

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 library, 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 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 School of Allied Health Professions, 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.

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, D.C., and drafted in part 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 university policies or procedures.

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, 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 with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and

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 COLLECTION, 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 any person who is or has been enrolled at Tennessee State University. An applicant who does not enroll or who is declared ineligible has no inherent right to inspect his file. Wherever "student" is used in reference to personal rights, an eligible parent of a dependent student has similar rights. This eligible parent is one who has satisfied Section 52 of the Internal Revenue Code of 1954 and who presents such proof to the custodian of the education records. Normally this proof will be written affirmation by the student and the parent declaring that the student is a dependent for Federal Income Tax purposes.
- 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 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 which are maintained in the offices of personnel deans. The personnel deans, responsible to the vice president for student affairs, are 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 which are 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, resumés, letters of reference, faculty recommendations, and related information, which are maintained in the Career Center. The director of this office, responsible to the vice president for student affairs, is the official custodian of these records.
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,

responsible to the vice president for student affairs, is the official custodian 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, institutional electronic mail address, photograph(s), videotape/digital image(s) date and place of birth, major field of study, classification, participation in officially recognized activities and sports, weight and height and member of athletic teams, dates of attendance, degree, honors and academic awards received, 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 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.
4. any information in the student's educational record which pertains to another student.

B. A student may waive the right of 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, and state and federal educational officials and corporate or private donors and boards to whom information is disclosed in connection with a scholarship or other financial assistant, all individuals and agencies who have requested or obtained access to a student's record (other than directory information) will be noted in a 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(s) of the person(s) 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 in 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 Chief Judicial Officer for Student Affairs serves as 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 of his or her choice.
- c. The decision of the hearing officer shall be in writing to the student, and inserted into his/her file within a reasonable period 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 and Procedure for Addressing Student Complaint

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.

The TSU student complaint process was developed in December of 2008 at the direction of the President Melvin N. Johnson when he discovered none was in place. Formally completed in January of 2009 and approved by the President's Cabinet, the complaint procedure is as follows:

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, and the One Stop Shop located on the Avon Williams Campus. The form is also available on line at www.tnstate.edu/interior.asp?mid=263. 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 of the complaint. The Vice President of the area is responsible for obtaining a response to the complaint which is forwarded to 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.

Information about the student complaint process is attached to the student complaint form. The information will be published in the 2010-2011 student handbooks.

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/interior.asp?mid=263. 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 code of student 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 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 Provost.

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

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, health staff; and media relations 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; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task; corporate or private boards and donors to whom information is disclosed in connection with eligibility for or receipt of a scholarship or other financial assistance; or state and federal educational officials if payment of funds is made to the university rather than to the individual student and the information is necessary to: (a) determine eligibility for the aid; (b) determine the amount of the aid; (c) determine the conditions for the aid; or (d) enforce the terms and conditions of the aid
- B. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill institutional duties.
- C. School official who have access to or possession of education records may not subsequently disclose or release the education records and information contained therein, to any third party or non school official absent written consent of the student or in compliance with this

provisions of applicable TSU policies or a FERPA disclosure exception that expressly authorizes the disclosure.

- D. 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 directory information, without written consent of the student to any party other than the following:
1. appropriate persons in connection with a student's application for, or receipt of, financial aid.
 2. federal or state officials as defined in federal regulations codified in 34 CFR Part 99.31.
 3. state and 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 if such knowledge is necessary to

- protect the health or safety of a student or other persons.
9. the student.
 10. parents/legal guardians of a student under the age of twenty-one (21) who is found to have violated law or policy prohibiting the use or possession of alcohol or drugs.
 11. the victim of an alleged perpetrator of a crime of Violence or a non-forcible sex offense may be Informed of the final results of disciplinary proceeding conducted by the university with respect to that alleged crime or offense.
 12. persons may be informed of the final results of an institutional disciplinary proceeding resulting in the determination that a student has committed a violation of the university's policies prohibiting crimes of violence or non-forcible sex offenses, provided that the university may not disclose the name of any other student, including a victim or witness, without the prior written consent from that student.
 13. court officials in association with the university's initiation of a legal action against a parent or student to proceed with legal action as plaintiff, or to court officials in connection with the university's defense of a legal action initiation by a parent or student against the institution.

E. Tennessee Open Records Act

Tennessee State University shall not release or permit access to statistical information not identified with a particular student, nor directory information of individual students to any person, agency, or the public in response to requests for such information under the Tennessee Open Records Act codified at

**GENERAL REGULATIONS ON STUDENT CONDUCT
AND DISCIPLINARY SANCTIONS****A. Institution Policy Statement**

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 under its jurisdiction to take such action as may be necessary to maintain campus conditions and to preserve the integrity of the institution and its educational environment.

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, the Tennessee Board of Regents has developed the following regulations which are intended to govern student conduct on the several campuses under its jurisdiction and which regulations may be expanded or supplemented by each institution subject to board approval. In addition, students are subject to all national, state, and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, the institutions may enforce their own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by the institution whether or not such conduct is simultaneously in violation of state, local or national laws.

A notice to report to the 1) office of the president, 2) provost/executive vice president, 3) vice president for student affairs, 4) vice president for business and finance (chief financial

officer), 5) vice president for technology and administrative services, 6) University Senates, 7) dean of admissions and records, 8) dean of schools, 9) associate vice president for student affairs takes precedence over all duties except class attendance and is to be attended to in accordance with the statement of the notice. A student who does not heed such a summons is subject to disciplinary action.

B. Disciplinary Offenses

1. Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct that 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 that endangers property or persons on institution or institution-controlled property.
2. Students shall be subject to all rules and regulations of the university and Tennessee Board of Regents. Individual or organizational misconduct that is subject to disciplinary sanction shall include but not be limited to the following examples:
 - a. Conduct dangerous to others. Any conduct that constitutes a serious danger to any person's health, safety or personal well being, including any physical abuse or immediate threat of abuse.
 - b. Hazing. Any intentional or reckless act in Tennessee on or off the property of any higher education institution by one student acting alone or with others that is directed against any other student, that endangers the mental or physical health or safety of that student, or that induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any

organization.

- c. Disorderly conduct. Any individual or group behavior that is abusive, obscene, lewd, indecent, violent, excessively noisy, or disorderly or that unreasonably disturbs 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 institutional or institutional controlled facilities 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.

 - 3. any obstruction or delay of a campus police officer, fireman, or any institutional official in the performance of his/her duty.

- e. Misuse of or damage to property. Any act of misuse, vandalism, malicious or unwarranted 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, 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.
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 or alteration 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 as dangerous weapons of any kind including BB guns, Pellet guns, Paintball guns, water guns, cap guns or other weapons that simulate a firearm.
- i. Explosives, fireworks, and flammable materials.
The unauthorized possession, ignition, or detonation of any object or article that causes damage by fire or other means to persons or property or possession of any substance that could be considered to be and used as fireworks.
- j. Alcoholic beverages. The consumption or possession of alcoholic beverages on university-owned or university-controlled property.
- k. Drugs. The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic

drug or substance, or marijuana) or sale or distribution of any such drug or controlled substance.

- l. Gambling. Gambling in any form.
- m. Misuse of computers or computing resources. Computing resources at the university exist for the purpose of education, research, services and administration. Users are authorized to use the computer facilities for the purposes that conform to the goals and objectives of TSU. The use of computing resources for any purpose other than a purpose for which they are intended is an act of misconduct. The university's code of computing practice is herein incorporated.
- n. 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.
- o. Unacceptable conduct in hearings. Any conduct at any institutional hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other false evidence at any hearing.
- p. Failure to cooperate with institutional officials. Failure to comply with directions of institutional officials acting in the performance of their duties.
- q. Violation of general rules and regulations. Any violation of the general rules and regulations 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.

- r. Attempts at and aiding and abetting the commission of offenses. Any attempt to commit any of the foregoing offenses or the aiding and abetting of the commission of any of the foregoing offenses (an “attempt” to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission).
- s. 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.
- t. 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.
- u. Sexual assault. Any sexual act directed against another person, forcible and/or against that person's will; or not forcible or against the person's will where the victim is incapable of giving consent. Nonforcible sex offenses are acts of “unlawful, nonforcible sexual intercourse” and include incest and statutory rape.

Cases of alleged sexual assault. In cases involving alleged sexual assault, both the accuser and the accused shall be informed of the following:

1. both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding;
2. both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.
3. Disciplinary action may be taken against a student for violation of the foregoing regulations which occur on institutionally owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any institutional activity or the missions, processes, and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, which poses a substantial threat to persons or property within the institutional community.
4. For the purposes of these regulations, a “student” shall mean anyone who is registered for study at Tennessee State University for any academic period. A person shall be considered a student during any period which the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from the institution.

C. Academic and Classroom Misconduct

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 violative of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

1. Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic dishonesty, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to the other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic dishonesty, the instructor has the authority to assign an "F" or a zero for the exercise or examination, or to assign an "F" in the course.
2. If the student believes that he or she has been erroneously accused of academic dishonesty, and if his or her final grade has been lowered as a result, the student may appeal the case through the appropriate institutional procedures (See "Grade Appeal", *Undergraduate Catalog*).
3. Disruptive behavior in the classroom may be defined, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting devices which disturbs others (e.g., disturbing noises from computer games, beepers, cell phones, palm pilots, lap-top computers, etc.)
4. 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.
5. 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.

D. Disciplinary Sanctions

1. Upon a determination that a student or organization has violated any of the rules, regulations, or disciplinary offenses set forth in this **Code of Student Conduct**, the following disciplinary sanctions may be imposed, either singularly or in combination, by the appropriate university officials. The order of the sanctions in Section D(2) does not necessarily follow the order as listed.
2. Definition of Sanctions
 - 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. 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 institutional officials.
 - c. Warning. The appropriate university official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
 - d. Reprimand. A written reprimand, or censure, may be given any student or organization whose

conduct violates any part of the **Code of Student 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. 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, denial of use of facilities, parking privileges, or participation in extra-curricular activities or restriction of organization privileges.
- f. 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.
- g. Construction 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.
- h. 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.
- i. Probation. Continued enrollment of a student on probation may be dependent upon adherence to the **Code of Student Conduct**. Any student placed on probation will be notified of such in writing and will also be notified of the terms and

length of the probation. Probation may include restrictions upon the extra-curricular activities of a student. Any conduct in violation of this **Code** while on probationary status may result in the imposition of a more serious disciplinary sanction.

- j. 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.

- k. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's readmission to the institution. Tennessee State University policy requires that any student 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 associate vice president for student affairs.

- l. Interim or Summary 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, summary suspension may be imposed upon a finding by the appropriate university official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the university community or its guests, destruction of property,

or substantial disruption of classroom or other campus activities. In any case of immediate suspension the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension and, if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

Procedures and Guidelines for the Enforcement of Student Discipline

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, Tennessee State University has established and published a uniform **Code of Student Conduct**, which spells out and informs students at the university the parameters of appropriate student conduct.

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.

The maintenance of order and the enforcement of the rules and regulations of the university and the Tennessee Board of Regents are vested with the president of the university or his designee. This responsibility is routinely delegated to the vice president for student affairs who in turn delegates this authority to the associate vice president for student affairs and the faculty and students appointed to participate in the administration of these procedures.

The university believes that the disciplinary procedures described below will serve the interests of students in obtaining full and fair hearings.

Pre-hearing Procedures

The associate vice president for student affairs shall collect all

relevant information concerning the alleged violation, including if possible written statements from the accused student, any witnesses, and all other parties with knowledge of the incident.

At a preliminary conference, the associate vice president for student affairs shall advise the student of the charge, and the student shall elect either to agree with or contest the charge.

If the student chooses not to contest the charge, the student shall waive in writing a hearing on the charge, and the associate vice president for student affairs shall advise him/her of the proposed sanction. The student may elect, in writing, to contest the proposed sanction through a hearing before the Student/Faculty Advisory Committee. The hearing in such a case shall be limited to a determination of the appropriate sanction.

If the student chooses to contest the charge, the case shall be referred for a hearing. At any time, however, informal disposition of the case may be by stipulation, agreed settlement, default, or consent.

Execution of a waiver of hearing, agreed settlement, consent, or stipulation shall be binding on the student and may not be altered or revoked without concurrence of the dean.

At the conclusion of the preliminary conference, the associate vice president for student affairs 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 associate vice president for student affairs may initiate the formal hearing procedures described below.

University Hearing Procedures

If a student elects a hearing under these procedures to contest a charge of misconduct, the student shall receive reasonable notice of the hearing in writing. The notice shall include the following:

The student shall be advised of the date, time, and place of the hearing.

The student shall be advised of the breach of regulations of which

he or she is charged.

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 [Students who intend to use legal counsel as advisors must so inform the university, through the associate vice president for student affairs' office, seven (7) days before the hearing date for the purpose of having university legal representation. Counsel's participation 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; and (v) the right of the accused student to receive a written decision from the Committee, within 72 hours of the conclusion of the hearing, which shall specify any regulations it determines the student has violated and the recommendation to the vice president for student affairs of the appropriate sanction. Such decision shall be forwarded by the associate vice president to the vice president for student affairs who shall make the determination of the appropriate sanction.

The date of the hearing should be set no fewer than ten (10) calendar days following receipt of the notice of the hearing, which should be served in person by an appropriate official of the university, or, if the student is not available for service in person, the notice should be served by return receipt mail to the student's last known address. The person making personal service on a party shall make an affidavit or oath as to the time and place of service. The notice should also contain a description of the procedure and rules under which the hearing will be conducted. Further, the student shall be advised of his/her opportunity to respond to the notice within five (5) days of service of the notice and to review any evidence or materials in possession of the university which can reasonably be expected to be entered into the record of the hearing.

Student Affairs Administrative Council

The Student Affairs Administrative Council will be comprised of the chairperson of the Student/Faculty Advisory Committee or an advisory committee representative to serve at times when the chairperson is not available. The committee shall consist of three professional student affairs

staff members, one faculty member, and one staff member. Members will be appointed by the vice president for student affairs.

Student/Faculty Advisory (Hearing) Committee

The Student/Faculty Advisory Committee will serve as the principle judicial body for violations of the university's **Code of Student Conduct**. The vice president for student affairs in consultation with the chairperson of the Student/Faculty Advisory Committee will determine when it is desirable for a student to have the option to appear before the Student Affairs Administrative Council.

Due process rights will be vigorously adhered to in all cases, whether handled by the Student/Faculty Advisory Committee or the Student Affairs Administrative Council.

The hearing shall be conducted by the Student/Faculty Advisory Committee. This committee is appointed by the vice president for student affairs acting upon authority delegated to that office by the president of the university. The committee is composed of members of the university faculty and/or staff recommended by the associate vice president for student affairs and students recommended by the president of the student government association.

Function. The Student/Faculty Advisory Committee is the principle judicial body for hearing violations of the university's **Code of Student Conduct**. It has the responsibility for determining the guilt or innocence of and recommending penalties for students accused of violating university regulations. Its proceedings are conducted in a manner so as to conform with accepted standards of "due process" in reviewing violations. During the course of a hearing conducted by the chairperson, no fewer than two of the faculty representatives and two student representatives must be present. Regardless of the number present, the representation of faculty or students cannot outweigh or exceed the other.

Members. Four (4) students and one (1) alternate are selected for one-year terms by the vice president for student affairs from nomination by the student government association. Four (4) faculty and one (1) alternate are selected for one-year terms by the vice president for student affairs from faculty members nominated by the associate vice president for student affairs.

Officers. Chairperson (appointed by the president); Secretary (elected by the committee).

Hearing Officer

The hearing officer serves as chairperson of the Student/Faculty Advisory Committee. The chairperson is responsible for the conduct of the hearing, including relevant rulings on the admissibility of evidence, and for preparing the committee's written determination of guilt or innocence and recommendation of sanction.

The Student/Faculty Advisory Committee, including the chairperson, shall make a determination of the facts in the case based exclusively on the evidence presented at the hearing and on matters officially noted for the record. If the Student/Faculty Advisory Committee, by a simple majority of the committee's members present and voting, including the chairperson, finds a student guilty, the committee shall recall the dean and the student for a review of the student's past record in determining the appropriate recommendation of sanction. Voting members will be divided equally between students and faculty members. The hearing officer will vote only when needed to break a tie vote.

Meetings

Meetings are irregular and called by the chairperson of the committee upon being informed that an alleged violation of the **Code of Student Conduct** exists and that a hearing is necessary. Three faculty members and two students shall constitute a quorum to do business.

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 that party's expense. If the university elects to transcribe the proceedings, any party shall be provided copies of the transcript upon payment to the university of a compensatory fee. The record shall include all evidence, statement, affidavits, or matters officially noticed.

Sanction

Upon receipt of the determination and recommendation of the Student/Faculty Advisory Committee or the Student Affairs Administrative Council, the vice president for student affairs shall, within a reasonable length of time, determine the appropriate sanction(s) to be imposed. This determination shall be based solely upon the record made at the hearing and the written decision and recommendation of the committee. The vice president for student affairs is not restricted to the recommendation of the committee or council and may choose to impose a penalty of greater or lesser severity when appropriate. The associate vice president for student affairs is responsible for service of the decision to all parties. Service shall be made in person or, if the student is not available for service in person, the decision shall be mailed by return receipt mail.

Petition for Rehearing

The recipient of a disciplinary action who deems himself or herself aggrieved by the committee's final decision has a right of an appeal. This appeal must be submitted in writing to the vice president for student affairs within ten (10) days of the date of the decision and must specify in detail the grounds for the relief sought. The filing of such an appeal or petition for rehearing shall not extend, modify, suspend, or delay the effective date of the Student/Faculty Advisory Committee or the Student Affairs Administrative Council's decision unless set aside by the vice president for student affairs or the president of the university. Petitions for rehearing will be considered on the following grounds only:

some material error in procedure;

some material error in the committee's finding of fact or conclusions of law;

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;

copies of such petition for rehearing shall be served on all parties of record by the associate vice president for student affairs.

The vice president for student affairs may at his own discretion set the petition for rehearing before the committee or enter an order with reference to the petition without a hearing within ten (10) calendar days after the filing thereof. If no order disposing of the petition within this ten-day period is filed, the petition for rehearing shall be deemed to have been denied as of the conclusion of the ten-day period.

Petition for Reconsideration

A student aggrieved by the decision of the vice president for student affairs who desires to have the same modified or set aside may, within ten (10) days of the date of the decision, file a written petition for reconsideration by the vice president for student affairs, stating the specific ground upon which relief is requested. The filing of such petition for reconsideration shall not extend, modify, suspend, or delay the effective date of the decision unless specifically so requested and/or directed by the vice president for student affairs. Additionally, the thirty (30) day period in which a party may file an appeal shall be tolled by the submission of a timely petition for reconsideration and a new thirty (30) day period shall start to run upon disposition of the petition for reconsideration. The vice president for student affairs, within ten (10) days after the filing of the petition, shall either grant or deny the petition. If granted, the vice president for student affairs may modify his prior decision in whole or in part. If no action has been taken on the petition for reconsideration within ten (10) days of its filing, the petition shall be deemed to have been denied.

Administrative Review

At his discretion, the vice president for student affairs may review the Student/Faculty Advisory Committee's decision and may affirm the decision or may reduce or set aside sanctions that are imposed by the committee. At his discretion, the president of the university may review the prior decisions and may affirm such decisions or may reduce or set aside the actions of the Student/Faculty Advisory Committee, the Student Affairs Administrative Council, or the vice president for student affairs.

Appeal

The decision of the vice president for student affairs may be appealed to the president of the university within 30 (thirty) 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.

Tennessee Uniform Administrative Procedures Act

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

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.

Violation of motor vehicle regulations. (i) Failure to register a motor vehicle, which is used on campus, with the TSU Police Department. (ii) Failure to comply with the provisions of the Tennessee State University Parking and Traffic Regulations.

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

Residence 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. Student Affairs staff will notify parents/guardians when a student is found responsible for the use, sale, or possession of controlled substances (illegal drugs) within the community. 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 include 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 monetary 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 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 risks:
 - loss of muscle control, poor coordination, slurred speech;
 - fatigue, nausea, headache;
 - increased likelihood of accidents; impaired judgment;
 - possible respiratory paralysis and death.

Heavy drinking can lead to:

- 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 associated 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 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 work place include termination of employment. Additionally, employees are required to notify the institution of any drug conviction resulting from a violation in the work place no later than five (5) days after the conviction.

ACADEMIC AWARDS

Air Force Association Award
Armed Forces Communication and Electronics Award
American Defense Preparedness Association Award
AFROTC Detachment 790 PAS Award
American Legion AFROTC Awards (Scholarship Award)
American Legion AFROTC (General Military Excellence Awards)
Daughters of the American Revolution Award
Sons of the American Revolution Award
Daughters and Founders and Patriots of American Award
The Military Order of the World Wars Medal
The National Sojourners Award
The Reserve Officers' Association Award
The Retired Officers' Association Award
Thucydidean Society Award
Who's Who Among Students in American Universities and Colleges
The Junior-Senior Honors Key
The Washington Industries Honors Award
The B. A. Harris/Exxon Foundation Honors Award
The Golden Key Honor Society Award
American Society of Mechanical Engineers Most Outstanding Member Award
Institute of Electrical and Electronics Engineers Most Outstanding Membership Award
National Society of Black Engineers Most Outstanding Member Award
The Architectural Engineering Department Award
The Architectural Engineering Department Faculty Award
The Civil Engineering Department Award
The Electrical Engineering Department Award
The Electrical Engineering Department Faculty Award
The Mechanical Engineering Department Award
The Mechanical Engineering Department Faculty Award
The TSU Student Section of the American Society for Mechanical Engineers Award
The Tennessee Historical Commission Award
The TSU American Home Economics Association Award (Student Member

Section)
Special Programs Award
Chi Eta Phi Nursing Sorority Student Nurse Award
The School of Nursing Outstanding Academic Achievement Award
The Dorothy Coley Edmond Nursing Award
The M. I. Claiborne Award
The Mattye C. Flowers Alumni Scholarship Award
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 Janye 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 Grant

THE DIVISION OF STUDENT AFFAIRS

Purpose

The division of student affairs at Tennessee State University is established by the institution for the purpose of carrying out three principal objectives.

1. to provide programs and services in support of academics as the principal mission of the university.
2. to enhance the intellectual, cultural and social environment of the campus for the total development of students at the university.
3. the development and administration of various processes in the formulation of university policies to enhance the quality of student participation and student life at the university.

The university recognizes 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 students 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 the university consists of the following major areas:

Vice President for Student Affairs
Associate Vice President for Student Affairs
and Director of Residence Life
University Counseling Center
Career Center/Cooperative Education/Graduate & Professional
Opportunities
Intramural and Recreational Sports Program

TRIO Programs
Student Health Services
Student Activities
Disabled Student Services
Otis L. Floyd-Joseph A. Payne Campus Center/Wellness Center
TSU Police Department
Parent Relations

The directors of these units and programs constitute the Council on Student Affairs which is 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 decoration 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 that 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 and 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. Group congregations 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.

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.)

STUDENT HEALTH SERVICES

The student health services is maintained to provide preventive care and treatment of acute minor health problems. Students are accommodated on an out-patient 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 the Student Health Center and Student Affairs (Floyd-Payne Campus Center, Room 308).

(Student Health Services is located in the Queen Washington Health Service Center, First Floor. Hours of operation are 8:00 a.m. – 4:30 p.m., Monday–Friday. Telephone (615) 963-5292.)

STUDENT ACTIVITIES

The mission of the office of student activities is to support all registered student organizations by assisting them with the planning, implementing, monitoring and sometimes financial support of programs which will enhance the total development of students and complement both the academic and student development mission of the university.

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 come 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) 963-5653 or visit the office in the Floyd-Payne Campus Center, Room 209.)

RESIDENCE LIFE (Student Housing)

On-Campus Accommodations

The University provides eight residence halls/centers/apartments on campus: two for men, three for women and three for co-ed. These residence facilities are designed to provide personal, social, and intellectual companionship for students. Each resident is held responsible for knowing and abiding by the rules and regulations for residence hall/center/apartment living. All residential facilities are staffed with a residence director/assistant director and student residence assistants. The staff is responsible for the operation of the hall/center/apartment under the supervision of the director of residence life.

Room and Board

Students who live in residence halls are required to take their meals in the University Cafeteria. Charges for room and board are made on a semester

basis and are payable at the beginning of each semester. A charge will be made for the replacement of a meal card, key or access control device (FOB) in the event it is lost, misplaced or stolen during the semester.

Room Reservation Fee

A room reservation fee is required for all students who apply for university housing. The fee is paid when you apply or renew housing. This is a nonrefundable fee. The room reservation fee is applied to the housing charges upon check-in

Food Service

The University provides food service for students. Three well-balanced meals are served each day Monday through Friday, and two meals are served on Saturday and Sunday. The University Cafeteria is located in the Otis L. Floyd-Joseph A. Payne Campus Center which seats 700 students and the Rudolph Residence Center which seats 180 students. There is a Snack Bar/Sub (Pizza Hut/Burger King/ Montaque's Deli) on the second floor of the Campus Center.

Co-ed Residence Hall/Center

Harriett Hale Hall is a co-educational honors residence hall which houses upper-class men and women. It is a six-story, air conditioned facility; each room is semi-private. The hall is equipped with an access control system, a combination barber/beauty salon, lounges, laundry room, computer lab, telephone services, basic cable, wireless internet service an elevator, and apartments for the professional staff.

Harold E. Ford and John N. Ford Residential Complex is a co-educational residence center which houses upper-class men and women. The center consists of 122, two and four bedroom apartments. The apartments have either a patio or balcony. Each unit has fully furnished living, dining, and kitchen areas. The rent includes water, heating, electricity and air with one full bath in the two bedroom units and two full baths in four bedroom units. Each student has his/her own bedroom with a personal phone line and computer data hook-up, basic cable, wireless internet service, a twin bed, desk, chair, a chest of drawers, and closet space. The complex is supervised by a professional staff . The complex includes a community center that houses the main office, computer lab, barber/beauty salon, and an exercise room. Outdoor basketball and volleyball courts are also available along with

grilling areas for cook-outs. There are residential parking areas and bicycle racks. Fire safety and security measures are assured with the installation of fire alarms, a sprinkler system, and a security gate with card entry access that is monitored by the TSU Police Department.

New Residence Complex is a co-educational residence center which houses upper-class men and women. The center consists of 72 four bedroom apartments. The apartments have either a patio or balcony. Each unit has fully furnished living, dining, and kitchen areas. The rent includes water, heating, electricity and air with two full baths in each unit. Each student has his/her own bedroom with a personal phone line and computer data hook-up, basic cable, wireless internet service, a twin bed, desk, chair, a chest of drawers, and closet space. The complex is supervised by a professional staff. The complex includes a community center that houses the main office, computer lab, barber/beauty salon, and an exercise room, outdoor basketball courts. There are residential parking areas. Fire safety and security measures are assured with the installation of fire alarms, a sprinkler system, and a security gate with card entry access that is monitored by the TSU Police Department.

Residence Halls for Men

Lena B. Watson Residence Hall for freshman men is a six-story, air conditioned facility with an elevator. This facility is equipped with an access control system, a lounge, academic center, computer labs, a recreation/study area, laundry room, and telephone services, basic cable, wireless internet service and apartments for the professional staff

Henry Allen Boyd Hall for upper-class men is a seven-story, air conditioned facility equipped with an elevator. This facility is equipped with an access control system, a lounge, recreational/study area, laundry room, computer lab, and telephone services, basic cable, wireless internet service and apartments for the professional staff.

Residence Halls for Women

Merl R. Eppse Hall for upper-class students is a six-story, air-conditioned facility with an elevator. This facility is equipped with an access control system, a lounge, recreation/study area, laundry room, computer lab, telephone services, basic cable, wireless internet service and apartments for the professional staff.

Mary Wilson Hall is an air conditioned, six-story facility that houses freshman women. This facility is equipped with an access control system, study lounges, academic center, computer lab, telephone services, basic cable, wireless internet service as well as apartments for the professional staff.

Wilma Rudolph Residence Center is a six-story facility that houses upperclass women. The suite style rooms are arranged for double occupancy. This facility is equipped with an access control, study lounges, beauty salon, telephone services, basic cable, wireless internet service and apartments for the professional staff.

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 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:

1. Interprets and enforces institutional disciplinary policies as set forth in the Student Handbook.
2. Assesses special needs of students and recommends necessary action (s) to the vice president for student affairs.
3. Provides educational and social programming for students taking courses at the Avon Williams Campus.
4. Supervises and provides guidance for staff.

SERVICES FOR STUDENTS WITH DISABILITIES

The Office of Disabled Student Services coordinates university-wide services available to students with disabilities. If a student desires accommodation, he or she should contact the Office of Disabled Student Services:

Patricia Scudder, Director
Steven McCrary, Coordinator
Office of Disabled Student Services
Room 117, Floyd-Payne Student Center
Tennessee State University
3500 John A. Merritt Blvd.
Nashville, TN 37209-1561
(615) 963-7400 or (615) 963-7440 (TDD)
Website: <http://www.tnstate.edu/interior.asp?mid-4358>

Age, Title IX, Title VI, and Section 504

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is one of several federal and state anti-discrimination laws that define and ensure equality in education. Others include Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. TSU's Title IX Coordinator, Title VI Coordinator, Section 504 Coordinator and Age Discrimination Act of 1975 point of contact is Dr. Tracey B. Carter, Director of the Office of Equity, Diversity, and Compliance:

Dr. Tracey B. Carter
Director, Equity, Diversity, and Compliance
Tennessee State University
Suite 260, McWherter Administration Building
3500 John A. Merritt Blvd.
Nashville, Tennessee 37209-1561
(615) 963-7435
Website: [Equity, Diversity, and Compliance \("EDC"\) Office](#)

65-YEAR-OLD/DISABLED STUDENT CREDIT

In accordance with T.C.A. Section 49-7-113, persons 65 years of age or older and persons permanently and totally disabled who are domiciled in Tennessee may register for classes for credit on a space-available basis after regular registration is completed by paying a minimum registration fee. The fee is one-half the semester hourly rate, up to a maximum of \$70.00. No late fee is charged. An application fee may also be required. In addition, the applicant must be eligible for admission and submit proof of age or disability. A certificate or affidavit from a government agency charged with adjudicating permanent disability, such as Social Security, Supplemental Security Income, or Veterans administration is required documentation for proof of disability. Proof of disability is required annually. Eligible persons are advised to check with the Office of Admissions and Records prior to attempting to register for courses.

NEW STUDENT ORIENTATION AND FIRST-YEAR STUDENTS

All first-time TSU students are required to participate in new student orientation programs and activities held in the semester prior to enrollment. New student orientation sessions are held in May, June, and July to prepare new students for Fall admission and during the month of December for Spring admission. 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 technology, 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.

(For further information, contact New Student Orientation and First-Year Students at 615/963-5173)

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 students, 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. An outdoor recreation center is being developed at the university. It will be anchored by the new tennis complex and include most of the areas on the north campus. Outdoor recreation will include archery, basketball (outdoors), football, fishing, cycling, canoeing, hiking, and track. All other games such as billiards, board games, card games, volleyball, wall climbing, fooseball are played in Kean Hall.

(Intramural and Recreation Sports Program is located in Kean Hall, Room 028. Telephone (615) 963-5662, 963-5663.)

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 multi-cultural 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 deans 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.

Possession of firearms (or other statutorily defined weapons) on campus is a violation of T.C.A. §39-17-1309 and constitutes a Class E felony punishable by a maximum sentence of six (6) years imprisonment and a fine not to exceed \$3,000. Some students, because of work, sport, or military obligation, may find it necessary to possess weapons on campus. Students must obtain authorization for the temporary possession of such items from either the associate vice president for students or the chief of the TSU police department. Failure to obtain written permission may result in disciplinary action and/or criminal prosecution.

Anonymous Tip Line (615) 963-5990.

(For further information concerning the police department or any of its programs, log onto www.tnstate.edu/tsupd or visit the office located in the General Services Building on the main campus. Telephone (615) 963-5171)

CAREER CENTER

The career center provides invaluable assistance in preparing students for the world of work. The Career Center has developed a variety of programs and services to help identify and meet career and personal goals. Its professional staff's commitment ensures that students are given adequate guidance throughout their career planning and job search process. Additionally, annual development and employment opportunities include the university-wide Career Fair, Technical Career Fair, Freshman Orientation & Career Planning Seminars, Nashville area College-to-College Fair, Teacher Recruitment Fair, Student Motivation Task Force Sessions, and on-campus recruitment/interviews.

The services of the Career Center are free to recruiters, students, alumni, and faculty/staff of the university. The Career Center has a fully equipped computer lab to accommodate online services, i.e., resumé

preparation, job announcements, and interviews at www.tnstate.edu/careers. The Career Center regularly disseminates significant information, job announcements, on-campus interview schedules, and seminar schedules. Annually, a calendar of events and a *Career & Student Development Guide*, which provides information on career planning and resumè writing, are published.

(For additional information, please call (615) 963-5981 or visit the office in the Floyd-Payne Campus Center, Suite 304.)

COOPERATIVE EDUCATION

Cooperative Education is an academic support program that assists students in gaining practical work experience related to their academic major as an optional part of their academic program. The program permits students to get involved in the practical application of academic theory learned in the classroom. Students are awarded three hours of academic credit for each successfully completed co-op work experience.

(For additional information, please call (615) 963-7481 or visit the office in the Floyd-Payne Campus Center, Suite 306.)

GRADUATE & PROFESSIONAL OPPORTUNITIES PROGRAM

The office of Graduate & Professional Opportunities was established as a presidential initiative in August 1995 to prepare, motivate, and support students who plan to pursue graduate and professional studies upon graduating from the university. This program functions as a departmental unit within the division of student affairs and works closely with various departments at the university. The office targets students during their freshman year and tracks them throughout their matriculation. It is designed to equip students with the tools necessary to make informed decisions about opportunities for educational advancement. The office of Graduate and Professional Opportunities offers several program services that are available to undergraduate and graduate students, faculty, staff, and alumni.

(For additional information, please call (615) 963-5176 or visit the office in Kean Hall, Suite 103.)

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-Professional (TIP) offers this opportunity to black residents of Tennessee who wish to pursue a career in medicine, dentistry, pharmacy, veterinary 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 the 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 participants. 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.

(Students interested in TIP should contact the office of Graduate and Professional Opportunities at (615) 963-5176 or visit Suite 103 in Kean Hall.)

TRIO PROGRAMS

Educational Talent Search, Upward Bound and Student Support Services Projects at Tennessee State University are federally funded pre-college and college programs designed to provide cultural enrichment and supportive developmental services to a targeted population of students. The programs also seek to assist them in developing creative thinking, effective expression, good study habits and positive attitudes toward learning. The projects assist students in developing goals and skills necessary to enter and to achieve success in post-secondary training programs and in institutions of higher learning. Student Support Services also provides tutorial assistance to students. Tutoring is also provided for participants in: Student Support Services, Educational Talent Search and the Upward Bound Program.

(The TRIO Program is located in the Frederick S. Humphries Complex, Room 22. Telephone (615) 963-7461.)

COUNSELING CENTER

The University Counseling Center has a diversified staff of professionals who provide individual or group counseling. Counseling services are available to each student regarding vocational, educational and personal concerns, issues, or crises. Professional counselors meet with students in confidential sessions. Counseling services for disabled students are designed to assist them in functioning within the university setting and to enable them to vocational rehabilitation counselor is available to provide individualized services in the areas of orientation, mobility, admissions, registration, parking, housing, and campus activities.

Under the umbrella of the Counseling Center there are other services and programs. They are:

Vocational Rehabilitation Services are offered to ensure an accessible, positive and fulfilling college experience for students with disabilities through an integration of on-campus and off-campus services. The office provides an array of services and assists in accommodations to meet the varying needs of students with disability-related concerns at the university in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

The Peer Counselors Program is designed to train upperclassmen with a desire to assist students. They are chosen at the beginning of the school year based upon academic and social adjustment. Participation is based upon peer counselors' love for students and the university.

Consultation services are available to student organizations, faculty, departments of the university, and outside agencies upon request.

Withdrawing from the university is conducted by the University Counseling Center, the first office to report to when a student wishes to withdraw.

(The Counseling Center is located in the Queen Washington Health Service Center, Second Floor. Telephone (615) 963-5611.)

PARENT RELATIONS

The parent relations office creates a connection to help parents stay involved with their sons and daughters attending Tennessee State

University. The parents will have an opportunity to be involved in the university culture, giving a parent's perspective. The parent advisory program consists of parents who become members by completing the appropriate contact information and having a currently enrolled student at the university.

IDENTIFICATION CARD - ID

The TSU Identification Card is your official university identification for library privileges, cafeteria plans, athletic events and any other university functions or services that you may be entitled to receive as a student. The card also serves as a debit card for financial aid refunds and a cash card for vending services on campus. The card must be carried at all times. Further information about the card is available in the brochure *TSU ID Card* available in the ID Center, McCord Hall, Room 20.

The first card is provided to students after payment of the first semester tuition and fees. The procedure for lost/stolen cards is: 1) student must first visit or call the ID Center (615/963-5311) to report the loss; this will initiate the canceling of the old card and creation of a new card. New cards take up to two hours to be created; 2) student must pay a \$10 non-refundable fee to the bursar's office to replace the lost card; a receipt will be issued; 3) return to the ID Center with the receipt to receive the replacement card. The replacement card will not be available for up to two hours after initially reporting it lost/stolen. Damaged cards also require a \$10 non-refundable fee for replacement.

Lending this card to anyone or failure to present it when requested by university officials is a violation of university regulations and subjects the holder to disciplinary action.

UNIVERSITY BOOKSTORES

The university bookstores have books and supplies available at reasonable prices. Bookstore operating hours are from 8:00 a.m. to 6:00 p.m. Monday through Friday at the main campus and from 9:00 a.m. to 7:00 p.m. 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 campus 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

WELCOME!

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 of its services and can be accessed at: <http://www.tnstate.edu/interior.asp?mid=71> or by going to the TSU webpage and clicking on *Library*. 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 their 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 a.m. - 11:45 p.m.

Saturday.....10:00 a.m. - 6:00 p.m.
Sunday.....2:00 p.m. - 11:45 p.m.

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 a.m. - 10:00 p.m.
Friday.....8:00 a.m. - 4:30 p.m.
Saturday.....8:00 a.m. - 4:30 p.m.
Sunday.....2:00 p.m. - 9:00 p.m.

(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 point 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 a.m. and 3:00 p.m.

Post Office Hours

Monday-Friday..... 8:30 a.m. - 4:00 p.m.
Money Order Services..... 8:30 a.m. - 2:00 p.m.
Telephone: (615) 963-5246
Special Saturday Openings..... 8:30 a.m. - 12 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. Due to new postal regulations, all packages are charged according to its 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 mail boxes daily. Delivery notices are placed in mail boxes 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 is required when picking up certified, express, and registered mail and packages-- the TSU ID card and a government issued ID card.

Mail Box Assignment

All students enrolled in six (6) or more credit hours are required to have a mail box on campus. In this respect, a mail box and combination are assigned at the time of registration. The combination should be safeguarded at all times once it has been issued. Lost or misplaced box combinations are subject to an administrative fee. The same

mail box number will be retained throughout enrollment at the university. As a matter of security, mail boxes 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 mail box daily.
- * Students should be sure that their mail box 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 mail box tampering immediately to the person working at the service window.

- * Do not use nicknames, since the same nickname may be used by others.
- * Do not give others your box combination.

ADVISEMENT CENTER

The advisement center is a centrally located place where students who are completing remedial and/or developmental courses may come for resolution of academic matters. It also handles the advisement for undecided majors. These matters may range from course selection and assistance in completing a class schedule to four-year course planning for

students who must outline their college career plans for scholarship granting agencies.

General information and accompanying forms may be secured on withdrawals, drop/adds, change-of-major, course substitutions, approvals for remedial/developmental summer classes at other schools, change-of-grade, assistance with GPA computation, and other related academic needs of students. Referrals are made as needed. Advisement conducted by the center's staff includes follow-up call, letters, and/or e-mails to student.

(The Advisement Center is located in the Harold Love Learning Resource Center, Room 105. Hours of operation are 8:00 a.m.-4:30 p.m., Monday-Friday. Telephone (615) 963-5531.)

INTERNATIONAL MULTICULTURAL AFFAIRS

The office of international multicultural affairs provides programs and services for international students in the areas of orientation, advisement, and cultural programs. These programs consist of extra-curricular activities, cultural awareness workshops and seminars, and student advisement that promotes the intellectual, personal and professional growth and development of the international student. The office assists students in overcoming obstacles that may hinder them in the pursuit of their academic goals. The office enforces federal laws pertaining to international students, and is the liaison for the international student to Homeland Security, the university family, and the Nashville community.

(For additional information, please call (615) 963-5639.)

THE TESTING CENTER

Comprehensive testing services are offered to TSU students, staff and 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 Testing Center is located on the Avon Williams Campus, Fourth Floor, Suite 400B. Hours of operation are 8:00-4:30 p.m., Monday-

Friday. Telephone (615) 963-711.)

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
- Federal Family Education Loan Program
- Parent Loan for Undergraduate Students (PLUS)

Eligibility for scholarships is based on grade point average (GPA), ACT or SAT scores, and/or special talent.

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. 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 April 1st. You must re-apply every year to receive federal assistance. The *FAFSA* must be processed and 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 October. 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 and meeting satisfactory academic progress guidelines. The current satisfactory academic progress guidelines are available at www.tnstate.edu/, click on financial aid, then satisfactory academic progress or www.tnstate.edu/contactus/financialaid .

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 aid 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 responsible for assessing and collecting all student fees and charges.

FEE PAYMENT

Bills will not be mailed. Access mytsu (<http://mytsu.tnstate.edu>) to view account balances.

All fees must be paid at the time of registration unless covered by authorized deferment. Personal check or MasterCard and Visa credit card payments are accepted on mytsu (<http://mytsu.tnstate.edu>). 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 Automated Clearinghouse (ACH) Network, under the rules governed by the National Automated Clearinghouse Association (NACHA) and the Federal Reserve Bank. Personal checks, cashier/bank checks, money orders, MasterCard or Visa credit card payments, or completed fee waiver or employee discount or dependent program forms may be mailed to: TSU, 3500 John A. Merritt Blvd., Box 9621, Nashville, TN 37209-1561. Payments should be mailed seven (7) days prior to scheduled deadlines.

Bank wire transfers must be sent to AmSouth Bank, routing/account #062000019-1001152956, and must reference the student's social security number. Cash and other forms of payment may also be made in person at the cashier window (8:30 a.m. - 3:30 p.m., Monday-Friday).

Housing Deposit

1. A 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 deposit is deducted from the housing fee for the fall semester or whichever semester is applicable.

Fee Waiver Program

Students who are registering through either the state employee fee waiver or TBR employee fee waiver program may not register more than four weeks before the first day of classes. No late registration fee is assessed to those registering the first day of late registration. Completed fee waiver forms should be submitted in person to the Bursar's Office or mailed to the Bursar's Office at 3500 John A. Merritt Blvd., Box 9621, Nashville, TN 37209-1561. These forms should be mailed seven (7) days prior to scheduled deadlines.

Refund of Fees

Registration fees will be refunded for canceled classes and in the case of a student's death. No refund of rent, tuition, or other fees will be made to students who are dismissed or suspended.

Refund Process

- A. Students should submit withdrawal forms to the office of admissions and records who will forward copies to the bursar's office and financial aid office for necessary adjustments. Refunds from withdrawals, drop/add, and canceled courses will be processed on the same schedule as financial aid refunds. Students must be eligible for refunds as specified by the student fees refund policy outlined in the *Class Schedule*.
- B. Financial aid refunds will be available on the dates set by the financial aid office. Refunds will be automatically sent to *Comdata Network* and can be accessed by: (1) using a student identification card at any CIRRUS Network, ATM, or Maestro Network; or (2) writing and cashing *Comdata Comchecks*. Procedures for obtaining refunds are available in the student identification card office and the bursar's office and should be followed to avoid unnecessary errors and charges.
- C. Students with Federal Stafford Loan checks should contact the bursar's office to process the loan checks. Stafford refunds will be available within seven (7) days of the endorsement of the check by the student. All bank loan checks should be picked up from the bursar's office within 30 (thirty) days of the date on the check or the check may be returned to the bank.
- D. All other refunds will be issued weekly throughout the semester.

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 than 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 class schedule booklet under the “Student Fees Policy.”

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 vice president for business and finance; his/her determination may be appealed to the president of the university, whose decision will be final.

(Additional information regarding fee payment, office hours, issuance of refunds, etc. may be obtained by calling (615) 963-5472)

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.

FREEDOM OF ASSEMBLY

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 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 persons 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 of the use of recognized, organized channels of expression and communication.

In this spirit, and with 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 the students and/or university employees to disperse: the president of the student government association, the associate vice president for student affairs, dean of students, 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 who 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

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 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.

POLICY ON EXCESSIVE ABSENCES

Students are expected to attend classes 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 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.

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 admissions and 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 informed of 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.

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 student 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 in 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 Representatives	Class President	Class	
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 or there of	fract

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 with 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 vice president.

Section 7C. Should a vacancy occur in the position of Speaker 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 the 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, a special election shall be held during the fall semester).
- B. Class Representative: a) must have completed the appropriate hours (excludes remedial and developmental hours) 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 is held; c) must possess a cumulative grade point average of

at least 2.50 (excludes remedial and development 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 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 2.30 semester grade point average.

- C. President and Vice President (See Article II, Section 4)
- D. Miss TSU (See Article III)

(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 12. With the exception of the cumulative grade point average, a 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 this article.

Section 12A. 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 12B. During the period of appeal, vacant offices shall be temporarily filled until an ultimate decision is made.

Section 13. 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 14. 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 General 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 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 the 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 violation resulting in penalties of probation, suspension, or expulsion.

Candidates for the office of 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 (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 violation 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 the vice president of the Student Government Association must have earned 60 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.

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 II, 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 associate vice president for student affairs, 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

Miss Tennessee State University

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

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

Section 3. Mr. and Miss Tennessee State University must be male/female by birth, unmarried, without children, 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. Mr. and 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 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 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 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 office shall fall in order to Miss Senior, Miss Junior, etc.

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

Article IV

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 or, if there is no qualified runner-up, a special election shall be held during the fall semester.

Article V

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

Article VI

Section 1. The term of office for the president, vice president, Miss 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 shall not serve more than one term or fraction thereof in the same office.

Article VII

Administrative Functions—The Student Election Commission (SEC)

Section 1. The Student Election Commission (SEC) shall be composed of at least twenty (20) voting members and shall conduct student elections 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 President, Vice President, Miss Tennessee State University, Representative-at-Large, and Class Officers will take place during 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--Student Election Commission:
To be eligible for membership in the Student Election Commission (SEC) the student:

- A. must be in good financial standing with the university.
- B. must have completed at least 30 credit hours (excludes remedial and developmental hours).
- C. must have at 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 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 Miss Tennessee State University shall be held as scheduled by the office of student activities.
- B. The coronation of Miss Tennessee State University:
 - 1. The formal coronation of Her Majesty, Miss Tennessee State University, shall be held during the fall semester following her 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.

Section 7. Procedure for Filing for 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 not later than January 31st.

- 1. The SEC will establish a grace period for students to submit any necessary supporting documentation ten (10) days beyond the January 31 deadline 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 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. Student Affairs (director of student activities) shall post a list of applicants eligible to run for each office not 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 VII, 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 supercedes any and all policies and procedures of the Student Election Commission Constitution.

Article VIII

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
- associate vice president for student affairs
- coordinator 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 other recognized student publications
- to advise editors and 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 IX

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, treasurer, 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 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.

Article X

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 serve the cultural, educational, recreational and social interests of the university family. These include concerts, movies, dances, etc.

Section 1A. 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 on SUBG shall be thirty (30) 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, and 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 XI

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 the 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 XII

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 XIII

The SGA President, Vice President, 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 XIV

The advisors to the House of Delegates and its component parts shall be appointed by the vice president for student affairs.

Article XV

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.

A well balanced program of activities is sponsored by the university, student organizations, and the Student Union Board of Governors. These activities are coordinated by the associate vice president for student affairs and include athletic contests, convocations, concerts, recitals, lyceum series, programs of a religious nature, lectures, art exhibits, tournaments, movie series, jazz, and popular musical artists 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 extra-curricular 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, 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*)

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

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 (a part of Theatre 3030, Directors Class) open to
all students under the direction of the department of
communications faculty
Forensics Society

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

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

Cultural

Africana Studies Society
Multicultural Friendship Society
International Affairs Society

Civic and Political

National Association for the Advancement of Colored People
(NAACP)
Future Politicians of America

General

Evolution Creative Group
Alpha Phi Omega
Campus Kaleidoscope
Chess Club
Love You Like A Sister (L.Y.L.A.S.)
For Older College Undergraduate Students (F.O.C.U.S.)
Pre-Alumni Council
Collegiate 100 Black Men of TSU
Pep Club
Brothers For Love, Achievement, Culture, and Knowledge
(B.L.A.C.K.)
Gay/Straight Alliance
My Sister's Keeper
Students of Caribbean Ancestry
National Association of Colored Women's Club
Kappa Omicron Tau, Inc. (K.O.T.)

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
- Eta Kappa Nu Honor Society - for outstanding achievement in electrical engineering
- Kappa Delta Pi 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 or 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 Delta Phi, Beta Omicron Chapter - an organization for outstanding students in French
- Pi Omega Pi Fraternity, Beta Psi Chapter - an organization for outstanding students interested in teaching business

- 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. 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

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
- Tiger Victory Fellowship
- Wesley Foundation
- Every Nation Campus Ministries

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 the registration and conduct of student organizations at the institutions. Each institution is authorized to establish additional policies and procedures affecting student organizations which are consistent with the provisions of this policy.

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 an institution unless the organization has been officially registered by the institution.
- B. No institution shall be responsible for injuries or damages to persons or property resulting from the activities of student organizations or for any debts or liabilities incurred by such organizations.
- C. 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.

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 least five (5) 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 provide to the institution the following:

1. an application or request to form the organization on the form designated by the institution.
 2. the proposed 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.
 3. the names and signatures of the charter members of the organization.
 4. the names of the faculty advisor and/or the administrative officers of the institution who will sponsor the organization.
 5. a 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.
- C. 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.

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. Annual renewal of registration of an organization shall be dependent upon the organization's demonstration of compliance with the following:
 - 1. It must adhere to the purposes, aims, and activities as stated in the approved Constitution and by laws.
 - 2. It must continue to meet all of the requirements for initial registration.
 - 3. It must have remained in compliance with all rules and regulations of the institution and all federal and state laws.
 - 4. It must submit all changes in the Constitution and bylaws to the institution for approval.
 - 5. It must maintain a current list of officers, faculty advisors, and sponsors on file with the institution.
 - 6. It must have submitted all required financial and other reports to the institution.

VII. Reports

- A. Each organization is required to submit to the director of student activities an annual report concerning its programs and activities during the preceding year. If required, this report shall be reviewed by the designated bodies or officials of the institution and shall be a requirement for renewal of registration.
- B. Each organization is required to submit an annual financial report reflecting all revenues received and disbursed by the organization and/or an interim financial report or such a report concerning any fundraising activity of the organization. If required, this report shall be a requirement for renewal of registration.

VIII. Probation, Suspension, and Withdrawal of Registration

- A. An organization may be placed on probation, be suspended, or have its registration withdrawn by the associate vice president for student affairs 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
 3. the organization requests withdrawal of registration
 4. the organization operates or engages in any activity in violation of 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 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 or suspension, or registration is withdrawn on the basis on Section A(4), the organization shall be afforded the opportunity for a hearing before the appropriate institutional representative or committee.

IX. Officers of Student Organizations

No student who is under academic or social suspension from the institution shall be eligible to become or maintain the status of an officer of an organization.

X. Fiscal Procedures

- A. Each organization shall maintain a sound financial system related to the collection and disbursement of revenue in accordance with generally accepted accounting principles. An organization may be subject to audit by representatives of the institution at any time, and appropriate financial records shall be maintained for the purposes of audit.
- B. 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.

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.
- B. Except for routine meetings of the organization, no on-campus program or activity shall be engaged in unless approved by the designated bodies and/or officials of the institution, and each institution may require prior approval of the off-campus programs and activities. Prior to approval, the institution may require a specified number of officials or security/police officers for any event, activity, or program.
- C. Any fundraising activity on campus shall be for the benefit of the organization as a whole or a charity, and no funds shall be distributed to the officers or members of an organization for personal profit or gain.
- D. 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.

OFF-CAMPUS SPEAKER POLICY

The following off-campus speaker policy of the Tennessee Board of Regents shall be applicable to 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 or to 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 actions 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, or seizure and subversion, of the institution's buildings or other property;
 - c. the forcible disruption or impairment of, or interference with, the institution's regularly scheduled classes or other education functions;
 - d. the physical harm, coercion, intimidation,

or other invasion of lawful rights of the institution's officials, faculty members, or students; 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 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.

- B. 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.

Organization Meetings - Permission to hold a preliminary meeting for purpose of drawing up a constitution and 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 purpose, and 5) two copies of the constitution, charter or 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.

Advisors 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 working 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 assumes 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 associate 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 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.

Fundraising - Other than as prescribed above, fundraising by student organizations shall be for the benefit of the organization as a whole or a charity.

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 advertisement 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 30 (thirty) days 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 at 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, loudspeakers, and other sound-amplification equipment on campus must be authorized in advance by

the office of student activities. (*For more information call (615) 963-5653*).

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 presence of an advisor.

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 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 I. 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 greek affairs.

Section II. Student organizations conducting membership programs must develop and submit for approval a “Membership/Intake Bill of Rights” to the office of greek affairs. 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 greek affairs 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 university regulations governing

campus student organizations.

GENERAL REGULATIONS GOVERNING FRATERNITIES AND SORORITIES

Article I

Organization and Control - Fraternities 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 greek affairs.

Section 5. Each fraternity and sorority shall furnish the office of greek affairs a list of chapter membership, officers, and advisors by designated dates in September and January. Membership forms are available in the student activities office/greek affairs office.

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**); and his/her fees and assessments must have been paid in the bursar's office.

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 greek affairs. The presidents of fraternities and sororities concerned will then be sent a list of candidates for membership/intake as approved by the director of greek affairs.

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 greek affairs 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; b) calisthenics (push-ups, sit-ups, runs, squats, etc.); c) paddling; d) "road trips" (dropping off candidates to find their way back); e) line-ups (lining up

candidates and harassing them verbally); f) doing personal favors for members.

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 Greek affairs.

X

Information

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 request. 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 item(s) of evidence will not automatically result in an in-state or out-of-state classification.

Requirements 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 admissions requirements. Classification is determined by information submitted on the admission application and/or application for re-classification. Notification in writing is made soon after the student applies 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 employer

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) provost/executive vice president; (3) president of the university; (4) Tennessee Board of Regents

Re-admission

- 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 re-admission 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 re-admission 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 re-enroll 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 hours attempted--No minimum GPA

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

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

51-67 hours attempted--Not less than a 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 re-admission 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 students 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 following 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 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 963-5291.

Honors Program

The basic premise of the University Honors 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 programs, 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 accomplish

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 which 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/cit 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 computer 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, sub-routines, 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.

- 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
- restriction of computing privileges for a specified period of time
- probation status, with the associated 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.

Unauthorized use and/or misuse of computing resources may be in violation of federal and state laws, and the violator(s) may be subject to prosecution under these laws.

Disability Policy

The university will provide access to its buildings and programs for all students, prospective students, and the general public. For disabled individuals, the university shall provide reasonable accommodations in compliance with federal and state laws. It is the responsibility of the individual to request the accommodation and provide the appropriate documentation for university officials. A student who requires accommodation should contact the office of disabled student services, Room 117, Kean Hall. Discrimination concerns should also be directed to the office of disabled student services, telephone (615) 963-7400.

It is the policy of Tennessee State University to provide and maintain a program of equal opportunity and fairness in all educational programs and activities, including admissions, recruitment, course offerings, extra-curricular activities, facilities, counseling, health services, athletics, and financial assistance. The university shall engage in no practice which will discriminate against any group or individual for reasons of race, color, religion, national origin, disability, sex, age, pregnancy, marital status, or veteran status.

A complaint may be filed by a program beneficiary, student, applicant for admission, present or former university employee, or applicant for employment who believes practices of the university have resulted or will result

in discrimination against him or her. A complaint must be filed within fifteen (15) work days after the occurrence of an incident or recognition of a practice claimed to have given rise to the complaint with the equity, diversity, and compliance office.

Sexual and Racial Harassment Policy

- I. The purpose of this guideline is to supplement Tennessee Board of Regents' policies 2:02:10:01 and 5:01:02:00 relative to the orderly resolution of charges of sexual, racial, or other forms of harassment at institutions, area vocational/technical schools, and offices of the Tennessee Board of Regents. Fair and prompt consideration shall be given to all charges of such harassment in accordance with the procedures set forth below. These procedures may be utilized by any employee, applicant for employment, applicant for admissions, or student who believes he or she has been subjected to sexual, racial, or other forms of harassment.

Any current or former student, applicant for employment, or current or former employee who believes he or she has been subjected to harassment at the university or who believes that he or she has observed harassment taking place shall present the complaint to the office of equity, diversity, and compliance or the vice president for student affairs (hereinafter "the Investigator" who are responsible for compliance with this policy, TBR policy, and federal law. Acts of harassment by a student or students directed against another student or students should be reported to and will be investigated by the associate vice president for student affairs. Tennessee State University encourages prompt reporting of incidents of harassment. Prompt reporting will allow the university to take appropriate action so that others are not subject to the same harassment.

Any employee or student who experiences any form of harassment should notify the office of equity, diversity, and compliance at (615) 963-7435 and provide as much detail as possible for proper investigation by the university. Employees who are aware of acts of harassment directed against a student or another employee must notify the equal opportunity and affirmative action officer. Tennessee State University encourages the prompt reporting of incidents of harassment. Prompt reporting will allow the university to take appropriate action so that others are not subject to the same

harassment.

Students are required to cooperate with investigations of unlawful discrimination or harassment; failure to do so may result in disciplinary action up to and including expulsion. Any faculty member, student, or staff found to have violated this policy by engaging in behavior constituting sexual or racial harassment will be subject to disciplinary action which may include dismissal, expulsion or termination, or other appropriate sanction.

II. Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended. Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color, or national origin in programs or activities receiving federal financial assistance. Title IX of the Educational Amendments Act of 1972 prohibits sex discrimination in educational programs or activities that receive federal assistance.

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

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

Whether the alleged conduct constitutes sexual harassment depends upon

the record as a whole and the totality of the circumstances, such as the nature of sexual advances in the context within which the alleged incident occurred.

Sexual harassment can take many forms, but most sexual harassment falls into three categories, verbal, visual, and physical. Some examples of behavior that may constitute sexual harassment are:

- promising a work-related benefit or a grade in return for sexual favors
- suggestive or inappropriate communications, e-mail, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive work or living environments
- sexual innuendoes, comments, and remarks about a person's clothing, body or activities
- suggestive or insulting sounds
- whistling in a suggestive manner
- humor and jokes about sex that denigrate men or women
- sexual propositions, invitation, or pressure for sexual activity
- use in the classroom of sexual jokes, stories, remarks or images in no way germane to the subject matter of the class
- implied or overt sexual threats.
- suggestive or obscene gestures
- patting, pinching, and other inappropriate touching
- unnecessary touching or brushing against the body
- attempted or actual kissing or fondling
- coerced sexual intercourse
- sexual assault

The examples listed above are not exclusive, but simply represent types of conduct that may constitute sexual harassment.

- B. Generally, racial harassment is defined as any person's conduct that unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive work or educational environment. Harassment on the basis of race, color, or national origin includes offensive or demeaning treatment of an individual,

where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual because of his/her race, color, or national origin. Title VII requires employers to take prompt action to prevent bigots from expressing their opinions in a way that abuses or offends their co-workers.

- D. Generally, harassment on the basis of religion, handicap, or other protected status includes any conduct that has the purpose or has the reasonably foreseeable effect of interfering with an individual's academic efforts, employment, or participation in institutionally-sponsored activities. Such harassment also includes any activity that creates an intimidating, hostile, or demeaning environment.
- E. Consensual intimate relationships between supervisors and their subordinates, and between faculty members and students are strongly discouraged due to the inherent inequality of power in such situations. These relationships could lead to undue favoritism or the perception of undue favoritism, abuse of power, compromised judgment, or impaired objectivity.

Engaging in a consensual relationship with a student over whom the faculty member has either grading, supervisory, or other evaluative authority (i.e., member of dissertation committee, thesis director, etc.) constitutes a conflict of interest. The faculty member must take steps to remove the conflict by assigning a different supervisor to the student, resigning from the student's academic committee, or by terminating the relationship at least while the student is in his or her class.

Tornado Warning Procedures

In the event of a tornado warning, one should observe the following procedures: i) proceed to the basement or first floor level interior hallways or restrooms; ii) if hallways are not suitable, use inside wall of rooms away from glass windows and opposite side from which the storm is approaching; iii) 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/vpbffmo/>.)

Intellectual Property Policy

As a leading, research intensive institution, Tennessee State University (TSU) through the Office of Technology Transfer and Licensing in the Division of Research and Sponsored Programs (RSP) encourages the faculty, staff, students, and volunteers to engage in research activities that lead to inventions and innovation, discoveries that are copyrightable or qualify for a trademark, technology transfer, and the development of intellectual property. It is the policy of Tennessee State University to: (1) encourage inventions and the production of copyrightable works by members of the TSU community; (2) facilitate the utilization of such inventions and works to the benefit of the public, the University, and the members of the University community; and (3) provide for the equitable sharing of any proceeds derived from the commercial exploitation of inventions and copyrightable works in which, pursuant to the TSU Intellectual Property Policy, the University is determined to have an interest. This policy is intended to protect the interests of all concerned parties: TSU, members of the University community, external sponsors of research, and the public.

The TSU Intellectual Property Policy is applicable to all persons employed (either as full-time, part-time or temporary employees); students enrolled at TSU; and to other persons using University facilities and resources. Intellectual property developed by persons to whom the policy applies shall be the sole and exclusive property of TSU if the subject intellectual property is (1) developed within the person's scope of employment with the University; (2) developed in the course of a project sponsored by the University; (3) developed with the significant use of the University's facilities, services, or equipment (personal office space, libraries and the inventor or author's personal computer provided by TSU excluded); or (4) developed in the course of a project arranged, administered or controlled by the University and sponsored by persons, agencies or organizations external to the University, absent prior written agreement to the contrary.

Persons to whom the TSU Intellectual Property Policy applies are responsible for disclosing to TSU his or her invention or production of a copyrightable work which could reasonably be expected to have commercial value. Disclosure shall be made to the President of the University, or to such person as the President may designate, using an Invention Disclosure Form or Copyrightable Work Disclosure. The Inventor or Author shall fully cooperate with other TSU or Tennessee Board of Regents personnel in the disclosure process and in other subsequent activities associated with patenting and / or commercialization of the invention or work.

(The full text of the TSU Intellectual Property Policy is posted on the Division of Research and Sponsored Program's webpage at <http://www.tnstate.edu/interior.asp?mid=1280#820.25>. The full text of the Tennessee Board of Regents Intellectual Property Policy (Policy No. 5:01:06:00) is posted on the Tennessee Board of Regents Personnel Policies webpage at <http://www.tbr.state.tn.us/policies/default.aspx?id=1458>)

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, second floor, telephone (615) 963-5310.

Official Announcements. Official announcements are made through 1) faculty members; 2) official bulletin boards; 3) convocations; 4) *The Meter*, the official organ of the student body; 5) monthly *Calendar of Events*; 6) "mysu" electronic communications.

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

PUBLICATIONS

The Meter, student newspaper. Its purpose is to keep students informed of the activities of the university and to provide the medium for the

expression of student opinion.

The Tennessean is the university yearbook. It seeks 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 WTST (1600 AM)
Department of Communications

Statement of Purpose

Radio TSU is the campus radio station at Tennessee State University in Nashville. Radio TSU broadcasts at 580 AM through carrier-current transmitters on the main campus. Radio TSU is operated through the College of Arts and Sciences. The station is managed by a faculty member of the department of communications. All radio broadcasting and station operations are conducted by students.

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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 disabled students at 615/963-7400.

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