

GENERAL INFORMATION

HISTORY

In 1909 Tennessee State University was developed as a normal school for Negroes.

- 1941 The General Assembly authorized the State Board of Education to establish graduate studies leading to the master's degree in several branches of teacher education.
- 1944 In June, the first master's degree was awarded.
- 1946 The Southern Association of Colleges and Schools accredited the institution.
- 1951 The State Board of Education granted the college university status. The reorganization included the establishment of the Graduate School, the School of Arts and Sciences, the School of Education, and the School of Engineering, and provided for the additions of the other schools: Agriculture, Business, and Home Economics, respectively.
- 1958 The University was elevated to a full-fledged land-grant university. The program included the School of Agriculture and Home Economics, the Graduate School, the Division of Business, the Division of Extension and Continuing Education, and the Department of Aerospace Studies.
- 1969 The current name, Tennessee State University, was adopted.
- 1974 The School of Allied Health and the School of Business were established, while the Specialist in Education degree was authorized.
- 1976 The Master of Criminal Justice degree was approved.
- 1977 The Master of Public Administration degree was approved.
- 1978 The Master of Engineering degree, the Master of Arts in Education, and the Master of Education Degrees in Reading were approved.
- 1979 Tennessee State University and University of Tennessee-Nashville merged. The Master of Business Administration degree was established.
- 1980 The Doctor of Education degree was approved in three majors: Curriculum and Instruction, Educational Administration, and Educational Psychology and Guidance.
- 1986 The Doctor of Education degree in Educational Psychology and Guidance was changed to a Doctor of Education degree in Psychology with concentrations in Counseling Psychology and School Psychology; an M.S. degree in Mathematical Sciences was approved; a Ph.D. degree in Public Administration was approved.
- 1987 The Graduate School was redefined as the School of Graduate Studies and Research.
- 1991 The School of Graduate Studies and Research celebrates 50 years of Graduate education.
- 1996 The Psychology doctoral program degree designation changed from Ed.D. to Ph.D.
- 1998 The Doctor of Philosophy degree in Biological Sciences was initiated.
- 1999 The Doctor of Philosophy degree in Computer and Information Systems Engineering was approved.

Today, Tennessee State University offers twelve degrees in twenty-three areas of study at the graduate level.

GRADUATE DEGREES AWARDED BY COLLEGES, SCHOOLS, AND INSTITUTES

Tennessee State University is authorized to grant the following degrees:

COLLEGE, SCHOOL, DEGREE/CERTIF. INSTITUTE	MAJOR	CONCENTRATIONS	
Department			
AGRICULTURE & CONSUMER SCIENCES			
Agricultural Sciences	Agricultural Sciences	Animal Science Plant Science Agribusiness Agricultural Education	M.S.
Family & Consumer M.A.Ed. Sciences	Family & Consumer Sciences		
ALLIED HEALTH			
Speech Pathology & Audiology Physical Therapy M.P.T.*	Speech and Hearing Science Physical Therapy		M.S.
ARTS & SCIENCES			
Biological Sciences	Biology Biological Sciences		M.S. Ph.D.
Chemistry	Chemistry		M.S.
Criminal Justice	Crim. Jus. Admin.		M.C.J.
Languages, Literature & Philosophy	English		M.A.
Music	Music Ed.		M.S.
Physics & Mathematics	Mathematical Sciences		M.S.
BUSINESS			
Business	Business Admin.		M.B.A.
EDUCATION			
Educational Administration	Administration and Supervision	K-12 Administration Higher Education Administration	Ed.D. M.Ed.,
Ed.S.			
Human Performance and M.A.Ed.	Health, Physical Ed.,	Health & Physical Ed.	
Sport Sciences	Recreation	Recreation Adm.	
Psychology	Guid. & Coun. Psychology	PreK-12 School Counseling Counseling Psychology School Psychology	M.S. Ph.D.
	Psychology	School Psychology	Ed.S.
	Psychology	Counseling Psychology	M.S.
Teaching & Learning	Curriculum & Instruction	School Psychology Curriculum Planning Elementary Education Secondary Education Reading	Ed.D.
	Curriculum & Instruction	Special Education Secondary School Instruction Adult Education Educational Technology History Tch. Non-English Lang. Child Reading	M.Ed.
	Elem. Ed. Special Ed.		M.Ed. M.Ed.
ENGINEERING, TECHNOLOGY AND COMPUTER SCIENCE			
Electrical & Computer Engineering	Computer and Information Systems Engineering	Computer Comm. & Networks Control Systems and Signal Processing	Ph.D.

		Robotics and Comp. Integr. Manufacturing	M.S.
	Computer and Information Systems Engineering		
Engineering	Engineering	Biomedical Eng. Civil Eng. Environmental Eng. Electrical Eng. Mechanical Eng. Manufacturing Eng.	M.E.
INSTITUTE OF GOVERNMENT			
	Institute of M.P.A., Ph.D. Government	Public Admin.	
	Certificate	Health Administration and Planning	
NURSING			
	Nursing	Nursing	
		Holistic Nursing Family Nurse Practitioner	M.S.N.

*Master of Physical Therapy Program – see p. 67 for status of this program.

SPECIAL FEES

(fees subject to change without notice)

Add/Drop (per form)	\$5.00
Application Fee (non-refundable, should be included with the application)	25.00
Bad Check Charge	25.00
Comprehensive Exam	15.00
Credit/Audit Change	10.00
Duplicate I.D. Card	10.00
Graduation Fee	
Master's	35.00
Specialist	35.00
Doctoral	45.00
International Student Fee (This is not assessed for the Summer Term).....	30.00
Late Registration	25.00
Library Fines (non-refundable) per day	
Two-week Books \$0.10/day (Grace period of 5 days, 6th day \$0.60)	
Reserve Books (\$0.10 for each additional hour)	
Lost Books -	
List price of book plus a processing fee of.....	5.00
Out-of-print books	50.00
Motor Vehicle Registration (non-refundable).....	45.00
Property Damage (Actual Value)	
Room Deposit (per semester)	50.00
Theses and Dissertations	
Thesis Binding	40.00
Dissertation Binding	45.00
Dissertation Continuation, on Sixth Registration	25.00
Thesis Continuation, on Second Registration	25.00
Dissertation/Thesis Micro-filming	
Master's (optional)	45.00
Doctoral	55.00
Dissertation Copyright (optional)	45.00

FEE PAYMENT

All fees must be paid at the time of registration unless covered by authorized deferment. Payment can be made using **cash** (please do not mail cash), **checks** (personal check, cashiers/bank checks and money orders), **credit cards** (MasterCard and VISA only) or **bank wires** (wire to AmSouth Bank account #06200019-1001152956; the student's social security number must be referenced on the wire). Entering courses without paying fees does not constitute registration.

FINANCIAL REGULATIONS

Students will not be permitted to register for the new semester or remain in dormitory residences in any semester in which their financial obligations are not satisfactorily met.

No student will be given a diploma or any grade reports until all financial obligations are paid in full.

Transcripts are sent out only after all financial obligations to the University have been satisfied. Students registering for graduate credit must pay appropriate fees. All laboratory fees must be paid in full. Refer to a printed Class Schedule for a given semester for current Financial Regulations.

PERSONS OVER 60 YEARS OF AGE AND TOTALLY DISABLED PERSONS

Pursuant to TCA 49-7-113, disabled persons suffering from a permanent disability which totally incapacitates such persons from working at an occupation which brings him/her an income, **and** persons who will become sixty (60) years of age or older during the academic semester in which such persons begin classes (and who are domiciled in Tennessee) may audit courses at the University without paying tuition charges, maintenance fees, student activity fees, or registration fees; however, this privilege may be limited or denied by the University on an individual classroom basis according to space availability. Prior to admittance, the University may require an affidavit or certificate from a physician or an agency charged with compensating the disabled person or adjudicating the permanent total disability of the person who is requesting admittance to classes, to confirm that such person is permanently and totally disabled.

Disabled persons, as defined above, and persons who become sixty-five (65) years of age or older during the academic semester in which such persons begin classes (and who are domiciled in Tennessee) may be enrolled in courses for credit at the University. For credit, a fee equal to 50% of the per hour rate with a maximum of \$75.00 per semester may be charged. Admissions will be limited on an individual classroom basis according to space available. Eligible persons are advised to check with the Office of Admissions and Records prior to attempting to register for courses, as special provisions must be made for them during registration.

REFUND POLICY

- I. The refund policy for the fees, outlined in the Fee section of the Class Schedule is outlined below:
 - A. 100% of the fees will be refunded for classes cancelled by the University.
 - B. 100% of the fees will be refunded in case of a student's death.
 - C. No refund of rent, tuition or other fees will be made to students who are dismissed or suspended.
 - D. The parking permit fee is non-refundable.
- II. The refund policy for all other fees is outlined below:
 - A. 100% of the fees will be refunded for drops or withdrawal prior to the beginning of the first day of classes.
 - B. 75% of fees will be refunded for drops or withdrawals from the first day of classes through the (14th) fourteenth calendar (including weekends) day of classes
 - C. 25% of fees will be refunded following exhaustion of the 75% period, for a period of time extending 25% of the time period covered by the term. If the refund date falls on the weekend, drops or withdrawals must be processed by the previous Friday

APPEALS PROCEDURES FOR FEES AND REFUNDS

A student may appeal the assessment, application, calculation or interpretation of any University fee, charge, deposit, or refund, or any University action connected with fees or charges. Questions should be discussed with personnel in the Bursar's Office. A written appeal can be made to the office of the Vice President for Business Affairs; his/her determination may be appealed to the President of the University whose decision is final.

RESIDENCY CLASSIFICATION

The Admissions Office is charged with the determination of a student's residency status for fee-paying purposes and as the basis for some University admission requirements. Classification is determined by information submitted on the admission application and/or application for re-classification (Change in Residency Application). Notification in writing is made soon after the student applies for re-classification.

The deadline dates are:

Summer Session	May 1
Fall Semester	August 1
Spring Semester	December 1

All decisions are based on regulations established by the Tennessee State Board of Regents, with the intent that all Tennessee public institutions of higher education apply uniform classification rules. Should a student be denied in-state classification, the student has the right of appeal. The appeal steps are

1. Dean of Admissions and Records
2. Vice President for Academic Affairs
3. President of the University
4. Tennessee State Board of Regents

FINANCIAL ASSISTANCE

ASSISTANTSHIPS AND FELLOWSHIPS

A number of Graduate Assistantships are offered in many areas of study. To be eligible for a Graduate Assistantship, students must be unconditionally admitted to a degree program, enrolled full-time, and making progress toward the degree. To retain their Assistantships, students must make at least a 3.0 cumulative grade point average. Graduate Assistants are required to work approximately 20 hours per week. Those assignments may include some instructional assistance (teaching assistants are usually doctoral students), research assistance, or administrative assistance. Appointments provide a monthly stipend and most include tuition and fees. Information and application may be obtained from the department in which the student plans to study or from the Graduate Studies Office. Nonresident assistants appointed for the preceding spring semester are eligible for in state fees for summer whether or not the student holds an assistantship in that summer term.

THE WALTER STROTHER DAVIS SCHOLARSHIP AWARD

In memory of Dr. Walter S. Davis, President of Tennessee State University, 1943-1968, Mrs. Ivanetta Davis, his wife, and Dr. Ivan Davis, his son, established the Walter Strother Davis Scholarship Fund.

Each Spring, a \$1,000.00 scholarship is awarded to the Tennessee State University graduate who has demonstrated the ability for advanced study and research. The award must be used for study leading to the Master's degree at Tennessee State University.

The scholarship is available only to students eligible for the May graduation. Eligibility is further limited to those students who have a Grade Point Average of 3.75 for the May Graduation. The deadline for application is April 1.

Persons desiring more information or application forms should write to the Dean of Graduate Studies and Research.

FINANCIAL AID

A broad program of financial aid is available. Applicants with outstanding need are advised to consider the possibility of more than one type of aid. Inasmuch as the University cannot supply the financial needs of all of its students, students are urged to also investigate outside aid. To provide a standardized and unbiased financial needs assessment, Tennessee State University subscribes to the College Scholarship Service. Therefore, the Free Application for Federal Student Aid (FAFSA) should be submitted, according to instructions, with all applications for financial aid. Application forms may be obtained from the Student Financial Aid Office, Room 343 Campus Center, Tennessee State University, 3500 John A. Merritt Boulevard, Nashville, TN 37209-1561 (phone: 615-963-5701). Applications are also available on the Internet at www.fafsa.ed.gov.

FEDERAL DIRECT STUDENT LOAN PROGRAM

A subsidized loan is awarded to students on the basis of financial need, and borrowers are not charged interest until they begin repayment. An unsubsidized loan is awarded to students regardless of financial need, and interest is charged from the time the loan is disbursed. Direct Loans are awarded to regular students enrolled in an eligible program of study at least half time; other general eligibility requirements must be met. For eligibility requirements, borrowing limits, and application process see the *Student Guide for Financial Aid* (U.S. Department of Education), available in the Financial Aid Office.

FEDERAL WORK-STUDY PROGRAM

The Federal Work-Study Program provides jobs for graduate students with demonstrated financial need, who need income to help pay for their cost of education. The Program provides a salary for work performed on campus in academic or administrative offices. The application requires completion of the FAFSA, available in the Financial Aid Office.

STUDENT SERVICES

The Student Services Program's aim is to assist the student in developing the skills, attitudes, understandings, and insights which will assure full expression of his or her powers as a whole, dynamic person. The major responsibility for administration of Student Services Program resides with the Vice President for Student Affairs and the Council of Student Affairs.

STUDENT HANDBOOK

The TSU Student Handbook is a means of facilitating communication among the members of the University. It serves as a source of information which will help the student understand his/her privileges, rights, and responsibilities pertaining to student affairs.

STUDENT DEVELOPMENT SERVICES

The Student Development Services Programs are designed to help all students grow in self-understanding so that they may use their assets more effectively and plan attainable and meaningful goals for the future. These services are available to each student free of charge at both the Main Campus and the Avon Williams Campus.

COUNSELING CENTER

Counseling services regarding vocational, educational, and personal problems are available to students. Professional counselors are available to meet with students on either an individual or small group basis. Students may visit the Counseling Center on a voluntary basis, without referral. Confidentiality is maintained, and appointments can be made in person or by telephone.

Appointments should be made with the receptionist in the Counseling Center, located in Queen Washington Health Center, Second Floor, Main Campus (phone: 615-963-5611).

STUDENT HEALTH SERVICES

The Student Health Service is maintained to safeguard the health of students. The University provides these services through the Queen Washington Health Center. Services are available from 8 a.m. to 4:30 p.m. Monday through Friday (phone: 963-5291). Services include first aid, emergency services, counseling on health problems, referrals, and the communication of pertinent information to consulting physicians, hospitals, clinics and other agencies.

Clinics are held daily, Monday through Friday, by a physician who examines, administers or prescribes treatment and medication. No charges are made for first aid and drugs used in simple treatment. Student suffering from complex medical/surgical problems are hospitalized at local hospitals of their choice (at their own expense). The University accepts no responsibility for any student requiring hospitalization. Therefore, students are strongly encouraged to enroll in the student health insurance program. Insurance enrollment information is located in the Student Health Center and Student Affairs Offices.

SERVICES FOR STUDENTS WITH DISABILITIES

These services are designed to assist students with disabilities in functioning within the University setting and to enable them to participate fully in all Tennessee State University academic, cultural, and social activities. This service also functions to identify and aid in the removal of physical barriers that prevent free and open access to University facilities. For further information, contact the Office of Disabled Student Services in room 117 in the Campus Center (phone: 615-963-7400).

HOUSING

On-campus housing is not available for graduate students. Information about off-campus housing is available at the Off-Campus Housing office (phone: 615-963-7256).

POLICY ON ID CARDS

The T.S.U. Identification Card is your official University identification throughout your entire enrollment. This card is your means of identification for library privileges, athletic events and any other University function or services that you may be entitled to receive as a University student. This card is permanent and is to be carried at all times; it is to be presented to secure services and to authenticate privileges at any University facility. There will be a non-refundable fee of \$10.00 charges for lost, stolen or mutilated cards. The fee should be paid at the Cashier's Office and your receipt should be taken to the ID station. Lending this card to anyone or failure to present it when requested by University officials is a violation of University regulations and subjects the holder to disciplinary action.

LIBRARIES AND MEDIA CENTERS

Named in honor of the first Library Director, Ms. Martha M. Brown, and second Library Director, Ms. Lois H. Daniel, the Brown-Daniel Library was built in 1976. The Library consists of three floors with seating capacity of 500. Another library facility is on the Avon Williams Campus, built in 1969 and named Avon Williams in 1986 in honor of the civil rights leader, lawyer and senator Avon Williams, Jr. The Libraries house 578,086 volumes, including book collections, special collections, periodical collections and federal government publications and subscribe to 1,555 print and online periodicals. The microform collection includes ERIC Documents, selected periodical and newspaper titles totaling 816,415 microfiche cards, 15,578 microfilm reels and 114,906 government documents in microfiche format. The Libraries provide access to electronic resources including 54 online databases, 30 online journals and over 12,000 electronic books and an online catalog of books at both libraries accessible from any location on and off campus. Information about library services, policies, electronic document delivery, library consortiums and related information may be found on the Library's web page located at <http://www.tnstate.edu> or <http://www.tnstate.edu/library>. Main Campus Library houses two academic computing labs with 32 workstations, and 23 workstations throughout the Library for research and word processing. A Smart Classroom with 30 workstations is used for Library Orientation classes and

training. Media Centers at both campuses house audiovisual materials and equipment, including videocassettes, audiocassettes, slides, filmstrips, camcorders, VCRs and smart carts.

TESTING CENTER

Comprehensive testing services are offered to Tennessee State University students, staff, and faculty, as well as to the general public. The testing staff administers and scores a wide range of standardized tests related to counseling, advanced placement, measurement, proficiency testing, undergraduate admissions, and graduate admissions. Location: Suite C Avon Williams Campus, 330 Tenth Avenue North (phone: 615-963-7111).

INTERNATIONAL STUDENT SERVICES

The International Student Services program at Tennessee State University provides technical assistance to all foreign students in connection with their status in the United States and their communication with the United States Immigration Service and their various Embassies. Also, students are assisted with official communications to their respective home governments, including clearance for foreign currency exchange. In addition, foreign students may utilize the advisor function of the program to assist them in their cultural assimilation into the lifestyle they experience in the United States and to assist them with other needs they may have specific to their status. Location: Room 308, campus Center, Main Campus (phone:615-963-5639).

CAREER DEVELOPMENT CENTER

The Career Development Center assists students in determining their career goals and in securing positions for which they are qualified, and offers follow-up and career counseling services to alumni. These services are free to all students and alumni of the University.

The Center maintains credentials which include personal data, academic and extracurricular achievements, work experience, and faculty evaluations. The credentials are sent to prospective employers at the request of the graduate, faculty member or employer. Credentials, however, are sent only with the permission of the graduate. In addition to assisting graduates in securing positions after graduation, the Career Development Center assists students in securing part-time employment while they are enrolled at the University. Graduate students are advised to register with the Career Development Center, sometimes referred to as the Placement Bureau, which is located in the Campus Center, Room 304 (Phone: 615-963-5981).

GRADUATE STUDENT ORGANIZATIONS

STUDENT ASSOCIATION OF GRADUATE EDUCATION

The purpose of the Student Association of Graduate Education (SAGE) is to promote research, quality education and academic fellowship among graduate students in education. It is housed in the College of Education. Interested students should contact the Office of the Dean of the College of Education.

HONOR SOCIETIES

Phi Kappa Phi and Alpha Kappa Mu are national honor societies open to students in all disciplines. The societies recognize outstanding academic achievement in undergraduate and graduate students.

In the College of Education, there are two honor societies: Psi Chi and Phi Delta Kappa.

Psi Chi is the National Honor Society in Psychology. Since Psi Chi was founded in 1929 as an affiliate of the American Psychological Association and as a member of the Association of College Honor Societies, 326 chapters have been established in colleges and universities of recognized and accredited standing in 49 states. Most of its active members are students. About half of these are undergraduates majoring or minoring in psychology and half are psychology graduate students and faculty members. All are persons whose scholastic prowess must have been demonstrated prior to the rites of initiation. Graduate students elected to Psi Chi at Tennessee State University must have

obtained an average grade of 3.40 or better in all graduate courses, with a minimum of eight (8) semester hours of psychology completed, and three letters of recommendation. Regular induction ceremonies are set in the Spring Semester of each academic year. Further information is available from the Department of Psychology.

Phi Delta Kappa is a professional education fraternity for those with careers in education. The goals of the fraternity emphasize research and scholarship. One has to be invited to be initiated by a current member.

Sigma Theta Tau International, Pi Upsilon Chapter is the National, International Honor Society in Nursing. The Society recognizes superior achievement, leadership qualities, creativity, and commitment to the ideals and purposes of the profession. Eligibility requires a 3.5 GPA.

PROFESSIONAL ORGANIZATIONS

Those preparing to teach or work in certificated areas in school settings are encouraged to join the Student Tennessee Education Association (SEA). Tennessee State University has a very active chapter of this professional organization, which is the student arm of the National Education Association. The Tennessee State University Chapter won first place in 1990 as the "Outstanding SEA Chapter" in Tennessee. Membership forms may be obtained from the Office of the Dean of the College of Education or the SEA Advisor.

The Graduate Psychology Student Organization (GPO) is open to current Tennessee State University graduate students in Psychology. The purposes of this organization are to:

1. establish and promote relations between graduate psychology students and faculty;
2. act as representative for all graduate psychology students in the pursuit of excellence in the professional preparation of psychologists;
3. unify students through educational and social functions;
4. establish clear communication avenues between the University administration, faculty, and students;
5. aid the interchange of ideas between students and professionals, and
6. promote and uphold the interest of students and aid faculty by participation in the administrative processes.

Further information is available from the Department of Psychology.

ACCESS TO EDUCATIONAL RECORDS

EDUCATIONAL RECORDS

Educational Records are defined as those records, files, documents, and other materials which (1) contain information directly related to a student; and (2) are maintained by Tennessee State University or by a person acting for the University. "Records" means information recorded in a medium, including but not limited to the following: handwriting, print, tape, film, microfilm, and microfiche. Educational records do not include (1) personal notes, (2) records available only to law enforcement personnel, (3) employment records, (4) medical and psychiatric records (these are accessible by the student's physician). All credentials become the property of the University and will not be forwarded or returned. Credentials will be maintained in active files for a 12 month period after which credentials will be relegated to inactive status and must be submitted again before an admission decision will be made. The applicant is advised to have all credentials on file well in advance (preferably thirty days) of the registration period for the term for which application is made.

STUDENT

A student is any person who is or has been enrolled at Tennessee State University. An applicant who does not enroll or who is declared ineligible has no inherent right to inspect his file.

Wherever "student" is used in reference to personal rights, an eligible parent of a dependent student has similar rights. This "eligible" parent is one who has satisfied Section 52 of the Internal Revenue Code of 1954, and who presents such proof to the custodian of the educational records. Normally, this proof will be written affirmation by the student and the parent declaring that the student is a dependent for federal income tax purposes.

DIRECTORY INFORMATION

Directory information is defined as: "name, address, telephone listing, 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 the most recent previous educational agency or institution attended by the student." At the time a student registers for courses, the student may notify the Office of Admissions and Records (this must be done in writing) that directory information for the student may not be released. This notification is effective only for the semester for which the student is then registering.

ACCESS

To have access to an Educational Record is to be allowed to see the original record. This implies the right to obtain copies of that record.

RELEASE OF PERSONALLY IDENTIFIABLE STUDENT EDUCATIONAL RECORDS

Tennessee State University shall not permit access to, or release of, any information in the Educational Records of any student that is personally identifiable, other than Directory Information, without the written consent of the student, to any other than the following:

1. Tennessee State University officials and staff who have legitimate educational interest;
2. Officials of other schools in which the student seeks admission;
3. Appropriate persons in connection with a student's application for or receipt of financial aid;
4. Federal or State officials as defined in paragraph 99.37 of the regulations concerning the law;
5. State officials and officials authorized by State statute;
6. Organizations conducting studies for or on the behalf of Tennessee State University for the purpose of assisting in accomplishing the University's stated goals, when such information will be used only by such organizations and subsequently destroyed when no longer needed for the intended purpose;
7. Accrediting organizations to carry out their functions;
8. Parents of dependent students as defined in Section 152 of the Internal Revenue code of 1954 (Written consent may be allowed from either of the separated or divorced parents subject to an agreement between the parents or court order. In the case of a student whose legal guardian is an institution, a party independent of the institution, appointed under state and local law to give parental consent, may be allowed to do so.)
9. In compliance with judicial order or subpoena, provided the student is notified in advance of the compliance; or
10. Appropriate persons in connection with an emergency, if knowledge is necessary to protect the health or safety of a student, or other persons.

With the exception of Tennessee State University officials and staff who have been determined by the University to have legitimate educational interest, all individuals and agencies who have requested or obtained access to student's records will be noted in a record which is kept with each student's educational record. A request must be in writing stating the purpose of the request. This record will also indicate specifically the legitimate interest that the persons or agency had obtaining the information.

PROCEDURES FOR ACCESSING EDUCATIONAL RECORDS

The student requests the custodian to allow him or her to inspect the Educational Record. The student may ask for an explanation and/or copy of the Educational Record. The price of copies shall not exceed the cost of duplication of the record. After consultation with the custodian, errors may be corrected at that time by the custodian. If there is a disagreement between the student and the custodian as to the correctness of the data contained in the record, the student, after exhausting reasonable means of reconciliation with the custodian, may submit a request for a formal hearing.

The request and the formal challenge to the content of the records must be presented in writing to the chairman of the University Appeals Committee. The chairman shall call a meeting of the committee or place this matter on the agenda for the scheduled meeting no later than forty-five days after receipt of the written appeal and challenge. The committee will allow the student to present evidence to substantiate his or her appeal and shall render a written decision to the student within forty-five days after the meeting. This procedure does not provide for a hearing to contest academic grades.

RIGHT TO ACCESS DOES NOT INCLUDE

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

DESTRUCTION OF RECORDS

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

ACCESS TO EDUCATIONAL RECORDS

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Tennessee State University shall not permit access to, or release of, any information in the Educational Records of any student that is personally identifiable, other than Directory Information, without the written consent of the student, to any other than the following:

1. Tennessee State University officials and staff who have legitimate educational interest;
2. Officials of other schools in which the student seeks admission;
3. Appropriate persons in connection with a student's application for or receipt of financial aid;
4. Federal or State officials as defined in paragraph 99.37 of the regulations concerning the law;
5. State officials and officials authorized by State statute;
6. Organizations conducting studies for or on the behalf of Tennessee State University for the purpose of assisting in accomplishing the University's stated goals, when such information will be used only

by such organizations and subsequently destroyed when no longer needed for the intended purpose;

7. Accrediting organizations to carry out their functions;
8. Parents of dependent students as defined in Section 152 of the Internal Revenue code of 1954 (Written consent may be allowed from either of the separated or divorced parents subject to an agreement between the parents or court order. In the case of a student whose legal guardian is an institution, a party independent of the institution, appointed under state and local law to give parental consent, may be allowed to do so.)
9. In compliance with judicial order or subpoena, provided the student is notified in advance of the compliance; or
10. Appropriate persons in connection with an emergency, if knowledge is necessary to protect the health or safety of a student, or other persons.

With the exception of Tennessee State University officials and staff who have been determined by the University to have legitimate educational interest, all individuals and agencies who have requested or obtained access to student's records will be noted in a record which is kept with each student's educational record. A request must be in writing stating the purpose of the request. This record will also indicate specifically the legitimate interest that the persons or agency had obtaining the information.

PROCEDURES FOR ACCESSING EDUCATIONAL RECORDS

The student requests the custodian to allow him or her to inspect the Educational Record. The student may ask for an explanation and/or copy of the Educational Record. The price of copies shall not exceed the cost of duplication of the record. After consultation with the custodian, errors may be corrected at that time by the custodian. If there is a disagreement between the student and the custodian as to the correctness of the data contained in the record, the student, after exhausting reasonable means of reconciliation with the custodian, may submit a request for a formal hearing.

The request and the formal challenge to the content of the records must be presented in writing to the chairman of the University Appeals Committee. The chairman shall call a meeting of the committee or place this matter on the agenda for the scheduled meeting no later than forty-five days after receipt of the written appeal and challenge. The committee will allow the student to present evidence to substantiate his or her appeal and shall render a written decision to the student within forty-five days after the meeting. This procedure does not provide for a hearing to contest academic grades.

RIGHT TO ACCESS DOES NOT INCLUDE:

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

DESTRUCTION OF RECORDS

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