes	36	Health Course Descriptions	60
Engineering Graphics Course Descriptions	59	Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol	99
English Course Descriptions	60	Health Sciences Division	24
Equity in Athletics	100	Health Sciences Division Career-Entry Programs	31
Evening Services	3, 94	Health Sciences Division Certificate Programs	31
Expenses	9	Health Sciences Programs Admission Requirements	8
Extended Campuses and Programs	25, 94	High School Course Requirements (Deficiencies)	7
External Credit	16	High School Graduates	4
External Credit by Examination	17	High School Students	6
External Credit for Military Service/Schools	17	History Course Descriptions	60
External Credit for Prior Learning	10, 18	History of the College	2
External Credit for Tech Prep Programs	18	Honor Scholarships	13

Honors	23, 91	Nursing Major	8, 39
Horticultural Technology Major	38	Office Administration Course Descriptions	65
Horticulture Advisory Committee	78	On-line Courses (RODP)	10, 25
Housing	91	Opportunity Scholarship	13
Humanities Course Descriptions	60	Orientation	95
Humanities Division	24	Parking Fines	10, 93
Humanities Division Certificate Programs	31	Permanent Residents	7
Humanities Division Emphases	29	Permanent Student Records	16
Humanities/Fine Arts Elective Options	28, 30	Phi Theta Kappa	92
Hybrid Courses	25	Philosophy Course Descriptions	65
Incident Weather Policy	97	Physical Education Course Descriptions	66
Incomplete Grades	21	Physical Science Course Descriptions	66
Individual Instruction, Music Fees	10	Physics Course Descriptions	66
Industrial Technology Course Descriptions	61	Placement in Courses	26
Information Directory	inside front cover, 83	Placement of Students	7
Information Security Plan	101	Planning a Course of Study	26
Information Technology Resources at Columbia State	101	Planning a Program of Study	26
Institutional Absence	21	Policies and Guidelines, General College	97, 98
Institutional Fees and Refunds	9, 98	Policy and Procedures for Mandatory Placement	7, 26
Institutional Work	13	Policy on Nondiscrimination	3, 100
Insurance	92	Policy on the Awarding of Degrees	23
Interactive Video Courses	25	Political Science Course Descriptions	66
International Students	6	Pre-Professional Programs	26
Internet Courses	10, 25	Pre-Professional Skills Test Fee	10
Late Registration Fee	10	President's List	23
Late Withdrawal, Guidelines for Permitting	20	Privacy Act	101
Law Enforcement Option, Criminal Justice Technology Major	35	Private Scholarships	13
Lawrence County Center	2, 104	Probation, Academic	21
Lewisburg Site	3, 107	Programs of Study for Selected Emphases Within the General Transfer Major	29
Library	95	Programs with Special Admission Requirements	8
Limitations and Reservations	3	Psychology Course Descriptions	66
Loans	13	Pulmonary Pit Crew	92
Lost and Found	92	Radiologic Technology, Admissions Policy	8, 44
Management and Human Relations (MHR) 2+2 Agreement	25	Radiology Technology Advisory Committee	79
Mandatory Placement of Students	7, 26	Radiologic Technology Clinical Instructors	79
Maps	103, inside back cover	Radiologic Technology Course Descriptions	67
Marketing Course Descriptions	61	Radiologic Technology Major	8, 43
Mass Communications Course Descriptions	61	Readmission, Academic Dismissal	22
Mathematics Course Descriptions	62	Records and Registration	96
Mathematics Elective Options	28, 30	Records, Confidentiality of	101
Measles, Mumps and Rubella (MMR) Vaccination Requirement	4	Refunds	10
Military Service Credit	17	Regents Online Degree Program (RODP)	10, 25
Minimum Degree Requirements for Technical Certificates	31	Registration Fees	9, 98
Misrepresentation of Academic Credentials	3	Registration for Courses	19
Mission Statement	2	Registration Procedures	19
Multiple Degrees and Certificates	23	Religious Studies Credit (Transfer Credit)	16
Music Course Descriptions	62	Repayment of Financial Assistance	14
Music Fees	10	Repeating Courses	22
Natural Sciences Elective Options	28	Replacement of Lost ID Card	10, 91
Non-Academic Appeal Process	97	Residency Classification	9
Non-Academic Grievances, Definitions of and Procedures for	97	Respiratory Care, Admissions Policy	8, 47
Non-Credit Courses	7, 9	Respiratory Care Advisory Committee	79
Non-Credit Students	4, 9, 16, 24	Respiratory Care Clinical Instructors	80
Non-Degree Students	5, 16	Respiratory Care Course Descriptions	67
Nondiscrimination Policy	3, 100	Respiratory Care Major	8, 46
Non-High School Graduates	5	Retention Standards	21
Non-Traditional Courses (Distance Education)	25	Return of Title IV Funds	14
Nursing 2+2 Agreement	25	Returned Check Fee	10
Nursing, Admissions Policy	8, 39	Safety and Security	92
Nursing Advisory Committee	78	Satisfactory Progress Standards for Financial Assistance	14
Nursing Challenge Exam Fee	10	Scholarships	12
Nursing Course Descriptions	64	Science and Mathematics Division	24
Nursing Fee	10	Science and Mathematics Division Career-Entry Programs	31
Nursing LPN Career Mobility Ladder (Option A)	42	Science and Mathematics Division Emphases	29
Nursing LPN Career Mobility Ladder (Option B)	42		

Secondary Education	29	Tuition and Fees	9, 98
Sex Crimes Prevention Act	102	Undergraduate Degree Students	4, 16
Smoking/Tobacco Use Policy	97	Undergraduate Special Students	5
Social/Behavioral Sciences Elective Options	28	Unit of Credit	16
Social Sciences and Education Division	24	University Center	24
Social Sciences and Education Division Career-Entry Programs	31	University Parallel Program (General Transfer Major)	29
Social Sciences and Education Division Certificate Programs	31	Veterans Certification	14
Social Sciences and Education Division Emphases	29	Veterinary Technology, Admissions Policy	8, 49
Social Security Number Use	16	Veterinary Technology Advisory Committee	79
Sociology Course Descriptions	68	Veterinary Technology Clinical Instructors	80
Solicitation	97	Veterinary Technology Course Descriptions	69
Spanish Course Descriptions	68	Veterinary Technology Major	8, 49
Speech Course Descriptions	69	Video Courses	25
Student Activities and Organizations	92	Vision	2
Student Activity Fee	10, 92	Visitors and Minors on Campus	98
Student Appeals	22, 88, 97	Weapons on Campus	100
Student Center	96	Weather-Related Closings	97
Student Chapter, North American Veterinary Technician Association (NAVTA)	92	Web Site ( <a href="http://www.columbiastate.edu">www.columbiastate.edu</a> )	93
Student Classifications	16	Williamson County Center	3, 105
Student Conduct and Discipline	20, 85	Withdrawal	20
Student Conduct in Health Sciences Programs	89	Work Programs	13
Student Consumer Rights Information	102		
Student Government Association (SGA)	92		
Student Handbook	81		
Student Health Insurance	92		
Student Honors and Awards	23, 91		
Student Identification Cards	10, 91		
Student Information Center	96		
Student Life	91		
Student Nurses Association (SNA)	92		
Student Organizations	92		
Student Orientation	95		
Student Parking	92		
Student Participation on College Committees	90		
Student Publications	93		
Student Records	16, 101		
Student Rights and Responsibilities	84		
Student Right-to-Know and Campus Security Act	84		
Student Services	83		
Student, Special	5		
Student Success Counseling	96		
Students Rights and Freedoms	84		
Students with Disabilities, Services for	85		
Summer Term Fees	9		
Tech Prep Advisory Committee	79		
Tech Prep Programs, External Credit for	18		
Technical Certificates	26, 31		
Technology Access Fee	10		
Tennessee Board of Regents and University of Tennessee Admission Standards	7		
Tennessee Board of Regents' General Education Core Requirements for All Tennessee Board of Regents Institutions	27		
Tennessee Dual Enrollment Grant	12		
Tennessee HOPE Access Grant	12		
Tennessee HOPE Scholarships	12		
Tennessee HOPE Scholarships/Non-traditional Component	12		
Tennessee Student Assistance Awards	13		
Testing Services	96		
Theatre Course Descriptions	69		
Transcript of Credits	18		
Transfer Credit	16		
Transfer Programs	7, 29		
Transfer Students	5		
Transient Students	6		

# Notes

# Notes

# Notes