



# Tennessee State University 2012-2013

## THE STUDENT HANDBOOK CONCERNING STUDENT AFFAIRS, CONDUCT AND DISCIPLINE AT TENNESSEE STATE UNIVERSITY NASHVILLE, TENNESSEE

*The STUDENT HANDBOOK produced by the Division of Student Affairs presents the official statements of policy rules and regulations which direct student life at Tennessee State University. **Do not throw this copy away.** You will need it throughout your matriculation as a reference to every area of university life. Tennessee State University is committed to educating a non-racially identifiable student body.*

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



©2012 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

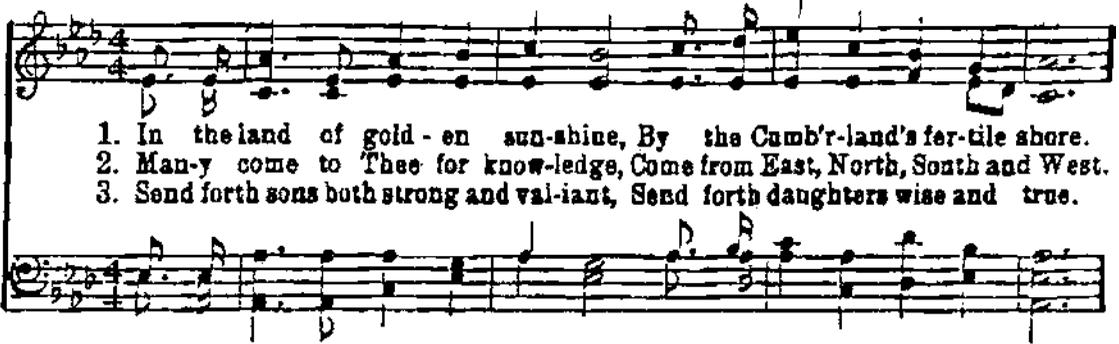
2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883

<http://www.schooldatebooks.com> • [sdi@schooldatebooks.com](mailto:sdi@schooldatebooks.com)

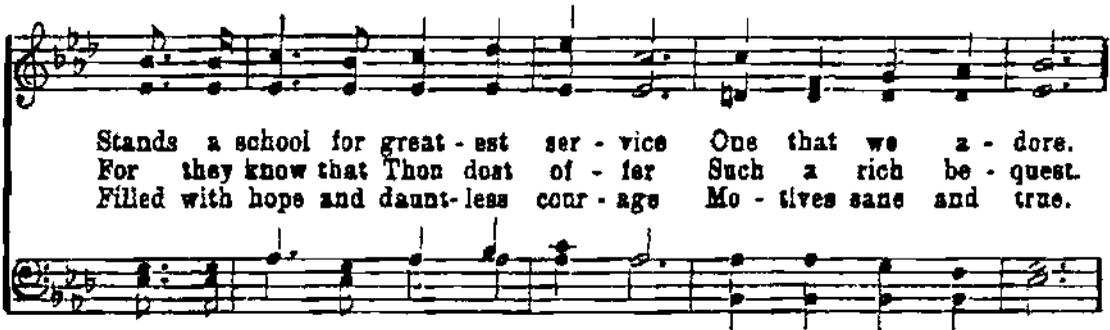
# Alma Mater

L. M. Averitte

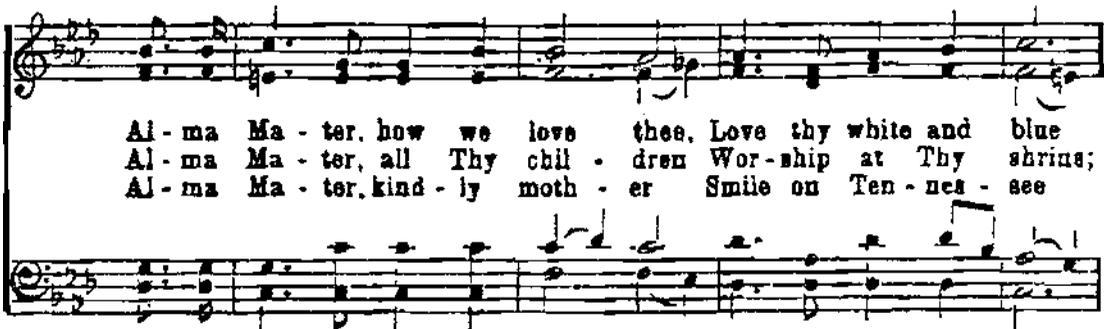
Clarence Hayden Wilson



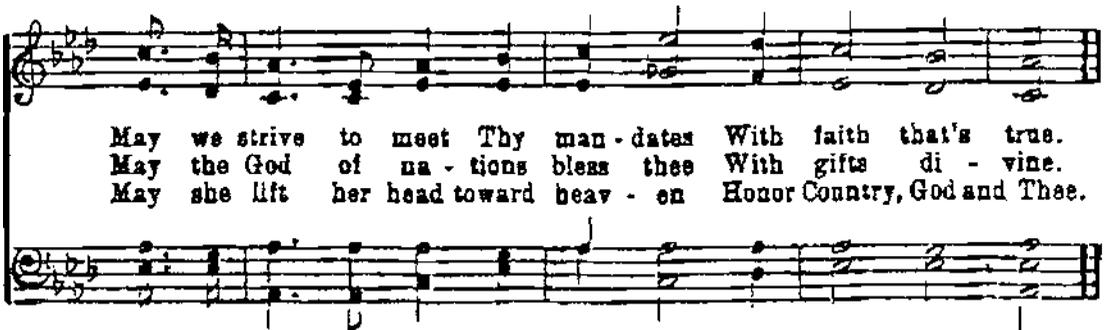
1. In the land of gold - en sun - shine, By the Camb'r - land's fer - tile shore.  
2. Man - y come to Thee for know - ledge, Come from East, North, South and West.  
3. Send forth sons both strong and val - iant, Send forth daughters wise and true.



Stands a school for great - est ser - vice One that we a - dore.  
For they know that Thou dost of - fer Such a rich be - quest.  
Filled with hope and daunt - less cour - age Mo - tives sane and true.



Al - ma Ma - ter, how we love thee, Love thy white and blue  
Al - ma Ma - ter, all Thy chil - dren Wor - ship at Thy shrines;  
Al - ma Ma - ter, kind - ly moth - er Smile on Ten - nes - see



May we strive to meet Thy man - dates With faith that's true.  
May the God of na - tions bless thee With gifts di - vine.  
May she lift her head toward heav - en Honor Country, God and Thee.

# TABLE OF CONTENTS

<b>I. TRADITIONS AND TRADITIONAL EVENTS ..... 6</b>	<b>V. STUDENT SERVICES..... 30</b>
Historical Statement..... 6	The Division of Student Affairs..... 30
<b>II. POLICIES, RIGHTS, AND FREEDOMS ..... 8</b>	Purpose..... 30
Joint Statement on Rights and Freedoms of Students..... 8	Organization..... 30
Preamble ..... 8	Otis L. Floyd-Joseph A. Payne Campus Center ..... 30
Freedom of Access to Higher Education ..... 8	Hours of Operation ..... 30
In the Classroom ..... 8	Policies ..... 31
Statement of Policy Regarding the Collections, Retention and Dissemination of Information About Students ..... 9	Intramural and Recreational Sports Program..... 31
Introduction..... 9	Wellness Center ..... 31
Principles..... 9	Student Health Services ..... 32
Classification and Collection of Student Educational Records ..... 9	Student Activities..... 32
Policy Concerning Student Access to Educational Records ..... 10	Residence Life ..... 32
Challenges to the Content of Records..... 11	Student Conduct and Mediation Services..... 32
Policy on Student Complaints..... 11	Tennessee State University Campus Police..... 33
Release of Information..... 12	The Career Development Center ..... 33
Title IX Notification Gender Discrimination, Sexual Harassment & Sexual Assault ..... 13	Tennessee Institutes for Pre-Professionals (TIP)..... 33
Non-Discrimination & Affirmative Action Statement .... 14	Disability Services ..... 34
Title VI of the Civil Rights Act of 1964..... 14	Policy on Requesting Accommodations ..... 34
<b>III. CODE OF STUDENT CONDUCT (GENERAL REGULATIONS ON STUDENT CONDUCT AND DISCIPLINARY SANCTIONS) ..... 15</b>	University Counseling Center..... 34
Disciplinary Offenses..... 15	Withdrawing From the University ..... 34
Disciplinary Sanctions ..... 18	New Student Orientation and First Year Students Program .. 35
Procedures and Guidelines for the Enforcement of Student Discipline..... 19	TRIO Programs ..... 35
Academic and Classroom Misconduct..... 22	Identification Card - ID..... 35
Academic Misconduct Disciplinary Committee ..... 22	What is the TSU ID Card..... 35
Policy on Traffic and Parking ..... 23	Getting a TSU ID ..... 35
Additional Campus Regulations ..... 27	Card Activation ..... 35
Drug-Free Schools and Communities Act..... 28	Financial Aid Refunds ..... 35
<b>IV. HONORS, SCHOLARSHIPS AND AWARDS .... 29</b>	Money Transactions Using the TSU ID Card..... 36
Academic Awards..... 29	Meal Plans..... 36
	Lost or Stolen Cards..... 36
	Checking Your Balance ..... 36
	Cash-To-Card..... 36
	PIN Reset ..... 36
	How to Activate Your TSU ID Card ..... 36
	Using Your TSU ID Card ..... 36
	University Bookstore ..... 37
	University Cafeterias ..... 37
	University Library..... 37
	Security ..... 37
	University Post Office..... 38
	International and Multicultural Affairs ..... 39
	The Testing Center..... 39
	Student Financial Aid ..... 39
	Scholarships ..... 39
	Federal Financial Aid..... 39
	The Bursar's Office..... 40
	Fee Payment/Confirmation of Attendance..... 40
	Third-Party Payments ..... 41
	Confirmation of Attendance ..... 41
	Housing Deposit..... 41
	Refund of Fees ..... 41
	Financial Aid - Withdraw/Refund Policy ..... 42
	Financial Aid Refunds ..... 42
	Refund of Housing Expenses..... 43
	Appeal Procedures for Fees and Refunds ..... 43
	Persons Over 60 Years of Age and Totally Disabled Persons ..... 43
	Intercollegiate Athletics ..... 43

<b>VI. PERSONAL PROPERTY, RIGHTS, FREEDOMS, RESPONSIBILITIES.....</b>	<b>44</b>
Freedom of Assembly .....	44
Statement of Assurance.....	44
Off-Campus Rights, Freedoms, and Responsibilities .....	45
Miscellaneous .....	45
<b>VII. CLASS ATTENDANCE, ABSENCES, DROP/ADD AND WITHDRAWALS.....</b>	<b>46</b>
Class Attendance.....	46
Excused Absences for Students Involved in Official University Travel .....	46
Student Absences .....	46
Policy on Excessive Absences .....	46
Withdrawing From a Course.....	46
Instructions for Withdrawal From the University.....	47
Steps for Withdrawal .....	47
Administrative Withdrawal.....	47
<b>VIII. STUDENT GOVERNMENT.....</b>	<b>48</b>
Constitution .....	48
Legislative Functions-The House of Delegates .....	48
Student Government Association Compact .....	49
Executive Functions.....	50
Mr. Tennessee State University .....	51
Miss Tennessee State University .....	52
Class Officers and Class Queens .....	53
Administrative Functions - the Student Election Commission (SEC) .....	53
Publication Board.....	54
General Student Assembly.....	55
Student Union Board of Governors (SUBG).....	55

<b>IX. STUDENT ACTIVITIES.....</b>	<b>57</b>
Student Organizations Directory.....	57
Civic and Political.....	57
Creative Arts .....	57
Cultural .....	57
Literary and Dramatic Organizations.....	57
Musical Organizations .....	58
National Honor Societies .....	58
Professional.....	58
Religious Organizations.....	59
Service.....	59
Social Fraternities and Sororities .....	59
Special Interest.....	59
State-City Clubs .....	60
Policy Origins .....	60
Policy on Student Organizations.....	60
Types of Activities.....	68
Off-Campus Speaker Policy .....	69
General Procedures for Student Organizations.....	70
Types of Activities.....	71
Academic Achievement-The Achievement Compatibility Index .....	72
General Regulations Governing Fraternities and Sororities.....	73
<b>X. INFORMATION.....</b>	<b>74</b>
Programming.....	74
Transcript Requests - Personal and Official .....	74
Classifying Students In-State and Out-Of State.....	74
Requirement for Residence Status .....	74
Readmission .....	74
Retention Standards, Academic Probation and Suspension .....	75
Academic Suspension and Appeal.....	75
Grade Appeals.....	75
Graduation.....	76
Health Insurance .....	76
Honors Program .....	76
Keys .....	76
Chronic Communicable Diseases Policy .....	76
Code of Computing Practice .....	76
Tornado Warning Procedures .....	78
Sources of Information .....	78
Publications.....	78
Radio WTSU.....	78
Index .....	79
TSU Publication Statement.....	81

## **FOREWARD**

The **STUDENT HANDBOOK** is a means of facilitating communication among the members of the university community. The materials for this university handbook have been created and developed over a period of more than seventy years by students, faculty and staff members, various university organizations and committees.

The **STUDENT HANDBOOK** should serve as a source of necessary and useful information that will help the student understand his privileges, rights, and responsibilities pertaining to Student Affairs. It is expected to contribute significantly to the continued high level of cooperative and constructive relationships between students and the various departments of the university. Such relationships, help develop positive responsible leadership and citizenship, deepened loyalty and heightened morale.

Tennessee State University is proud to provide students with many opportunities to attend and participate in lecture series, theatrical events, parades, intercollegiate sports and a broad variety of other educational and recreational activities. All students who attend university events, including but not limited to sporting events, commencement, convocation, concerts, and debates, lecture series, or who participate in university activities as an attendee, participant, or team member may be recorded, photographed or videotaped. By participating in or attending events, students give the university permission to use their image, likeness, and voice to publish the same in any form of publication. This includes but not limited to print, electronic, video or Internet publications. Such materials may be used for educational or commercial purposes without payment from Tennessee State University.

## **“THINK, WORK, SERVE”**

As a land-grant institution, Tennessee State University has as its mandates instruction, research and public service. The university contributes to the advancement of all who seek its services and can profit from its broad educational programs. Tennessee State University stimulates its students and the citizens of Tennessee to reach their full potential through respect for inquiry and appreciation of their cultural traditions, imbues them with the desire to develop basic knowledge and skills that will enable them to succeed in an ever changing world, develops the leadership needed for the advancement of knowledge, and applies that knowledge toward the improvement of the quality of life for the citizens of our state and nation.

The objectives of Tennessee State University are represented in the university’s motto: “**Think, Work, Serve.**”

# TRADITIONS AND TRADITIONAL EVENTS

---

## TRADITIONS AND TRADITIONAL EVENTS

Loyalty develops around traditions, and yet traditions are an expression of loyalty. Which comes first—which begets which—is inconsequential. It is sufficient to recognize the interplay or interrelationship.

While some traditions fade away, others come into being. Thus it is that each generation of students has the privilege and obligation of preserving or not preserving and of adding to traditions according to their interpretations of what is significant and what is essential to the heritage. It is with pride that the following traditions and traditional events are here set forth.

**Traditions. The university colors, adopted many years ago by the students: blue and white.**

The seal of the university is one of its most cherished traditions. It is affixed to diplomas and other documents. It is displayed in a place of honor at the entrance to the Harold M. Love Learning Resource Center, bearing ensigns representing our dedication to growth, construction and learning with a hand holding a light above all and the motto “Think, Work, Serve.” It deserves respect at all times and is not to be walked upon.

The university’s logo combines a script acronym and cupola which proclaims the traditional and future elements in the school’s heritage.

The university’s charge, “Enter to Learn, Go Forth to Serve,” is inscribed over the proscenium arch of the Walter S. Davis Humanities Building.

It is a memorable and respected tradition of the alumni association to induct the candidates for degrees into the association during the commencement ceremonies.

Other traditional events are: Opening Convocations, Inauguration of the Student Government Association President and Vice President; Miss TSU and Mr. TSU. Coronation; Greek Show; Homecoming Week; John Merritt Classic; Christmas Tree Lighting Ceremony; Student Elections Week; Dr. Martin Luther King, Jr. Convocation; Commencement Exercises; Founders’ Day and Academic Awards Day.

## HISTORICAL STATEMENT

Through successive stages Tennessee State University has developed from a normal school for Negroes to its current status. By virtue of a 1909 Act of the General Assembly, the Agricultural and Industrial State Normal School was created, along with two other normal schools in the state, and began serving students on June 19, 1912.

In 1922, the institution was raised to the status of a four-year teachers’ college and was empowered to grant the bachelor’s degree. The first degrees were granted in June 1924. During the same year, the institution became known as the Agricultural and Industrial State Normal College; and in 1927, “Normal” was dropped from the name of the college.

The General Assembly of 1941 authorized the State Board of Education to upgrade substantially the educational program of the college, which included the establishment of graduate studies leading to the master’s degree. Graduate curricula were first offered in several branches of teacher education. The first master’s degree was awarded by the college in June 1944.

Accreditation of the institution by the Southern Association of Colleges and Schools was first obtained in 1946. In August 1951, the institution was granted university status by approval of the State Board of Education. The reorganization of the institution’s educational program included the establishment of the Graduate School, the School of Arts and Sciences, the School of Education, and the School of Engineering. Provisions were also made for the later addition of other schools in agriculture, business, and home economics, respectively.

The university was elevated to the full-fledged land-grant university by the State Board of Education in August 1958. The Land-Grant University program, as approved by the State Board of Education, 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. A School of Allied Health Professions and a School of Business were created in 1974. Also, the School of Nursing was established in 1979.

Currently, the university consists of four colleges: the College of Arts and Sciences, the College of Business, the College of Education, and the College of Engineering and Technology, and four schools: the School of Agriculture and Family and Consumer Sciences, the College of Health Sciences, the School of Nursing, and the School of Graduate Studies.

On July 1, 1979, the former University of Tennessee at Nashville was merged with Tennessee State University as a result of a court order. Begun initially in 1947 as an extension center of the University of Tennessee, which is based in Knoxville, the University of Tennessee at Nashville offered only one year of extension credit until 1960, when it was empowered by the Board of Trustees of the University of Tennessee to offer two years of resident credit. Authorization was granted to extend this to three years of resident credit in 1963, even though degrees were awarded by the Knoxville unit.

To more fully realize its commitment as a full-function evening university, the Center at Nashville became a full-fledged, four-year, degree-granting institution in 1971 upon successfully meeting the requirements for accreditation of the Southern Association of Colleges and Schools. During the same year, the General Assembly sanctioned the institution as a bona fide campus of the University of Tennessee, and the new university occupied its quarters in the building at the corner of Tenth and Charlotte Avenues.

It was the erection of the above-mentioned building which gave rise to a decade-long litigation to “dismantle the dual system” of higher education in Tennessee. The litigation culminating with the merger of both institutions resulted in an expanded mission of the present-day Tennessee State University as a Tennessee Board of Regents institution.



# **POLICIES, RIGHTS, AND FREEDOMS**

---

## **JOINT STATEMENT ON RIGHTS AND FREEDOMS OF STUDENTS**

In June 1967, a joint committee comprised of representatives from the American Association of University Professors, U.S. National Student Association, Association of American Colleges, National Association of Student Personnel Administrators, and the National Association of Women Deans and Counselors met in Washington, DC., and drafted in part of the Joint Statement of Rights and Freedoms of Students published below.

Since its formulation, the Joint Statement has been endorsed by each of its five national sponsors, as well as a number of other professional bodies. The Association's Council approved the statement in October 1967 and the 54th annual meeting endorsed it as association policy. While Tennessee State University endorses this statement, nothing in its content should be interpreted or construed to supersede existing policies or procedures.

### **PREAMBLE**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of student, and the general well being attainment 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 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. Each college and university has a duty to develop policies and five (5) procedures which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

### **I. FREEDOM OF ACCESS TO HIGHER EDUCATION**

The admission policies of each college and university are a matter of institutional choice—provided that each college or university makes clear the characteristics and expectations of students that it considers relevant to success in the institution's program. While church-related institutions may give admission preference to students of their own persuasion, such preference should be clearly and publicly stated. 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 college and university should be open to all students who are qualified according to its admission standards. The facilities and services of a college should be open to all of its enrolled students, and institutions should use their influence to secure equal access for all students to public facilities in the local community.

### **II. IN THE CLASSROOM**

#### **A. 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 in which they are enrolled.

#### **B. PROTECTION AGAINST IMPROPER 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.

#### **C. PROTECTION AGAINST IMPROPER DISCLOSURE**

Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

# STATEMENT OF POLICY REGARDING THE COLLECTIONS, RETENTION AND DISSEMINATION OF INFORMATION ABOUT STUDENTS

## I. INTRODUCTION

In compliance with state and federal law for protection of the rights and privacy of students, a statement of policy has been established at Tennessee State University.

## II. PRINCIPLES

In order to provide for and protect the privacy of its students, Tennessee State University will collect, retain, and disseminate such information according to the following principles:

1. Students will have access to information about themselves and its use in university records.
2. Procedures will be established for a student to challenge and correct or amend an inaccurate record.
3. The university shall ensure that a student's educational record is not improperly disclosed or used for other than authorized purposes.
4. The university shall ensure that the content of a student's educational record is not disclosed without the student's consent, except as is otherwise allowed by law.
5. University personnel who are custodians of data files containing information about students shall take reasonable precautions to ensure that the data are reliable and not misused.
6. Policy and procedures concerning the collection, retention, and dissemination of student information will be in compliance with state and federal laws.

The president of the university shall promulgate necessary administrative regulations to implement this policy statement.

## III. CLASSIFICATION AND COLLECTION OF STUDENT EDUCATIONAL RECORDS

- A. A student is defined as a person who is registered for a credit course or courses or a non-credit course or program at the institution, including any such person 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.
- B. Educational records are defined as those records, files, documents and other materials which contain information directly related to a student and are maintained by a school, department, office or other university organizational subdivision or by a person acting for the university or any of its subdivisions. The term "educational record" does include:
  1. The official academic record composed of documents in computer data files maintained by the office of admissions and records. The dean of admissions and records, responsible to the provost/executive vice president, is the official custodian of these records and is the person or designee who accesses these records.
  2. Academic advising records, which are the materials maintained in the school and academic departments for use in advising the student relative to his/her program of study and/or preparing the recommendations for state certification. The student's advisor, responsible to the departmental head, dean of the school, and provost/executive vice president, is the official custodian of these records.
  3. Discipline records and preliminary notifications, proceedings, results, and actions taken as a result of student faculty advisory committee hearings that are maintained in the office of Judicial Affairs. The Dean of Students/Chief Judicial Officer is responsible to the Vice President for Student Affairs. They are the official custodians of these confidential records.
  4. Student financial aid records including applications, parent's confidential statements, need analysis forms, employment, and other related information that is maintained in the office of student financial aid. The director of student financial aid, responsible to the vice president for business and finance, is the official custodian of these records. The student promissory notes are maintained in the student loan office, responsible to the bursar, director of finance and accounting, and the Vice President for Business and Finance.
  5. Career counseling, placement, and cooperative education records including applications, résumés, letters of reference, faculty recommendations, and related information are maintained in the Career Center.
  6. Counseling Center records including test scores, tutorial, academic, and vocational counseling summary, are maintained in the University Counseling Center. The Director of the center is responsible to the Vice President for Student Affairs. The Director and the Vice President are the official custodians of these records.
  7. Testing Center comprehensive testing services, which are offered to TSU students, staff and faculty, and to the general public. The testing staff administers and scores a wide range of standardized tests related to counseling, advanced placement, undergraduate and graduate admissions, proficiency testing, high school equivalency examination, college credit by examination, and collects ACT Assessment Student Profile Reports. The Director of the testing center is responsible to the Provost/Executive Vice President.

C. The term “educational record” does not include.

1. Records that are created or maintained by a physician, psychiatrist, psychologist, professional counselor, or other recognized professional or para-professional acting in his/her professional or para-professional capacity or assisting in that capacity and that are created, maintained, or used only in connection with the provision of treatment of the student and are not available to anyone other than persons providing such treatment. Such records, however, can be personally reviewed by a physician or other appropriate professional of the student’s choice.
2. Security records which are maintained solely for law enforcement purposes.
3. Records that are maintained solely in connection with a person’s employment within the university when the individual is not in attendance as a student at the university.

D. Information that Tennessee State University may collect for student educational records through any of its offices, departments, and schools directly from the student prior to admission, at the time of enrollment, or at any other time should be viewed as falling into one of the following categories.

1. Directory information which is defined as: “the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height and member of athletic teams, dates of attendance, degree, honors and academic awards received, and the most recent previous educational agency or institution attended by the student.”
2. Personally identifiable data or information which includes the name of a student, or other personal identifier, such as the student’s social security number or student number, a list of personal characteristics which would make it possible to identify the student with reasonable certainty, or other information which would make it possible to identify the student with reasonable certainty.

#### **IV. POLICY CONCERNING STUDENT ACCESS TO EDUCATIONAL RECORDS**

A. Students may have access to their own educational records and be allowed to see the original record. Students may obtain copies of that record at a reasonable cost. All information in the educational records may be reviewed by the student except for:

1. financial records of the student’s parents.
2. confidential recommendations concerning admissions, employment, or honors which were placed in the educational record of a student prior to January 1, 1975, if the student has waived the right to inspect and review these letters and statements, and these letters and statements are related to the student’s admission to an educational institution, application for employment, or receipt of an honor or honorary recognition.
3. confidential letters and statements of recommendations placed in the student’s educational record after January 1, 1975, if the student has waived the right to inspect and review these letters and statements are related to the student’s admission to an educational institution, application for employment, or receipt of an honor or honorary program.
4. any information in the student’s educational record which pertains to another student.

B. A student may waive the right to access to documents described in Section A (3); however, the student upon request will be given the names of persons making confidential recommendations. Such waivers may not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from the university.

C. With the exception of Tennessee State University and Tennessee Board of Regents officials and staff who have been determined by the university to have legitimate educational interests, all individuals and agencies who have requested or obtained access to a student’s records (other than directory information) will be noted in record which is kept with each student’s educational record. This record will also indicate specifically the legitimate interest that the person, agency, or organization had in obtaining the information.

D. A request must be in writing stating the purpose of the request, the specific documents to be reviewed, and the name of the persons making the request.

E. An applicant who does not enroll or who is declared ineligible has no inherent right to inspect his/her file.

## V. CHALLENGES TO THE CONTENT OF RECORDS

- A. If after reviewing his/her individual records, a student wishes to challenge a perceived inaccuracy, misleading statement, or other perceived violation of his/her privacy or other rights, the following procedures are available:
1. The student shall be provided an opportunity for correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data and to insert into such records a written explanation. A student may challenge a grade only on the grounds that it was inaccurately recorded upon the transcript.
  2. When the student complains that the information is inaccurate, misleading, or otherwise a violation of the student's rights, the official custodian of the records may advise the student of the necessary steps to resolve the problem.
  3. On the request of either the official custodian of the records or the individual student, a hearing shall be conducted to resolve the problem.
  4. The Dean of Students/Chief Judicial Officer serves as the hearing officer. Should the hearing officer have a direct interest in the outcome of the hearing, the Vice President for Student Affairs may designate a person to serve as hearing officer.
    - a. The hearing shall be conducted and decided within a reasonable period of time following the request for hearing. The student shall be given reasonable notice of the date, place, and time of the hearing.
    - b. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised and be assisted by an individual.
    - c. The decision of the hearing officers shall be in writing to the student, and inserted into his/her file within a reasonable period of time after the conclusion of the hearing. The decision of the hearing shall be based solely upon the evidence and shall contain reasons for the decision.
    - d. If the decision is adverse to the student, the student shall have the right to place a statement in the records commenting upon the information challenged and/or setting forth reasons for disagreeing with the decision.

## VI. POLICY ON STUDENT COMPLAINTS

Tennessee State University is committed to a policy of fair treatment of its students in their relationships with fellow students, faculty, staff and administrators. Students are encouraged to seek an informal resolution of the matter directly with the faculty or individual(s) involved when possible. For matters where a resolution is not feasible, a Student Complaint form can be completed and filed with the Vice President for Student Affairs Office located in Suite 308 of the Floyd/Payne Campus Center.

- Students may obtain a complaint form from the Office of the Vice President of Student Affairs, Office of Academic Affairs, Office of Student Conduct and Mediation Services, the Office of Residence Life and Housing, all residence halls/apartments, on the One Stop Shop located on the Avon Williams Campus. This form is also available on line at [www.tnstate.edu/campus\\_life/complaint.aspx](http://www.tnstate.edu/campus_life/complaint.aspx)
- A completed form is filed in the Office of the Vice President for Student Affairs. The complaint is logged, assigned a number, and forwarded to the Vice President of the area responsible for obtaining a response to the complaint which is forwarded by the student. Action response dates by responsible parties are recorded as well as the name of specific responding staff member are noted on the form. A few examples of student complaints are attached.

### Filing Complaints

The students obtain a copy of the Student Complaint Form from the Division of Student Affairs offices and the Tennessee State University website at [www.tnstate.edu/campus\\_life/complaint.aspx](http://www.tnstate.edu/campus_life/complaint.aspx). The complaint form is completed and hand delivered or emailed to the Vice President for Student Affairs by the student. Upon receipt of the complaint, the form is reviewed and forwarded to the appropriate office based on the subject matter.

Example 1: if the complaint is against a student for violation of the code of conduct, the complaint is forwarded to the Office of Student Conduct and Mediation Services.

Example 2: if the complaint alleges discrimination based on race, color, sex, religion, national origin, age, disability, the complaint is forwarded to the Director of the Office of Equity, Diversity and Compliance.

Example 3: If the subject matter is a residential hall complaint, the complaint is forwarded to the Director of Residence Life and Housing.

Example 4: If the subject matter is an academic complaint, the complaint is forwarded to the Provost.

Upon resolution, complaint form is returned to the Office of the Vice President for Student Affairs who forwards the decision to the student.

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at 1415 Murfreesboro Road, Suite 340, Nashville Tennessee 37217, or by going on line and filling out the form electronically at <http://www.tbr.edu/contact/StudentComplaintForm.aspx>. Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public. Complaints regarding accreditation can also be made by contacting the Commission of Colleges of the Southern Association of Colleges and Schools, 1866 South Lane, Decatur Georgia 3033 ([www.sacs.org](http://www.sacs.org)).

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

## **VII. RELEASE OF INFORMATION**

- A. Educational records and personally identifiable information obtained from those records may be disclosed without the student's consent to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Tennessee Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill institutional duties.
- B. Tennessee State University shall not permit access to, or the release of, any information in the educational records of any student that is personally identifiable, other than director information, without written consent of the student to any party other than the following:
  1. Appropriate person in connection with the student's application for, or receipt of, financial.
  2. Federal or state officials as defined in federal regulations codified in 34CFR.
  3. State or local officials authorized by state statute.
  4. Organizations conducting studies for or on behalf of Tennessee State University concerning the development, validation, or administration of predictive tests, the administration of student and program; or, the improvement of instruction when such information will be used only by such organizations and subsequently destroyed when no longer needed for the intended purpose.
  5. Accrediting organizations to carry out their function.
  6. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
  7. An individual executing a judicial order or subpoena.
  8. Appropriate persons in connection with an emergency and such knowledge is necessary to protect the health or safety of a student or others persons.
  9. The student

## **TITLE IX NOTIFICATION GENDER DISCRIMINATION, SEXUAL HARASSMENT & SEXUAL ASSAULT**

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities that receive federal financial assistance. Examples of the types of discrimination that are prohibited under Title IX include sexual harassment, sexual assault/sexual violence, discrimination based on pregnancy and the failure to provide equal opportunity in athletics.

### **COMPLAINTS OF VIOLATIONS UNDER TITLE IX MAY BE DIRECTED TO TSU'S TITLE IX COORDINATOR:**

Tiffany Cox, Director (Title IX Coordinator)  
Bobbie Porter, Specialist (Deputy Coordinator)  
Equal Opportunity & Affirmative Action Office  
3500 John A. Merritt Blvd.  
Ned McWherter Administration Bldg., Ste. 260  
Nashville, TN 37209  
(615) 963-7435  
[www.tnstate.edu/eeoaa/](http://www.tnstate.edu/eeoaa/)

### **FOR COMPLAINTS INVOLVING STUDENT ON STUDENT SEXUAL HARASSMENT, SEXUAL ASSAULT, AND SEXUAL VIOLENCE:**

Peggy Earnest, Dean of Students (Deputy Coordinator)  
Chief Judicial Officer  
Student Conduct and Mediation Services  
3500 John A. Merritt Blvd.  
Floyd Payne Campus Center, Room 308  
Nashville, TN 37209  
(615) 963-4891  
[www.tnstate.edu/studentconduct](http://www.tnstate.edu/studentconduct)

### **FOR COMPLAINTS OF GENDER EQUITY IN ATHLETICS:**

Valencia Jordan (Deputy Coordinator)  
Associate Athletics Director/Senior Women's Administrator  
Gentry Complex, Room 318  
3500 John Merritt Blvd.  
Nashville, TN 37209  
[www.tsutigers.com/](http://www.tsutigers.com/)

### **REPORTS OF SEXUAL ASSAULT/VIOLENCE MAY ALSO REPORTED TO:**

Tennessee State University Police Department  
3500 John Merritt Blvd.  
Queen Washington Bldg., 2nd Floor  
Nashville, TN 37209  
(615) 963-5171 (non-emergency) 911 emergency  
[www.tnstate.edu/police/](http://www.tnstate.edu/police/)

Services are also available in the TSU Counseling Center for individuals seeking assistance with personal decision-making, intra/interpersonal relationships, social relations, and crisis issues. The Counseling Center may be contacted at the address or phone number below:

Main Campus  
Student Success Center/LRC., Ste. 114  
615-963-5611  
[www.tnstate.edu/counseling/](http://www.tnstate.edu/counseling/)

## **NON-DISCRIMINATION & AFFIRMATIVE ACTION STATEMENT**

Tennessee State University is an EEO/AA employer and does not discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, age, religion, disability or veteran status in its programs or activities. Tennessee State University is committed to providing the highest quality of employment, education, research, and service. In support of this commitment, the University seeks to ensure that all educational and employment programs are administered without regard to race, color, national origin, gender, gender identity, sexual orientation, religion, age, disability, or veteran status. The University's non-discrimination and anti-harassment policy is applicable to faculty, staff, applicants for employment, students and applicants for educational programs and other activities. This policy is fundamental to the effective functioning of the University as an institution of teaching, scholarship and public service.

The University has also developed an affirmative action plan to guide in working toward the creation and maintenance of a diverse environment in which students and employees are encouraged to think, work and serve. The affirmative action plan is designed to aid in University compliance with all applicable federal laws and regulations. Opportunity and Affirmative Action Office ("EEO/AA Office") at the phone number or address below.

### **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance. Examples of the types of discrimination prohibited by Title VI include racial harassment, school segregation, and denial of language services to students who are limited in their English.

To file an employment discrimination/harassment complaint or a Title VI discrimination/harassment complaint please contact:

Tiffany Cox, Director  
Bobbie Porter, Specialist  
EEO/AA Office  
3500 John A. Merritt Blvd.  
Ned McWherter Administration Bldg., Ste. 260  
Nashville, TN 37209  
(615) 963-7435 (office)  
(615) 963-7463 (fax)  
[www.tnstate.edu/eoaa/](http://www.tnstate.edu/eoaa/)

Complaints of discrimination based on race, national origin, gender and disability may also be filed with the U.S. Department of Education Office for Civil Rights (OCR) at:

Lyndon Baines Johnson Department of Education Bldg.  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
800-421-3481  
<http://www2.ed.gov/about/offices/list/ocr>

# CODE OF STUDENT CONDUCT

---

## GENERAL REGULATIONS ON STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

1. College and university students are citizens of the state, local, and national governments and of the academic community and are, therefore, 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 non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents has authorized the Presidents of the institutions and Directors of the technology center under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.
2. Pursuant to this authorization and in fulfillment of its duty to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, Tennessee State University (“TSU,” “the university” or the “institution”) has developed the following policy which is intended to govern student conduct on the campuses under its jurisdiction
3. For the purpose of this policy, a “student” shall mean any person who is admitted and/or registered for study at TSU for any academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution. Finally, “student” shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the policy governing student conduct. Students are responsible for compliance with Institutional policy at all times.
4. Disciplinary action may be taken against a student for violations of this policy which occur on institutionally owned, leased or otherwise controlled property, while participating in international or distance learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any institutional activity of the mission, processes, and functions of the institution. If a student’s violation of applicable laws or ordinances adversely affects the University’s pursuit of its educational objectives, it may enforce its policies, including this policy, regardless of any proceedings instituted by other civil or criminal authorities. Conversely, violation of any section of this policy may subject a student to disciplinary measures by the University whether or not such conduct is simultaneously in violation of state, local or national laws.
5. This policy, and related material incorporated herein by reference, is applicable to student organizations as well as individual students. Student organizations are subject to discipline for the conduct and actions of individual members of the organization while acting in their capacity as members of, or while attending or participating in any activity of, the organization.
6. Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g and/or the Tennessee Open Records Act, T.C.A. § 10-7-504(a) (4), a student’s disciplinary files are considered “educational records” and are confidential within the meaning of those Acts.

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

## DISCIPLINARY OFFENSES

1. Generally, through appropriate due process procedures, the University’s disciplinary measures shall be imposed for conduct which adversely affects the institution’s pursuit of its educational objective, that violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution or institutional-controlled property.
2. Students and student organizations and its members while acting in their capacity as members of, or while attending or participating in any activity of the organization shall be subject to all rules and policy of the University and Tennessee Board of Regents. Individual or organizational misconduct that is subject to disciplinary sanction shall include, but is not limited to, the following examples:
  - a. Conduct dangerous to others - Any conduct or attempted conduct which constitutes a serious danger to any person’s health, safety or personal well-being, including, but not limited to the following:
    1. Physical and/or verbal abuse
    2. Threats and/or intimidation
    3. Harm inflicted on self

- b. Hazing. Hazing, as defined in T.C.A. § 49-7-123(a)(1), means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization;
- c. Disorderly conduct – Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, or disorderly or which unreasonably disturbs institutional function, operations, classrooms and other groups or individuals.
- d. Obstruction of 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 facilities owned or controlled by an institution or blockage of access to or from such facilities.
  - 2. Interference with the right of any institution member or other authorized person to gain access to any institutional or institutional controlled activity, program, event, or facility sponsored by the institution.
  - 3. Any obstruction or delay of a campus police officer, fireman, campus security officer, public safety officer, EMT or failure to comply with any emergency directive issued by such person in the performance of his or her duty 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 or unwarranted destruction, defacing, disfiguring, or unauthorized use of property belonging to the institution or another, including but not limited to fire alarms, fire equipment, elevators, telephones, institution keys, library materials, and/or safety devices; and any such act against a member of the institution community or a guest of the institution.
- f. Theft, misappropriation, or unauthorized sale of Property – Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against a member of the institution community or a guest of the institution.
- g. Misuse of documents or identification cards – Any forgery, alteration of or unauthorized use of institution 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, dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons.
- i. Explosives, fireworks, and flammable materials – The unauthorized possession, ignition, or detonation of any object or article that causes damaged by fired or other means 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 institution owned or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off institution owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption.
- k. Drugs – The unlawful possession or use of any drug or controlled substance (including, but limited to, any stimulant, depressant, narcotic or hallucinogenic drug, or marijuana) sale or distribution of any such drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or off institution owned or controlled property.
- l. Drug paraphernalia – The use or possession of equipment, products or materials that are used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance state, or federal law concerning the unlawful possession of drug paraphernalia, on or off institution owned or controlled property.
- m. Public intoxication – Appearing on institution owned or controlled property or at an institutional sponsored event while under the influence of a controlled substance or of any other intoxicating substance.
- n. Gambling – Unlawful gambling in any form.

- o. Misuse of computers or computing resources and facilities – Misusing and/or abusing campus computer resources including, but not limited to the following:
  1. Use of another person’s identification to gain access to institutional computer resources;
  2. Use of institutional computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using institutional information technology systems;
  3. Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the *file*;
  4. Unauthorized transfer of a computer or network file;
  5. Use of computing resources and facilities to send abusive or obscene correspondence;
  6. Use of computing resources and facilities in a manner that interferes with normal operation of the institutional computing system,
  7. Use of computing resources and facilities to interfere with the work of another student, faculty member, or institutional official;
  8. Violation of any published information technology resources policy;
  9. Unauthorized peer-to-peer file sharing.
- p. 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 institution community acting in an official capacity, or failure to pay outstanding bills.
- q. Unacceptable conduct in disciplinary proceedings – Any conduct at any stage of an institutional disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or disorderly, including false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness.
- r. Failure to cooperate with university officials – Failure to comply with directions of institutional acting in the performance of their duties.
- s. Violation of general rules and policies – Any violation of the general rules and policies of the institution as published in an official institutional publication, such as Student Handbook or Residence Life Campus Living Brochure, including the intentional failure to respond to any required action or the intentional performance of any prohibited action.
- t. Attempts at and aiding and abetting the commission of offense – Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission). Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to the institution;
- u. Violations of state or federal laws – Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.
- v. Failure to notify – Failure of students certified to receive educational benefits for veterans to notify the Office of Veteran Affairs of any changes in their program that will affect their certification status.
- w. Violation of imposed disciplinary sanctions – Intentional or unintentional violation of a disciplinary sanction officially imposed by an institution official or a constituted body of the institution.
- x. Discrimination, Harassment or Retaliation – Any act by an individual or group against another person or group in violation of University or TBR policy, as well as federal and/or state laws prohibiting discrimination, including, but not limited to, TBR policy 5:01 :02:00, (F), 5:01:02:00, 2:02:10:01 and TSR Guideline P-080.
- y. Sexual Violence and Sexual Harassment – Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Acts falling into the category of sexual violence, including rape, sexual assault, sexual battery and sexual coercion. All such acts of sexual violence are forms of sexual harassment. Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances; requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature.

- z. Academic Misconduct. Plagiarism, Cheating, Fabrication – For purposes of this section, the following definitions apply.
1. Plagiarism. The adoption or reproduction of ideas, words, statements, images or works of another person as one's own proper attribution.
  2. Cheating. Shall mean, but is limited to, using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit hours.
  3. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.
  4. Classroom Misconduct – Disruptive behavior in the classroom.

## **DISCIPLINARY SANCTIONS**

1. Upon a determination that a student or student organization has violated any of the rules, policies or disciplinary offenses set forth in this Code of Student Conduct, disciplinary sanctions that may be imposed, either singularly or in combination, by the appropriate university officials include but are not limited to the sanctions referenced below.
  - a. Restitution. A student who has committed an offense against property may be required to reimburse the university or other owner for damage to or misappropriation of such property or unreimbursed medical expenses resulting from physical injury. Any such payment in restitution shall be defined by the university.
  - b. Fine – Fine of not more than \$200. This sanction shall apply to violations of the following disciplinary offenses: misuse of documents or identification card and failure to cooperate with university officials. Failure to pay fines may result in further disciplinary action.
  - c. Warning – The appropriate university official may notify the student or student organization that continuation or repetition of specified conduct may be cause for further disciplinary action.
  - d. Reprimand – A written or verbal reprimand, or censure, may be given any student or organization whose conduct violates part of the Code of Conduct. Such a reprimand does not restrict the student in any way, but it does have important consequences. It signifies to the student that he or she is in effect being given another chance to conduct himself or herself as a proper member of the university community but that any further violation may result in more serious penalties.
  - e. Apology – A student or student organization may be encouraged to apologize to an affected party, either verbally or in writing, as an alternate to the imposition of other disciplinary sanctions, for the behavior related to a disciplinary offense.
  - f. 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 university in any way, university or TBR sponsored travel, denial of the use of facilities, parking privileges, or participation in extra-curricular activities or restriction of organization privileges.
  - g. Referral to the University Counseling Center – The student is requested to visit the university-counseling center for an initial evaluation and follow-through on any prescribed treatment program.
  - h. Community or Educational Project – A project beneficial to the individual, campus, and/or community may be required. The project will be related to the offense the student is guilty of violating.
  - i. Assignment of work hours – A specified number of supervised hours of work to be completed on campus may be assigned. This work will be commensurate to the offense the student is guilty of violating.
  - j. Probation. Continued enrollment of a student or recognition of a student organization on probation may be dependent upon adherence to the Code of Student Conduct. Any student or organization 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 or any other appropriate special conditions. Any conduct in violation of this Code while on probationary status may result in the imposition of a more serious disciplinary sanction.
  - k. Suspension. If a student is suspended, he or she is deprived of student status and is separated from the university for a stated period of time with conditions of readmission stated in the notice of suspension. The suspension shall appear on the student's disciplinary record regardless of whether or not such student is successfully readmitted.
  - l. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's readmission or student organization to the institution. Tennessee State University policy requires that any student or organization receiving a penalty of expulsion shall be restricted from the campus of Tennessee State University during the period of expulsion unless on official business with the university verified in writing by the Judicial Officer/Dean Students.
  - m. Any alternate sanction deemed necessary and appropriate to address the misconduct at issue.

- n. Revocation of Admission, Degree or Credential
- o. Housing Probation. Continued residence in campus or student housing may be conditioned upon adherence to this policy as well as institutional housing policies. Any resident placed on housing probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon the activities of the resident, including any other appropriate special condition(s).
- p. Housing Suspension and Forfeiture. A resident suspended from housing may not reside, visit, or make any use whatsoever of a housing facility or participate in any housing activity during the period for which the sanction is in effect. A suspended resident shall be required to forfeit housing fees (including any unused portion thereof and the Housing Deposit). A suspended resident must vacate the housing unit. Housing suspension shall remain a part of the student resident's disciplinary record. A student may be immediately removed from campus or student housing for violations of the University's housing policy or residence agreement under the interim suspension standards set forth in paragraph m. above.
- q. Grade Reduction in a course.
- r. Interim Suspension. Though, as a general rule, the status of a student accused of violations of the Code of Student Conduct should not be altered until a final determination has been made in regard to the charges against him or her, an interim suspension may be imposed upon a finding by the Dean of Students/Chief Judicial Officer or designee that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, an alleged victim or of any other member of the university community or its guests, destruction of property, or the orderly operation of classroom or other campus activities. In the case of an interim suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension. If the student contests the suspension, the Dean of Students or a designee shall articulate the findings associated with the interim suspension decision and the student shall be given an opportunity to further contest those findings by requesting a preliminary hearing on the Dean of Student's determination.
  1. During an interim suspension, the student shall be denied access to campus facilities, classes, and/or all other university activities or privileges unless prior approval has been granted by the Dean of Students/Chief Judicial Officer.
  2. If a student chooses to challenge the imposition of an interim suspension, a preliminary hearing will be conducted by the Student Affairs Disciplinary Committee, in consultation with university officials. The hearing will be scheduled within five (5) working days of the student's request for a hearing. The preliminary hearing committee's sole charge will be to determine whether the Dean of Students' (or designee) interim suspension decision was arbitrary and capricious or constituted an abuse of discretion. During this preliminary hearing, the student will be given notice of the allegations against him/her and provided a summary of the evidence that supports the interim suspension. The student will be afforded an opportunity to respond to the allegations. The preliminary hearing committee may, at its sole discretion, call witnesses or permit the Dean of Students (or designee) and the student to call witnesses in support of their respective presentations. If the preliminary hearing committee upholds the Dean of Students' interim suspension decision, a formal hearing under the disciplinary procedures set forth in this policy shall be held as soon as practical, if applicable. If the preliminary hearing committee reverses the Dean of Students' (or designee) decision, the Vice President for Student Affairs may, in his or her sole discretion, review the decision and uphold, modify or reverse the preliminary hearing committee's decision if he or she determines that the evidence does not support the preliminary hearing committee's determination.

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

## **PROCEDURES AND GUIDELINES FOR THE ENFORCEMENT OF STUDENT DISCIPLINE**

1. A university has the responsibility and obligation to its students, faculty, and community to maintain an academic environment that promotes intellectual pursuits and harmonious interpersonal relationships between its various publics and constituents. Toward this end, TSU has established and published a uniform Code of Conduct, which spells out and informs students at the university the parameters of appropriate student conduct.
2. The following is a description of the procedures by which the university enforces its standards of student conduct. Inherent in these procedures is the university's recognition of its obligation to protect the rights and privileges of its students in accordance with the guarantees afforded all citizens under the Constitution of the United States and due process as interpreted by appropriate judicial authority.

3. The maintenance of order and the enforcement of the rules and policies of the university and the Tennessee Board of Regents are vested with the president of the university or his/her designee. This responsibility is delegated to the Vice President for Student Affairs who in turn delegates this authority to the Dean of Students/Chief Judicial Officer and the faculty and students appointed to participate in the administration of these procedures.
4. The university believes that the disciplinary procedures described below will serve the interests of students in obtaining full and fair hearings.

#### A. Pre-Hearing Procedures

1. The Dean of Students/Chief Judicial Officer Student Affairs shall conduct an investigation of the alleged violation(s).
2. All matters involving allegations of impermissible discrimination, harassment, or retaliation will be governed by the procedures outlined in TBR Guideline P-080 Subject: Discrimination and Harassment – Complaint and Investigation Procedure and/or an institutional policy that reflects the requirements of that Guideline.
3. At the conclusion of the investigation, the Dean of Students/Chief Judicial Officer for Student Affairs shall conduct a preliminary conference and shall advise the student of the charge(s) and proposed sanction(s), if any. The student may admit the violation(s) and accept sanction(s) or may elect to contest the charge. Admission of the violation(s) and sanction(s) shall constitute a waiver of hearing, and shall be in writing when possible. Such admission shall be binding and may not be subsequently revoked without concurrence of the Dean. At the conclusion of the preliminary conference, the Dean of Students/Chief Judicial Officer shall execute the “Preliminary Conference Form” reflecting the action taken or to be taken in the case. If the student fails to appear for the preliminary conference, the student shall be deemed to have waived his/her right to contest the charges and sanctions and said sanctions shall become final. A student has five (5) working days from the date of the preliminary conference to make an election.
4. For all cases where suspension or expulsion are not possible sanctions, if the student chooses to contest the charge, it shall be heard pursuant to the Institutional Hearing Procedures set forth in section D below.

#### B. Tennessee Uniform Administrative Procedures Act (TUAPA)

1. All cases which may result in: (a) suspension or expulsion of a student, or student organization, from the institution, for disciplinary reasons or (b) revocation of registration of a student organization, are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act (TUAPA), T.C.A. § 4-5-301 *et seq.*, and shall be processed in accord with the Uniform Contested Case procedures adopted by the Tennessee Board of Regents unless the student or organization, after receiving written notice, waives those procedures and elects to have the case disposed of in accord with institutional procedures or waives all right to contest the case under any procedure.

#### C. Function and Composition of the Student Affairs Disciplinary Committee

1. The Student Affairs Disciplinary Committee is the principle judicial body for hearing violations of the university’s Code of Student Conduct, making relevant findings, and recommending sanctions, where appropriate.
2. The Student Affairs Disciplinary Committee shall be comprised of a total of eight (8) members and two (2) alternates. The Committee shall include four (4) students, with one (1) student alternate. Student members will be selected by the Vice President for Student Affairs from a group nominated by the Dean of Students/Chief Judicial Officer for Student Affairs, and shall serve a one (1) year term. An additional four (4) members shall be members of the faculty, with one (1) alternate. The faculty members of the Committee shall be selected for one (1) year terms by the Vice President for Student Affairs from a group nominated by the Provost.
3. A Chairperson shall be appointed by the Vice President of Student Affairs. The Committee shall elect a Secretary by majority vote.
4. The Chairperson of the Student Affairs Disciplinary Committee is responsible for directing the conduct of any hearing, and shall make necessary procedural rulings including, but not limited to, rulings regarding the admissibility of evidence, and shall be responsible for drafting all written determinations by the Committee.
5. No less than four (4) members of the committee, including at least one faculty representative, must be present to constitute a quorum.
6. Meetings of the Committee are irregular and called by the Chairperson upon being informed that an alleged violation of the Code of Student Conduct exists and that a hearing is necessary.

#### D. Student Affairs Disciplinary Committee Hearing Procedures.

1. The following procedures shall govern conduct of an Institutional Hearing by the Student Affairs Disciplinary Committee:
  - a. The student shall be advised of the date, time, and place of the hearing.
  - b. The students shall be advised, in writing, of the breach of policy of which he or she is charged.
  - c. The student shall be advised of the following rights: (i) the right of the accused student to present or state his/her case; (ii) the right to be accompanied by an advisor (An advisor shall not be permitted to participate in the hearing and shall be limited to directly advising the student); (iii) the right to call witnesses in his/her behalf; (iv) the right to confront witnesses against him/her.
  - d. The date of the hearing shall be set no later than ten (10) calendar days but no sooner than two (2) days following the student's notice of intent to contest the charge.
  - e. The hearing notice should be delivered to student, in person, by an appropriate official of the university. The person making personal service on a party shall make a record as to the time and place of service. If the student is not available for service in person, the notice should be delivered by return receipt mail to the student's last known address.
  - f. The notice shall contain a description of the procedures under which the hearing will be conducted.
  - g. The Student Affairs Disciplinary Committee shall conduct a hearing providing for the receipt of evidence, including calling witnesses and the review of other evidence in rendering a decision.
  - h. The student at issue shall be permitted to call witnesses and submit documentation at the hearing in support of his/her defense. The student may also be accompanied by legal counsel or some other representative. However, legal counsel or a representative may not speak or present evidence on behalf of the student.
  - i. The Student Affairs Disciplinary Committee shall make a determination of the case based on the evidence presented at the hearing. The decision of the committee shall be by majority vote.
  - j. The hearing officer will vote only when needed to break a tie vote.
  - k. If the Committee finds that the student did engage in the offense (s) for which he/she is charged, it shall recall the Dean and the student for a review of the student's past record in determining the appropriate recommendation of sanction.
  - l. The Committee will issue a written decision within five (5) days following the conclusion of the hearing. The decision shall specify any violations found and recommend appropriate sanctions.
  - m. Record (Discipline) – A record which may consist of a taped or similar electronic recording, shall be made of the proceedings. Such record may be transcribed upon request by a party at the party's expense. If the university elects to transcribe the proceedings, any party shall be provided copies of the transcript upon payment of cost to the university. The record includes all evidence, statement, affidavits, or matters officially noticed.
2. Appeal to the Vice President for Student Affairs – A student may appeal the decision of the Student Affairs Disciplinary Committee to the Vice President for Student Affairs. The appeal must be submitted, in writing, to the Vice President for Student Affairs or designee within five (5) days of the date of the decision and must specify in detail the grounds for the relief sought. Petitions for appeal will be considered on the following grounds only:
  - a. Some material error in procedure;
  - b. Some material error in the committee's finding or fact or conclusions of law;
  - c. Discovery of new evidence, unavailable at the time of hearing, sufficiently strong to reverse or modify the decision which could not have been previously discovered by due diligence;
3. Review by the Vice President – Upon receipt of an appeal by the student, the Vice President for Student Affairs shall review the decision of the Committee and/or the sanction imposed. The Vice President shall render a decision on the student's appeal based upon the contents of the student's appeal filing, the record made at the hearing, the written decision and recommendation of the Committee, and any other information the Vice President deems relevant. The Vice President shall issue a written decision within five (5) working days after the filing of the appeal. The Vice President may, at his or her own discretion, review the decision of the Student Affairs Committee absent an appeal. Upon review, the Vice President may uphold, modify or reverse the Committee's decision.
4. Appeal to the President – The decision of the Vice President for Student Affairs or designee may be appealed to the President of the university within five (5) days of its filing. The President may affirm or overturn the decision of the Vice President for Student Affairs in whole or in part. The President may also reduce or set aside the sanctions imposed. The President's determination shall constitute the final decision at the institutional level.

## **ACADEMIC AND CLASSROOM MISCONDUCT**

1. The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and policies of the institution for each class session during which the conduct occurs. Extended or permanent exclusion from the classroom beyond the session in which the conduct occurred, or further disciplinary action can be effected only through appropriate procedures of the institution.
2. Plagiarism, cheating, and other forms of academic misconduct 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 that may be imposed through the institutional disciplinary procedures set forth below, the instructor has the authority to assign an appropriate grade for the exercise or examination, proportional to the nature and extent of academic misconduct, including an “F” for the assignment/test or an “F” in the course. Disciplinary sanctions will be imposed only through the appropriate institutional student disciplinary processes.
3. Students may appeal a finding of academic misconduct and any associated sanction through the University’s Academic Misconduct procedures described in the Academic misconduct section of the Student Disciplinary procedures policy. Courses may not be dropped pending the final resolution of an allegation of academic misconduct.
4. Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., repeated outbursts from a student which disrupts the flow of instruction or prevents 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 devices which disturbs others (e.g., disturbing noises from computer games, beepers, cell phones, palm pilots, lap-top computers, games, etc.).
5. Class attendance and punctuality requirements are established by the faculty through specific expectations for attendance and punctuality and specific consequences that are outlined 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 division of student affairs for assistance in providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for completion of course work requirements.

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

## **ACADEMIC MISCONDUCT DISCIPLINARY COMMITTEE**

- A. The Academic Misconduct Disciplinary Committee is charged with the authority to hear cases where a student has been determined to be engaged in academic misconduct and has received a reduced grade. A student shall have the right to appeal that determination to the Academic Misconduct Committee for the committee to make the initial determination of academic misconduct. In cases involving an appeal by a student or when an instructor requests review by the committee, the Academic Misconduct Disciplinary Committee may also recommend the imposition of additional disciplinary action, including suspension or expulsion. The recommendation shall be forwarded to the Dean of Students for further action.
- B. Academic Misconduct Disciplinary Committee Meetings, Members, Procedures, Decision and Record – The provisions governing meetings, members, procedures, decision and record of the Student Affairs Disciplinary Committee and all review/appeal therefrom, as set forth above, are hereby applicable to the Academic Misconduct Disciplinary Committee. Appeals from decisions of the Academic Misconduct Disciplinary Committee will be sent to the University Provost and will be governed by the same procedures applicable to an appeal to the Vice President for Student Affairs from a decision of the Student Affairs Disciplinary Committee.
- C. Alternative Resolution Process – At all times during the disciplinary process, the Dean or other designated university official may pursue alternative measures to resolve disciplinary matters, including informal resolution meetings.

*This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.06 Disciplinary Procedures and Due Process. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.*

## **POLICY ON TRAFFIC AND PARKING**

### **A. Purpose**

Traffic and parking policies are applicable to all students, faculty, staff and contractual; employees and visitors to Tennessee State University's main and downtown campuses. Students are required to obey this policy as a condition of attendance at Tennessee State University. Faculty, staff and contractual employees are required to obey them as a condition of employment or contractual agreement. The violation of traffic and parking policy subjects the vehicle to be ticketed and towed at the owner's expense.

### **B. Definition of Terms**

- a. Campus – Shall refer to all property owned by Tennessee State University, upon which the building and facilities that comprise Tennessee State University are located.
- b. Lawn – Any landscaped area, grassed area, or part of University grounds that is not covered by a building, sidewalk, street, or parking lot.
- c. Motor Vehicle – The term “motor vehicle” shall mean any device in, upon, or by which any person or property is or may be transported upon a highway, except devices which are moved by human power or are operated upon fixed rails or tracks. “Motor vehicles” and “vehicle” include automobiles, trucks, motorcycles, motorbikes, and other motor-powered vehicle operating on land.
- d. Offense – An offense is committed each time a vehicle is parked in violation of a parking regulation, commencing with the issuance of this first citation, or each time a moving traffic violation occurs.
- e. Parked, parking – The standing of a vehicle upon a street or parking area, or grounds, whether the motor is running or not, without the occupancy of its driver, other than temporarily for the purpose of and while actually engaged in loading and unloading.
- f. Parking Area – Any place or area set aside, marked, posted or intended for parking of vehicles.
- g. Registration – Acquiring a Tennessee State University parking permit and properly displaying that permit on the vehicle.
- h. Service Vehicle – Any Tennessee State University-owned vehicle or commercially owned vehicle used for the purpose of delivery, maintenance, repairs or servicing the University.
- i. Loading Zone – Those areas posted or marked for the use of service vehicles servicing the University in loading and unloading.
- j. Restricted Parking – The parking area set aside for the parking of vehicles bearing the particular permit for which that area is posted and reserved.
- k. Commuter Parking – The parking area set aside for the parking of vehicles for non-resident students.
- l. Red and White color scheme – Designated parking areas on the campuses: red lines for faculty/staff, white for resident hall parking, for commuter students, visitors, vendors and contractors.

### **C. General**

- a. The motor vehicle laws of the State of Tennessee are in effect on campus and other Tennessee State University property.
- b. Faculty, staff, students, contractual employees, and visitors are expected to know and comply with the State motor vehicle laws, the traffic ordinances of Metropolitan Nashville-Davidson County, and the Tennessee State University “Traffic and Parking Regulations.”
- c. The maximum speed limit on all campus drives, roads and streets is 15 mph unless otherwise posted.
- d. Driving of motor vehicles on campus, walks and laws is prohibited except when special permission has been granted by the Physical Plant Department for emergency conditions.
- e. Pedestrians shall be given the right-of-way at all crosswalks or when in compliance with existing traffic controls.
- f. Moving or driving around an authorized barricade shall not be permitted.
- g. Operators of vehicles shall comply with all traffic signs directing the movement of vehicles in parking lots
- h. The Gentry Center parking lot will be utilized for overflow parking. Shuttle service will be available through Facilities Management.

#### D. Registration of Automobiles

1. A student who owns and/or operates an automobile on or off the campus must register the vehicle using the following steps:
  - a. Go to the Tennessee State University Police Department homepage which is <http://www.tnstate.edu/police>, then click the link "Register Your Vehicle/Acquire Parking Decal" to the right, then click "Register My Vehicle/Acquire Parking Hangtag."
  - b. Enter the University ID off the front of your TSU ID card and press enter.
  - c. Fill in all the information on that page. Press submit
  - d. Then go to the place where parking permits/decals are being issued Faculty should either pay for their decal at the Bursar's Office and bring their receipt or provide a signed payroll deduction form to receive their parking permit.
  - e. You should make sure you are registered with your classes before obtaining a parking permit; your General Access Fee pays for your parking permit.
  - f. Please have driver's license and car registration and student or faculty ID in hand.
2. Expiration
  - a. All automobiles are required to be registered and to use designated parking lot area.
  - b. A student or resident, so identified failing to register such vehicle(s) or to display a current identification sticker(s) thereon is subject to a penalty or tow-in.
  - c. Registration of any motor vehicle shall be in only one name.
  - d. Providing erroneous information on a registration or a parking permit application is subject to penalty.
  - e. Altering or counterfeiting any parking permit shall be subject to a penalty.
  - f. Upon issuance of a new license plate, the person in whose name a vehicle is registered at the University shall report the new license number to the T.S.U. Police Department within seven (7) days after issuance.
  - g. The fee for parking hangtags per calendar year is \$65.55 for faculty and staff. Payment of fees will be made in the Business Office located in the Administration Building (Main Campus) or in the Business Office located in Room 253 of the Avon Williams Campus. A second decal may be purchased for an individual's second vehicle for \$2.00 with proof of the paid receipt for the first vehicle. Upon substantial evidence that the original parking permit has been lost, stolen or destroyed, a duplicate decal will be issued upon payment of a \$2.00 fee. Payment for parking permits is non-refundable.
  - h. A fee for parking will be assessed per calendar year for faculty and staff. A cashier's receipt must be presented when obtaining a decal.
  - i. Parking hangtags are issued at the beginning of the school year and expire the following August (from August to August).
  - j. Hangtags/decals will be issued at the TSU Police Department or other designated locations.
  - k. All automobiles on both Tennessee State University campuses are required to be registered, display proper State regulation, and are required to use designated parking areas.

#### E. Affixing and Removal of Hangtags

1. Parking hangtag shall be displayed on any vehicle parked on University property.
  - a. The student hangtag shall be properly hung on the front windshield rearview mirror by midnight of the first Friday of the week that classes begin.
  - b. Faculty, staff members and administrators are to properly display the parking permits (hangtags) no later than the third workday after becoming a staff member.
  - c. Replacement of Hangtags
    1. Hangtags are transferrable to any other vehicle owned or operated by the owner of the hangtag provided they have registered the vehicle in the system. However, ownership of the hangtag is not transferrable; violation of this policy subjects the vehicle to being towed and all parking privileges revoked for parties involved.
    2. Upon proof that the original parking hangtag has been lost, stolen or destroyed, a duplicate sticker will be issued upon payment of a \$2 fee

## F. Parking Regulations

1. Parking privileges in University parking lots, on campus, are available upon application, to eligible members of the faculty, staff, contractual employees, student body, or visitors, subject to provisions set forth.
  - a. Faculty, Staff and Administrators. Faculty and staff members may park in the red designated parking areas and may apply for assignments in reserved parking area.
2. Student Parking on Campus
  - a. All students registered full-time, part-time, or special students are to register their vehicles with the T.S.U. Police Department within a three-day period after vehicles are brought to campus, display in the middle of the front windshield hang tang parking permit and permit and park in the white lines for commuter and residential students.
  - b. On campus resident students are to use only the restricted resident hall parking areas assigned to them.
3. Illegal Parking
  - a. Parking is prohibited any place on campus other than those areas which have been designated for parking and identified by signs controlling their use.
  - b. Parking is prohibited at crosswalks, building entrances, fire hydrants, fire lanes and other areas posted “No Parking At Any Time” or marked by a yellow line. Vehicles in violation may be towed away.
  - c. Taking a motor vehicle into any University building is prohibited except where a shop or garage is specifically designated for the purpose of vehicle repair or storage.
4. Improper Parking
  - a. Motorists can park by backing in or head on positions.
  - b. Parking over or across stall marker lines, where such lines are provided, is subject to penalty for improper parking.
  - c. Parking without appropriate permit in all lots is subject to penalties, which may include fines, ticketing, and towing.
  - d. Tennessee State University assumes no liability or responsibility for damage to any vehicle parked in any University parking area.
5. Visitor’s Parking
  - a. Occasional visitors on campus shall come by the T.S.U. Police Department to register their vehicles and to receive information on parking.
  - b. Visitors who have frequent occasion to visit the campus on business may apply for a visitor’s parking permit. The application should be written in form (it shall be left to the discretion of the Vice President for Student Affairs whether or not these visitors should be charged a registration fee).
  - c. Visitors enrolled in short courses for more than a week duration should be considered as students and should purchase a special parking permit.
6. University Owned Vehicles
  - a. Operators of university-owned vehicles are subject to all university traffic and parking regulations.
  - b. University-owned vehicles shall be parked overnight in the carpool area located at the Operations Building unless otherwise accommodated. (This further gives security to the university-owned vehicles).
    1. Such vehicles are not required to display a university parking permit. These vehicles may be parked in any of the parking lots but operators are advised in a manner whereas unnecessary space will not be occupied.
    2. Parking of an authorized vehicle in an authorized area will subject the violator to a penalty and/or having the vehicle towed away.

## G. Fines

- a. Violations of the following will result in the specified fines.
  1. Reckless driving and speeding:
    - a. 1st Offense - \$50
    - b. 2nd Offense - \$100
  2. Failing to yield to pedestrians at a crosswalk:
    - a. 1st Offense - \$15
    - b. 2nd Offense - \$30

3. Registration violation: no sticker or fraudulent registration:
    - a. 1st Offense - \$25
    - b. 2nd Offense - \$50
  4. Driving over or parking on law, curbs, walkways:
    - a. 1st Offense - \$50
    - b. 2nd Offense - \$100
  5. Parking within ten (10) feet of a fire hydrant:
    - a. 1st Offense - \$15
    - b. 2nd Offense - \$30
  6. Parking in a "No parking" area or reserved area:
    - a. 1st Offense - \$25
    - b. 2nd Offense - \$50
  7. Blocking drive, walkway, door, or traffic:
    - a. 1st Offense - \$25
    - b. 2nd Offense - \$50
  8. Improper parking (backed in, or not between lines, etc.)
    - a. 1st Offense - \$25
    - b. 2nd Offense - \$50
  9. Disabled Parking violation:
    - a. Each Offense - the fine for the offense of illegal use of a parking space designated as disabled/handicapped parking is established by statute. It will be adjusted and posted in University publications as necessary to remain in compliance with state law.
  10. Block Fire Lane:
    - a. 1st Offense - \$50
    - b. 2nd Offense - \$100
  - b. Receiving three (3) citations within a period of one semester may result in suspension of the operator's privileges of operating or parking his/her motor vehicle on campus for the remainder of the school year. The vehicle involved will be placed on a towing list and subsequently towed from campus anytime it is parked on campus during the period of suspension. A letter acknowledging such a suspension, or further violations after the suspension is effective, will be sent to the appropriate dean or supervisor of the person involved.
  - c. Collection of fines
    1. All fines must be paid at the Cashier's Office during the hours of 8:30 am to 3:30 pm Monday through Friday.
    2. Fines assessed against students, unless paid as herein provided, will be charged to the individual student's account with the University and treated on the same basis as any other debt due the University.
    3. Fines assessed against faculty members and other employees, unless paid as herein provided, will result in copies being distributed to the Cashiers Office and department heads if not paid within five (5) days.
- H. Failure to pay fines
- a. A student cannot register or receive grades or transcripts until all outstanding obligations to the University are paid. The amount of the penalty may be added to the student's fees at registration.
  - b. The amount of the fine may be deducted from the paycheck of the University employee, pursuant to the Board of Regent's guidelines.
  - c. Habitual and flagrant violators of the regulations will be referred to the Office of Student Conduct and Mediation Services.

## I. Appeal of Parking/Traffic Citation

- a. Traffic and Parking Committee - The Chair of the Traffic and Parking Committee is appointed by the Dean of Students. The Chairman will thereafter select five (5) other members to serve one (1) academic year terms on the Traffic Parking Committee. The five (5) members shall include two (2) faculty members, two (2) staff members and one (1) graduate assistant.
- b. Any person who receives a parking/traffic citation may appeal the citation within ten (10) working days of issuance by filing an appeal with the Chair of the Traffic Committee. A person must complete the appeals request form and provide a written explanation for the basis of the appeal.
- c. The Parking and Traffic Committee will review the appeals request on the last Monday of each month
- d. The student will have the opportunity to appear before the Committee to present their appeal.
- e. The Committee will issue its decisions in writing within seven (7) days after the date of the hearing.
- f. The decision of the Traffic Appeals Committee is final.

*This policy is promulgated pursuant to, and in compliance with, TBR Rule 0240-02-03-.05 Traffic and Parking. To the extent that a conflict exists between this policy and TBR rule, policy and/or applicable law(s), the TBR rule, policy and/or law will control. History – Adopted by TBR: 12/8/11. Effective: 1/29/12.*

## ADDITIONAL CAMPUS REGULATIONS

The following regulations specifically apply to Tennessee State University. Students found in violation of any of these regulations will be subject to the action listed previously under “Disciplinary Sanctions.”

In keeping with the desire to establish an environment conducive to quality education and social maturity, the following practices are prohibited:

**Distribution of advertisement fliers and brochures** – Distribution or placement of advertising fliers and related literature onto parked vehicles on campus unless (i) the vehicle is owned by the person distributing the fliers, or (ii) the person distributing the fliers has the express consent of the vehicle owner and the TSU Police Department to place the material on the vehicle.

**Duplication of keys** – Making or causing to be made any key for a university facility without proper authorization.

**Disregarding fire drills** – Failure to evacuate university facilities or willfully disregarding any emergency or fire alarm signal.

**Harassment and/or intimidation** – Actions or statements that by design or consequence amount to harassment and/or intimidation.

**Littering** – Dispersing litter in any form onto the grounds or facilities of the campus.

**Display of pornography** – Public display of pornographic literature, films, or pictures.

**Resident hall visitation** – Visiting in the residence hall rooms except as specified in the *Residence Life Campus Living Brochure*.

**Use of sirens and loudspeakers** – Unauthorized use of sirens, loudspeakers, and other sound amplification equipment. Improper use of student identification cards. (i) Failure to possess at all times a valid student identification card. (ii) Failure to surrender identification card to university officials upon proper request. (iii) Transferring usage of identification card to other persons.

**Allowing pets on premises** – Pets are not allowed in buildings except as indicated in residence halls.

**Drug use or possession.** Tennessee State University fully supports the “Drug Free Schools and Campuses Act” and the “Drug Free Schools and Communities Act Amendment of 1989.”

**Parental Notification** – **Changes to** the Family Educational Rights and Privacy Act (FERPA) have given colleges/universities the option to release specific types of information from a student’s discipline record. Parents or guardians will be notified when a student under the age of 21 is found to have violated the **Code of Student Conduct** policies on the use and possession of alcohol and when one or more of the following occurs: (i) when there is significant property damage; (ii) there is evidence that the student’s alcohol-related behavior negatively impacted the living and learning environment; (iii) when the student demonstrates reckless disregard for his/her personal safety or the safety of others; (iv) when medical attention to any person, including the student, is required as a result of the student’s alcohol-related behavior.

## DRUG-FREE SCHOOLS AND COMMUNITIES ACT

The following information is presented in compliance with the Drug- Free Schools and Communities Act Amendment of 1989.

1. Tennessee State University prohibits the possession, use, or distribution of illegal drugs or alcohol on the campus property or on institutionally owned, leased, or otherwise controlled property.
2. Various federal and state statutes make it unlawful to manufacture, distribute, dispense, deliver or sell, or possess with intent to manufacture, distribute, dispense, deliver or sell controlled substances. The penalty imposed depends upon many factors which the type and amount of controlled substance involved, the number of prior offenses, if any, and whether any other crimes were committed in connection with the use of the controlled substance. Possible sanctions include incarceration up to and including life imprisonment and imposition of substantial money fines.

Tennessee statutes provide that it is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of employment), or consume alcoholic beverages, wine, or beer, such offense being classified as a Class A misdemeanor punishable by imprisonment for not more than 11 months and 29 days or a fine of not more than \$2,500 or both. The receipt, possession, or transportation of alcoholic beverages without the required revenue stamp is also a misdemeanor punishable by imprisonment of not more than 30 (thirty) days or a fine of not more than \$50, or both.

3. The use of alcohol can lead to serious health risk:

- Alcoholism
- Damage to brain cells
- Increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancers of liver, mouth, throat, and stomach
- Hallucinations
- Personality disorders

Health risks association with the use of illegal drugs include:

- Increased susceptibility to disease due to a less efficient immune system
- Increased likelihood of accidents
- Personality disorders
- Addiction
- Death by overdose
- Anemia
- Poor concentration

(Additional information about how the use of drugs and/or alcohol affect one's health is available at the Queen Washington Health Services Center)

4. Tennessee State University provides drug/alcohol counseling.
5. Tennessee State University does not currently provide drug/alcohol treatment or rehabilitation programs for students. Referral to the community treatment facilities may be made in appropriate cases.
6. Tennessee State University will impose sanctions against individuals who are determined to have violated rules prohibiting the use, possession, or distribution of illegal drugs or alcohol.

Sanctions for students using or possessing illegal drugs or alcohol include disciplinary probation and, in appropriate cases, suspension from the university. In addition, residence hall students will be removed from the housing system for the use or possession of illegal drugs. Referral for criminal prosecution may be made in appropriate cases.

Individuals involved in the sale or distribution of illegal drugs will be expelled from the university and referred to the appropriate authorities for criminal prosecution.

All employees, including students, agree as a condition of employment to abide by this policy. Sanctions against employees for use or possession of illegal drugs or alcohol in the workplace include termination of employment. Additionally, employees are required to notify the institution of any drug conviction resulting from a violation in the workplace no later than five (5) days after the conviction.

# **HONORS, SCHOLARSHIPS AND AWARDS**

---

## **ACADEMIC AWARDS**

The W. J. Hale Memorial Scholarship Foundation Award  
The Alma Dunn Jones Essay Award  
The Harold Mitchell Freshman Honors Award  
The Prem S. Kahlon Junior Honors Award  
The McDonald Williams Senior Honors Award  
The Jo Helen Railsback Honors Sophomore Literature Award  
The Donald C. Page Mass Communication Award  
The Lawrence B. James Theatre and Forensics Award  
The Jamye C. Williams Communication Award  
The Sadie C. Gasaway Memorial Award  
The Mathematics/Physics Faculty Award  
The Donelson-Gordon Scholarship Award  
The Ralston-Purina Scholarship Award  
The Nashville Pacesetter, Inc., Memorial Scholarship Award  
The Tennessee Intercollegiate Legislature Award  
The Government and Public Relations Award  
The Legislative Intern Award  
The Lewis-Rose Holland Scholarship Award  
The Nashville Dental Award  
The Hu-Friedy Golden Scaler Award  
The Quintessence Award  
Scholarships, Fellowships, Grant Assistantships, and Grants

# STUDENT SERVICES

## THE DIVISION OF STUDENT AFFAIRS

### PURPOSE

The goal of the Division of Student Affairs at Tennessee State University is to provide a collaborate and holistic approach to the academic, social and personal development of all students for success during and after the university experience.

The university recognized the diverse and varied educational objectives of its students and the need to offer programs and services designed to assist them in decision-making and formulation of academic and co-curricular plans. Tennessee State University, through its Division of Student Affairs, seeks to assist student in enhancing the effective use of the varied opportunities made available through the university experience.

### ORGANIZATION

To carry out its mission, the Division of Student Affairs at Tennessee State University consists of the following functional areas:

- Career Development Center
- Disability Student Services
- Floyd Payne Campus Center/Intramural and Recreational Sports
- Residence Life
- Student Activities
- Student Conduct and Mediation Services
- Student Health Services
- TSU Police Department
- University Counseling Center
- Wellness Center

The Directors of these units and programs constitute the Council on Student Affairs which administratively responsible to the Vice President for Student Affairs. The Vice President for Student Affairs reports directly to the President of the university and is vested with the authority for resolving all contested issues within the realm of student services, subject to final appeal to the President of the university. In addition to these offices and programs, there are standing committees assisting the university in policy development and administration. These include the Student/Faculty Advisory Committee, Advisory Committee on Sororities and Fraternities, and the Homecoming Committee.

The university is committed to the concept of student involvement and input in the formulation and development of university policies, programs, and activities. In addition to student participation in committees at the university, there is an active Student Government Association at Tennessee State University and other organizations including the Student Union Board of Governors, the Student General Assembly, the Student Election Commission, the Student Publications Board, Pan-Hellenic Council, and many diverse and varied academic and non-academic clubs and organizations.

### OTIS L. FLOYD-JOSEPH A. PAYNE CAMPUS CENTER

With 229,253 square feet of floor space, the three-level arena is an accommodating addition to Tennessee State University. It is the largest construction project undertaken by the institution in many years.

The building is designed to be the center of student activity. The university's family, comprised of students, faculty, administrators, staff, alumni, guests, and friends, form the life of the center and represents the heartbeat of the plan to substantially enhance the institution's environment. As a significant part of the educational program, the Otis L. Floyd-Joseph A. Payne Campus Center provides the services, offices, activities, events, recreation and conveniences to meet the daily needs of the university's family.

### HOURS OF OPERATION

Information Desk: Monday—Friday 7:00 a.m.—11:00 p.m.

Saturday 9:00 a.m.—11:00 p.m.

Sunday 9:00 a.m.—11:00 p.m.

## **POLICIES**

Identification. The university requires all students to obtain an official identification card. Students entering or using services in the Otis L. Floyd/Joseph A. Payne Campus Center must have identification cards in their possession and be responsible for individuals in their company who are identified as relatives, guests, or friends.

**Games** – All card and board games are prohibited in the lounge area and television rooms.

**Liquor** – No alcoholic beverages are allowed

**Decorations** – Wall decorations are permitted in the Otis L. Floyd-Joseph A. Payne Campus Center facility with the approval of the Director. Tacks, glue, tape or staples are not allowed on doors, walls or windows.

**Smoking** – Smoking is not permitted

**Guide Dogs** – Only guide dogs are allowed within the Otis L. Floyd-Joseph A. Payne Campus Center.

**Sound** – Sound amplification equipment is not allowed in the center unless in conjunction with a scheduled event that has been approved through the Director's office. Individual equipment with sound is permitted only with a headset (including cellular telephones).

**Publicity** – Events are not permitted to be publicized until space has been identified, confirmed, and approved in the center. All materials must be approved and posted through the Information Desk for the designated areas. Unauthorized posting violates the center's and campus policies.

**Solicitation** – Individuals may not use the center for personal benefit. Commercial entities are not permitted usage of the center except under written agreement with the appropriate university officials.

**Lost and Found** – Items that are found in the Floyd-Payne Campus Center should be forwarded to the Information Desk. Items will be held in the office of the Director for a minimum of four (4) weeks. If not identified and claimed within the allowed time, they will become the property of Tennessee State University.

**Bicycles** – Bicycles, roller blades, skates or other means of transport are not required in the performance of duty are prohibited. Wheelchairs are authorized for persons requiring such transport.

**Losses and Damages** – The Otis L. Floyd-Joseph A. Payne Campus Center is not responsible for items lost by individuals in the center or damage to individuals' property.

**Negligence** – Individuals or organizations are responsible for any negligent or intentional damage to property in the Otis L. Floyd-Joseph A. Payne Campus Center.

**Loitering** – Individuals and groups will not be permitted to loiter on stairways and ramps leading to offices. Groups congregating and individuals idling will not be allowed on the walkways of the various levels of the center.

**Food and Drink** – No food or drink is permitted in the carpeted lounge area or television rooms. All food must be consumed in the designated eating areas.

**Facility Care** – The center is an integral part of campus life and requires the cooperation of students, staff, and faculty to maintain its beautiful appearance. No one is permitted to sit on other than designated seats or place their feet on furniture, walls, or windows. All trash must be placed in trash containers.

## **INTRAMURAL AND RECREATIONAL SPORTS PROGRAM**

The Intramural and Recreational Sports Program offers a wide range of sports and other activities to meet the diverse interests of the student, faculty, and staff populations. The recreation department values student involvement in its decision-making and program development. The program has an underlying mission of "something for everyone."

The Division of Student Affairs recognizes that the intramural and recreational sports program will help develop leadership, self-esteem, and good social adjustment. All other games such as billiards, board games, card games, and volleyball are played in Kean Hall.

*(The Intramural and Recreational Sports Program is located in Kean Hall, Room 208. Hours of operation are 10:00 am – 10:30 pm, Monday-Friday; 1:00 pm – 10:30 pm, Saturday and Sunday, Telephone (615) 963-5662 or (615) 963-5663.)*

## **WELLNESS CENTER**

The Wellness Center is designed to maximize an individual's health and fitness and to help establish lifestyle patterns that promote healthy living. Currently, the Wellness Center provides fitness testing, individualized programming and health education. The Wellness Center offers a wide array of activities to meet the needs of our students, faculty, and staff. The Wellness Center comes equipped with cardio-vascular and free-weight exercise equipment. The center also provides aerobic classes, swimming and educational pamphlets/brochures on various health topics. A valid TSU ID is required for admittance.

*(For additional information and hours of operation call (615) 963- 2261 or visit our website [www.tnstate.edu/wellness\\_center](http://www.tnstate.edu/wellness_center))*

## STUDENT HEALTH SERVICES

The student health services are maintained to provide preventive care and treatment of acute minor health problems. Students are accommodated on an outpatient basis from 8:00 a.m. to 4:30 p.m., Monday through Friday. Services include first aid, counseling on health problems, referral service, 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 charge will be made for first aid and drugs in simple treatment. Students 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. Enrollment information is available in Student Health Services.

*(Student Health Services is located in the Floyd Payne Campus Center, 3rd Floor, Room 304. Hours of operation are 8:00 am – 4:30 pm., Monday – Friday, Telephone (615) 963-5292)*

## STUDENT ACTIVITIES

The Mission of the Office of Student Activities at Tennessee State University is to provide programs and services that enrich students' intellectual, ethical and social development. The office provides and supports programs that promote learning opportunities in personal growth, self-governance, social responsibility, and leadership development while assisting in the retention and ultimate graduation of students.

The goal of the university and the Office of Student Activities is to have a balanced program of activities through the sponsorship, support, and cooperation of our Student Government Association, Student Union Board of Governors, the Cultural Affairs Committee, sororities and fraternities, academic departments and registered student organizations.

We have a wide range of organizations that we depend upon to help provide a positive campus life. Our organizations under such categories as: departmental organizations; fraternities and sororities; literary and dramatic organizations; musical organizations; state and city clubs; cultural clubs; religious clubs; and national honor societies.

*(For additional information. Please call (615) 963-5085 or visit the Office in the Floyd-Payne Campus Center, Room 209)*

## RESIDENCE LIFE

Students attending Tennessee State University may live at home or in university residence halls/apartments. All students not living at home are urged to live in the residence halls/apartments on campus until all campus housing has been exhausted.

The university recognizes the many advantages that living in residential facilities affords. It, therefore, maintains single sex, co-ed, and apartment-style facilities for men and women. The facilities for men and women provide comfortable and healthful living quarters and offer fine opportunities for cultivating lifelong friendships.

Residence facilities are staffed with professional personnel whose major job is to provide the guidance necessary to help students build scholarship, high standards of conduct, social skills, personal appearance, the ability to live harmoniously with others.

Detailed regulations governing residential living are found in the *Residence Life, Campus Living Brochure*. Students are required to comply with all rules, regulations, policies, and procedures of Tennessee Board of Regents' institutions relating to student conduct and housing, and the provisions of this policy shall be incorporated by reference into each student's residence agreement or lease.

## STUDENT CONDUCT AND MEDIATION SERVICES

The Office of Student Conduct and Mediation Services is designed to provide a fair and appropriate process of educational discipline for all students. The Chief Judicial Officer/Dean of Students for the University interprets and provides disciplinary guidance for the entire student body, based upon the policies and procedures set forth in the Student Handbook.

Responsibilities:

- Interprets and enforces institutional disciplinary policies as set forth in the Student Handbook.
- Interprets and enforces institutional disciplinary policies as set forth in the Student Handbook.
- Provides training sessions on student and parental rights.
- Assess special needs of students and recommends necessary action(s) to the Vice President for Student Affairs.
- Supervises and provides guidance for staff.

## TENNESSEE STATE UNIVERSITY CAMPUS POLICE

The mission of Tennessee State University Police Department is to provide a safe and secure educational environment through collaborative interaction with students, faculty and staff recognizing the multicultural and diverse university community. The police department provides police and security services for all academic, residential services, student services and campus events on the main and Avon Williams campuses. The department completes reports of all accidents, incidents and acts of student misconduct. Accident and incident reports are submitted to the appropriate county or state agency as required. Reports of student misconduct are submitted to the Dean of Students/Judicial Affairs Officer for campus intervention. Students, faculty, and staff are encouraged to contact the police department at (615) 963-5171 for assistance with any problem or for information at any time. Administrative services are available from 8:00 a.m. — 4:30 p.m., Monday through Friday. The crime prevention counselor is available from 8:00 a.m. — 4:30 p.m. and is on call and can provide emergency assistance.

The police department is the issuer of hang-tags and visitor parking permits. Parking citations are also issued by the police department for parking and on-campus moving violations. Information about parking and other services can be found in the annual police department handbook.

The following violations and assessed fines are listed on each traffic violation ticket:

HANDICAPPED PARKING	\$200.00
NOT REGISTERED OR FAILURE TO DISPLAY PERMIT	\$25.00
FACULTY/STAFF/VISITOR/NO PARKING SPACE	\$25.00
DRIVING OVER OR PARKING ON LAWN/CURB/WALKWAY	\$50.00
BLOCKING DRIVE/WALKWAY/DOOR/VEHICLE	\$25.00
IMPROPER PARKING (BACKED IN/NOT BETWEEN LINES)	\$25.00
RECKLESS DRIVING/SPEEDING	\$50.00
PARKING WITHIN 10 FT. OF FIRE HYDRANT	\$15.00
FAILING TO YIELD TO PEDESTRIANS AT A CROSSWALK	\$15.00
OTHER	\$25.00

## THE CAREER DEVELOPMENT CENTER

The Career Development Center (CDC) provides invaluable assistance in preparing undergraduate and graduate students for the world of work or future educational pursuits through graduate or professional study. A variety of programs and services exist in the CDC to help students identify their career goals, explore aspects of future careers and gain insight into reaching their future employment or educational pursuits. Our services include: job search strategies (i.e. resume and cover letter preparation, etc), professional development (i.e. mock interview preparation, professional dress workshops, etc), experiential learning (i.e. internships, cooperative education, etc), part-time employment, Federal Work-Study job placement and support resources for faculty/staff. Our on-line, job posting database, Tiger Track, provides an up-to-date resource for experiential learning, part-time and full-time employment opportunities available 24/7 to students, faculty and alumni.

Our annual events include monthly professional development seminars, university-wide career fairs, targeted career fairs, employer informational events and on-campus recruiting interviews.

The CDC office is located in Room 304 of the Floyd-Payne Campus Center. If you would like to find out more about our services, please reach us at the following:

- Phone: (615) 963-5981
- Website: <http://www.tnstate.edu/careers>
- Facebook: <http://www.facebook.com/TSUCDC> (Like Us!)
- Twitter: <http://www.twitter.com/#!/tsucdc> (Follow Us!)

## TENNESSEE INSTITUTES FOR PRE-PROFESSIONALS (TIP)

African-American undergraduate students in Tennessee have a distinct opportunity to Learn for Life. The Tennessee Institutes for Pre-Professionals (TIP) offers this opportunity to black residents of Tennessee who wish to pursue a career in medicine or law. The Tennessee Higher Education Commission (THEC) which authorizes TIP, is a state effort with participation by all of the state's public colleges. TIP's ultimate goal is to increase the representation and active participation of African Americans in law and health professions training and practice.

Law and health structured activities for college freshmen through seniors are offered on campus of the University of Tennessee Health Sciences Center (Memphis) and the University of Memphis Cecil C. Humphreys School of Law. All expenses are paid for program recipients. Stipends are also available at every level of program operation. Acceptance into any level of this program is at the sole discretion of the state's professional school admission officers.

## DISABILITY SERVICES

The Office of Disability Services seeks to coordinate university wide services available to students with disabilities. Service range from providing physical accommodations on campus to helping students with learning disabilities succeed in classroom activities. Additionally, the office attempts to improve the understanding level and support from faculty, staff, and the entire campus community.

All students with disabilities who require accommodations will need to register with the office of Disability Services and provide medical documentation.

### POLICY ON REQUESTING ACCOMMODATIONS

The following procedures should insure that you receive appropriate and reasonable accommodations:

1. As early in the semester as possible (preferably within the first two weeks of the semester), you should initiate contact with Disability Services (DS) to request accommodations. At this time, if you have not already done so, you should provide DS with current documentation regarding your disability.
2. You should then plan on meeting with DS to review how the disability substantially limits you and determine what reasonable accommodations would be appropriate for you. Recommendations from documentation and consultation with the student are both used to determine accommodations. Final determination of accommodations rests with the University.
3. **Each semester** accommodations are wanted or needed in classes; it is your (the student's) responsibility to obtain your **Accommodation Letter** from the DSS office for your professors.
4. It is then your (the student's) responsibility to present the **Accommodation Letters** to your professors, meet with them privately, raise their level of understanding of your strengths and disability, and work out the logistics of providing the approved accommodation. Since the primary relationship in the learning process is with the professor, we strongly encourage you to take the initiative within the first two weeks of the semester, or earlier, to develop that relationship.
5. If difficulties occur in the actual provision of approved classroom or testing accommodations and you are unsuccessful in resolving those issues with the professor, then you may request assistance from DS with securing the approved accommodations. Requests for assistance should be made as soon as any difficulties arise. DS will work with both the student and the faculty member, or department, to arrive at an appropriate resolution.

If you would like additional information about requesting accommodations, please contact Disability Services.

Disability Services – Tennessee State University  
Floyd-Payne Campus Center, Room 117  
3500 John A. Merritt Blvd. Nashville, TN 37209-1561  
Phone: 615-963-7400 FAX: 615-963-2176

## UNIVERSITY COUNSELING CENTER

Services which assist students in decision-making processes and the development and refinement of intrapersonal, interpersonal and social relations are offered to students. Professional counselors are available to meet with students on either an individual or small group basis without referral. Confidentiality is maintained and appointments can be made in person or by telephone.

All currently enrolled Tennessee State University students are eligible to receive counseling services free of charge. A psychiatrist is also available (upon referral) for students. Consultation services with the university psychiatrist are also free of charge, but students are responsible for prescriptions. Students who do not have health insurance are encouraged to obtain insurance through the university. Information regarding student health insurance is available at the Student Health Center.

The University Counseling Center staff speaks to various orientation classes and at residence centers. Seminars are also available upon request. The Counseling Center provides both solution focused short-term counseling as well and longer-term care.

Confidentiality and strict adherence to professional ethical standards are maintained and emphasized.

Location: Student Success Center, Room 114  
Tennessee State University, Main Campus  
Telephone: (615) 963-5635

### WITHDRAWING FROM THE UNIVERSITY

Withdrawal from all courses during the semester is considered a withdrawal from the university and must be accomplished through set university procedures. The first step in withdrawing during the regularly observed university schedule requires meeting with a counselor in the University Counseling Center.

## NEW STUDENT ORIENTATION AND FIRST YEAR STUDENTS PROGRAM

All new students are required to participate in new student orientation program and activities held prior to enrollment in the university. New student orientation sessions are offered to first-time students entering in the fall and spring semesters. New student orientation programs are designed to facilitate the transition of new students into the university and to acclimate new students to the campus community by providing opportunities that promote student learning and development. New student orientation programs prepare new students for university life by offering sessions on financial aid, campus life, academic advisement, and registration.

Other new student orientation programs and activities include New Student Convocation, which is a ceremony that celebrates the entry of new students into the university, and Welcome Week, which provides additional opportunities for students to obtain information about academic and student support services, establish relationships with faculty, staff, and students, and become familiar with the campus. First-year student programs support the progression and retention of new students through various initiatives and programs that address both academic and social adjustment issues. The office number for the New Student Orientation and First Year Student Program is (615) 963-1890, web: [www.tnstate.edu/orientation](http://www.tnstate.edu/orientation), email address: [orientation@tnstate.edu](mailto:orientation@tnstate.edu)

## TRIO PROGRAMS

The Office of TRIO Programs houses Student Support Services and Educational Talent Search under Title IV at Tennessee State University. The goal of the Student Support Services Program (also known as Academic Success Program) is to increase the retention and graduation rates of college students. Students who have an academic *need* may to apply during the freshman and sophomore year.

The Student Support Services Program (Academic Success Program) provides the following services to enrolled participants:

- Tutorial services
- Lending library
- Mentoring
- Graduate and professional tours
- Grant aid award
- Assistance with completing applications for admission and financial aid for enrollment to graduate and professional programs
- Information at networking sessions on graduate professional school, careers, college survival skills, scholarships and internships

The Educational Talent Search Program is a pre-college program designed to provide academic and cultural enrichment services to a targeted population of students. The purpose of this program is to assist students in developing critical thinking, effective expression, good study habits and positive attitudes toward learning.

(For additional information, please call (615) 963-7461 or visit the office in Lewis R. Holland Hall, Suite 231).

## IDENTIFICATION CARD – ID

### WHAT IS THE TSU ID CARD?

The TSU ID card works like a debit card which is managed through **Comdata**. All financial aid refunds are deposited in a bank account assigned to the card. The card is also used at the Library, the Wellness Center, the cafeteria and sporting events and should be carried at all times for identification.

### GETTING A TSU ID

To receive a TSU ID card, first, you must be registered for classes. Your name will be looked up in the system and a photo will be taken. Replacement cards are \$10, again this fee is paid in the Bursar's office.

### CARD ACTIVATION

Follow the Card Activation step-by-step instructions on the back page of this brochure. It takes 24 - 48 hours after the card is printed for the card data to be uploaded into the **Comdata** system. **If after 48 business hours** you cannot activate your card, call the ID Center at 963-5311 for assistance.

### FINANCIAL AID REFUNDS

The TSU Bursar office applies financial aid refunds to the card. All refund related issues should be reviewed through your **myTSU** account.

## **MONEY TRANSACTIONS USING THE TSU ID CARD**

The TSU ID card can be used at ATM machines supporting the Maestro or Cirrus system. ATM fees apply after the first card use. The ID center is not responsible if a merchant does not accept your ID card as a form of payment. **Comdata** Checks are available in the ID Center to withdraw your refund.

## **MEAL PLANS**

Meal plans are managed through Residence Life. Student who have meal plans must register new or replacement cards with the main **Aramark** office located inside the 1st floor cafeteria in the Student Center.

## **LOST OR STOLEN CARDS**

Visit the ID Center to report lost or stolen card. The card will be marked lost and blocked to prevent unauthorized use of the account. **Once a card is marked lost, it cannot be reversed.** A new ID card and account number will be generated for you 1 hour after reporting the card lost. Cards reported after 3:30 pm will be processed the next business day. Any funds on the old card will be transferred to the new one. There is a \$10 fee for a replacement card. The fee is payable at the cashier's windows in the Bursar office located in the Administration Building. The cashier window closes at 3:30 pm daily. Bring the receipt to the ID Center to receive your new card.

## **CHECKING YOUR BALANCE**

Before using your card, check your balance by calling the free automated service at 1-800-741-6060 or register your card at the **Comdata** website to see your balances online at [www.cardholder.comdata.com](http://www.cardholder.comdata.com). The authorization code is your social security number. When using your card to make purchases at retail locations select debit on the machine, and remember you can get cash back.

## **CASH-TO-CARD**

With Debitex you can add money on your card at any Cash-to-Card machine to use for laundry and photo copy machines on campus. The Debitex strip on your ID card is already active when you receive your card.

### **PIN RESET**

1. Call (800) 226-3931
2. Select option "1" for English, then option "1" for "Card Holder", then "0." To speak to a customer service representative.
3. Give the **Comdata** customer service representative your Card Number and Social Security Number. The Customer Service Representative will erase your current PIN.
4. Next, Call (800) 226-3931 again, follow the prompts to reset your PIN.

### **HOW TO ACTIVATE YOUR TSU ID CARD**

1. Wait 24 hours after receiving your ID card before attempting to activate your card.
2. Dial 1-800-226-3931. Listen carefully to the menu, it will guide you through the process to set your PIN.
3. Keep your PIN to yourself, do not write you PIN on the ID card or keep it with your ID card
4. Please call the TSU ID Center at 963-5311 if you have a problem with your card after 48 hours

ID cards are "active" for about 6 years. You will not need a new card every semester. Returning students will have to pay a fee of \$10 if their card is still active and they have misplaced it.

### **USING YOUR TSU ID CARD**

#### **Tennessee State University ID Center**

**Location:** McCord Hall 020

**Hours:** Monday – Friday

8:00 am – 4:30 pm

**E-Mail:** [idcenter@tnstate.edu](mailto:idcenter@tnstate.edu)

**Phone:** (615) 963-5311

**Web:** <http://www.tnstate.edu/idcenter>

The TSU ID Center is responsible for creating and distributing TSU ID Cards to Students, faculty, and staff. All financial aid refunds are disbursed to the ID card account by the Bursar's Office.

Refunds will be available on student ID cards for students who have registered, completed all paperwork in the Financial Aid Office, confirmed that they will be attending for the term on myTSU, and have actual aid credited to their accounts. Refunds will appear on the ID card within a 24 to 48 hour period from the date of the refund transaction that appears on your student account on myTSU.

## UNIVERSITY BOOKSTORE

The University Bookstores have books and supplies at reasonable prices. Bookstore operating hours are from 8:00 am – 6:00 pm Monday through Friday at the main campus and from 9:00 am to 7:00 pm at the Avon Williams Campus. During registration periods the operating hours are extended – dates and hours are posted.

## UNIVERSITY CAFETERIAS

The main cafeteria is located in the Otis L. Floyd Joseph A. Payne Campus Center, first floor. There is a cafeteria in Rudolph Residence Center and at the Avon Williams Campus.

The schedule for meal hours is published and posted in the cafeteria or on bulletin boards in the residence halls and in camps publications.

Dishes, utensils, and other cafeteria property are not to be removed from the cafeteria without prior approval of the person in charge.

## UNIVERSITY LIBRARY

The Tennessee State University libraries provide state-of-the-art services which are designed to facilitate and support the teaching, learning, and public service mission of the university. The libraries' website is a portal for all its services and can be accessed at <http://www.tnstate.edu/library> or going to the TSU webpage and clicking on campus life, then click on campus services. The libraries have an abundance of computer workstations and have wireless capability, so personal laptops can be used. Off-campus access to the online catalog and databases is provided for currently enrolled students.

Everyone is encouraged to make use of the library for the research needs. A scholarly atmosphere that is conducive for study and research should be maintained at all times. All materials must be checked-out at the Circulation Desk and mutilation of materials (e.g. cutting out pages from books or periodicals) will not be tolerated. Cell phone usage, food, pets, and beverages are not allowed in the library.

Main Campus Library Hours:

Monday – Thursday	7:30 am – 11:45 pm
Friday	7:30 am – 4:30 pm
Saturday	10:00 am – 6:00 pm
Sunday	2:00 pm – 11:45 pm

The library begins clearing patrons and closing procedures 30 minutes before the posted closing time. The main campus library is open 24 hours for two days during mid-term examinations and 24 hours for five days during final examinations.

Avon Williams Campus Library Hours:

Monday – Thursday	8:00 am – 10:00 pm
Friday	8:00 am – 4:30 pm
Saturday	8:00 am – 4:30 pm
Sunday	2:00 pm – 9:00 pm

*(Adjusted hours for holidays and events will be posted on the entry doors and on the library's webpage)*

## SECURITY

An electronic check system is positioned at the exit from the library. An alarm will sound at the exit, if materials have not been properly checked out. Ignoring the alarm will result in disciplinary action from the university.

Emergency exits are located at the four corners of the building. In case of a fire alarm or other emergency, the exit doors will open automatically. In non-emergency situations, the only exit is located at the front of the building.

## UNIVERSITY POST OFFICE

The university post office is located on the first floor of the Floyd Payne Campus Center adjacent to the student cafeteria. It is the central distribution and pick-up for all mail services for the university. All incoming and outgoing mail is delivered to and picked up from the university post office by the U.S. Postal Service in accordance with the schedule indicated below:

### MAIL DELIVERY AND PICK-UP SCHEDULE

Monday – Friday – 8:00 am – 3:00 pm

### POST OFFICE HOURS

Monday – Friday 8:30 am – 4:00 pm

Money order services 8:30 am – 2:00 pm

Telephone: (615) 963-5246

Special Saturday Openings 8:30 am – 12:00 Noon

(Saturday before Christmas Holiday Recess)

(Saturday before Spring Break Recess)

(Day of Commencement)

### SERVICES

The University Post Office sells stamps, issues and cashes U.S. Postal Money Orders only.

Mail may be sent priority, first class, express, certified, insured, and registered. New added services include signature confirmation and delivery confirmation for tracking mail electronically via [www.usps.gov](http://www.usps.gov). Due to new postal regulations, all packages are charged according to their size, shape, weight, and must be wrapped securely for mailing. C.O.D packages cannot be sent from the post office. Fax services are also available for sending and receiving faxes.

### MAIL DISTRIBUTION

Mail is placed in mailboxes daily. Delivery notices are placed in mailboxes when mail is too large to fit, along with express, certified, insured, registered, and packages. Mail delivery confirmations are to be picked up at the service window. Two forms of identification are required when picking up certified, express, and registered mail packages – the TSU ID card and a government issued ID Card.

### MAILBOX ASSIGNMENT

All students enrolled in six (6) or more credit hours are required to have a mailbox on campus. In this respect, a mailbox and combination are assigned at time of registration should be safeguarded at all times once it has been issued. Lost or misplaced box combinations are subject to an administrative fee. The same mailbox number will be retained throughout enrollment at the university. As a matter of security, mailboxes are checked periodically to determine if they have been left unlocked after mail has been removed.

### ADDRESS OF CORRESPONDENCE

All correspondents should be notified of student's mailing address as a means of timely distribution of mail in boxes.

Example of correct address:

Student Name  
Tennessee State University  
Box (assigned box number)  
3500 John A. Merritt Blvd.  
Nashville, TN 37209-1561

### SOME DO'S AND DON'TS

- Students are to use the same name on all correspondence as appears on documents used in registration
- Students should check their mailbox daily
- Students should be sure that their mailbox is closed after removing mail
- Students should advise family and friends **NEVER** to send cash in the mail
- Always include your box number on correspondence
- Report mailbox tampering immediately to the person working at the service window
- Do not use nicknames, since the same nicknames may be used by others
- Do not give others your mailbox combination

## INTERNATIONAL AND MULTICULTURAL AFFAIRS

The Office of International & Multicultural Affairs overall purpose is to advise international students on immigration and institutional matters as well as provide cultural programming for the University community. The goal of these programs and services is to promote the academic and personal growth and development of all students.

Furthermore, these programs and services are reflective of the developmental and demographical profiles of the student population and responsive to the special needs of individuals. The Office of International & Multicultural Affairs is the liaison for international students to all University departments. The Office is committed to helping the University become sensitive to the needs of the international student population. (*For additional information, please contact (615) 963-5040.*)

## THE TESTING CENTER

Comprehensive testing services are offered to TSU students, staff, faculty and the general public. The testing staff administers standardized tests required for undergraduate and graduate admissions, pre-professional schools, admissions, college credit by examination, placement, high school equivalency and professional licensure and certification. The TSU Testing Center assists the University's academic programs by administering:

- Paper-and-pencil tests
- Computer-administered standardized tests

It also addresses the needs of the university community via:

- Admissions tests
- Distance learning
- Workforce development
- Credentials & licenses

Services provided through the Testing Center are available to TSU students and members of the community.

*The Testing Center is located on the Main Campus, Holland Hall, Rooms 310 & 312 and on the Avon Williams Campus, Fourth Floor, Suite 400B, Hours of operation are 8:00 - 4:30 pm, Monday – Friday, Telephone (615) 963-7111*

## STUDENT FINANCIAL AID

Tennessee State University offers several types of financial assistance for students

### SCHOLARSHIPS

- Academic Work Scholarship
- Building Bridges Grant
- Academic Higher Achiever Scholarship
- Performance Based Scholarship
- Departmental Scholarships

### FEDERAL FINANCIAL AID

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Tennessee Student Assistance Award (TN residents only)
- Federal Work Study
- Federal Perkins Loan
- Parent Loan for Undergraduate Students (PLUS)
- Graduate Plus Loan for Graduate Students

Eligibility for federal financial aid is based upon financial need. Students must complete the *Free Application for Federal Student Aid (FAFSA)* which is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). TSU's code for this application is 003522. Once you complete the application, the financial aid office will receive the information electronically and begin corresponding with you. It is important that you respond to all requests received from the financial aid office. It is also imperative that you keep your mailing address current in the office of admissions and records.

The priority deadline for federal financial aid is March 1st. You must reapply every year to receive federal assistance. The *FAFSA* must be processed and forwarded back to the financial aid office by this date to be considered for **ALL** types of federal aid.

The processing deadline to receive federal financial aid in time for fall registration is August 1st. This means your file must be complete in the financial aid office by this date. Information submitted after the processing deadline will not be processed until September. Students will need to pay all fees out-of-pocket until processing resumes.

Other eligibility requirements for federal financial aid include being fully admitted to the university as a degree-seeking student, being a United States citizen or eligible citizen meeting satisfactory academic progress guidelines. The current satisfactory academic progress guidelines are available at [www.tnstate.edu/finaid](http://www.tnstate.edu/finaid) click on financial aid, then satisfactory academic progress.

It is also important that you attend all classes for which you enroll. Failure to do so will result in your being billed for any financial aid received for that class. Also, if you withdraw from all of your classes prior to completing 60 percent of the semester, a portion of your financial award **MUST** be repaid and returned to the Federal Title IV Programs.

*(For additional information, please call (615) 963-5701 or visit the office in the Floyd-Payne Campus Center, Suite 343)*

## THE BURSAR'S OFFICE

The Bursar's Office is a part of the Finance and Accounting under the division of Business and Finance and is responsible for the assessment and collection of student tuition and fees. We are also responsible for the disbursement of excess financial aid, disbursement and collection of Perkins and institutional loans, third party billing and the collection and recording of departmental deposits.

### FEE PAYMENT/CONFIRMATION OF ATTENDANCE

Bills will not be mailed. Access myTSU at <http://mytsu.tnstate.edu> to:

- Check account balances.
- Pay fees with MasterCard, Visa, American Express, or check. (Parents paying fees online using MasterCard, Visa, American Express, or personal check will need to coordinate logon information with students.)
- Print account statements. (Please review bill for accuracy.)
- Print detailed class schedules.
- Print 1098T tax statements. (Tax statements will not be mailed. Parents will need to coordinate logon information with students.)
- Confirm Registration.

Since myTSU is the major mode of communication with students, it is imperative that all students check their "myTSU" email accounts regularly. For assistance with myTSU, please call the Help Desk at (615) 963-7777.

Students are not considered registered until all fees are paid or they confirm registration if fees will be covered by scholarships, authorized deferments and/or financial aid. The following options are available to students in good standing:

Payment can be made in person, by mail, or internet (myTSU) using the following methods.

- **Cash** (please do not mail)
- **Check** (personal, cashiers/bank check, money order)  
*It is the policy of Tennessee State University to electronically convert and process all paper checks received via Point of Purchase, mail or drop box using the Automate Clearing House (ACH) Network, under the rules governed by the National Automated Clearinghouse Association (NACHA) and the Federal Reserve Bank*
- **Credit Card** (MasterCard, Visa, or American Express)
- **Bank Wire Transfer** (contact the Bursar's for wiring information)

### CONTACT INFORMATION

Website: <http://10.52.128.224/bursar/index.aspx>

Address: Tennessee State University  
Bursar's Office  
3500 John A. Merritt Blvd.  
P. O. Box 9621  
Nashville, TN 37209

Telephone: (615) 963-5472 (office)  
(877) 288-0028 (toll free)  
(615) 963-7632 (fax)

Office Hours: 8:00 a.m. until 4:30 p.m. (**Cashiers: 8:30 a.m. until 3:30 p.m.**)

## THIRD-PARTY PAYMENTS

Students who are registering through either the **State employee fee waiver** or **TBR employee fee waiver program** may **not** register more than four (4) weeks before the first day of classes. Fee waiver forms can only be honored for classes selected (4) weeks before the first day of classes. No late registration fee is assessed to those registering the first day of late registration. Completed forms should be submitted thirty (30) days prior to the scheduled fee/payment confirmation deadline via fax, mail or in person, but students should wait until four (4) weeks before the first day of classes for registration/confirmation. Forms will not be accepted after the first fourteen (14) days (including weekends) of classes.

**TBR/UT (spouse/dependent) and TN public school teacher/State Employee (dependent)** completed forms should be submitted thirty (30) days prior to the fee payment/confirmation deadline to prevent class schedules from being deleted. Forms will not be accepted after the first fourteen (14) days (including weekends) of classes.

**Other third-party sponsors** that will be billed for students' fees (e.g., employers, prepaid tuition programs, government agencies, foreign embassies, etc.) should submit authorization paperwork to the Bursar's Office in **advance** of the registration/confirmation deadline to prevent class schedules from being deleted.

## CONFIRMATION OF ATTENDANCE

All students who use deferments/aid to pay all or a part of their fees **MUST CONFIRM** (i.e., those with loans, grants, scholarships, state or disabled veterans' vocational rehabilitation benefits, veterans benefits, certain veterans' dependents education benefits, senior citizen benefits to audit classes, staff scholarships, etc.). Confirmation affirms that students plan to attend the classes for which they are registered and gives the university permission to apply financial aid. Students who register/confirm and subsequently decide not to attend must drop all classes before the first day of classes to avoid a penalty.

To confirm, access myTSU and do the following:

- ❖ Click on Banner Services
  - ❖ Click on Student Tab
  - ❖ Select Student Account
  - ❖ Select Account Detail for Term/Confirm Enrollment/Credit Card Payment
  - ❖ Select term
  - ❖ Review Account Summary for accuracy
  - ❖ Select Confirm Registration. Click Yes, I will attend
1. If the balance due is \$0 or a credit (-) (i.e., authorized/memo aid is equal to or greater than the amount due), the student will be given a confirmation number when he/she successfully completes the process.
  2. If the balance is owed, the student will be directed to a secure site "TSU Bill Payment Suite" to pay in full or enroll in a deferment plan.
    - ❖ To pay the balance in full, click on Make Payment and follow the instructions
    - ❖ To enroll in the Deferred Payment Plan Online click on the Enroll in a deferment plan tab and following the instructions.
  3. Write down the confirmation number as verification of completion of the confirmation process. The system will enter a code into the computer to hold the classes. If in doubt, the student may try the process again and the systems will tell him/her if registration has already been confirmed. The confirmation will not be repeated. If a student decides not to attend classes after confirming, an official withdrawal from the University is required. If the student decides to attend after checking that he/she will not attend, then he/she must contact the Bursar's Office to reverse the negative response and prevent his/her class schedule from being deleted.

## HOUSING DEPOSIT

1. A \$100 non-refundable housing deposit is required for all students who apply for university housing.
2. The non-refundable deposit is paid once a year to reserve an on-campus housing space for the upcoming academic year. The \$100 is deducted from the housing fee for the fall semester or whichever semester is applicable.

## REFUND OF FEES

Students who officially drop or withdraw from classes will receive tuition and fee refunds as follows:

NOTE: Refunds are calculated based on liable credit hours. Therefore, in some instances, a refund may not be applicable. Students are encouraged to better plan their schedules and retain their full-time status on their way to a timely and successful graduation.

Students dropping and adding a class on or after the first day of classes must process both the Add and the Drop **ON THE SAME DAY** and the Add must be processed first.

RODP courses cannot be evenly exchanged with TSU courses when students drop/add on or after the first day of classes. RODP classes can be identified by section number **R50**. RODP courses are charged separately from TSU courses.

- 100% before the first day of classes;
- 75% beginning the first day of classes through the fourteenth day (including weekends);
- 25% beginning the fifteenth (15th) day of classes through 25% of the term;
- 0% after the 25% refund period.

Please refer to the PAYMENT DEADLINES AND OTHER IMPORTANT DATES section of the Bursar's Office website (<http://10.52.128.224/bursar/index.aspx>) for the 100%, 75% and 25% refund dates.

#### **EXCEPTIONS:**

- 100% will be refunded for classes canceled by the University.
- 100% will be refunded in the case of death of the student.
- 0% will be refunded if a student is dismissed or suspended.

#### **FINANCIAL AID - WITHDRAW/REFUND POLICY**

**THIS POLICY SHALL APPLY TO ALL STUDENTS AT TENNESSEE STATE WHO RECEIVE FINANCIAL AID FROM TITLE IV FUNDS AND WHO TOTALLY WITHDRAW, DROP OUT OR STOP ATTENDING ALL CLASSES WITHOUT OFFICIALLY WITHDRAWING.**

Federal regulations require that when you officially withdraw from the university or stop attending your classes that the amount of Federal Title IV Financial Aid assistance that you have «earned» up to that point must be calculated using a pro-rata formula. If you received more Financial Aid than you earned, the excess funds will be returned on your behalf by the University to the program in which you received aid. In most instances this will leave you owing the University.

If you change your enrollment status within the first 14 days of classes, your financial aid will be adjusted accordingly and you may possibly owe the University.

If you have completed more than sixty percent (60%) of a period of enrollment (i.e fall term, spring term) you have earned all of your Financial Aid and your account will not be adjusted. Anything less than earning 60% of your aid will require an adjustment and billing.

Upon receipt of the official withdrawal notification from the Registrar's Office, the Financial Aid Office will perform the return calculation. You will be notified by mail. If there is any outstanding balance with the University you are responsible for making payment arrangements **with the Bursar's Office**.

### **FINANCIAL AID REFUNDS**

Refunds will be available on student ID cards for students who have registered, completed all paperwork in the Financial Aid Office, confirmed that they will be attending for the term on myTSU and have actual aid credited to their accounts.

To obtain a financial aid refund, please follow these five steps:

Step #1: **Obtain a TSU student ID card.**

Step #2: Check your account at [myTSU.tnstate.edu](http://myTSU.tnstate.edu) to see if you have a credit balance. Refunds will be processed daily beginning the date posted on the [TSU website](#) for financial aid refunds each semester. Refunds will appear on the ID card within a 24 to 48 hour period from the date of the comdata refund transaction that appears on your student account. Students that have a credit balance on their registration bill from excess Financial Aid or other credits can receive a refund only after they confirm that they will be attending the term on myTSU.

Step #3: Contact the Bursar's Office if you believe you qualify for a refund, but the Web reflects that one has not been processed for you. Keep in mind that some scholarships do not allow refunds and PLUS Loan proceeds in excess of fees are treated according to parents' instructions. Refunds will NOT be issued for financial aid that is in «estimated» status.

Step #4: Follow the instructions you received when obtaining your ID card to activate it for the COMDATA network. Call the 1-800 number on the back of your card to check the balance on your card.

Step #5: Use your ID card at the TSU Bookstores on the main and downtown campuses. Swipe your ID card and enter your PIN # in the debit card reader at designated cash registers.

Any amount not used in the Bookstores can be: (1) used at an ATM machine, (2) used at any Maestro Point of Sale (POS) vendor, or (3) converted to cash via a paper COMCHEK. Please follow the COMDATA instructions you were given with your ID card to process any of these transactions. Call the 1-800 number on the back of your card to check the balance remaining on your card.

**PLEASE NOTE** that beginning with your SECOND transaction, your COMDATA account will be charged \$1.00 for each ATM or COMCHEK transaction you make, and \$.55 for each Maestro transaction.

## **REFUND OF HOUSING EXPENSES**

The room and board refund policy is outlined below:

- A. Refunds will be pro-rated on a weekly basis when a student is forced to withdraw from a residence hall/apartment.
  1. Because of personal medical reasons confirmed in writing by a licensed physician
  2. At the request of the university for other disciplinary reasons  
(A week is to consist of at least three days)
- B. 100% of fees will be refunded in the case of death of a student.
- C. Withdrawal for other reasons will be subject to the same 75%/25% amounts and time periods as described in the PAYMENT DEADLINES AND OTHER IMPORTANT DATES section of the Bursar's Office website (<http://10.52.128.224/bursar/index.aspx>).

## **APPEAL PROCEDURES FOR FEES AND REFUNDS**

A student may appeal the assessment, application, calculation, or any 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. If a student is not satisfied with the resolution of the problem offered by the bursar's office, a written appeal can be made to the Associate Vice President for Business and Finance, whose determination may be appealed to the President of the University. The decision of the President is final.

## **PERSONS OVER 60 YEARS OF AGE AND TOTALLY DISABLED PERSONS**

Pursuant to T.C.A. 49-7-113, disabled persons suffering from a permanent disability which totally incapacitates such person from working at an occupation which brings him/her an income, and persons who will become 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 permanently and totally disabled. For credit, a fee equal to 50% of the per hour rate with a maximum of \$70 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.

## **INTERCOLLEGIATE ATHLETICS**

The university recognizes the need for a well-rounded program of athletics for all students. In this regard, Tennessee State University competes on an intercollegiate basis in football, basketball (men and women), softball (women), golf (men and women), track and field (men and women), volleyball (women), cross country (men and women), tennis (men and women).

The university is a member of the National Collegiate Athletic Association (NCAA) and the Ohio Valley Conference (OVC).

The department of athletics at Tennessee State University was established, and exists today, in order to provide an opportunity for student-athletes to participate in a broad-based program of intercollegiate athletics, which is inextricably linked to the academic mission of the university. The department will operate in a manner consistent with the ideals and purposes of the university in its pursuit of educational excellence and in the mental, physical, and ethical development of the student-athlete.

The mission of the department is to offer wide-ranging programs of both curricular and extracurricular activities which will accommodate the needs and interests of the students. Student-athletes will be given the opportunity to participate in athletic and recreational programs while achieving academic success through rigorous degree-completion programs. All of the department's activities will reflect a commitment to the academic integrity and the fiscal integrity of the university, as well as the general welfare of student-athletes, both today and in his or her future.

Likewise, the program will operate within a framework that recognizes the university's commitment to the NCAA principles of fair play and exciting amateur athletic competition. The program will, therefore, operate within the rules, regulations, principles and policies of the NCAA, the Conference, and the requirements of federal and state funding entities. Moreover, the department will generate sufficient income to meet the needs of the university.

The TSU Athletic Department will have a continuous and compelling linkage to the educational mission of the university. All programs of the department will be conducted with a commitment to the policies, general mission, and internal controls of the university as well as a commitment to gender and equity. In addition, the department recognizes its mandate to provide first-rate athletic competitions for thousands of students, alumni and other Tennesseans who support the intercollegiate athletic programs of TSU with their attendance at events, their enthusiasm, and their financial support.

# PERSONAL PROPERTY, RIGHTS, FREEDOMS, RESPONSIBILITIES

---

## FREEDOM OF ASSEMBLY

Students enrolled at the university are reminded to take every precaution to safeguard their personal property. Large sums of money should be deposited in the bank for safekeeping. Letters with money orders or checks should be sent registered to ensure delivery.

The university cannot assume responsibility for the loss of personal property whether the loss of such property results from theft, fire, or other causes.

### STATEMENT OF ASSURANCE

A university campus is considered an appropriate place for spontaneous and impromptu gatherings, where speeches are made, controversial topics are presented and discussed, and acceptable forms of active dissent in support of issues may take place. Picketing, demonstrations, or student strikes, provided they are conducted in an orderly and non-obstructive manner, are legitimate at a state-supported institution, and it is assumed the students involved in such activities have a serious purpose and a sincere interest in his or her own social and intellectual development. They are expected to approach problems with intelligence and reasonableness; are subject to laws and ordinances of the nation, state, and community of which they are a part; and are expected to work peaceably for the changes considered necessary. As students value rights and freedoms for themselves, they are obligated to respect the rights and freedoms of others.

The Tennessee Board of Regents recognizes the right of the individual student, or of student groups, to disagree with national, state, local, and university policies and positions. Students have the right of lawful assembly and to express constructively their views on issues which capture their interests.

Although there are areas of common concern in the several colleges and universities under the Tennessee Board of Regents, there are also appreciable differences in tradition, environment, mission, and institutional character. It is required, therefore, that each institution establish student and campus regulations that emphasize the unacceptability of the following:

- ❖ the support of action through unlawful means;
- ❖ interference with accepted functions or activities of the university and the educational program;
- ❖ unauthorized occupancy of university facilities or blocking access to or from such areas;
- ❖ interference with approved university traffic (pedestrian or motor vehicle);
- ❖ infringement of the rights of students, faculty, staff, and/or authorized person to gain access to any university facility for the purpose of attending classes or participating in an interview, university conferences, and/or other university activities.

In adopting policy directives to the presidents of the institutions under its control, the Tennessee Board of Regents emphasizes its commitment to the basic principles involved in academic freedom, scholarly inquiry, constructive criticism, and honest dissent. Simultaneously, the Board reiterates the principles of responsibility of students and faculty members in exercising rights and privileges and the use of recognized, organized channels of expression and communication.

In this spirit, and the conviction that the vast majority of students deserve commendation and will conduct themselves as mature and responsible citizens, the Tennessee Board of Regents hereby makes its policy a matter of public record and instructs the presidents of the universities and colleges under its jurisdiction to take such action as may be necessary to maintain campus conditions that accord with this directive and that preserve the integrity of the institutions and their educational environment. (*The preceding statement appeared in the Minutes of the State Board of Education, August 8, 1968.*)

Tennessee State University assumes the position that dissent, when carried out in the prescribed form (being registered in advance with the Associate Vice President for Student Affairs in order to ensure that the event is held at an acceptable time and appropriate site), will be protected; on the other hand, disruption in any form, will not be tolerated. When dissent takes the form of group activity, sponsored by university-recognized organizations or clubs, it must be carried out in such a manner that the normal function of the university is not interrupted. Group dissent taking the form of demonstrations, marching, or sit-in activities will not be permitted inside university buildings or during university-wide events such as athletic contests, convocations, special lectures, assemblies or at the president's home and surrounding grounds. This applies equally to students, faculty, employees of the university, and campus visitors.

In the event an unacceptable and/or illegal group or action should occur on the Tennessee State University campus, any one of the following persons has the authority to terminate the meeting or gathering and ask students and/or association, university employee to disperse: the President of the Student Government Association, the Associate Vice President for Student Affairs, Dean of Students/Chief Judicial Officer, Police Officers, Vice Presidents of the university or the President of the university. If it is determined that the speaker or leaders of the unacceptable and/or illegal group or action cannot present a valid identification card or prove they are students of Tennessee State University, the campus police officer shall be summoned to escort those persons from the campus to face possible criminal charges.

In addition, students are cautioned that participation in any disruptive action may lead to civil prosecution as well as institutional disciplinary action.

## **OFF-CAMPUS RIGHTS, FREEDOMS, AND RESPONSIBILITIES**

Off-campus rights and freedoms of students involve the responsibility to display conduct and behavior that reflect favorably on them, the university, and the community.

Students at Tennessee State University are both citizens and members of the academic community, as well as the local community of Nashville. As citizens and members of the academic and city community, students should enjoy the same freedom of speech, peaceful assembly, and right to petition that other individuals enjoy and are subject to the obligations and responsibilities that accrue to them.

Due respect for the rights of others in addition to the compliance with local, state, and federal laws is a fundamental responsibility.

A university student should not expect special treatment or consideration because of the campus affiliation. With respect to this relationship, the university is not responsible for making bond should one of its students be arrested by civil authorities and be held for court appearance.

Students, local citizens, and taxpayers have equal obligations to respect the rights of others and to comply with local, state, and federal laws. Violation of state laws, if committed off-campus, shall be subject to university disciplinary action when a clear and present danger to life or property of members of the university or the community can be determined through campus due-process procedures.

### **MISCELLANEOUS**

- A. The office of the official at each institution is responsible for receiving and processing applications and registrations pursuant to this policy shall maintain a copy of the policy for inspection by groups, organizations, and individuals interested in the use of campus property and/or facilities and shall provide a copy of such policy upon request and payment of a reasonable charge.
- B. Exceptions to this policy can be made upon approval of the Chancellor of the Tennessee Board of Regents.



# **CLASS ATTENDANCE, ABSENCES, DROP/ADD AND WITHDRAWALS**

---

## **CLASS ATTENDANCE**

Regular and punctual attendance of all courses taken for credit is expected of each student. Course requirements, including tests and examinations must be completed in order to secure maximum ratings consistent with student performance. Permission to take make-up examinations will be affected by irregular attendance.

## **EXCUSED ABSENCES FOR STUDENTS INVOLVED IN OFFICIAL UNIVERSITY TRAVEL**

It is the university's policy that students who are members of and official participants in a university activity requiring travel are to receive excused absences for classes missed during official university travel. These activities include: band, athletics, choir, drama and forensics groups, and other registered student organizations whose travel has been approved by the appropriate Vice President of the sponsoring organization. Students should receive excused absences from classes on the dates indicated in the itinerary and be allowed to make up any missed examinations and assignments at the earliest possible time convenient to the faculty member and the student.

Excused absences for official university travel do not count toward the university policy on excessive absences.

## **STUDENT ABSENCES**

- (1) Under the Tennessee Board of Regents' system-wide rules on student conduct, students are required to provide explanations and/or justifications for tardiness and missed class sessions directly to the faculty member for each class in which student is enrolled. In pertinent part, TBR system-wide student disciplinary rule number 0240-2-3-.03(5) reads:
- (2) 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.
- (3) 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.
- (4) 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 Affairs for assistance in providing such immediate requirements.

## **POLICY ON EXCESSIVE ABSENCES**

Students are expected to attend class regularly and on time. Instructors will keep an accurate record of class attendance. "Excessive absence is defined as no less than one more than the number of times a class meets per week. It is the student's responsibility to withdraw from a course in which excessive absences have been incurred. A student with excessive absences may only be readmitted to class by the instructor. A student who has not been readmitted to a class by the official withdrawal date, may not be readmitted to class by the instructor. A student who has not been readmitted to a class by the official withdrawal date, may not be readmitted to that class and will receive a mandatory grade of "F."

## **WITHDRAWING FROM A COURSE**

Students wishing to withdraw from a course must do so via "mytsu." Athletes wishing to withdraw from a course must secure approval and signature from his/her athletic advisor and submit the proper form to the Records Office. Withdrawal from developmental studies classes is prohibited except in extenuating circumstances and with approval of the director. A student may receive a grade of "W" if he/she withdraws according to the time period listed in the Class Schedule and/or the Academic Calendar which is listed on the web at [www.tnstate.edu](http://www.tnstate.edu).

If a student never attends a class officially registered for or stops attending class without officially withdrawing, that student will be assigned a final grade of "F."

After the above deadlines, the student must be assigned a grade of "F." Administrative withdrawal from the university must be documented by the student and approved by the Provost/Executive Vice President. Health problems or other circumstances beyond the student's control may be reasons for granting withdrawal from the university.

## **INSTRUCTIONS FOR WITHDRAWAL FROM THE UNIVERSITY**

To accomplish proper withdrawal from the university, it is necessary that a student clear his/her status with all the offices on the withdrawal request form by obtaining signatures for clearance verification from each office and then file the form at the Office of Records.

### **STEPS FOR WITHDRAWAL**

1. Begin withdrawal procedures at the University Counseling Center
2. Obtain signatures at all offices indicated on the “Withdrawal Request Form”
3. File the “Withdrawal Request Form” at the office of admissions and records

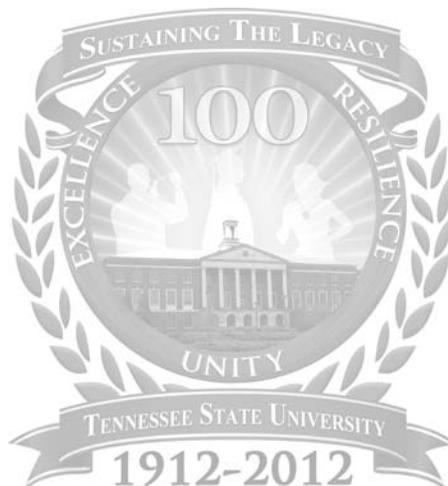
Failure to properly file the withdrawal request form at the office of admissions and records will result in “F” in all currently enrolled courses, thus jeopardizing a student’s eligibility to re-enter Tennessee State University or transfer to another institution. The official date of withdrawal is the date on which the properly completed withdrawal form is received in the office of admissions and records.

### **ADMINISTRATIVE WITHDRAWAL**

Occasionally, extenuating circumstances will result in a student’s needing to withdraw from the university after the published date for withdrawals. In these cases, the student must present a request to the associate vice president for student affairs. The request will be reviewed and the student will be informed of the procedures to follow to effect the withdrawal. This option is not available during the final week of classes or during the final examination period.

Circumstances that occur during the final week of classes or during examination period are generally resolved with instructors and the department based upon the student’s attendance record and classroom performance. Students who have satisfactory attendance records and who are passing courses may be eligible to receive “Incompletes.” (A student who is failing or a student with excessive absences is not eligible to receive “Incompletes.”)

A student whose incapacitation makes it impossible to communicate with the university in a timely manner must provide complete medical documentation. This documentation must be received and acknowledged by the university within 30 (thirty) days after the semester ends.



# STUDENT GOVERNMENT

## STUDENT GOVERNMENT

The Student Government Association, the key student organization, works with the administration in planning and regulating student affairs. It appoints student representatives to university committees, stimulates student participation in campus life, and recommends students organizations to the administration for official recognition. (See “Student Government Association Constitution, Purposes”).

### CONSTITUTION OF THE TENNESSEE STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION PREAMBLE

Whereas Tennessee State University recognizes the legitimate prerogative of its students to participate in the governance and affairs of the university and whereas such participation shall be consistent with applicable university policies, Tennessee State University does hereby establish and create the Student Government Association in accordance with the provisions of this Constitution as herein contained for the following purposes:

- ❖ to represent the welfare and interest of the student body and the university;
- ❖ to facilitate communication and dialogue among students, faculty and administration n matters affecting the welfare of the student body;
- ❖ to promote academic excellence and good moral and ethical practices;
- ❖ to provide opportunity for the development of superior character and leadership ability among its members; and to exercise the prerogatives and responsibilities of student government as provided in this Constitution in cooperation with the university administration.

#### ARTICLE I

##### LEGISLATIVE FUNCTIONS—THE HOUSE OF DELEGATES

**Section 1.** All legislative and deliberative authority of the Student Government Association shall be vested in the House of Delegates.

**Section 2.** The House of Delegates shall be established and apportioned annually in accordance with the following representation:

Classification of Representatives	Class President	Class Representatives
Freshman	1	1
Sophomore	1	1
Junior	1	1
Senior	1	1
Graduate Level	1	1
At-Large	1 per 1,000 FTE or fraction thereof	1 per 1,000 FTE or fraction thereof

**Section 3.** Election of the House of Delegates shall be held in class divisions: seniors electing seniors, juniors electing juniors, sophomores electing sophomores, freshmen electing freshmen, graduate students electing graduate students.

**Section 4.** The number and distribution of At-Large representatives to the House of Delegates shall be based on the university’s official fall semester census preceding the university-wide election.

**Section 5.** For the purpose of Section 4 above, a full-time enrolled (FTE) student shall be defined as any student carrying a class load of at least twelve (12) credit hours per given semester.

#### **Section 6. The House of Delegates.**

**Section 6A. Duties:** The House of Delegates shall be empowered to establish by-laws, operating rules, and standing and temporary committees appropriate for its purposes in conducting its business.

**Section 6B.** The House of Delegates may review and recommend changes in the *Student Handbook*.

**Section 6C.** The House of Delegates shall be empowered to recommend criterion and requirements appropriate for the registration of student organizations.

**Section 6D.** The House of Delegates shall approve annually the operating budget of the Student Government Association and establish appropriate fiscal policies necessary for its operation in conformance applicable university policies and procedures.

**Section 6E.** The House of Delegates shall maintain direction of student government allocated funds with the advice of the Vice President for Student Affairs or designee. It shall receive and maintain a monthly sheet of expenditures from the student government account that will include a current statement of the balance of the account.

**Section 7. The Speaker of the House of Delegates**

**Section 7A.** The speaker of the House of Delegates shall be elected by and from its membership within 30 (thirty) days of the first day of classes for the fall semester and retain voting privileges.

**Section 7B.** The speaker shall preside over the House of Delegates in the absence of the President and the Vice President.

**Section 7C.** Should a vacancy occur in the position of Speak of the House, said vacancy shall be filled by a vote of the House of Delegates within (30) thirty days of the vacancy.

**Section 8. The Secretary of the House of Delegates**

**Section 8A.** The secretary of the House of Delegates shall be elected by and from its membership within (30) thirty days of the first day of classes for the fall semester.

**Section 8B.** The secretary of the House of Delegates shall cause to be taken and maintained minutes and permanent records of all association business. These records shall be open to any member of the association.

**Section 9. The Treasurer of the House of Delegates**

**Section 9A.** The treasurer of the House of Delegates shall be elected by and from its membership within (30) thirty days of the first day of classes for the fall semester.

**Section 9B.** The treasurer shall keep a record of funds budgeted and disbursed by the association.

**Section 9C.** The treasurer shall cause to be made a year-end report describing revenues, disbursements, and encumbrances and carry forward balances of the association's funds to the House of Delegates and the university reflecting the business of the association at the close of the academic year.

**Section 10. The Reporter of the House of Delegates.**

**Section 10A.** The reporter of the House of Delegates shall be selected by and from its membership in a manner prescribed by that body.

**Section 10B.** The reporter shall assist in promoting public relations between the association and students by transmitting information and enhancing communications.

**Section 11. Student Government Association Compact:**

As a member of the Student Government Association (House of Delegates), I agree to abide by the following SGA Compact in an attempt to exhibit resolute ownership for Tennessee State University and hold myself accountable to my elected position of leadership. As a member of the Student Government Association (House of Delegates) at Tennessee State University, I will always:

- act in a manner that displays integrity, honesty, sound character and good morals.
- be punctual, properly dressed and prepared for the task at hand.
- take a personal stand to positively affect the continuous growth, development, and enhancement of the university.
- represent the university by utilizing personal knowledge, skills, and resources.
- treat all individuals with a high level of appreciation and respect and expect the same in return.
- accept and demonstrate a steadfast commitment to learning by taking responsibility through personal and professional development.
- expect and achieve success and set high standards in personal and professional ventures.
- take my position as a student leader seriously.
- exude confidence and resolve but remain humble and steadfast.
- effectively communicate any issues, problems, or circumstances that will not allow me to be in compliance with the aforementioned statements.

**Section 12. The Qualifications of Members in the House of Delegates are as follows:**

- A. Representative at Large: a) must be a full-time enrolled student (12 hours) at the time of election and continuously enrolled full-time during an academic year in which office is held; b) must possess a cumulative grade point average of at least 2.50 (excludes remedial and development hours); c) must not be on academic probation and/or must not have been found guilty of any student conduct violation resulting in penalties of probation, suspension, or expulsion; d) should show evidence of having earned the equivalent of at least 12 credit hours (excludes remedial and developmental hours) during the semester in which the election is held and earned a 2.50 cumulative and 2.30 semester grade point average; e) a student unable to meet the qualifications shall not be certified to hold office and must relinquish office to the next eligible runner-up (if there is no qualified runner-up (if there is no qualified runner-up, a special election shall be held during the fall semester).

- B. Class Representative: a) must have completed the appropriate hours (excludes remedial and developmental courses) required for a specific class; b) must be a full-time student (12 hours) at the time of election and continuously enrolled full-time during the academic year in which office held; c) must possess a cumulative grade point average at least of 2.50 (excludes remedial and developmental hours); d) must not be on academic probation and/or must not have been found guilty of any student conduct violation resulting in penalties of probation, suspension, or expulsion; should show evidence of having earned of at least 12 credit hours (excluding remedial and developmental hours) during the semester in which the election is held and earned a 2.50 cumulative and 2.30 semester grade point average.
- C. President and Vice President (See Article II, Section 4)
- D. Mr. Tennessee State University (See Article III)
- E. Miss Tennessee State University (See Article IV)

Appropriate exception to this provision concerning hours and grade point average may be made for freshman class representatives and freshman class president upon the approval of the Student Election Commission under the authority granted by the House of Delegates to conduct student elections.

**Section 13.** With the exception of the cumulative grade point average, as seat in the House of Delegates shall be declared vacant by the House at any time during the academic year when an incumbent fails to satisfy any requirement as set forth in the article.

**Section 13A.** If removed from office, the individual has the right to appeal to the Associate Vice President for Student Affairs, followed by the Vice President for Student Affairs, and ultimately the President of the university.

**Section 13B.** During the period of appeal, vacant offices shall be temporarily filled until an ultimate decision is made.

**Section 14.** Vacant class seats in the House of Delegates shall be filled upon the nomination of the class president with the advice and consent of the House of Delegates. Vacant At-Large and graduate student seats shall be filled upon the nomination of the president of the Student Government Association with the advice and consent of the House of Delegates. Appointees to vacant seats in the House of Delegates shall serve for the length of the unexpired term of office.

**Section 15.** A member of the House of Delegates, including the speaker, may be removed from office by a two-thirds vote of its membership when it is determined that a representative has failed in his/her responsibility to the university or his/her demeanor otherwise reflects disfavor upon the Student Government Association, subject to the right of appeal to the Associate Vice President for Student Affairs, followed by the Vice President for Student Affairs, and ultimately the President of the university or his/her designee.

## **ARTICLE II EXECUTIVE FUNCTIONS**

### **Section 1. The President of the Student Government Association.**

The president of the Student Government Association shall be the chief executive officer of student government and serve as principal spokesperson for the student body.

### **Section 2. The Vice President of the Student Government Association.**

**Section 2A.** The Vice President of the Student Government Association shall be empowered to carry out the duties and responsibilities of the president in his/her absence.

### **Section 3. Duties and Responsibilities:**

**Section 3A.** The President shall call and preside over meetings of the House of Delegates of which he/she shall be a member with voting privileges.

**Section 3B.** The President shall be an ex-officio, non-voting member of all committees of the association.

**Section 3C.** The President shall recommend to the House of Delegates an operating budget for the association.

**Section 3D.** The President shall be empowered to appoint committees to assist in the executive functions of the association and to promote broad student participation in the affairs of the student body and the university.

**Section 3E.** The President shall be empowered to recommend and nominate students to serve on university committees.

**Section 3F.** The Vice President shall be a voting member of the House of Delegates and shall preside over that body in the absence of the President.

**Section 3G.** The Vice President shall serve as the chairperson of the Student Government Assembly.

**Section 3H.** The Vice President shall assist and represent the President in performing the executive and administrative duties of the Student Government Association.

#### **Section 4. The Qualifications for the Office of President and Vice President**

**Section 4A.** Candidates for the Office of President of the Student Government Association must have completed 78 semester credit hours (excludes remedial and developmental hours) at the end of fall semester prior to seeking office, be continuously enrolled as a full-time student (12 hours) during the spring semester in which the office is sought, have a cumulative average of 2.50 or above (excludes remedial and developmental hours), not have been found guilty of any student conduct violations resulting in penalties of probation, suspension, or expulsion.

Candidates for the Office of the Vice President of the Student Government Association must have completed 48 semester credit hours (excludes remedial and developmental hours), at the end of the fall semester prior to seeking office, be continuously enrolled as a full-time student (120 hours) during the spring semester in which the office is sought, have a cumulative average of 2.50 or above (excludes remedial and developmental hours), not have been found guilty of any student conduct violations resulting in penalties of probation, suspension, or expulsion.

**Section 4B.** Candidates for the Office of the President of the Student Government Association must have earned 90 semester credit hours (excludes remedial and developmental hours), by the end of the semester in which office is sought in order to be certified eligible to hold office during the elected term. Candidates for the Office of Vice President of the Student Government Association must have earned 60 semester credit hours (excluding remedial and developmental hours), by the end of the semester in which office is sought in order to be certified eligible to hold office during the elected term.

**Section 4C.** Students elected to office should show evidence of having earned the equivalent of at least 12 credit hours (excludes remedial and developmental hours) during the semester in which the election is held and earned a 2.50 cumulative and 2.30 semester grade point average.

**Section 4D.** A student unable to meet the qualifications shall not be certified to hold office and the next eligible runner-up shall be installed in the office or, if there is no qualified runner-up, a special election shall be held during the fall semester.

**Section 4E.** No student is eligible to be placed on the official ballot as a candidate for President or Vice President who does not participate in the pre-election activities (e.g., Nomination Convention, Forum, etc.).

**Section 4F.** The President and the Vice President must be full-time (excludes remedial and developmental hours) enrolled students at the time of election and continuously during the academic year in which the office is held.

**Section 4G.** Vacancies in the presidency and/or the vice presidency shall be filled in accordance with the provisions of this Constitution (see Article 11, Section 7).

**Section 5.** The President and Vice President of the Student Government Association shall be elected annually in a university-wide election by plurality vote of the student body.

**Section 6.** The President and/or the Vice President may be removed from office by a three fourth vote of the House of Delegates.

**Section 6A.** If removed from office, the individual has the right to appeal to the Dean of Students, followed by the Vice President for Student Affairs, and ultimately the President of the university whose decision shall be final.

**Section 7.** Should the Office of President or Vice President become vacant for any reason, the line of succession shall fall as follows for the unexpired term of office: the Vice President shall become President and the Speaker of the House shall assume the Office of the Vice President.

### **ARTICLE III**

#### **MR. TENNESSEE STATE UNIVERSITY**

**Section 1.** Mr. Tennessee State University shall be elected annually in a university-wide election of the student body.

**Section 2.** Mr. Tennessee State University shall serve as a voting member of the House of Delegates.

**Section 3.** Mr. Tennessee State University must be a male by birth, and have completed 78 hours (excluding remedial and developmental hours) at the end of the fall semester prior to seeking office; be continuously enrolled as a full-time student during the spring semester in which the election is held with at least one academic year's continuous full-time enrollment at Tennessee State University immediately prior to the semester in which the office is sought; have a cumulative grade point average of 2.50 or better in college level courses; have high moral character, poise, loyalty, and an amiable personality and friendly attitude; and must not have been found guilty of any violation of the Code of Student Conduct resulting in a penalty of probation, suspension, or expulsion.

**Section 3A.** The elected student should show evidence of having earned the equivalent of at least 12 credit hours (excludes remedial and developmental hours) during the semester in which the election is held and earned a 2.50 cumulative and 2.30 semester grade point average.

**Section 3B.** A student unable to meet the qualifications shall not be certified to hold office and the next eligible runner-up shall be installed in the office or, if there is no qualified runner-up, a special election shall be held during the fall semester.

**Section 4.** The student must have earned 90 hours (excludes remedial and developmental hours) by the end of the semester in which the office is sought in order to be eligible hold office during the elected term.

**Section 5.** Mr. Tennessee State University must be continuously enrolled as a full-time student during the academic year in which the office held.

**Section 6.** No student is eligible to be placed on the official ballot as a candidate for Mr. Tennessee State University who does not participate in the pre-election activities for that office as prescribed by the House of Delegates and/or the Student Election Commission, such as the Mr. & Miss Tennessee University Pageant, forum, etc.

**Section 7.** The office of Mr. Tennessee State University shall be declared vacant if the incumbent fails to be in compliance with any provision of Section 3 above with the exception of the grade point average requirement during the term of the office.

**Section 7A.** Mr. Tennessee State University may be removed from office by a two-thirds vote of the House of Delegates, if the incumbent's behavior, conduct or demeanor reflects unfavorably on the office, the student body, or the university—subject to a right of appeal to the Vice President for Student Affairs and/or his/her designee.

**Section 8.** Should the office of Mr. Tennessee State University become vacant for any reason, the line of succession shall fall in order to the first runner-up, second runner-up, etc.

## **ARTICLE IV**

### **MISS TENNESSEE STATE UNIVERSITY**

**Section 1.** Miss Tennessee State University shall be elected annually in a university-wide election of the student body.

**Section 2.** Miss Tennessee State University shall serve as a voting member of the House of Delegates.

**Section 3.** Miss Tennessee State University must be female by birth, and have completed 78 hours (excluding remedial and developmental hours) at the end of the fall semester prior to seeking office; be continuously enrolled as a full-time student during the spring semester in which the election is held with at least one academic year's continuous full-time enrollment at Tennessee State University immediately prior to the semester in which the office is sought; have a cumulative grade point average of 2.50 or better in college level courses; have high moral character, poise, loyalty, and an amiable personality and friendly attitude; and must not have been found guilty of any violation of the Code of Student Conduct resulting in a penalty of probation, suspension, or expulsion.

**Section 3A.** The elected student should show evidence of having earned the equivalent of at least 12 credit hours (excludes remedial and developmental hours) during the semester in which the election is held and earned a 2.50 cumulative and 2.30 semester grade point average.

**Section 3B.** A student unable to meet the qualifications shall not be certified to hold office and the next eligible runner-up shall be installed in the office, or if there is no qualified runner-up, a special election shall be held during the fall semester.

**Section 4.** The student must have earned 90 hours (excludes remedial and developmental hours) by the end of the semester in which the office is sought in order to be certified eligible to hold office during the elected term.

**Section 5.** Miss Tennessee State University must be continuously enrolled as a full-time student during the academic year in which the office is held.

**Section 6.** No student is eligible to be placed on the official ballot as a candidate for Miss Tennessee University who does not participate in the pre-election activities for that office as prescribed by the House of Delegates and/or the Student Election Commission, such as the Miss Tennessee State University Pageant, forum, etc.

**Section 7.** The office of Miss Tennessee State University shall be declared vacant if the incumbent fails to be in compliance with any provision of Section 3 above with the exception of the grade point average requirement during the term of the office.

**Section 7A.** Miss Tennessee State University may be removed from office by a two-thirds vote of the House of Delegates, if the incumbent's behavior, conduct or demeanor reflects unfavorably on the office, the student body, or the university—subject to a right of appeal to the Vice President for Student Affairs and/or his /her designee.

**Section 8.** Should the Office of Miss Tennessee State University become vacant for any reason, the line of succession shall fall in order to the first runner-up, second runner-up, etc. Should the line of succession fail to produce a replacement, the official shall fall in order to Miss Senior, Miss Junior, etc.

**Section 8A.** The successor of Miss Tennessee State University as described in Section 7A shall hold office for the unexpired duration of the term of office.

## **ARTICLE V**

### **CLASS OFFICERS AND CLASS QUEENS**

**Section 1.** The qualifications for class position are as follows: a) must have completed the appropriate hours (excludes remedial and developmental hours) required for a specific class, b) must be a full-time enrolled student (excludes remedial and developmental hours) and continuously enrolled during the academic year in which the office is held, c) must possess a cumulative grade point average of 2.50 (excludes remedial and developmental hours), d) must not be on academic probation and/or must not have been found guilty of any student conduct violation resulting in penalties of probation, suspension, or expulsion.

**Section 2.** With the exception of freshman class officers and class queens, the appropriate hours (excluding remedial and developmental hours) required for specific classes are: 30 hours for sophomores, 60 hours for juniors, and 90 hours for seniors.

**Section 3.** Students elected to office should show evidence of having earned the equivalent of at least 12 credit hours (excludes remedial and developmental hours) during the semester in which the election is held and earned a 2.50 cumulative and 2.30 semester grade point average.

**Section 4.** A student unable to meet the qualifications shall not be certified to hold office and the next eligible runner-up shall be installed in the office if there is no qualified runner-up, a special election shall be held during the fall semester.

## **ARTICLE VI**

**No student shall be elected to any SGA or class office, including Mr. and Miss TSU and class queens, by write-on ballot.**

## **ARTICLE VII**

**Section 1.** The term of office for the President, Vice President, Miss Tennessee State University, Mr. Tennessee State University, class officers, and representative-at-large shall be approximately one calendar year beginning with post-certification approval and ending with the spring commencement of the following year.

**Section 2.** The President, Vice President, and Miss Tennessee State University/Mr. Tennessee State University shall not serve more than one term or fraction thereof in the same office.

**Section 3.** All elected offices must maintain cumulative grade point average of a 2.50 or higher.

## **ARTICLE VIII**

### **ADMINISTRATIVE FUNCTIONS – THE STUDENT ELECTION COMMISSION (SEC)**

**Section 1.** The Student Election Commission (SEC) shall be composed of twenty (20) voting members and shall conduct student election as directed by the House of Delegates. Any changes of rules undertaken by the SEC must be submitted to the House of Delegates and approved before these rules become effective.

**Section 2.** Election and pre-election activities for Student Government Association, Vice President, Mr. & Mrs. Tennessee State University, Representative-at-Large, Class Officers will take place during the Student Election Week. These elections are to take place under the supervision of the Student Election Commission and their faculty advisor, with the date of student elections being the first full week in April of each year.

**Section 3.** Eligibility for Membership: To be eligible for membership in the Student Election Commission (SEC) the student:

- A. must be in good financial standing
- B. must have completed at least 30 credit hours (excludes remedial and developmental hours)
- C. must have a least a 2.50 cumulative average (excludes remedial and developmental hours)
- D. must not have been found guilty of any student conduct violation resulting in a penalty of probation, suspension or expulsion.
- E. must have earned at least 15 hours at the university (excludes remedial and developmental hours).
- F. must submit application for membership to the Student Election Commission under the authority granted by the House of Delegates. All qualified applicants will be notified of interview dates. The number of members serving on the SEC shall be twenty (20) as set forth in the SEC Constitution.

**Section 4.** Student body elections may not occur within a two-week period immediately preceding mid-term or final exams.

**Section 5.** Voting in all elections shall be by secret ballot.

**Section 6.** The House of Delegates in session with the Student Election Commission shall be empowered to review and approve the program of work submitted by the SEC for election.

- A. The inauguration of the president of the Student Government Association and the coronation of Mr. & Miss Tennessee State University shall be held as scheduled by the office of student activities.
- B. The coronation of Mr. & Miss Tennessee State University:
  1. The formal coronation of Mr. & Miss Tennessee State University shall be held during the fall semester following their election.
  2. This ceremony shall be carried out under the supervision of the director of student activities.
  3. This ceremony will be held during the week of Homecoming or when deemed essential by the Office of Student Activities.

### **Section 7. Procedure for Filing Office – Student Government Association**

**Section 7A.** The SEC will announce the opening of the filing period for all student-elected offices during the last week of November.

**Section 7B.** Application for all elected offices shall be due in the Office of the Director of Student Activities no later than January 31.

1. The SEC will establish a grace period for students to submit any necessary supporting documentation ten (10) days beyond the January 31 deadlines and/or to remove any deficiency from the student's record.

**Section 7C.** Student Affairs in conjunction with the SEC advisor and the Director of Student Activities shall begin immediately by the process of certifying all candidates for office.

1. Certification to run for office is accomplished by submission of the appropriate forms to the Office of Admissions and Records for official verification of student records and for verification that the student is enrolled currently as a full-time student.
2. The initial certification process shall be completed by the third week of February.
3. Director of Student Activities shall post a list of applicants eligible to run for each office no later than the last week of February.

**Section 7D.** The student election period shall take place the first full week in April

### **Section 7E. Post Certification**

1. All candidates for office (winners, runners-up) shall be certified by Student Affairs in conjunction with the advisor to SEC to hold office after the final spring semester grades are posted (to determine whether or not students have met the credit hours and a 2.50 or better cumulative grade point average requirement to hold the office.
2. Students seeking office shall show evidence of having been enrolled in TSU as a full-time student during the spring semester in which office is sought.
3. Students elected to office shall show evidence of having earned the equivalent of at least 12 credit hours (excluding remedial and developmental hours) during the semester in which the election is held and earned a 2.50 cumulative and a 2.30 semester grade point average.
4. A student unable to meet the criteria in Article VIII, Section 7, shall not be certified to hold office and the next eligible runner-up shall be installed in the office or, if there is no qualified runner-up, a special election shall be held during the fall semester to fill the vacancy.
5. A late period for application shall be established by SEC.
6. Candidates seeking unfilled Student Government and Class positions must meet post-certification criteria based upon spring semester academic grades and hours.

**Section 8.** This Constitution supersedes any and all policies and procedures of the Student Election Commission Constitution.

## **ARTICLE IX PUBLICATION BOARD**

**Section 1.** There is hereby established a Publication Board consisting of the following members:

- Chairperson—(appointed by the University President)
- President of the junior class
- President of the senior class
- Faculty Member—appointed by University President
- Director of Public Relations
- Director of Student Activities

- Advisors of Student Publications
- Editor (*The Tennessean*)
- Editor (*The Meter*)

**Section 2.** The duties and powers of this Publication Board shall be:

- To establish and to monitor guidelines for student publications
- To choose the editors of *The Meter* and *Tennessean*
- To settle disputes between staffs
- To remove, if necessary, the editors by a two-thirds vote of the Publication Board

**Section 3.** The editors of student publications shall enjoy appropriate editorial freedom consistent with the interest of the student body, the university, and accepted standards of journalism.

## **ARTICLE X**

### **GENERAL STUDENT ASSEMBLY**

**Section 1.** Name-the name of this organization shall be the General Student Assembly.

The officers of the General Student Assembly shall be Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Parliamentarian, and Sergeant-at-Arms, all of whom shall be duly elected by the Assembly, with the exception of the chairperson who shall be the Vice President of the Student Government Association.

**Section 2.** All SGA chartered student organizations must meet the following to be considered registered and to solicit funds from the General Student Assembly:

- Must complete an organization registration form
- Have two (2) members in attendance at every General Student Assembly by meeting, one voting and one non-voting
- Campus organizations with fewer than 20 active members must send one (1) voting member
- The National Pan Hellenic Council at Tennessee State University must provide two (2) members from their council as representatives at General Student Assembly meetings
- The names of the representative(s) shall be submitted to the House of Delegates within 30 days after the first day of class
- Complete two (2) community service projects each semester and sponsor one campus event each semester.

**Section 3.** The General Student Assembly is to meet once per month not to exceed four (4) meetings in a semester.

**Section 4.** The objectives of the General Student Assembly shall be as follows:

- provide a means by which a representative cross-section of student opinion and thought may be obtained.
- enhance the university setting through the knowledge of and participation in the many programs and activities therein administered.
- assist the Student Government Association in arousing student interest in campus affairs.
- assist the Student Government Association in upholding the basic philosophical tenets of strong leadership.

**Section 5.** All registered organizations that do not participate in the General Student Assembly will have their registration revoked, will not be eligible to request student activity fee funds, and will not have access to university facilities.

**Section 6.** All registered organizations must pay a registration fee to the Office of Student Activities.

## **ARTICLE XI**

### **STUDENT UNION BOARD OF GOVERNORS (SUBG)**

**Section 1.** The purpose of the Student Union Board of Governors (SUBG) is to initiate programs, coordinated by the student activities staff, which serves the cultural, educational, recreational and social interests of the university family. These include concerts, movies, dances, etc.

**Section 1 A.** The board shall maintain the direction of student activity funds with the help of the Associate Vice President for Student Affairs and the Director of Student Activities. They shall receive and maintain a monthly sheet of expenditures from the activity funds that will include a statement of the monies held in the account.

**Section 1B.** The Student Union Board of Governors at the beginning of each semester shall submit to the House of Delegates a proposed plan of activities and programs for that semester.

**Section 2. Qualifications for Membership on the Student Union Board of Governors are as follows:**

- Students must be full-time in good financial standing with the university.  
Students must have at least a 2.50 cumulative average (excludes remedial and developmental hours).

- Students must not have been found guilty of any student conduct violation resulting in penalties of probation, suspension, or expulsion.
- Students must have earned at least 15 hours at the university (excludes remedial and developmental hours)

**Section 3.** Applications from students desiring membership for the upcoming academic year shall be submitted to the Director of Student Activities no later than March 15th. Applicants will be notified of interview dates. The number of student members serving SUBG shall be thirty (30) days as set forth in the SUBG Constitution.

**Section 4.** Any student in good standing with the university is eligible for membership of a board-sponsored committee.

**Section 4A.** The functions of these committees are to help in the execution of programs and activities. They serve, also, to broaden the representation of student opinion in selection of activities presented on the campus.

**Section 5.** The officers of the board shall be Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Treasurer, and Student Government Association liaison officer.

**Section 5A.** The term of office shall be one year.

**Section 5B.** Officers of the Student Union Board of Governors shall be elected at the second meeting in March from its membership.

**Section 5C.** The Chairperson and Vice Chairperson must have been members of the board for at least one year.

**Section 6.** Regular meetings of the board will be held twice monthly.

**Section 6A.** Committee meetings shall be called by the chairperson.

## **ARTICLE XII**

**Section 1.** Meetings of the Student Government Association shall normally be open and public; however; participation in meetings, including speaking privileges, shall be limited to appropriate membership of the Student Government Association unless others are specifically recognized for this purpose.

**Section 2.** The President of the university, Vice President for Student Affairs, and appropriately appointed advisors and/or their designees shall at all times be afforded the courtesy to address and enter into discussion with the Student Government Association and/or any of its component parts.

## **ARTICLE XIII**

**Section 1.** Each class shall annually elect from its class membership a president, vice president, secretary, treasurer, class representative, and appropriate class queen. The class president may appoint other such officers as parliamentarian, sergeant-at-arms, etc. at his/her discretion.

### **Section 2. Duties and Responsibilities**

**Section 2A.** The officers shall represent the welfare and interest of their respective classes.

**Section 2B.** Each class president is a voting member of the House of Delegates effective Fall Semester 2008.

## **ARTICLE XIV**

The SGA President, Vice President, Mr. & Miss Tennessee State University, and editors of *The Meter* and *Tennessean* (yearbook) shall receive a stipend for fall and spring semesters in which office is held.

## **ARTICLE XV**

The advisors to the House of Delegates and its component parts shall be appointed by the Vice President for Student Affairs.

## **ARTICLE XVI**

The authority for resolving contested issues related to the interpretation of the Constitution is vested in the Office of the Vice President for Student Affairs, subject to final appeal to the president of the university.

# STUDENT ACTIVITIES

---

## STUDENT ACTIVITIES

The University, Student Organizations, and the Student Union Board of Governors sponsor well-balanced programs of activities. These activities are coordinated by the Director of Student Activities with the assistance of the Associate Vice President for Student Affairs and include concerts, athletic concerts, convocations, recitals, lyceum series, programs of a religious nature, lectures, art exhibits, intramural tournaments, movie series, jazz, and popular musical artist in concert. Admission to all campus activities is by TSU identification card and/or admission fee.

Participation in organizations may serve to develop special talents and skills in music, dramatics, writing, and religious expression or to develop an appreciation and capacity for leadership, cooperation, and fellowship. In making a choice of organizations, the student should consider his/her interests, health, scholarship, finances, and home relations.

Freshmen are urged to limit their participation in organizations and other extracurricular activities particularly during the first semester when numerous academic, social and other adjustments have to be made.

## STUDENT ORGANIZATIONS DIRECTORY

Class Organizations: Freshman, Sophomore, Junior and Senior--these university classes organize at their meetings throughout the year, plan social and other class programs.

The Graduate Student Association is organized for graduate students.

Departmental Organizations (*refer to academic department*)

### CIVIC AND POLITICAL

National Association for the Advancement of Colored People (NAACP)

Future Politicians of America

Tennessee Intercollegiate State Legislature

College Democrats

### CREATIVE ARTS

Hip'Notyze Dance Troupe

Allure Modeling Troupe

Art Guild

### CULTURAL

Africana Studies Society

Multicultural Friendship Society

International Affairs Society

Kurdish Student Association

Somali Student Association

FUTURO

### LITERARY AND DRAMATIC ORGANIZATIONS

Theatre Society

Literary Guild—open to all students

Thomas E. Poag Players Guild—open to all students under the direction of the faculty of the department of communications

Brown Bag Theatre

Forensics Team

## **MUSICAL ORGANIZATIONS**

Jazz Ensemble—for music majors  
Tau Beta Sigma—for music majors  
Gospel Choir of TSU—open to all students  
University Choir—open to all students  
University Marching and Concert Bands—open to all students  
TSU Meistersingers—open to all students  
Showstoppers—open to all students  
Phi Mu Alpha Sinfonia Fraternity  
Sigma Alpha Iota Music Fraternity for Women, Inc.

## **NATIONAL HONOR SOCIETIES**

The National Honor Societies of the university include:

Alpha Kappa Mu Honor Society, Phi Beta Tau Chapter—an organization open to students of junior class standing or above with a cumulative average of 3.3 or above.

Alpha Mu Gamma, Aeta Sigma Chapter—for outstanding students in French, German, or Spanish. Freshman students may qualify for membership.

Alpha Sigma Lambda Honor Society—for students who have demonstrated academic excellence.

Beta Kappa Chi Scientific Society, XI Chapter—an organization for outstanding students and scholars in natural sciences and mathematics

Kappa Delta Honor Society, Zeta Chi Chapter—an organization for outstanding students and scholars in education

Kappa Omicron Phi, Beta Sigma Chapter—for students who have completed 8 to 12 hours of home economics studies and have a grade point average of 3.0

Kappa Omicron Nu, Beta Sigma Chapter

Men's Scholastics Honor Society—for men in the freshman class who have earned cumulative averages of 3.00 or above during the current school year

Phi Gamma Nu Business Association—for Business majors Phi Alpha Theta—for outstanding juniors, seniors, and graduate students who have earned a cumulative 3.00 or above in history

Phi Eta Sigma—an organization to encourage and recognize high scholastic achievement among members of the freshman class

Phi Kappa Phi—undergraduates with cumulative grade point averages of 3.7 or above and graduate students with a perfect 4.0 cumulative grade point average

Pi Tau Sigma—an organization for mechanical engineering majors

Psi Chi Honor Society—an organization for honor students in Psychology

Sigma Delta Pi, Gamma Eta Chapter—an organization of outstanding students in Spanish

Sigma Rho Sigma, Gamma Chapter—an organization for future social science teachers

Sigma Tau Delta, Alpha Eta Chapter—for students interested in English language and literature

Theta Alpha Phi, Epsilon Chapter—an organization for outstanding students in Drama

Alpha Lambda Delta Women's Scholastic Honor Society—an organization designed to promote intelligent living and a high standard of learning and to encourage superior scholastic attainment among women in their first year at the university with a cumulative average of 3.00 or above

Golden Key National Honor Society—for outstanding juniors and seniors who have earned a 3.40 or above cumulative average

## **PROFESSIONAL**

Alpha Kappa Psi Professional Business Fraternity, Inc.

Phi Alpha Delta Pre-Law Fraternity, Inc.

Phi Beta Lambda Business Fraternity, Inc.

Women of Infinite Potential

## **RELIGIOUS ORGANIZATIONS**

Nation of Islam Student Association  
Fellowship of Christian Athletes  
Alpha Epsilon Omega Sorority  
Brothers and Sisters United  
Inter Varsity Christian Fellowship  
Catholic Association  
Christian Coalition  
Church of Christ College Connection  
Impact Movement  
Muslim Student Association  
Wesley Foundation  
Every Nation Campus Ministries

## **SERVICE**

Alpha Phi Omega Service Fraternity, Inc.  
Brother for Love, Achievement, Culture, and Knowledge, Inc. (B.L.A.C.K.)  
Collegiate 100 Black Me of TSU  
Gentlemen's Academy  
Generation of Educated Men (G.E.M.)  
Love You Like a Sister, Inc. (L.Y.L.A.S.)  
National Association of Colored Women's Club (N.A.C.W.C.)

## **SOCIAL FRATERNITIES AND SORORITIES**

Alpha Phi Alpha, Beta Omicron Chapter  
Kappa Alpha Psi, Alpha Theta Chapter  
Phi Beta Sigma, Zeta Alpha Chapter  
Omega Psi Phi, Rho Psi Chapter  
Iota Phi Theta, Delta Beta Chapter  
Alpha Kappa Alpha, Alpha Psi Chapter  
Delta Sigma Theta, Alpha Chi Chapter  
Sigma Gamma Rho, Alpha Beta Chapter  
Zeta Phi Beta, Epsilon Alpha Chapter  
National Pan-Hellenic Council

## **SPECIAL INTEREST**

Evolution Creative Group  
Campus Kaleidoscope  
Chess Club  
Pre-Alumni Council  
Pep Club  
Gay/Straight Alliance  
My Sister's Keeper  
First Ladies Club  
Students of Caribbean Ancestry  
Kappa Omicron Tau, Inc. (K.O.T.)

## **STATE-CITY CLUBS**

Alabama Club  
Chicago Club  
Michigan Club  
East Coast Connection  
Memphis Club  
Ohio Club  
Florida Club  
Georgia Club  
California Club  
Pennsylvania Club  
New York-New Jersey Club  
The Wisconsin Alliance Club  
Chattanooga Club  
Indiana Club  
Carolina Club  
Missouri Club

## **POLICY ORIGINS**

Tennessee State University, the Division of Student Affairs, the Office of Student Conduct, and the Office of Student Activities reserve the right to create and change policies and procedures pertaining to student organizations. Changes will become effective at the time the proper authorities so determine and the changes will apply to both prospective and current student organizations. Changes to policies will be noted on the Office of Student Activities webpage at the time of adoption. It is the responsibility of the student to view revisions online or to obtain revisions from the Office of Student Activities or other appropriate University offices. The *Registered Student Organization Manual* is another resource provided by the Office of Student Activities to assist and guide organizations.

## **POLICY ON STUDENT ORGANIZATIONS**

### **I. SCOPE**

The following policy of the Tennessee Board of Regents, applicable to all institutions in the State University and Community System of Tennessee, provides minimum standards for registration and conduct of student organizations at the institutions. Each institution is authorized to establish additional policies and procedures affecting student organizations that are consistent with the provisions of this policy. (TBR Policy 3:01:01:00 Subject: Student Organizations)

### **II. TYPES OF STUDENT ORGANIZATIONS**

Student organizations may be either organizations sponsored by the institution, such as student government associations, associated student body organizations, and professional and honor societies, or organizations officially registered by the institution. Organizations that may be officially registered on campus include the following: (a) honors and leadership organizations/recognition societies; (b) departmental organizations and professional fraternities and sororities; (c) social fraternities and sororities; and (d) special interest groups (political religious, athletic, etc.) Registration of a student organization by an institution shall neither constitute nor be construed as approval or endorsement by the institution of the purposes or objectives of the organization.

### **III. GENERAL POLICIES ON STUDENT ORGANIZATIONS**

- A. No student organization may carry on any activity on the campus of the institution unless the organization has been officially registered by the institution. The institution shall not be responsible for injuries or damages to persons or property resulting from the activities of student organizations or for any debts or liabilities incurred by such organizations.
- B. No student organization or individual shall engage in or condone any form of hazing. Hazing shall include, but not be limited to, any action taken or a situation created intentionally to produce mental or physical discomfort, embarrassment, or ridicule; any form of verbal or physical harassment or abuse; and participation in public stunts or morally degrading or humiliating behavior or games, whether on or off campus.

- C. Excessive demands on a student's time so as to interfere with academic performance are prohibited. Threatening in any manner or form for the purpose of cajoling individuals into secrecy in regard to breaches (planned, threatened, attempted, or perpetrated) of hazing restrictions also is prohibited. Hazing activities that are in violation of any other institution or school regulations such as the misuse of alcohol, drugs, school property, etc. are strictly forbidden.
- D. Student organizations shall be responsible and liable for the conduct and actions of each member of the organization while acting in the capacity of a member or while attending or participating in any activity of the organization.
- E. No person, group or organization may use the name of the institution in any manner, provided that registered student organizations may use the name of the institution following the name of the organization. No person, group, or organization may use the seal or any symbol of the institution without the prior written approval of the president of the institution or his/her designee.

#### **IV. CRITERIA FOR RECOGNITION OF ORGANIZATIONS**

- A. Any proposed student organization shall be open to all students of the institution who otherwise meet membership requirements. Membership in the organization shall be limited to currently enrolled students, provided that organizations may include faculty and staff of the institution and/or spouses of students, faculty, and staff and provided further that professional organizations may include members of the professional and business communities.
- B. A proposed organization must represent the interests of the members, and the control of the organization must be within the local campus group. The organization must not have a knowing affiliation with an organization possessing illegal aims and goals, with a specific purpose to further those illegal aims and goals.
- C. The proposed organization must agree to comply with all policies, regulations, and procedures established by the Tennessee Board of Regents and the institution and with all federal and state laws and regulations.
- D. The proposed organization must not: 1) have illegal aims and goals, 2) propose activities that would violate regulations of the Tennessee Board of Regents or the institution or federal and state laws and regulations, 3) materially and substantially disrupt the work and discipline of the institution, or 4) advocate incitement of imminent lawless action which is likely to produce such action.
- E. The proposed organization must have a minimum of at least ten (10) charter members designated by the institution, and there must be a demonstration of continuous interest in the purposes of the organization sufficient to afford recognition on a long-term basis. In the event there is not sufficient interest to warrant long-term registration, an institution may grant temporary registration to an organization for a limited period of time.
- F. New organizations may be denied registration when its purposes are within the scope of a currently registered organization. No organization may use the same name or a name that is misleading and similar to the name of a currently registered organization.
- G. The organization must provide for the distribution of all funds and assets in the event of dissolution.

#### **V. PROCEDURES OF ORGANIZATION REGISTRATION**

- A. In order to become officially registered as a student organization, a group must meet the criteria set forth in Section IV and must do the following:
  1. Meet with the Office of Student Activities to discuss the proposed organization and to secure the appropriate forms and instructions.
  2. Review all organization policies in the *Student Handbook* and the *Registered Student Organizations Manual*.
  3. Submit a completed "Student Organization Registration Form" with any required additional information.
  4. Sign the statement of assurance of compliance by the organization that it will comply with all rules and regulations, policies, and procedures of the Tennessee Board of Regents and the institution and with all federal and state laws and regulations (statement is located on registration form).
  5. Submit a completed "Membership Roster Form" with all members and officers' names, T-numbers, and contact information. The signatures of the charter members of new student organizations must be submitted.
  6. Identify three (3) advisors and submit their names and contact information with the registration form. The primary advisor must be a fulltime faculty or staff member of the institution. The two (2) secondary advisors can be faculty or staff members or community advisors related to the purpose and interest of the organization.
  7. Submit the constitution and bylaws of the organization, which must clearly contain the following: name, purpose, proposed activities, rules of membership of the organization, the officers, their terms and methods of selection, the proposed nature and frequency of meetings and activities, and the financial plans of the organization, including any proposed fees, dues, and assessments (details can be found in the *Registered*

*Student Organization Manual*). All documents (including the constitution) must be signed by both the organization president and the faculty/staff advisor. Newly-registering organizations must acquire permission from the Office of Student Activities to secure and hold a preliminary meeting for purposes of drawing up a Constitution or By-Laws.

8. Attend Mandatory Registered Student Organization and Advisors Orientation and Training as well as any Risk Management and Anti-Hazing activities Sponsored by the Office of Student Activities.
  9. Pay the Student Organization Registration Fee, but only after the organization has received a written confirmation of approval of the organization's registration from the Office of Student Activities. Registration fee amounts and payment guidelines are located on the "Student Organization Registration Form".
- B. Any official or body responsible for reviewing or registering proposed organizations may require the sponsors to clarify any materials or information provided in the registration process, to resubmit the application or request with non-conforming materials or provisions deleted, or to appear at a hearing for the purpose, aims or proposed activities of the organization.
- C. The designated number of copies of the foregoing document and information must be submitted to the Office of Student Activities authorized to review and make recommendation concerning proposed organizations.
- D. An organization cannot operate or meet as a Registered Student Organization until it has completely submitted its registration packet, received official documentation from the Office of Student Activities confirming approval of the organization's registration, attended mandatory orientations and workshops, and paid its organization registration fee to the Office of Student Activities.

## **VI. NATURE AND CONDITIONS OF REGISTRATION**

- A. Registration of a student organization for other than a temporary period will be on an annual basis only, effective until the beginning of the next fall term of the institution, and shall be subject to annual renewal by the institution for each ensuing year.
- B. Student organizations may operate only after they are officially registered with Tennessee State University. Student organizations are expected to register annually with the Office of Student Activities, operate within their stated mission, and abide by all University policies governing student organizations. Failure to adhere to these policies and/or guidelines may result in the loss of privileges and/or loss of University recognition. This decision is vested with the Vice President for Student Affairs. To maintain its official university registration and be recognized as active, a student group must:
1. Adhere to the purposes, aims, and activities as stated in the approved Constitution and Bylaws. It must submit all changes in the Constitution and Bylaws to the institution for approval immediately after changes are made.
  2. Continue to meet all of the requirements for initial registration. It must have remained in compliance with all rules and regulations of the institution and all federal and state laws.
  3. Provide a current roster with T-numbers and contact information of all officers and members to the Office of Student Activities each semester.
    - a. Roster information must be updated throughout the academic year whenever the membership or officers change. An updated roster with all members during the academic year and new officers for the next academic year must be submitted by April 30 of each academic year.
    - b. Organizations must maintain a current and accurate list of officers' names and contact information on file with the Office of Student Activities.
    - c. Organizations that do not submit rosters for two consecutive semesters will be declared inactive by the Office of Student Activities.
    - d. Organizations with less than seven (7) members for two consecutive semesters will be declared inactive by the Office of Student Activities. Student organizations which do not meet these criteria may remain active if the organization applies for and receives an exemption from the Office of Student Activities.
  4. Recruit and retain 3 advisors (at least one full-time faculty or staff member (primary) and two secondary advisors) who will advise the organization and attend on-campus and off-campus meetings and activities. Organization must maintain a current and accurate list of advisors' names and contact information on file with the Office of Student Activities (see Advisors section of *Student Handbook* and the *Registered Student Organizations Manual* for requirements and restrictions of advisors).
  5. Submit all required forms for the approval of all events, including regular scheduled meetings and both on and off-campus activities to the Office of Student Activities in compliance with established requirements and procedures (forms and instructions are on file with the Office of Student Activities).

6. Provide at least one representative to participate in all mandatory student organization meetings or activities as instructed by the Office of Student Activities. Attend mandatory organization orientation workshops and mandatory risk management and anti-hazing programs. The Office of Student Activities will determine if more than one representative must attend.
7. Attend and complete the requirements for the SGA General Assembly (found in Article X in the constitution of the Student Government Association in the *Student Handbook*).
8. Submit at the end of the academic year an annual report concerning its programs and activities during the current academic year. This report shall be reviewed by the designated bodies or officials of the institution and shall be a requirement for renewal of registration.
  - a. Annual reports must include all activities held during the academic year including on-campus, off-campus, and community service activities, an assessment by the organization of these activities, and a roster of names with T-numbers of all members of the organization from the entire academic year.
9. Maintain a sound financial system related to the collection and disbursement of revenue in accordance with generally accepted accounting principles.
  - a. Each organization shall designate an officer of the organization who is responsible for the collection and disbursement of funds and the maintenance of books and records.
  - b. An annual financial report or such a report concerning any fundraising and spending of the organization must be submitted at the end of each academic year. This report shall be reviewed by the designated bodies or officials of the institution and might be a requirement for renewal of registration.
  - c. An organization may be subject to audit by representatives of the institution at any time, and appropriate financial records must be maintained for the purposes of audit.
- C. Annual renewal of registration of an organization shall be dependent upon the organization's demonstration of compliance with the aforementioned requirements. Additional information regarding the registered student organizations can be found in the *Registered Student Organizations Manual*.

## **VII. PROBATION, SUSPENSION, AND WITHDRAWAL OF REGISTRATION**

- A. An organization may be placed on probation, be suspended, or have its registration withdrawn by the Dean of Students or his/her designee for any of the following reasons:
  1. the organization fails to maintain compliance with the initial requirements for recognition.
  2. the organization ceases to operate as an active organization (as defined under the Nature and Conditions of Registration in the *Student Handbook* and *Registered Student Organizations Manual*).
  3. the organization requests withdrawal of registration.
  4. the organization operates or engages in any activity in violation rules and regulations of the institution or federal and state laws.
  5. the organization fails to submit any required reports.
- B. An organization that is placed on probation may continue to hold meetings but may not sponsor any activity or program. An organization that is placed on cease and desist must immediately stop operating as an organization including holding meetings, sponsoring activities, wearing paraphernalia or representing the organization in any way until further notice from proper authorities such as Director of Student Activities and the Dean of Students. An organization that is placed under suspension may not engage in or sponsor any activity or program and may not hold meetings. When registration of an organization is withdrawn, it shall cease to exist as an organization.
- C. In the event an organization is placed on probation, cease and desist, or suspension, or registration is withdrawn, the organization shall be afforded the opportunity for a hearing before the appropriate institutional representative or committee.
- D. An organization may, at anytime, choose to become inactive while not dissolving the official charter of the organization. The organization president and advisor must notify the Office of Student Activities of the desire to become inactive, at which point all official functions of the organization will cease. At any time the organization may apply to reactivate under the original charter.

## VIII. RISK MANAGEMENT AND HAZING POLICIES AND PROGRAMMING

- A. All registered student organizations are required to follow all University and federal and state policies regarding Risk Management and Hazing. The full Risk Management Policy and Anti-Hazing Policy for student organizations are on file with the Office of Student Activities and in the *Registered Student Organizations Manual*.
- B. All registered student organization members and advisors are required to attend a risk management program offered each semester by the Office of Student Activities and any additional mandatory risk management and anti-hazing programming that is scheduled. All members of student organizations must read, agree to, and sign the Risk Management and Anti-Hazing Forms in order maintain membership.

## IX. MEMBERSHIP AND REQUIREMENTS

**Section 1. Membership Eligibility**—Students desiring to serve as members of a student organization are expected to meet the following requirements:

1. Undergraduate students are required to be registered for and maintain a minimum of 12 semester hours.
2. Students with fewer than 12 semester hours due to an internship or practicum experience recognized by an academic department may request an exception to this policy at the discretion of the Director of Student Activities.
3. Student organizations have the right to have additional requirements in place for prospective members and officers in accordance with their duly approved constitutions and/or by-laws.
4. No student who is under academic or social suspension from the institution shall be eligible to become or maintain the status of a member or officer of an organization.
5. Graduate students may participate in Tennessee State University student organizations as long as the organization's constitution and/or by-laws do not prevent graduate student membership. Graduate students wishing to join an organization must be full-time students as defined by the specific program of enrollment and must be in good academic standing. Graduate students may participate as either student members of a student organization or as a secondary advisor. No graduate student may serve as both an advisor and member in any student organization.

### **Section 2. Academic Eligibility**

- A. For membership in a student organization, students must have and maintain a cumulative minimum grade point average of 2.5 and a semester minimum grade point average of 2.5 in order to maintain active membership.
- B. Members with a cumulative 2.4 grade point average or higher and a semester grade point of average of a 2.3 to 2.49 will be given probationary membership and given specific membership restrictions and requirements (as stated in Section 4. Probationary and Inactive Membership Status).
- C. Members with a cumulative grade point average of 2.39 or lower and a semester grade point average of 1.99 or lower will be given inactive membership and given specific membership restrictions and requirements (as stated in Section 4. Probationary and Inactive Membership Status).
- D. The Office of Student Activities reserves the right to consider extenuating circumstances when making final decisions regarding eligibility.
- E. Organizations may have higher academic standards than Tennessee State University's academic standards. Such student organizational academic eligibility expectations for active membership should be outlined in their approved constitutions.

**Section 3. Officer Requirements**—Any organization holding an election must submit the results of the election to the Office of Student Activities immediately following the election. Each organization shall designate an officer of the organization who is responsible for the collection and disbursement of funds and the maintenance of books and records.

### **Section 4. Probationary and Inactive Membership Status**

- A. Probationary and inactive membership requirements are located in the Academic Eligibility section. The Office of Student Activities will notify organization presidents and advisors of the names of all individuals within the organization who have been declared inactive members or are on probation based on their academic performance. Students' grade point averages will not be disclosed due to the Family Educational Rights and Privacy Act (FERPA).
- B. **Academic Plan of Action Form**—Members with probationary membership status must submit an "Academic Plan of Action Form" to the Office of Student Activities within two weeks of the following semester. The Academic Plan of Action must outline how the student plans to improve his or her grade point average during the current semester. Probationary members are required to regularly utilize the Success Center and provide documentation to the Office of Student Activities confirming their attendance at these meetings. The amount of hours and workshops will be determined by the Success Center and approved by the Director of Student Activities.
- C. **Probationary Members (based on academics)**—Probationary members based on academics performance who fail to 1) submit an Academic Plan of Action Form for approval by the Office of Student Activities, 2) meet required

hours and attend designated workshops with the Success Center, and/or 3) improve their grade point average to meet active membership status will be considered inactive. Active membership status can be regained when the member meets the academic requirements.

D. *Inactive Members (based on academics)*—Students who have been declared inactive members based on their academic performance have the following restrictions placed upon them.

a. Inactive members may not:

- Attend organization meetings and events sponsored by the organization;
- Vote for new members, officers, or other business of the organization;
- Represent the organization in any manner, including:
  - Serving as an elected or selected officer;
  - Participating in intramurals, sport events, or competitions;
  - Participating in campus-wide events including Homecoming, etc;
- Participate in the organization’s membership intake process.

b. Inactive members may:

- Participate in, but may not exceed, up to two hours per week for service activities.
- Pay membership dues according to the policies of the organization.
- Organizations with scholastic committees/officers may make reasonable restrictions or offer special study skill assistance in addition to the restrictions listed above.

E. *Probationary and Inactive Member Status Based on Student Conduct*—Members charged with violating the Code of Student Conduct shall immediately be placed on probationary status with restrictions on activities until further notice from the Office of Student Conduct. Upon determination that a member has violated any of the rules, regulations, or disciplinary offenses set forth in the Code of Student Conduct, the member will be placed on inactive status. Sanctions will be determined by the Office of Student Conduct.

## **X. ADVISORS TO STUDENT ORGANIZATIONS**

Individuals who agree to serve as advisors of registered student organizations must sign the “Advisor Commitment Form” and submit it to the Office of Student Activities before they can be considered official advisors of the organizations. All organizations and advisors who are registered and approved by the Office of Student Activities must adhere to the all Tennessee Board of Regents and University policies (TBR Guideline S-030 Subject: Student Advisor Guidelines).

- A. Student organizations are required to have three (3) advisors. One of the advisors must be a full-time staff or faculty member employed at Tennessee State University. This faculty/staff advisor is considered the primary advisor. Secondary advisors can be either full-time faculty/staff members of the university or individuals outside of the university. The university grants student organization advisors the authority to make certain decisions, or to take certain actions, within their stated responsibilities as advisors. In some instances, the university reserves the right to intercede if necessary (for instance, signing contracts, unresolved issues and issues that involve hazing).
- B. Graduate assistants may serve as secondary advisors if one full-time employee (staff or faculty) is the primary advisor on record. A graduate assistant/student may not serve as the only (or primary) advisor to any student organization. Graduate students may participate as either student members of a student organization or as a secondary advisor, but not both at the same time.
- C. Advisors to student organizations are elected by the organizations; however, the advisors to the four undergraduate classes, the Student Government Association, the Student Union Board of Governors, the Student Election Commission, the General Assembly and the Pan-Hellenic Council, are administratively appointed by the Vice President for Student Affairs.
- D. Advisors are responsible for ensuring the organization’s compliance with the policies and procedures of the university by reinforcing institutional policies and applicable state laws and warning the organization if what they are planning or doing is wrong, inappropriate, illegal or risky, and offering alternative suggestions. For example, if a planned activity may constitute “hazing”, the advisor has an obligation to take appropriate steps to ensure that the activity is not undertaken, including informing the Director of Student Activities and TSU Police Department if necessary. The advisor must also report potentially unsafe facilities and warn participants of risks that may be associated with certain activities.
- E. Other major responsibilities of advisors are as follows:
  - a. Advisors are expected to be present at each meeting of their respective organization that they serve and to be present at all on and off campus activities sponsored by the their organizations, to monitor the activities, to provide guidance and support, and to assume leadership in the event of an emergency.

- b. Advisors to organizations are expected to guide their respective organizations by being available when the organizations need advice or support, being aware of the activities of the organizations, and ensuring that all meetings and activities contribute in spirit and expression to the wholesome development of the students and to the best interest of the university.
  - c. Advisors are responsible for assisting their respective organizations in understanding and observing good practices relative to program planning, budgeting, keeping records, parliamentary procedures, business procedures, proper use of university facilities and work cooperatively with related offices.
  - d. Advisors to student organization who sign an “Event-Space Requisition Form” for an activity assume responsibility for seeing that the sponsoring organization plans, conducts, and, where appropriate, follows-up with the activity in keeping with the regulations and standards set by the university.
  - e. Advisors ensure that the organizations follow the Student Activities and General Assembly requirements including submission of an annual report, attending mandatory Risk Management and Anti-Hazing programming and General Assembly meetings, and sponsoring the required amount and types of activities.
  - f. When handling problems and internal conflicts the advisor should provide timely, constructive criticism of the organization relative to intended or ongoing activities and member interactions within the organization; be willing to contact the Coordinator of Registered Student Organizations to discuss organizational problems or issues of interest to TSU; and upholding the best interest of the institution at all times.
- F. Student organizations must give the following considerations to their advisors:
- a. The leaders of the organization are expected to consult advisors well in advance of all activities and obtain their approval before plans are finalized. Advisors may refuse to approve any activity that they believe is not consistent with the university mission, policy, or procedure, or is not in the best interest of the organization and/or its members.
  - b. The organization is expected to keep the advisor informed of all organization business. It is an expectation that advisors are to be present at meetings and activities and organizations are responsible for giving the advisor sufficient notice about meetings and activities to ensure their advisors’ attendance.
  - c. Students are expected to recognize the major responsibilities of an advisor and coordinate all activities of the organization with the advisors.
- G. The Office of Student Activities reserves the right to remove an advisor from his or her role with a student organization should circumstances require such action.
- a. Grounds for removal of an advisor include but may not be limited to:
    - Inappropriate behavior and/or language
    - Behavior that violates University policy and/or procedure
    - Direct knowledge of hazing incidents and/or failure to report such incidents
    - Direct knowledge of, advocacy for, and/or participation in illegal activities and/or behavior
    - Behavior resulting in unreasonable and/or unnecessary risk for students
  - b. Student organizations may have the right to remove an advisor from his or her role with the group. Should a student organization believe it is in the best interest of the organization to remove an advisor, specific steps should be taken as listed in the *Registered Student Organizations Manual*.
- H. Involvement by Non-TSU Students, Faculty, or Staff
- a. Under limited circumstances the Office of Student Activities, in consultation with a given student organization, may determine that outside involvement by members of the extended Nashville community (i.e. those not already serving in official advising capacities) will serve to enhance Tennessee State University’s mission and the mission of the student organization. Student organizations desiring such involvement by outside individuals must seek written approval by the Office of Student Activities and comply with any conditions specified by the office including, but not limited to, the signing of release forms and acknowledgement of Tennessee State University student organization policies and procedures.
  - b. Under no circumstances may an outside individual be an officer, voting member, or have any other membership status/authority within the organization as Tennessee State University student organizations are to be run/governed by TSU students only. The Office of Student Activities will hold the student organization responsible for all conduct occurring at its meetings or events, whether by members or outside individuals.
  - c. Outside individuals are expected to adhere to all University policies and procedures, and are not to perform roles designated for student organization advisors. The Office of Student Activities may remove any outside individual for behavior that does not align with the mission of the University or the organization.

## XI. PROGRAMS AND ACTIVITIES

- A. The use of any campus property or buildings by an organization shall be subject to the rules and regulations of the Tennessee Board of Regents and the institution concerning use of property and facilities. All organizations registered pursuant to this policy shall be “affiliated organizations” for the purposes of any Tennessee Board of Regents or institution policies concerning use of campus property and facilities. Use of campus facilities must follow the Tennessee State University Facility Usage/Rental Guidelines and Procedures on file with the TSU Events Management Office.
- B. No on-campus or off-campus program or activity shall be engaged in unless approved by the Office of Student Activities. Prior to approval, the institution may require a specified number of officials or security/police officers for any event, activity, or program. If an organization has any meeting, program, or event on campus that has not been approved by the Office of Student Activities, the cancellation or denial of future activities by the organization may occur.
- C. *Meetings and Activities*—All meetings and activities of registered student organizations must be approved by the Office of Student Activities. Every meeting and activity must have at least one advisor present from the beginning of the activity (when doors open) to the end (when doors close). Cancellation of approved meetings or activities shall be reported by the president or chairman to the Office of Student Activities and the information desk in the Floyd-Payne Campus Center at the earliest possible date. Each organization shall, during the first week of May, submit calendar requests for meetings and activities for the ensuing year to the Office of Student Activities for approval.
- D. *Event-Space Requisition Form*—All on-campus meetings and activities must be requisitioned through the Office of Student Activities by submission of the “Event-Space Requisition Form”. All requisitions must be submitted 30 days in advance to the Office of Student Activities. They are approved on a first-come, first-serve basis. The advisor must submit the “Event-Space Requisition Form” through the online system in order to confirm that the advisor is aware of and approves the event. The form must be completely filled out with required additional information attached. Failure to properly submit requisitions will result in denial of the requests.
- E. *Off-Campus Activities*—All off-campus activities sponsored by a registered student organization must be approved by the Office of Student Activities. The “Off-Campus Activity Request Form” must be submitted to the Office of Student Activities at least 14 days before the date of the activity. Any sponsored activity that occurs off-campus without the approval of the Office of Student Activities can result in cancellation of future organization activities.
- F. *Post-Event Evaluation Form*—All organizations must submit a “Post-Event Evaluation Form” within 7 (seven) days of the conclusion of the activity. Failure to submit the Post-Evaluation Form will result in the cancellation or denial of future activities until the form is submitted. If an activity is cancelled, the organization will have to start the requisitioning process over to get the activity re-approved.
- G. *Use of Facilities*—Use of campus facilities must follow the Tennessee State University Facility Usage/Rental Guidelines and Procedures on file with TSU Events Management Office.
- H. *Meetings, Practices, and Rehearsals*—Organizational meetings (including general body and executive board), practices and rehearsals must be requisitioned through the Office of Student Activities. Even if the advisors have access to spaces through their respective academic buildings, the activity must still be approved by the Office of Student Activities by submission of an Event-Space Requisition Form.
- I. *Publicity*—All flyers for organization activities must be approved by the Office of Student Activities. The Office of Student Activities publishes a monthly “Calendar of Events” with activities that have been requisitioned and approved. All signs for bulletin boards in the Floyd-Payne Campus Center, Residence Halls, or Class Buildings must first be approved by the Office of Student Activities and then taken to the Floyd Payne Campus Center Information Desk to be stamped.
- J. *Parties*—All on-campus parties must have TSU police present. It is the responsibility of the organization to secure TSU Police and pay all required fees. Request for TSU Police must be made at least 21 days in advance. An email confirmation from the TSU Police must be sent to the Office of Student Activities before the event can be approved. The Office of Student Activities reserves the right to require TSU police at any event, even if it is not a party.
- K. *Organization Weeks*—Organizations may request organization weeks by submission of the “Organization Week Request Form” and the “Organization Week Activities Proposal Form” in accordance with the Office of Student Activities timelines and procedures. Organization weeks are determined by, but not limited to, the timely submission of annual reports, attendance at mandatory risk management and anti-hazing activities, and the completion of required campus and service activities. Specifics on how organization weeks are selected for Pan-Hellenic Greek organizations and Non Pan-Hellenic Greek organizations are stated in the Organization Weeks policies and forms on file with the Office of Student Activities and in the *Registered Student Organization Manual*.

- L. *Greek Showcases*—The Office of Student Activities must approve all showcases prior to the performance. The organization must schedule a preview show with the office in advance. Any deviations in the actual show that violate any of the showcase policies can result in the show being immediately shut down as well as any disciplinary action as deemed fit. Any profane or explicit language and music, disrespectful behavior and physical abuse are prohibited and are also subject to disciplinary action. The organization is responsible for securing TSU police for the event at least 21 days in advance. The advisors of the organization must be present during the entire showcase from the time the doors open to the time the doors close. The full policies for showcases can be found in the Pan-Hellenic Council Greek Showcase Policy on file with the Office of Student Activities and in the *Registered Student Organizations Manual*.

## **TYPES OF ACTIVITIES**

### **FUNDRAISING AFFAIRS**

- Fundraising affairs held by registered organizations on campus must be approved by the Director of Student Activities in conjunction with the Associate Vice President for Student Affairs. Any fundraising activity on campus shall be for the benefit of the organization as a whole or a charity, and no funds shall be given to non-members of the organization initiating the request, and/or other designated guests, to attend the meeting. (Under Programs and Activities in Student Handbook).
- Student organizations seeking to sponsor fundraising affairs on campus may do so under the following circumstances: 1) a proposal covering the nature of the affair, where it is to take place, the approximate amount to be raised, and the purpose for which the money will be used must be submitted to the Associate Vice President for Student Affairs; 2) a full written report must be made to the student body through the Student Government Association; and 3) collection and disbursement of all funds for such a fundraiser must be supervised by the Director of Student Activities and organization advisor.

### **SELLING**

- Selling on university property is not permitted unless permission has been granted by the Assistant Vice President for Procurement and Business Services.

### **SOLICITING**

- All soliciting or advisement must be done under the direction and supervision of the Division of Student Affairs.

### **USE OF CAFETERIA**

- If the cafeteria is needed, the organization must clear the date with the Office of Student Activities and then make specific arrangements with the cafeteria manager. (requests for special services must be submitted on a special service form to the cafeteria manager thirty day prior to the date of desired service).

### **CATERING/FOOD**

- Registered student organizations must use Aramark Catering or follow the procedures for requesting permission to utilize an outside caterer. Kitchen facilities and serving equipment are not available to outside caterers. The student organization is responsible for all clean up and removal of all waste from the premises.

### **PUBLIC ADDRESS SYSTEM**

- Requests for the public address system shall be secured from the Office of Student Activities and filed a least one week prior to the requested date.

### **SIRENS AND LOUDSPEAKERS**

- To ensure against unnecessary disturbances to classes or to resident students, the use of sirens, loud speakers, and other sound-amplification equipment on campus must be authorized in advance by the Office of Student Activities.

### **GUEST SPEAKERS**

- No guest speakers shall be invited to the campus except pursuant to policies of the Tennessee Board of Regents and the institution concerning guest or off-campus speakers. Details can be found in the Off-campus Speaker Policy.

## OFF-CAMPUS SPEAKER POLICY

The following off-campus speaker policy of the Tennessee Board of Regents shall be applicable

All institutions in the State University and Community College System of Tennessee.

- A. The colleges and universities in the State University and Community College System recognize the right of officially registered student/faculty organizations and groups to hear off-campus or outside speakers on the various campuses. However, there is no absolute right to assemble to or make a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech, and the issuance of invitations or events on campus shall be limited in the following particulars:
1. A request to invite an outside speaker will be considered only when made by an officially registered student organization, faculty organization, or other campus organizations.
  2. No invitation by such an organized group shall be issued to an outside speaker without the prior written approval of the Vice President for Student Affairs, provided that the Vice President for Student Affairs may authorize organizations to invite guest speakers for meetings of the organizations with prior approval where attendance at the meeting will be limited to members of the organizations and where no fee or compensation from state funds will be paid to the speaker.
  3. Any student, faculty, or campus organization meeting for which an outside speaker will be invited will be limited to members of the organization, provided that a request to invite an outside speaker may include a request to permit students or faculty members who are not members of the organization initiating the request, and/or other designated guests, to attend the meeting.
  4. A request to invite an outside speaker to whom any payment would have to be made from college or university funds is subject to the availability of funds specifically programmed for that purpose, and no payment of any funds shall be made except pursuant to the Tennessee Board of Regents' guidelines for personal service, professional service, and consultant service contracts. In the event any college or university funds are approved for payment, the meeting for which the outside speaker will be invited shall be open to all students or all faculty members, or both, unless otherwise designated on the approval of the request.
  5. Any speaker request shall be made in writing by an officer of the student, faculty, or other organization desiring to sponsor the proposed speaker not later than ten (10) days (excluding holidays and weekends) prior to the date of the proposed speaking engagement, provided that the vice president for student affairs may approve exception to the minimum notice requirement in appropriate cases, and further provided that in the event the proposed outside speaker will be paid a total fee and expenses in excess of \$2,500, the request must be submitted no later than 30 (thirty) days prior to the date of the proposed speaking engagement. The request shall contain the name of the sponsoring organization; the proposed date, time, and location of the meeting; the expected size of the audience; the name and address of the proposed speaker; and the topic of the speech. Any request not acted upon by the vice president for student affairs within five (5) days (excluding holidays and weekends) prior to the event shall be deemed denied.
  6. Any speaker request is subject to the availability of the requested meeting place for the meeting time and date requested. In the event the space requested is not available for the requested time and date of the meeting or is otherwise inappropriate for the proposed meeting, or the requested alternative meeting space is unacceptable, the sponsoring organization is free to request a more suitable date. Any space that is approved for a meeting is subject to limitations on the number of persons who may attend in accordance with appropriate building and fire codes and safety standards.
  7. A request for an outside speaker by a recognized organization may be denied if the Vice President for Student Affairs determines that the proposed speech will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy of such action as:
    - a. the violent overthrow of the government of the United States, the State of Tennessee or any political subdivision thereof;
    - b. the willful damage or destruction, seizure or subdivision of the institutions buildings or other property;
    - c. the forcible disruption or impairment of or interference with the institutions regularly scheduled classes or other educational functions;
    - d. the physical harm, coercion, intimidation or other invasion of lawful rights of the institution's officials, faculty members or students and/or;
    - e. other campus disorder of a violent nature provided such advocacy would prepare the group addressed for imminent action and steer it to such action and further provided there is a reasonable apprehension of such imminent lawless action. In determining the existence of a clear and present danger the Vice President for Student Affairs may consider all relevant factors including whether such speaker has, within past years,

incited violence resulting in the destruction of property at any assembly or has caused the forcible destruction of property at any assembly or has caused the forcible disruption of regularly scheduled classes or other functions at any college or university.

8. In the event that a request for an outside speaker is denied by the institution, any sponsoring organization thereby aggrieved shall have the opportunity to appeal the denial. A written appeal to the president of the institution must be submitted within 24 hours from the initial denial of the request, and the organization will be provided a hearing within two (2) days (excluding holidays and weekends) following the filing of its appeal before an impartial committee designated by the vice president for student affairs. The committee shall be authorized to make appropriate findings of fact related to the request and shall make and transmit such findings to the president within said two (2) day period. The president shall review the findings of the committee and solely, on the basis thereof, shall grant or deny the request 24 hours (excluding holidays and weekends) from receipt of the findings of the committee.
9. In the event of a proposed meeting which will be attended by strong emotional feelings or when there is a reasonable possibility that a speaker, members of an organization, or others may violate federal, state, or local laws or campus regulations in the course of a meeting, the vice president for student affairs shall prescribe reasonable conditions for the orderly and scholarly conduct of the meeting. Such conditions may include, but are not limited to, limiting the audience to the inviting organization's membership, appointing one or more officials of the institution to preside over the meeting, authorizing a search of all persons entering the area of the meeting, and such other conditions as the institution deems appropriate.
10. The representative of the organization inviting the speaker shall at the time of the invitation provide the speaker or his or her agent a copy of this speaker policy and campus regulations. By acceptance of the invitation to speak, the speaker shall assume full responsibility for any violation of law or campus regulation committed by him or her while on campus.
11. Any meeting, assembly, or other activity to which an outside speaker may be invited is subject to all requirements, conditions and approvals set forth in any policy of the board and/or institution concerning the use of campus property and facilities.
12. The provisions of Section A shall not apply to invitations from academic units to guest lecturers for any classes but such invitations shall be subject to any policies of the institution, school, division, and/or department involved.

## **GENERAL PROCEDURES FOR STUDENT ORGANIZATIONS**

### **HOW TO ORGANIZE**

- Student groups planning to apply for registration of a new student organization should discuss plans with the Director of Student Activities.

### **ORGANIZATIONAL MEETINGS**

- Permission to hold a preliminary meeting for purposes of drawing up a Constitution or By-Laws shall be secured.

### **REQUESTS FOR REGISTRATION**

- A request for registration is to be submitted to the Office of Student Activities by the organization and shall include 1) name of the organization, 2) names of the faculty sponsors, 3) a list of current officers, 4) statement of the purpose, 5) two copies of the Constitution, 6) Charter 7) Bylaws, as applicable.

### **ELECTIONS**

- Any organization holding an election must submit the results of the election to the Office of Student Activities immediately following the election.

### **OFFICERS**

- No student shall hold office in any class of which he/she is not a member. The classification of the student shall be determined by the Dean of Admissions and Records.

### **ADVISOR TO STUDENT ORGANIZATIONS**

- Faculty advisors to student organizations at the university are elected by the organizations. However, the advisors to the four undergraduate classes, the Student Government Association, the Student Union Board of Governors, the Student Election Commission, and the Pan-Hellenic Council, are administratively appointed by the Vice President for Student Affairs.

The major responsibilities of an advisor are as follows: an advisor is expected to be present at each meeting of the organization he/she serves and to be present at all on and off campus activities sponsored by the organization.

An advisor to an organization or class is expected to guide the organization ensuring that all meetings and activities contribute in spirit and expression to the wholesome development of the student and to the best interest of the university.

An advisor is responsible for assisting an organization in understanding and observing good practices relative to program planning, budgeting, keeping records, parliamentary procedures, business procedures, proper use of university facilities and work cooperatively with related offices.

Any advisor or instructor sponsoring a field trip must submit to the associate vice president for student affairs prior to departure from campus, the names of students traveling and a signed “waiver of liability” form releasing the university from responsibility for injury or loss connected with any travel.

An advisor must guarantee that a person holding a life-saving certificate has been employed as a lifeguard responsible for supervision and control of water activities where such an activity is to be held.

An advisor to a student organization who signs a “Facilities Request Form” for an activity assume responsibility for seeing that the sponsoring organization plans, conducts, and, where appropriate, follows-up the activity in keeping with the regulations and standards set by the university.

Use of Calendar of Events—The office of student activities registers and approves all student-sponsored campus events and publishes a monthly “Calendar of Events.”

Use of Bulletin Boards—All signs for bulletin boards in the Floyd- Payne Campus Center should be taken to the information desk located on the second floor.

Meetings and Activities—Each organization shall, during the first week of May, submit calendar requests for meetings and activities for the ensuing year to the office of student activities for approval. Each request is to be submitted on the forms provided by the office of student activities. Every “Facilities Request Form” for a meeting or activity **must** have the signature of the organization president and the faculty advisor.

All meetings and activities of registered student organizations shall be approved by the office of student activities.

Cancellation of Meetings or Activities—Cancellation of approved meetings or activities shall be reported by the president or chairman to the office of student activities and the information desk in the Floyd-Payne Campus Center at the earliest possible date.

## **TYPES OF ACTIVITIES**

### **FUNDRAISING AFFAIRS**

- Fundraising affairs held by registered organizations on campus must be approved by the Director of Student Activities in conjunction with the Vice President for Student Affairs.

### **REGISTERED ORGANIZATIONS**

- Student organizations seeking to sponsor fundraising affairs on campus may do so under the following circumstances: 1) a proposal covering the nature of the affair, where it is to take place, the approximate amount to be raised, and the purpose for which the money will be used must be submitted to the Vice President for Student Affairs; 2) a full written report must be made to the student body through the Student Government Association; and 3) collection and disbursement of all funds for such a fundraiser must be supervised by the Director of Student Activities and organization advisor.

### **SELLING**

- Selling on university property is not permitted unless permission has been granted by the Assistant Vice President for Procurement and Business Services.

### **SOLICITING**

- All soliciting or advisement must be done under the direction and supervision of the Division of Student Affairs.

### **USE OF CAFETERIA**

- If the cafeteria is needed, the organization must clear the date with the Office of Student Activities and then make specific arrangements with the cafeteria manager. (requests for special services must be submitted on a special service form to the cafeteria manager thirty day prior to the date of desired service).

### **PUBLIC ADDRESS SYSTEM**

- Requests for the public address system shall be secured from the Office of Student Activities and filed a least one week prior to the requested date.

### **SIRENS AND LOUDSPEAKERS**

- To ensure against unnecessary disturbances to classes or to resident students, the use of sirens, loud speakers, and other sound-amplification equipment on campus must be authorized in advance by the Office of Student Activities.

## **FINANCIAL OPERATIONS**

- Each organization shall designate an officer to be responsible for its finances. It shall be necessary to hold that officer personally responsible for the handling of money, purchases, contracts, and tickets.

Organizations having activities shall ensure the present of an advisor

Organizations having activities shall have faculty guests. The number of faculty guests required shall be at the discretion of the director of student activities, after consultation with the organizational chairman. The advisors of the organizations are expected to serve as faculty guests.

## **ACADEMIC ACHIEVEMENT—THE ACHIEVEMENT COMPATIBILITY INDEX**

### **ARTICLE I**

Tennessee State University has as its principal purpose the promulgation of the positive intellectual and academic development of its students. It is therefore the assumption of the university that all student organizations seeking university recognition and support do so to develop programs, practices, and activities that complement the academic mission of the university and in no instances conduct activities that are in opposition or counter-productive to these goals.

The university shall regularly sample the academic histories of a statistically significant number of currently enrolled students with senior standing. Each semester's grade point average will be compared with the students' first six semesters of full-time attendance at the university. A determination will be made as to the average variance from semester to semester as compared to the cumulative average for these persons. The average of the individual variances for this population is defined as the "Achievement Compatibility Index." At the end of each semester following the completion of an organization's membership/intake program, the average grade point average of the students participating in the program will be compared with their averages of the semester immediately preceding their participation in the program. If this comparison reveals a negative change in the group's average in excess of the achievement compatibility index, the organization conducting the membership/intake program shall forfeit the privilege of conducting a program the following academic year. The cumulative average for the membership intake roster cannot fall below 2.50.

### **ARTICLE II.**

#### **MEMBERSHIP ACTIVITIES**

Membership—Student organizations conducting membership programs are bound by all policies and provisions of the university as described in Article III and Article IV of the "General Regulations Governing Fraternities and Sororities" in the *Student Handbook*.

**Section 1.** Student organizations conducting membership programs must submit for approval a description of anticipated "membership/intake activities" to include, but not be limited to, the proposed duration of the intake period as well as hourly limits per day of such activities to the Office of Student Activities.

**Section 2.** Student organization conducting membership program must develop and submit it for approval a "Membership/Intake Bill of Rights" to the Office of Student Activities. This statement shall include a description of the expectations of students entering the program by the organization. This statement must include a guarantee against hazing, physical abuse, brutality of a physical or emotional nature, and interference with the academic work of the student. Further, it must be stated that refusal to submit to hazing and other prohibited activities will not jeopardize the prospective member's eligibility for membership in the organization. The statement shall be filed by the organization with the Office of Student Activities prior to the beginning of membership/intake activities.

All meetings of any membership/intake group must be held in the presence of an approved advisor.

Student organizations including, but not limited to, fraternities and sororities are responsible and accountable to the university for the actions of its membership in upholding and adhering to the university regulations governing campus student organizations.

# GENERAL REGULATIONS GOVERNING FRATERNITIES AND SORORITIES

## ARTICLE I

Organization and Control—Fraternalities and sororities have existed at Tennessee State University since 1931. They are organized under national charters. In local matters they are recognized by the faculty and are under the jurisdiction of the personnel Deans, Vice President for Student Affairs and the Pan-Hellenic Council.

**Section 1.** Each fraternity or sorority shall have three (3) or more advisors, regular employees of the university that are chosen from the graduate membership of the particular fraternity or sorority with the approval of the office of the Vice President for Student Affairs.

**Section 2.** One of the advisors of the fraternity or sorority chapter must be present at all meetings. In the event there are fewer than three faculty members for a given organization, the existing number may be used.

**Section 3.** The advisors of fraternities and sororities shall constitute the Advisory Committee on Fraternities and Sororities.

**Section 4.** There shall be a Pan-Hellenic Council composed of, two student representatives, and one advisor from each national Greek letter organization. Recommendations and actions of the group shall be referred to the Office of Student Activities.

**Section 5.** Each fraternity and sorority shall furnish the Office of Student Activities of a list of chapter membership, officers, and advisors by designated dates in September and January. Membership forms are available in the Office of Student Activities.

## ARTICLE II

### MEMBERSHIP/INTAKE PROCESS

**Section 1.** Organizations may not conduct more than one membership/intake program per academic year.

**Section 2.** In order to become a member of a fraternity or sorority, a student shall meet the following requirements:

The student must be a resident at Tennessee State University for two semesters or 30 hours of transfer credit from another college or institution; thirty (30) hours of college work (excludes remedial and developmental hours); he/she must have a cumulative average of 2.50 (excludes remedial and developmental hours).

The order of procedure for checking candidates for membership/intake shall be as follows: The President of the fraternity or sorority shall submit on proper form a list of candidates for membership/intake to the Office of Student Activities. The Presidents of fraternities and sororities concerned will then be sent a list of candidates for membership/intake as approved by the Dean of Students/Chief Judicial Officer.

## ARTICLE III

### INITIATION

**Section 1.** The initiation period for fraternities and sororities must occur within the same semester in which the membership/intake period is conducted. Membership/Intake process shall not fall within two (2) weeks prior to the mid-term or final examination of the semester.

**Section 2.** The length of time of the membership/intake process will be allotted by the Pan-Hellenic Council with the approval of the Director of Student Activities in consultation with the Associate Vice President for Student Affairs.

**Section 3.** All activities of prospective members to Greek letter organizations shall be carried on in such a manner so as not to interfere with the academic work of the student. These activities must not include hazing and brutality of a physical or emotional nature.

**Section 4.** Some examples of activities that constitute hazing and are prohibited: a) forced consumption of alcohol, special drinks and foods; calisthenics (push-ups, runs squats, etc.) "road-trips"(dropping off candidates to find their way back); paddling; dropping off candidates to find their way back; line-ups (lining up candidates and harassing them verbally); doing personal favors for members.

# INFORMATION

## ARTICLE IV

### PROGRAMMING

**Section 1.** Each fraternity or sorority shall have the privilege of sponsoring on-campus educational programs recommended by its national body. A tentative program of activities for the year (membership/intake, social, educational, and other campus activities) shall be made during the first six weeks of the year and dates shall be arranged through the Office of Student Activities.

### TRANSCRIPT REQUESTS – PERSONAL AND OFFICIAL

All transcript requests must be made in writing. No telephone requests for transcripts are accepted. No official copies of transcripts are given to students. Students may, however, request personal copies for record-keeping purposes. Transcript requests are provided free of charge but may be limited to five copies per week. A student should give the following information when requesting a transcript: his/her name and address, the person(s) who should receive the transcript, and the person's full address(es) which should include number and street, city, state, and zip code. The student will give the years he/she attended TSU, the degree received, the credits earned for the years in attendance, and any other name(s) used while in attendance. The student should also indicate the career in which he/she was enrolled: undergraduate or graduate.

### CLASSIFYING STUDENTS IN-STATE AND OUT-OF STATE

A person's legal residence is his/her permanent dwelling place. It is the place where he/she is generally understood to reside with the intent of remaining there indefinitely and returning there when absent. There must be a concurrence of actual residence and of intent to remain to acquire a legal residence.

In accordance with the rules adopted by the Tennessee Board of Regents, individuals domiciled in the state of Tennessee are classified as in-state residents. All individuals not having a domicile in Tennessee are classified as out-of-state. In determining whether a student is domiciled in Tennessee all pertinent evidence is considered by the university. Presence or absence of any particular(s) of evidence will not automatically result in an in-state or out-of-state classification.

### REQUIREMENT FOR RESIDENCE STATUS

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. The deadline dates are: Summer Session – April 1; Fall Semester – July 1; Spring Semester – November 1.

Students seeking a change in residency based on the "Work Rule" must:

- Complete the change in residency application
- Submit required documentation as outlined in the residency application
- Submit most recent copy or copies of check stub(s)
- Have a letter of verification relative to work status (full-time/part time) forwarded on official letterhead by employers

Students seeking a change in permanent residency must:

- Complete the change in residency application
- Submit required documentation as outlined in the residency application
- Submit copy of income taxes and proof of full-time employment in Tennessee for at least one year prior to enrollment.

All decisions are based upon regulations established by the Tennessee 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) Associate Provost; (3) President of the University; (4) Tennessee Board of Regents.

### READMISSION

- A. Students who leave the university voluntarily and who do not enroll for courses during one or more regular semesters must submit an application for readmission to the university. Summer is not considered a regular semester in determining absences from the university.
- B. Students who return to TSU after attending other colleges or universities must submit an application for readmission and a transcript from all institutions attended since leaving TSU. Applicants in this category need a grade point average equal to TSU retention standards when all courses attempted at all colleges are combined.
- C. Re-enrollees who wish to attend TSU after being suspended should follow Sections A and B above as well as the following:

1. Students who receive his/her first suspension at the end of the fall semester may not register at TSU until the following summer semester.
2. Students who receive his/her first suspension at the end of the spring semester will not be eligible to re-enroll until the following spring semester.
3. Students who receive his/her first suspension at the end of the summer session will not be eligible to re-enroll until the following spring semester.
4. Students who attend another accredited institution during his/her suspension from TSU and raises his/her cumulative GPA to meet TSU admissions standards will be allowed to reenroll at TSU.

D. In determining retention and re-enrollment, Summer I and Summer II grades will be as one semester.

## **RETENTION STANDARDS, ACADEMIC PROBATION AND SUSPENSION**

The minimum grade point average required by the university for awarding the baccalaureate or Associate degree is 2.00 for all credit work taken by the student as part of an approved program of study. The GPA is computed by dividing the total number of hours attempted by the total number of quality points earned (See “Grading System”, University Catalog) except for credit hours in courses for which the student received a “W” or “I” (See “Adjusting Class Loads”, *University Catalog*). Also, a repeated course is counted as attempted one time only (the last grade earned will be used to calculate the GPA). Any enrolled student who meets the minimum academic requirements is in good academic standing at the university.

Probationary status will be incurred by the student who fails to meet the standards listed below in any semester.

0-14 attempted hours – No minimum GPA

15-29 attempted hours – Not less than a 1.4 cumulative average

30-50 hours attempted – Not less than 1.7 cumulative average

51-67 hours attempted – Not less than 1.9 cumulative average

68 hours or more attempted – Not less than a 2.0 cumulative average and

Satisfactory completion of all developmental or remedial courses.

At the end of the next semester of enrollment, a student on academic probation who has failed to attain either the above cumulative standard or a 2.0 GPA for that semester will be suspended. When re-admitted, the student will enter the university with probationary status. Another suspension at the end of the semester of readmission may be avoided by achieving the minimum cumulative average according to the above standards. Moreover, a student on academic probation will not be suspended at the end of any semester during which a semester average of 2.00 has been earned.

## **ACADEMIC SUSPENSION AND APPEAL**

Faculty and staff are committed to helping student achieve their academic goals. Nevertheless, some students fail to maintain an adequate grade point average and are academically suspended. A student who believes that extenuating circumstances contributed to his/her suspension may appeal his/her case to the university’s Committee on Suspension and Readmission. To appeal, the student must explain those circumstances in a letter submitted to the committee immediately after receiving notification of suspension. (See also “Grade Appeal, Retention Standards, and Academic Probation” in the Undergraduate Catalog).

## **GRADE APPEALS**

The university recognizes the right of a student to appeal a grade which he/she believes is incorrect and does not reflect the student’s class performance. Issues related to harassment (sexual, racial, or other) should be referred to the Affirmative Action Officer.

Students who believe an incorrect grade was awarded should seek a resolution with the instructor as soon as possible. If the student is not satisfied after attempting to reconcile the matter with the instructor, the student may appeal to the head of the department. This appeal must be in writing, accompanied by any relevant supporting documents, and must be initiated within 30 (thirty) calendar days of the beginning of the semester immediately following the semester in which the grade was awarded (excluding summer school).

The department head shall provide a copy of the student’s letter to the instructor and request a written response from the instructor. The instructor will provide the department head with a written response within ten (10) working days. (Exceptions will apply when the instructor is not teaching, as in summer sessions, or when the instructor is on leave.) In instances where an instructor indicates to a student that a grade adjustment is warranted, and fails to make the adjustment within ten (10) working days, the student should inform the instructor’s department head.

If the student is not satisfied with the decision of the department head, a further written appeal may be made to the dean of the college/school. This appeal must be made within ten (10) calendar days of the decision of the department head. After reviewing the appeal record, the dean must render a decision within ten (10) days of receipt of the appeal. After which the Provost/Executive Vice President is the next level of appeal.

If the instructor happens to be the department head or the dean, the appeal will be submitted to the next higher academic officer (that is, to the dean if the department head is the instructor or to the Provost/Executive Vice President if the dean is the instructor). In such cases, the decision of the Provost/Executive Vice President is final.

Grades, transcript information, drop/add, withdrawals and other data perceived by the student to be in error must be protested by the student within 30 (thirty) days. Appeals made after this time will not be reviewed.

## **GRADUATION**

Graduation ceremonies are held during the fall, spring, and summer semesters. Students who intend to graduate should complete the “Graduation Application” through his/her major department. Any specific questions about graduation requirements should be directed to the major advisor.

## **HEALTH INSURANCE**

Students are urged to carry health insurance to cover illnesses and accidents that may occur while they are enrolled, since the coverage is not provided by the university. Information about a health and accident insurance plan, available at low cost to students, can be obtained during registration or in the Student Health Center. For more information call (615) 963-5291.

## **HONORS PROGRAM**

The basic premise of the University Housing Program is that the academically superior student needs the challenge and the opportunity to achieve academic excellence. The University Honors Program is designed to offer the academically exceptional student who is studying for a baccalaureate degree an educational experience that is a step beyond the norm. Through the curriculum and special program, intellectually gifted students are challenged, stimulated, and inspired to explore their potential and to reach new levels of academic excellence. The program encourages strong scholarship among the students, offers advisement and counseling, helps to strengthen critical, analytical, evaluative, and interpretative skills, and provides an environment for learning and social interaction. Awards are presented for outstanding student accomplishments.

## **KEYS**

The university’s official key-making agency is the Department of Facilities Management located in the operations building and is the only agency authorized to make and issue keys for any university facility. The Residence Hall Director will issue appropriate keys to students. The Residence Hall Director will obtain keys by submitting to the Director of Facilities Management a completed “Request for Key” form that has been authorized by the appropriate officials. In the case of lost keys, a replacement charge will be required.

## **CHRONIC COMMUNICABLE DISEASES POLICY**

Tennessee State University places a high priority on providing a safe and intellectually stimulating environment for its staff and students. The university will take appropriate measures to encourage the health maintenance and regular attendance of all its staff and students. The university is sensitive to concerns relative to the spread of chronic, communicable diseases, including Acquired Immune Deficiency Syndrome (AIDS). The university accepts its role in providing relevant information to staff, students, and the community regarding methods by which the AIDS virus may be transmitted and how to prevent transmission.

Individuals with identified chronic, communicable diseases may be employed/admitted provided the transmission of the disease to others and/or the risk of further injury to the individual is negligible. The university will make employment/placement decisions within the context of this standard and in conjunction with interpretations of current public health guidelines concerning the particular disease in question. The determination of whether an individual with a chronic communicable disease may be employed or attend the university shall be made in accordance with procedures implemented by the university.

## **CODE OF COMPUTING PRACTICE**

*(There are numerous technology policies and guidelines that students must be aware of as they utilize technology in classrooms, labs, residence halls, and off campus. The “TSU Code of Computing Practice,” included below, references a general set of rules that students must follow when using technology on campus. In addition, students are responsible for reading and following the TSU technology policies and guidelines available at the website [www.tnstate.edu](http://www.tnstate.edu) under “TSU Technology Policies”).*

Computer resources within Tennessee State University (TSU) are available to students, faculty, and staff for authorized use in a responsible, ethical, and equitable manner. It is important that all users of the computing facilities conduct their computing activities in this manner since they have access to many valuable and sensitive resources and their computing practices can adversely affect the work of other users. Ethical standards that apply to the use of computer resources are not unique to the computer field; rather they derive directly from the standards of common sense, decency, and courtesy that apply to the use of any public resource.

The following constitutes a code of computing practice to be adhered to by all computer system users. This includes all computing facilities owned, leased, or controlled by TSU.

- A. Unlawful or unauthorized access to or use of computers, computer networks and computer data, programs, software materials or information is a misuse of computers. The use of computer resources for any purpose other than a purpose for which they are intended is an act of misconduct. Users are authorized to use the computer facilities for purposes that conform to the goals and objectives of TSU.
- B. Users of computing resources are expected to conduct themselves in a manner that does not constitute a danger to any person's health or safety or interfere with or harass individuals or TSU activities.
- C. Users must not misuse, damage, or misappropriate in any manner computing equipment, property, and other facilities and resources.
- D. Users are responsible for the use of their computer resources; and as such, they should take precautions against others obtaining access to their computers resources. This includes managing and controlling the use of individual passwords, operational activities, and resource utilization.
- E. Users must utilize only those resources that have been authorized for their use and only for the purpose for which the authorization was granted. The fact that a resource is unprotected does not imply permission for an unauthorized person to use it.
- F. Users must not attempt to modify system facilities or subvert the restrictions associated with their computer resource. Users must follow the established procedures for accessing the computing systems.
- G. Users shall utilize software only in accordance with the applicable license agreement. TSU licenses the use of most of its computer software from a variety of outside companies. TSU does not own this software nor its related documentation and, unless authorized by the license, does not have the right to reproduce it.
- H. Users may not access, modify, or copy programs, files, or data of any sort belonging to other users or TSU without obtaining prior authorization from the appropriate authority. Similarly, programs, subroutines, data, equipment, and other computing-related resources may not be taken from TSU to other computer installations without the proper authorization and a clearly defined understanding of the responsibilities associated with such action (e.g., security of access to the data at the other computer installation).
- I. Users should minimize the impact of their work on the work of other users. Attempts should not be made to encroach on others' use of the facilities or deprive them of resources.
- J. Users and non-users must not encourage, collaborate, or tolerate the misuse of computer resources or the violations of this code by any other person. It is TSU policy that anyone with knowledge of violations or suspected violations of computer security measures or controls report this information to the appropriate TSU authority. The above code is intended to work to the benefit of all computer users by encouraging responsible conduct and use of computer resources. Disciplinary action for violating this code shall be governed by the applicable policies and procedures of the Tennessee Board of Regents. The following disciplinary sanctions outline some, but are not limited to, actions that may be taken either singularly or in combination by TSU against violators of this code.

#### **TSU AGAINST VIOLATORS OF THIS CODE:**

- Requiring restitution to TSU for damage to or misuse of computing facilities.
- Warning the individual that continuation or repetition of a specified conduct may cause other disciplinary action.
- Reprimand in writing indicating further violation may result in more serious penalties.
- Result in more serious penalties.
- Restriction of computing privileges for a specified period of time.
- Probation status, with the associate implications, imposed on the individual.
- Suspension or expulsion of the individual from TSU.
- Termination of employment of the individual by TSU.
- Interim or summary suspension until a final determination has been made in regard to the charges made against the individual.

In the event that other TSU regulations are violated, additional penalties may be imposed.

According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties including fines and imprisonment.

## **TORNADO WARNING PROCEDURES**

In the event of a tornado warning, one should observe the following procedures:

- ❖ proceed to the basement or first floor level interior hallways or restrooms;
- ❖ if hallways are not suitable, use inside wall of rooms away from glass windows and opposite side from which the storm is approaching;
- ❖ take position for greatest safety by crouching on knees, head down with hands locked at back of neck.

*(For additional information on tornado preparedness and other emergency types, go to the Facilities Management website: <http://www.tnstate.edu/vpbf/fmo/>.)*

## **SOURCES OF INFORMATION**

Academic Requirements – For information on academic requirements, consult the current university catalog.

General – General information may be obtained from the Information Desk, Floyd Payne Campus Center, 2nd Floor, (615) 963-5310.

Official Announcement – Official announcements are made through:

- ❖ Faculty members
- ❖ Official bulletin boards
- ❖ Convocations
- ❖ The Meter
- ❖ The official organ of the student body
- ❖ Monthly Calendar of Events
- ❖ “Mytsu”
- ❖ Electronic communications

**Students are responsible for complying with circulated announcements. Ignorance of an official announcement is no excuse for failure to comply.**

## **PUBLICATIONS**

The student newspaper, entitled, “The Meter,” purpose is to keep students informed of the activities of the university and to provide the medium for expression of student opinion.

*The Tennessean* is the university yearbook and its purpose is to capture the current campus scene in words and pictures.

The Office of Student Activities publishes a monthly calendar. Requests for activities to be included in the monthly calendar must be received in the office by the 20th of the preceding month.

## **RADIO WTSU (THE BLAZE) DEPARTMENT OF COMMUNICATIONS**

### **STATEMENT OF PURPOSE**

Radio WTSU is the campus radio station at Tennessee State University in Nashville. Radio WTSU broadcasts at 1600 AM through carrier-current transmitters on the main campus. Radio WTSU is operated through the College of Arts and Sciences. The station is managed by a staff member of the Department of Communications. All radio broadcasting and station operations are conducted by students. For more information: [www.tsuradio.com](http://www.tsuradio.com).

# INDEX

Academic Achievement-The Achievement Compatibility Index .....	72
Academic and Classroom Misconduct.....	22
Academic Awards.....	29
Academic Misconduct Disciplinary Committee.....	22
Academic Suspension and Appeal.....	75
Additional Campus Regulations .....	27
Administrative Functions - the Student Election Commission (SEC).....	53
Administrative Withdrawal.....	47
Appeal Procedures for Fees and Refunds .....	43
Card Activation.....	35
Cash-To-Card.....	36
Challenges to the Content of Records.....	11
Checking Your Balance.....	36
Chronic Communicable Diseases Policy.....	76
Civic and Political.....	57
Class Attendance.....	46
Class Attendance, Absences, Drop/Add and Withdrawals.....	46
Class Officers and Class Queens .....	53
Classification and Collection of Student Educational Records .....	9
Classifying Students In-State and Out-Of State.....	74
Code of Computing Practice.....	76
Code of Student Conduct (General Regulations on Student Conduct and Disciplinary Sanctions).....	15
Confirmation of Attendance .....	41
Constituton.....	48
Creative Arts.....	57
Cultural .....	57
Disability Services .....	34
Disciplinary Offenses.....	15
Disciplinary Sanctions .....	18
Drug-Free Schools and Communities Act.....	28
Excused Absences for Students Involved in Official University Travel .....	46
Executive Functions.....	50
Federal Financial Aid.....	39
Fee Payment/Confirmation of Attendance.....	40
Financial Aid - Withdraw/Refund Policy .....	42
Financial Aid Refunds .....	35
Financial Aid Refunds .....	42
Freedom of Access to Higher Education .....	8
Freedom of Assembly.....	44
General Procedures for Student Organizations.....	70
General Regulations Governing Fraternities and Sororities .....	73
General Student Assembly.....	55
Getting a TSU ID.....	35
Grade Appeals.....	75
Graduation.....	76
Health Insurance .....	76
Historical Statement.....	6
Honors Program.....	76
Honors, Scholarships and Awards .....	29
Hours of Operation .....	30
Housing Deposit.....	41
How to Activate Your TSU ID Card .....	36
Identification Card - ID.....	35
In the Classroom .....	8
Index .....	79
Information .....	74
Instructions for Withdrawal From the University.....	47
Intercollegiate Athletics.....	43

International and Multicultural Affairs .....	39
Intramural and Recreational Sports Program.....	31
Introduction.....	9
Joint Statement on Rights and Freedoms of Students.....	8
Keys .....	76
Legislative Functions-The House of Delegates .....	48
Literary and Dramatic Organizations.....	57
Lost or Stolen Cards.....	36
Meal Plans.....	36
Miscellaneous .....	45
Miss Tennessee State University .....	52
Money Transactions Using the TSU ID Card.....	36
Mr. Tennessee State University .....	51
Musical Organizations .....	58
National Honor Societies .....	58
New Student Orientation and First Year Students Program .....	35
Non-Discrimination & Affirmative Action Statement .....	14
Off-Campus Rights, Freedoms, and Responsibilities .....	45
Off-Campus Speaker Policy .....	69
Organization.....	30
Otis L. Floyd-Joseph A. Payne Campus Center .....	30
Personal Property, Rights, Freedoms, Responsibilities .....	44
Persons Over 60 Years of Age and Totally Disabled Persons.....	43
PIN Reset .....	36
Policies .....	31
Policies, Rights and Freedoms .....	8
Policy Concerning Student Access to Educational Records.....	10
Policy on Excessive Absences .....	46
Policy on Requesting Accommodations .....	34
Policy on Student Complaints.....	11
Policy on Student Organizations.....	60
Policy on Traffic and Parking.....	23
Policy Origins .....	60
Preamble .....	8
Principles.....	9
Procedures and Guidelines for the Enforcement of Student Discipline .....	19
Professional.....	58
Programming.....	74
Publication Board.....	54
Publications.....	78
Purpose.....	30
Radio WTSU.....	78
Readmission.....	74
Refund of Fees .....	41
Refund of Housing Expenses .....	43
Release of Information.....	12
Religious Organizations .....	59
Requirement for Residence Status .....	74
Residence Life .....	32
Retention Standards, Academic Probation and Suspension .....	75
Scholarships .....	39
Security .....	37
Service.....	59
Social Fraternities and Sororities .....	59
Sources of Information .....	78
Special Interest.....	59
State-City Clubs .....	60
Statement of Assurance.....	44
Statement of Policy Regarding the Collections, Retention and Dissemination of Information About Students.....	9

Steps for Withdrawal .....	47
Student Absences .....	46
Student Activities.....	32
Student Activities.....	57
Student Conduct and Mediation Services .....	32
Student Financial Aid .....	39
Student Government Association Compact .....	49
Student Government .....	48
Student Health Services .....	32
Student Organizations Directory.....	57
Student Services.....	30
Student Union Board of Governors (SUBG) .....	55
Tennessee Institutes for Pre-Professionals (TIP).....	33
Tennessee State University Campus Police.....	33
The Bursar’s Office.....	40
The Career Development Center .....	33
The Division of Student Affairs.....	30
The Testing Center.....	39
Third-Party Payments .....	41
Title IX Notification Gender Discrimination, Sexual Harassment & Sexual Assault .....	13
Title VI of the Civil Rights Act of 1964.....	14
Tornado Warning Procedures .....	78
Traditions and Traditional Events.....	6
Transcript Requests - Personal and Official .....	74
TRIO Programs .....	35
TSU Publication Statement.....	81
Types of Activities .....	68
Types of Activities .....	71
University Bookstore .....	37
University Cafeterias .....	37
University Counseling Center.....	34
University Library.....	37
University Post Office.....	38
Using Your TSU ID Card .....	36
Wellness Center .....	31
What is the TSU ID Card.....	35
Withdrawing From a Course.....	46
Withdrawing From the University .....	34

**TSU PUBLICATION STATEMENT**

Tennessee State University: A Tennessee Board of Regents institution. TSU is an equal opportunity, affirmative action institution committed to educating a non-racially identifiable student body. In accordance with the Americans with Disabilities Act, persons who need assistance with this material may contact the Office of Disability Services at 615-963-7400.

**Publication Number: TSU-11-0008(B)-14b-110001**