

# STUDENT HANDBOOK

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## The Student's Role in College Governance

Southwest is committed to the concept of shared governance, the principle that the diverse work of a college is best and most effectively accomplished when all its members actively participate in its governance.

In keeping with this commitment, the College has a number of standing committees. Through the Student Government Association (SGA), students are invited to serve on these committees. Student representation, input and involvement in the work of the committees are respected and valued for the good of all students.

The SGA, with student-elected officers, schedules annual forums with the president, provost, vice presidents and other administrators of the College to maximize students' opportunities to address concerns not dealt with through the standing committee structure. All students are members of the SGA and are encouraged to become involved in all its activities and in the governance of the College.

This handbook provides important information, including a description of student services, student activities, campus services, policies and procedures related to student services, the code of conduct, grievance procedures, and student rights and responsibilities. It is the student's responsibility to become familiar with the information in this publication. Please refer to the catalog, the schedule of classes, and your degree sheet for other relevant information. The information contained in this handbook was accurate at the time of printing. Dates and times are subject to change.

## **Office Locations and Telephone Numbers**

901 is the Area Code for all phone numbers.

### **Admissions, Records and Recruitment**

Union Avenue, M-110 ■ 333-5924  
Macon Cove, Farris-2040 ■ 333-5924

### **Advising, Counseling and Articulation**

Union Avenue, B-221 ■ 333-5122  
Macon Cove, Farris-2185 ■ 333-4594

### **Bookstore**

Union Avenue, C-205 ■ 333-5452  
Macon Cove, Farris-1114 ■ 333-4227

### **Cashier's Office**

Union Avenue, A-114 ■ 333-5292  
Macon Cove, Farris-2032 ■ 333-4210

### **Campus Police Department**

Union Avenue, Parrish – 102 ■ 333-5555  
Macon Cove, Farris – 1107 ■ 333-4242

### **Career Services**

Union Avenue, B-206 ■ 333-5379  
Macon Cove, Farris – 2160 ■ 333-4180

### **Child Care**

Union Avenue ■ 333-5233  
Macon Cove ■ 333-4500

### **College Information**

Union Avenue ■ 333-5000  
Macon Cove ■ 333-4000

### **Dean of Student Services and Enrollment Management**

Union Avenue, C-202 ■ 333-5968

### **Disabled Student Services**

Union Avenue, B-124 ■ 333-5116  
Macon Cove, Farris-2182 ■ 333-4223

**TDD** ■ 333-5515

### **Evening Services**

Macon Cove, Thornton – 101 ■ 333-4243

### **Fayette County Site**

121 W. Court St., Somerville  
466-7656

### **Fayette Ware High School**

13520 Hwy. 59 W., Somerville  
465-9838

### **Financial Aid Office**

Union Avenue, M-112 ■ 333-5960  
Macon Cove, Farris-2102 ■ 333-4184

### **Gill Center**

3833 Mountain Terrace  
333-5970

### **Honors Academy**

333-5203

### **Library**

Union Avenue, Parrish Bldg ■ 333-5135  
Macon Cove, Freeman Bldg ■ 333-4706

### **Middle College High School**

Union Avenue, E137 ■ 333-5360

### **Millington Center**

Mid-South NSA, Bldg. S-241  
872-8117

### **Registration Information**

333-5924

### **Southeast Center**

5396 Mendenhall Square Mall  
333-6005

### **Student Government Association**

Union Avenue, B-112 ■ 333-5546  
Macon Cove, Farris-2113 ■ 333-4196

### **Student Activities Office**

Union Avenue, B-110 ■ 333-5380  
Macon Cove, Farris-2135 ■ 333-4178

### **Telecourses**

Union Avenue ■ 333-5081  
Macon Cove, Farris-2180 ■ 333-4612

### **Testing Office**

Union Avenue, C-204 ■ 333-5127  
Macon Cove, Farris-2182 ■ 333-4170

### **TRAVIS**

Telephone Registration and Voice  
Information System  
333-4734

### **Tutoring Information**

Union Avenue, F-309 ■ 333-5254  
Macon Cove, Nabors ■ 333-4107

### **Veterans Affairs Office**

Union Avenue, B-144 ■ 333-5115  
Macon Cove, Farris-2040 ■ 333-4185

### **Whitehaven Center**

3035 Directors Row, Bldg. 6  
333-6450

### **Workforce Development Center**

3523 Lamar ■ 333-6200

## General Information — A to Z

▪ **Academic and Student Affairs** – The administrative unit of the College with responsibility for the instructional units, student services and enrollment management, and planning and research. The provost/executive vice president heads this unit.

▪ **Academic Support Center** – The Academic Support Centers (ASC) support the College's mission by providing academic assistance and enrichment for all students through the use of technology and professional resources. All services are free and available to Southwest students.

Professional and student tutors are available. The College Reading and Learning Association (CRLA) certifies tutoring programs at the centers. The Academic Support Centers provide tutoring for many academic areas.

Computer labs in the centers provide instructional practice for a variety of academic areas as well as software for word processing, database, and spreadsheet. Access to the Internet, study areas, and testing are also available. Other services include instructional and telecourse tapes for checkout and viewing. Services are provided at Macon Cove Campus, 333-4107; Union Avenue Campus, 333-5254; Gill Center, 333-5989; Whitehaven Center, 333-6450; and Southeast Center, 333-6068. Services and hours may vary by location. Please visit our website at [www.southwest.tn.edu/asc](http://www.southwest.tn.edu/asc) for additional information.

▪ **Academic Fresh Start** – Returning and transfer students who have not been enrolled in college for at least four years who are applying or reapplying for admission to Southwest may do so under Academic Fresh Start. For more information, check with Admissions, Records and Recruitment or refer to the catalog.

▪ **Admissions, Records and Recruitment** – Supports the overall mission of the College by recruiting, admitting and enrolling students who can benefit from educational services. The department maintains the historical academic records of students, provides services associated therewith, administers College admission policies and maintains the security and confidentiality of student academic records. For information, call Admissions, Records and Recruitment, 333-5924.

▪ **Attendance Report Policy** – In accordance with federal regulations and the College's commitment to the academic success of students, faculty members are required to record and report

the attendance of students for the entire semester. Further, faculty must indicate the last date of attendance for each student who has not officially withdrawn, has not been excused for absence, and has been determined to be no longer attending class.

▪ **Auditing Courses** – Students attend class and participate in class activities but are not required to take examinations. Courses taken for audit do not receive credits to be applied toward the degree or certificate. Students register during late registration on a space-available basis only. Some laboratory and developmental studies courses cannot be audited. See the catalog for more information.

▪ **Bookstore** – Is located in C-205, Union Avenue, 333-5452; and Farris 1114, Macon Cove, 333-4227. The Bookstore carries all required textbooks and an assortment of supplies, snacks, Southwest clothing, and general reading materials. Cash, personal checks, Visa, MasterCard, Discover, and American Express are accepted. ATM machines are located near both bookstores. Business hours are posted outside each bookstore. The Bookstore provides mobile service to all locations. Hours of operation are posted.

▪ **Bulletin Boards** – All postings must be approved by the Office of Student Activities on the campuses and the administrative offices at the centers.

▪ **Business and Finance** – Maintain students' financial records and student payroll. Collection of fees and fines, refund of fees, and issuance of checks are handled by the Cashier's Office. The Office of Business and Finance also includes Campus Police, Food Services, Bookstore, and Physical Facilities. Student concerns about safety, security and on-campus accidents/injuries should be reported to the Campus Police, which will provide the necessary forms to process claims for damages.

▪ **Career Services** – Provides job readiness services for undergraduates, graduating students, and alumni, and includes assistance with job-search strategies, resume construction and interviewing techniques. The Career Services centers are located at Macon Cove and Union Avenue campuses. Additional resources available through the centers include online resume posting through [MonsterTRAK.com](http://MonsterTRAK.com), targeted career fairs and access to full and part-time job listings ([www.Southwest.tn.edu/career-services/](http://www.Southwest.tn.edu/career-services/)). Cooperative Education and Internship counseling are available at both centers. For more information, students and alumni are invited to visit or call Career

Services at 5983 Macon Cove, Farris-2160 (333-4180); or 737 Union Avenue, B-206 (333-5379).

- **Cashier** – Pay all registration bills, fees, and traffic tickets at the Bursar's Office, A-114, Union Avenue Campus, 333-5292; Farris-2032, Macon Cove Campus; 333-4210, or at administrative offices in the centers.

- **Change of Address** – To change your name, address, or other biographical information, notify the Admissions, Records and Recruitment Office, M-110, Union Avenue Campus, or Farris-2040, Macon Cove Campus, or call 333-5924 for assistance. Documentation must be provided to change a name or social security number.

- **Changing of Major** – Complete the Change of Major form and submit it to the Admissions, Records and Recruitment Office, or to the administrative offices at the centers. The process may be initiated with an academic advisor or a counselor. Please allow at least five business days for processing. If you are receiving financial aid, the number of hours you have attempted in one major may affect your financial aid status if you change majors. This may be the case especially if you change from a degree program to a certificate program. See your financial aid counselor for more information.

- **Childcare Services**

Macon Cove – Campus Kids' Corner is open to children (six weeks to 5 years of age) of students, staff, faculty and parents in the community. Children may be enrolled on a full-time or part-time basis. Hours of operation are 6:30 a.m.-6:30 p.m. Monday-Friday. Infant classroom scheduled 7 a.m.-5:30 p.m. daily. For more information, call 333-4500. Enrollment is on a first-come, first-served basis. Parents must register the child or children by filling out an application, scheduling a pre-enrollment visit, submitting an updated immunization record and paying a non-refundable enrollment fee. Names may be placed on a waiting list, and parents will be notified when space becomes available. Priority is given to students.

Union Avenue – The Early Childhood Education Center is open to children 8 months through 5 years of age for students, faculty, and parents in the community. Children may be enrolled either part time or full time.

Enrollment is on a first-come, first-served basis. Parents must register the child or children by filling out an application, scheduling a pre-enrollment visit, submitting an updated immunization record and paying a non-refundable enrollment fee.

Names may be placed on a waiting list, and parents will be notified when space becomes available. For more information call (901) 333-5233.

- **Children on Campus** – Children are not permitted to attend classes or lab sessions. Children are never to be left unattended in any part of the College.

- **Classroom Visitors** – Except in emergencies involving the health and safety of those present, faculty will not allow visitors into classrooms, labs, or other institutional facilities while class is in progress. Only registered students who have been officially admitted to Southwest should be in the facilities listed above.

- **Cooperative Education** – Cooperative Education (Co-op) is a program in which the College and the local business community combine their efforts to provide the students with a more relevant and meaningful educational experience. The purpose of Cooperative Education is to train students for their future roles in the job world and to enable them to lead their lives as fully as possible. However, the step from classroom theory to actual job reality is a big one. The Co-op Program combines the lessons of both environments during the students' learning years and helps them to realize the relationship between their classroom work and their future professions.

Co-op adds relevance to education, increases motivation, develops maturity, introduces the student to the world of work, and gives the student a chance to earn while learning. Professionals in Career Services will interview and screen applicants for the program. Only students who exhibit sincerity, adequate skills, and the ability to fill a Co-op position will be recommended to employers.

The College will assist in establishing the training program and will help oversee students' progress during their terms of employment. The College will provide guidance and counseling to both students and employers as requested.

Options 1 and 1-A earn three and four semester credit hours respectively.

A minimum of 12 semester credit hours must be completed by the student with a quality point average of 2.5 or higher before he/she is eligible for either Option 1 or 1-A. Students register for Cooperative Education Work Experience I, II, or III, and pay tuition for a three- or four-hour class. Course designations are listed under each technology. Students receive a letter grade for their participation in the program.

Option II – (Technical Scholarship Program) earns four semester credit hours. New students who have met all entrance requirements for Southwest

may apply. Students already enrolled in the College, who have at least a 2.5 quality point average, may also apply. Once selected by the employer, technical scholars are expected to maintain quality point averages approved by the sponsoring organizations.

Students register for the Technical Scholarship Program under the technology course designations. Technical scholars are expected to register for at least eight semester hours of academic course work each semester in addition to their Technical Scholarship Program course. Technical scholars are enrolled as full-time degree-seeking students and work an average of 20 hours per week each semester for the sponsoring organization.

Upon satisfactory completion of the work experience and submission of the required paperwork, scholars will be issued a letter grade. Co-op hours are utilized in the computation of the semester and cumulative quality point averages, and may be used for completion of degree requirements, with the approval of an academic dean.

- **Course Load** – Enrollment in 12 hours or more per semester is considered full time. Less than 12 hours is considered part time unless the student is enrolled in a Co-op course. The maximum number of credit hours in which a student may enroll is 18 for Fall and Spring and a total of 15 for Summer (no more than 8 credit hours per 5 week term) unless a credit overload authorization is given.

- **Dean's List** – Students who have distinguished themselves with an outstanding record of academic achievement qualify for the Dean's List. A student must have completed at least 12 credit hours of college-level courses during the term and earned a grade point average of 3.00 or higher.

- **Developmental Studies Program** – Developmental Studies provides academic support services including the Writing Lab, the Modularized Laboratories of the Reading Center, the Mathematics Testing Lab, and Tutoring at the Union Avenue and Macon Cove campuses and at off-campus locations on a limited basis. The major component of the Developmental Studies program is the offering of basic and developmental courses. There are special policies regarding financial aid and dropping and withdrawing from these classes. See the catalog for more information. The administrative office for Developmental Studies is located in F-308, Union Avenue Campus, 333-5187; and Whitehead Building, Room 39, Macon Cove Campus, 333-4474.

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

- **Dropping or Adding a Class** – Students may drop or add a class during registration in one of three ways: Via TRAVIS (333-4REG); on line via Student Self Service ([www.southwest.tn.edu](http://www.southwest.tn.edu)); or in person at the Admissions, Records and Recruitment Office or administrative offices at the centers. Students may consult with their assigned academic advisor/counselor for drop/add. Students may not add classes after the last day of late registration, or drop classes after the last date to withdraw as published in the academic calendar.

- **Equal Opportunity, Sexual Harassment and Affirmative Action** – Issues are addressed through the Affirmative Action Office, Union Avenue Campus Parrish - 200G, 333-5828.

- **Emergency Procedures** – Because of the many complexities of schedules and school activities, Southwest is unable to operate a message service to contact students for family and friends. In case of an emergency, however, attempts will be made to reach the student. Such incoming calls are handled by the Student Activities Office and, after regular office hours, by the Campus Police.

- **Families First** – Provides training, support activities, and job search and placement services to aid employment of individuals referred through the project. Many caretakers who currently receive benefits through the Department of Human Services will be assisted in gaining full and meaningful employment in the community.

In addition to skills training and certificate programs, participants take part in work ethics and job-readiness seminars and in workshops on interviewing skills, resume' writing, and work place communications. Job placement assistance is available.

- **First Aid Information** – If an injury or sudden illness occurs anywhere on campus, call 333-4242 (Macon Cove) or 333-5555 (Union Avenue). The caller should identify the type of emergency, the location, and his/her name. In addition, the caller should remain at the scene of the incident until a member of the Campus Police arrives. All members of the Campus Police Department are trained in first aid and CPR. They have at their disposal adequate first aid equipment and will make an initial assessment to determine if a fire department ambulance is needed at the scene.

- **Food Services** – Food services are provided at Macon Cove and Union campuses by Gourmet Services, Inc., Macon Cove cafeteria hours are 7 a.m.-6:30 p.m. Monday-Thursday and 7a.m.-2 p.m. Friday. Times are subject to change. Union Avenue cafeteria hours are 7 a.m.-1:30 p.m. Monday-Friday. Hours are subject to change during semester and spring breaks.

- **General Education Curriculum** – Courses required of all degree seeking students. These courses help students explore various subject areas, prepare for more specific disciplines of study and acquire alternative perspectives on life. The general education curriculum includes courses in languages and literature, oral communications, mathematics, natural sciences, social sciences, history, fine arts, health and physical education, and philosophy.

- **Grade Reports** – Students may obtain their grades for the recent term by accessing our Web-based registration system, “Student Self Service”, or by calling TRAVIS, 333-4REG (333-4734). Grades for the semester are usually posted and available one week after the last day of examinations. Grades are not available to students who have a financial indebtedness to the College.

- **Health Services** – Due to the proximity of local hospitals, Southwest does not provide on-campus health services for the student body. In emergency situations, faculty, staff and students should contact the Campus Police. The Campus Police will call for ambulance service, and College personnel will attempt to notify the student’s family regarding his or her condition and the hospital of destination. The student is responsible for expenses incurred for ambulance and other emergency services.

The Advising, Counseling and Articulation Center and other departments sponsor programs to educate and inform the College community about health care issues, with special emphasis on concerns that may affect our student population. The center sponsors an annual health fair, and periodic health screenings are scheduled throughout the academic term. Referrals are made to local health care facilities as necessary.

- **Hours** – Signifies the number of college credits earned in a course. The semester hour is one unit of academic credit. A student must earn a minimum number of hours to graduate. The number of hours earned in a given semester is the measure of a student’s academic load. A normal load ranges from 12 to 18 semester hours.

- **Insurance** – Health and accident insurance policies are available through a private agency authorized and approved by the Tennessee Board of Regents. Transactions are made between the student and the insurance company. Details may be obtained during registration or by contacting the Student Activities Offices, B-106, Union Avenue Campus, 333-5380; or Farris-2135, Macon Cove Campus, 333-4178

- **Intramurals** – Are designed to create a collegiate atmosphere that will allow non-athletic scholarship students to showcase their talents in various sports. All intramural activities are governed by the Student Activities Offices, B-106, Union Avenue Campus; and Farris-2135, Macon Cove Campus; and are sanctioned by national intramural rules. For more information contact the Student Activities Office, 333-5380 Union Avenue, and 333-4178 Macon Cove.

- **Library Services**

Macon Cove – The George E. Freeman Library contains resources to support the academic divisions of the College as well as individual needs. The collection is supplemented by various electronic databases. The library staff provides reference and reader assistance to users, as well as instruction in the practical utilization of library resources. Books may be checked out for 24 days. Details on reciprocal borrowing agreements with other libraries are available at the library. The library is open from 7 a.m. to 9 p.m. Monday through Thursday, 6 a.m. to 6 p.m. Friday, and 8 a.m. to noon Saturday. Between semesters, hours are 8 a.m. to 4:30 p.m. Monday through Friday. During the summer session, hours are 8 a.m. to 8 p.m. Monday through Thursday and 8 a.m. to 4:30 p.m. Friday.

Union Avenue – The Jess H. Parrish Library has more than 50,000 books, periodicals, microfilms and audiovisual materials to support College and lifelong learning. Hours of operation are 7 a.m. to 9 p.m. Monday through Thursday, 7 a.m. to 5 p.m. Friday, and 9 a.m. to 1 p.m. Saturday. Hours vary during the summer and during semester break. Hours at the centers are posted.

- **Lost and Found** – Found articles should be turned in to the Office of Student Activities located in B -106 on the Union Avenue Campus, and Farris - 2135 on the Macon Cove Campus; or to the administrative office at the centers. Inquiries for lost articles should be made there.

- **Major** – A student’s field of specialization in college. Southwest offers many academic programs to support student interests. Some programs prepare students for immediate career entry or

advancement, while others prepare them for transfer to baccalaureate degree-granting institutions. Please review the catalog for more information on academic program choices and discuss your interests with your academic advisor.

- **Orientation** – Each full-time, degree-seeking student enrolling in college for the first time is required to complete orientation. Orientation is also recommended for other students enrolling at the College for the first time. The purpose of orientation is to introduce students to the College. Orientation may be completed online at <http://www.southwest.tn.edu/orientation>. Contact the Admissions, Records and Recruitment Office at (901) 333-5924 for details.

- **Overload Request** – An overload request form must be completed with an academic advisor when a student wishes to register for 19 or more credit hours per semester, or 16 or more credit hours in the summer. To be considered for approval, a student must have a cumulative QPA of 3.0 or more in college-level courses. The request is made to an academic dean for approval or disapproval. If approved, the student should present the approved overload form with his/her registration form at the course entry station during registration.

- **Personal Identification Number (PIN)** – The confidential number you use to enable Internet-based registration (Student Self Service) or telephone registration (TRAVIS). Your PIN is a randomly generated number that will be mailed to your address upon acceptance to the College. When you use Student Self Service or TRAVIS, the system will request your PIN. Once you have entered either of these systems, you may change the PIN to any six digit value that you wish.

- **Purge** – The process of removing courses from a student's schedule due to nonpayment of fees or other institutional policies.

- **Receipt For Cash Payments** – Periodically, students are approached about paying for a service or activity related to enrollment or program requirements. Please be advised that **only the Cashier's Office is authorized to issue an official Southwest receipt** for the official collection of funds in the name of Southwest Tennessee Community College. **Students risk financial loss** when they give cash money for enrollment or program requirements without receiving an official Southwest receipt for such payments. The College is not liable for such unofficial transactions. Be cautious! **Ask for an official Southwest receipt** when paying cash for a service or activity related to enrollment in the

College, registration or program requirement, **or** do not pay cash.

- **Registration** – Currently enrolled students may register by telephone or on line after consulting with an academic advisor or member of the Admissions, Records and Recruitment Office. All students should see an advisor before registering for classes. The dates for registration are published in the catalog and in the schedule of classes. Students who want exceptions to prerequisites, class overloads, or permission to enroll in closed classes, etc. must come to campus for appropriate approvals.

Students registering late must pay a \$10 late registration fee in addition to regular fees. A student is not officially registered until all fees have been paid. The College will purge from classes students who have not paid all fees by the applicable deadline date. TRAVIS will recite the applicable deadline date when the student registers by phone. Fees are paid on site.

- **Registration Problems** – Students who have registration problems via TRAVIS or "Student Self Service" should call 333-4932 for assistance. The operator is available Monday-Thursday, 8 a.m.-4:30 p.m. and Friday, 8 a.m.-2:30 p.m. Students who have other problems should contact the Director of Admissions, Records and Recruitment.

- **Schedule of Classes** – A listing of all classes that will be offered during the coming term, including class meeting times, building, room, and other registration information. Copies may be obtained during early and regular registration in the Admissions, Records and Recruitment offices, centers and departments.

- **Severe Weather** – If the College does not close during inclement weather, students should use their own discretion and judgment in deciding whether to attend class. Decisions by the College to cancel or delay openings are communicated to the media.

- **Smoking** – Smoking is not permitted inside Southwest Tennessee Community College buildings.

- **Student Activities** – Are coordinated through the Student Activities Offices, B-106, Union Avenue Campus, 333-5380 and Farris-2135, Macon Cove Campus, 333-4178. Activities include the cheerleading squad, intramural competition, recreational facilities, and student organizations. Student activity fees support the student programs offered through this office.

- **Student Center** – Areas have been established for students to relax, study and visit with friends. At Union Avenue the center is located in B-106; at Macon Cove the location is Farris-1105. Areas have been designated at each center. For locations on each campus contact the Office of Student Activities.

- **Student Government Association (SGA)** – Guidelines for the SGA are coordinated through the Student Activities Offices, B-106, Union Avenue Campus, 333-5380 and the Farris-2135, Macon Cove Campus, 333-4178. (See SGA under Policies.)

- **Student Self Service (formerly Web for Students)** – This is a World Wide Web-based interactive registration system <https://webfor.southwest.tn.edu/ahomepg.htm> that allows you to access basic functions over the Internet such as: class schedule, view course descriptions, register for classes, add/drop classes, review grades, view account balance and make payments. Hours of operation are 7a.m.-10:30 p.m., daily. During periodic computer upgrades or maintenance, Student Self Service may not be available.

- **Telecourses** – Offer students the opportunity to earn college credits by utilizing television, VCR, and audio cassettes. These courses are offered in cooperation with the academic departments. Credits count toward degree requirements at Southwest and will transfer to most other institutions. For more information call 333-5081 (Union Avenue) or 333-4612 (Macon Cove).

- **Telephones** – Courtesy telephones are located throughout the main campuses and at the centers. Office telephones are generally for staff use except in extreme emergency situations.

- **Traffic Appeals** – If a student believes that he/she has justification, a traffic citation may be appealed within 72 hours after it is issued (Saturdays, Sundays, and holidays excepted). Appeal forms are available from the Campus Police Department (Parrish 102), in the Student Activities Office (B-106), Union Avenue Campus; or from the Campus Police Department (Farris-1107), the Student Activities Office (Farris-2131), Macon Cove Campus; or at the centers.

- **Transcript Analyst** – Evaluates course credits from other colleges. The transcript analyst is located in the Admissions, Records and Recruitment Office.

- **Transcripts** – An official transcript of a student's cumulative grade report is maintained in the Admissions, Records and Recruitment Office.

Upon the student's request, official copies of the transcript will be mailed to other institutions and agencies. A transcript will not be provided to a student who has any financial indebtedness to the College.

- **Transfer Credit** – When a student transfers from another accredited college, all or a number of the student's previous college credits may be accepted at the new college (see also transcript analyst).

- **Transient Student** – A student from another college who seeks admission at Southwest for a limited number of courses. This admission category is designed for students who do not wish to pursue a degree at Southwest but plan to return to their home institution. Transient students are not eligible for financial aid. See the catalog for specific provisions listed under this category.

- **TRAVIS** – Southwest Telephone Registration And Voice Information System may be reached at 333-4REG or 333-4734. A voice message will guide you through the steps for performing the available services. A partial listing of services on the system includes:

- Register for classes
- Drop/Add classes
- Class schedule
- Check course status
- Review grades
- Account balance

Hours are 7 a.m.-10:30 p.m. daily. During periodic computer upgrades, TRAVIS will be unavailable.

- **University Parallel Associate Degrees** – Associate of Arts and Associate of Science degrees for transfer to four-year institutions. See the catalog for details.

- **Use of the College Name** – No student or student organization may use the name of the College unless permission is obtained in writing from the Student Activities Office, B-106, Union Avenue Campus or Farris-2135, Macon Cove Campus.

# Student Rights and Responsibilities

Southwest is governed by the Tennessee Board of Regents. The policies and procedures developed for inclusion in this handbook are consistent with TBR policy. This statement on Student Rights and Responsibilities articulates the mission of the College to extend educational opportunities to the students it serves. The College's statement of student rights and responsibilities governs what is expected of students and what students can expect from the College.

## I. Admissions, Retention, and Graduation

Southwest is committed to providing a full range of learning opportunities to meet the diverse educational needs of all people who live in the College's designated service area. Persons seeking admission to the College have the right to be admitted if they meet admission requirements. The College admits eligible applicants without consideration of race, ethnic origin, age, gender, religion, or disability. See the catalog for more specific information.

Admission to the College does not guarantee admission to a specific program of study or to any specific course. To be eligible for continued enrollment in the College and graduation from the College, students are responsible for meeting the retention and graduation standards listed in the catalog.

## II. College Facilities and Services

Students have the right to make use of the facilities and services of the College as a part of their educational process. However, students are expected to use the facilities and services of the College responsibly and within the guidelines set for their use.

## III. Student, Faculty, and Staff Relationship

### A. Student Rights in the Classroom

Students enrolled in the College have the right to:

1. Know from the instructor the goals and content of the class
2. Know and understand the instructor's expectations of the class requirements and method(s) of assigning grades
3. Be evaluated on the materials and on meeting the goals of the class
4. Consult with the instructor outside the classroom during office hours during

appointment times on matters related to the course

### B. Students enrolled in a class have the responsibility of:

1. Observing the standards of academic performance defined by the instructor
2. Meeting the standard of conduct established in the class to ensure freedom of the instructor to teach and freedom of others in the class to learn

### C. Student Rights Outside the Classroom

Students have the right to the services provided by faculty and staff of the College. These include, but are not limited to, pre-admission counseling, academic advising, counseling, career planning, orientation, and job placement services. Students have the right to information related to the College's policies and procedures, procedures for resolving concerns (including those involving grievances), and clarification of services. Students have the primary responsibility for initiating requests for services and following up on such requests.

## IV. Student Records

### A. Student Records Policy

It is the policy of the College to comply with the Family Educational Rights and Privacy Act (FERPA). The College reserves the right to disclose directory information. Directory information may be released without the student's consent. Any student who does not want directory information disclosed must complete a "Suppression of Directory Information Request" form in the Admissions, Records and Recruitment Office.

### B. Student Rights Related To Records

1. A record of requests for and disclosures made will be retained with the student's record. The student has the right to inspect those requests.
2. Students have the right to inspect and review information contained in their records.
3. Students have the right to request an amendment to their records if they feel that the records are inaccurate, misleading, or in violation of their rights.
4. Students have the right to prevent disclosure of their records except in the case of situations listed in the catalog.

See the catalog for a full description of policies and procedures listed under Confidentiality of Student Records.

C. Student Responsibilities

Students are responsible for furnishing complete and accurate information to give the College the opportunity to perform its educational function for best outcomes. Students are responsible for notifying the appropriate College officials and offices of changes related to name, address, financial situation, etc.

**V. Student Development/Student Activities**

A. Associations

Students have the right to form organizations and to join associations to promote their common interests. Students are responsible for following the College's policies and procedures for officially registering an organization before engaging it in campus activities. Students are also responsible for following the general policies on student organizations established by the TBR and the College. Copies of these policies are available in the Student Activities Office at Union Avenue (B-106) and Macon Cove (Farris-2131).

B. Student Publications

Students have the right to organize for the production of student publications as vehicles for free inquiry and free expression in the College community. The right to freedom of speech and the press is essential to a democratic society. However, this right is not without responsibility. Students have the right to organize for the production of student publications as vehicles for free inquiry and free expression in the College community. The right to freedom of speech and the press is essential to a democratic society. However, this right is not without responsibility. Students are responsible for producing publications that conform to the rules of responsible journalism and the laws respecting publications (libel, advertising, etc.).

**VI. Student Conduct**

As members of the College community and citizens of the state, local and national governments, students are expected to conduct themselves as law-abiding members of each community at all times. Students have rights guaranteed to them as members of each of these communities. Admission to the College carries with it special privileges and imposes special

responsibilities apart from those rights and duties enjoyed by non-students.

The student handbook describes students' guaranteed right to due process when they are accused of violations listed in the Student Code of Conduct. The College has the responsibility of designing procedures that safeguard and assure the substantive and procedural due process rights of any student accused of committing an offense. Students have the right to be provided with full notice and to be heard concerning any alleged violation of the Student Code of Conduct.

**Notification of Rights Under FERPA for Post-secondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- I. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- II. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. The student should write to the College official responsible for the record, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notifying him/her of the right to a hearing.
- III. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to

the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Tennessee Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

- IV.** The right to file a complaint with the U.S. Department of Education concerning alleged failures by Southwest Tennessee Community College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

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

**NOTE:** Please refer to the Student Records section of the catalog for additional information.

## Student Request for Assistance/Academic and Student Affairs

The purpose of the "Student Request for Assistance/Academic and Student Affairs" process is to address potential concerns or inaccuracies in a student's official record. Concerns may be related to eligibility or enrollment status, which may include academic or business holds. Procedures for approving or disapproving each request are governed by College and Tennessee Board of Regents policy. Please note that if the problem is of a serious nature, with extenuating circumstances, students should begin this process by completing the "Student Request for Assistance" form.

The advisor's role in assisting a student with the completion of this process is important. The advisor should determine if the problem is one of a serious nature with extenuating circumstances that can be documented; the student should begin the process by completing the "Student Request For Assistance Form;" and they should check it for accuracy and sign it. An advisor who feels that the student does not have a legitimate, documentable problem should inform the student that the request for assistance in all probability will be denied. However, the student has the right to complete the process.

The next step is to forward the form with copies of documentation to the appropriate department or, depending upon the nature of the problem, the appropriate dean. The student should keep all original documentation and be prepared to provide it upon request.

At this time, the advisor should explain to the student that the process of moving the form through the chain of command should take approximately two weeks. The student should allow ample time for processing before appealing to the dean of Student Services and Enrollment Management for disposition of request. Time limitations, the lack of supporting documentation, or requests that are in conflict with TBR and College policy may cause the request to be disapproved.

## Drug-Free Environment

### Introduction

Southwest views its role as one of assisting the individual student to achieve academic goals. The College will assist any individual whose mental or physical health is threatened by the use or abuse of alcohol and/or drugs.

The College's Advising, Counseling and Articulation Center is available for counseling and/or referral services to those individuals whose lives may be adversely affected by the use and/or abuse of alcohol and/or drugs. The Office of Student Activities periodically sponsors programs of interest to the faculty, staff, and students that highlight the effects of drug and/or alcohol abuse.

The College expects all students, faculty, and staff to comply with Tennessee Board of Regents policy and with state and local laws relating to alcoholic beverages and drugs, including those pertaining to their possession and use. Students, faculty, and staff are subject to arrest and prosecution by civil authorities for violations on campus.

The use or possession of alcoholic beverages on College-owned or controlled premises is prohibited.

## Policy

The following guidelines apply to the use of alcoholic beverages by individuals, groups, or an organization's members and invited guests at functions sponsored by the College at off-campus locations.

1. At no time will an alcoholic beverage be served to persons less than 21 years of age.
2. The officers of an organization or individual(s) hosting a social function are responsible for compliance with applicable state and local laws as well as with College and TBR policies.
3. Organizations, as well as individuals, will be subject to College disciplinary action and to arrest and prosecution when they fail to comply with College or TBR policies regarding drugs and alcohol.
4. Possession of drugs, such as narcotics, hallucinogens, stimulants, depressants and the like, except as authorized by prescription, is prohibited and will subject the individual to appropriate disciplinary action.

Southwest will cooperate fully with the investigation by state or local law enforcement agencies of any violation of the law.

## Crime Awareness and Campus Safety

### Purpose

This policy statement is being distributed to all current Southwest employees and students and is available on request to applicants for enrollment or employment in compliance with the provisions of the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542).

### I. Reporting of Criminal Activities

Persons witnessing criminal activities, discovering that a crime has taken place, or observing suspicious behavior are strongly encouraged to promptly report their discovery to the Campus Police Office.

### II. Institutional Response to Criminal Activities

Reports of suspicious or criminal activity will be taken to the Campus Police Office. The officer taking the report will note information about the activity such as the date, time, location, person(s) involved, as needed. When a felony crime is committed on campus the senior officer will:

- A. Call the Memphis Police Department
- B. Notify the Director of Campus Police

- C. Preserve the crime scene
- D. Accurately document the incident

### III. Access to Campus Facilities

- A. The College campus is open to the public for the purpose of conducting business with the school. Application for use of facilities is made through the Office of Physical Plant.
- B. All individuals on College property, including students, faculty, staff, and guests shall be subject to all rules and regulations of the College and the Tennessee Board of Regents, which are applicable to the conduct of persons on campus, and to all applicable federal and state laws and city ordinances.
- C. All persons on the campus shall, upon request by authorized officials and public safety personnel, provide adequate identification. Personnel and students refusing to provide such identification shall be requested to leave campus or, if they refuse, may be subject to lawful removal and prosecution.
- D. Students, employees, and visitors to the College are encouraged to report any potentially unsafe building or equipment conditions to the Campus Police Office. Campus Police personnel will, in turn, report such conditions to the director of the Physical Plant.

### IV. Campus Law Enforcement

- A. The College maintains a 24-hour dispatch operation manned by Campus Police Office personnel, the telephone switchboard operator, or the Evening Services Office personnel. This service is accessible by telephone (emergency number 333-4333). Campus Police Officers on duty at night, after class hours, and on weekends are equipped with a radio/telephone which can be reached by calling the Campus Police Office telephone number, Union Avenue Campus, 333-5555; or Macon Cove Campus, 333-4242. Surveillance cameras are located strategically across the campus. These cameras transmit 24 hours a day, seven days a week, to monitors and videotape devices located in the Campus Police Office. Emergency phones in all buildings on the Macon Cove and Union Avenue campuses automatically ring the Campus Police when the receiver is picked up. These phones are red and attached to the wall with emergency phones signs above them.

- B. Campus Police Officers are certified police officers with statutory arrest powers, but are instructed to confine themselves to campus duties. The Campus Police Office has excellent working relationships with all local, state, and federal law enforcement agencies. These agencies, particularly the Memphis Police Department, offer close support during special events, and technical investigative resources when requested.
- C. The College recognizes that campus security embraces the entire community. In order to provide a free, orderly, and safe environment in which its members may pursue their various activities, the College encourages the accurate and prompt reporting of all crimes to the Campus Police Office. The College will do everything within its power to protect the rights of those reporting crimes. No ill-feelings or resentment will be shown to students or employees who report crimes, and every possible action to reduce the inconvenience of crime reporting will be taken. The Campus Police Office will be prompt and professional in its dealings with those who report crimes. Persons desiring confidentiality may report crime by telephone.

#### **V. Off-Campus Student Organizations**

All College sponsored off-campus activities require prior approval by the Student Activities Office and the attendance of at least one faculty/staff sponsor. When the activity is large enough, additional security is provided. Sponsors are charged with overseeing the safety of the activity and reporting any criminal activity to the Campus Police Office. The commission of any felony crimes will be reported promptly to the Memphis Police Department as outlined in Section II.

#### **VI. Crime Prevention Program**

It is the institution's standard practice to offer a variety of campus programs about, or related to, crime awareness and prevention. These programs usually originate from the Office of Human Resources, the Campus Police Office, the Department of Advising, Counseling and Articulation or the Student Activities Office. In addition to the various lectures, workshops, and other programs sponsored by these offices, the Student Activities Office and the Community Relations and Marketing Office regularly publish articles related to campus security and crime awareness in the student newspaper and the

employee newsletter.

#### **VII. Campus Drug and Alcohol Policies**

- A. The use or possession of alcoholic beverages on College-owned or controlled property is strictly prohibited.
- B. The unlawful use, possession, sale or distribution of any drug or controlled substance (including any stimulant, depressant, narcotic, hallucinogenic drug or marijuana) on College-owned or controlled property is strictly prohibited.

#### **VIII. Available Drug and Alcohol Counseling, Treatment Rehabilitation Programs, and Employee Assistance Programs**

The College Counseling Office has qualified counselors on staff who are available to students and employees to discuss any drug and/or alcohol-related problems. Information concerning specific programs and activities may be obtained by referring to the Alcohol and Drug Abuse Prevention program in the Counseling Office. Referrals may be made to the agencies listed in this brochure, or individuals may contact the agency directly.

#### **IX. Procedures for Reporting Sexual Assault (forcible or non-forcible)**

- A. Complaints of alleged sexual assault should be lodged with the Equal Employment Opportunity/Affirmative Action Officer. The College will investigate all reported sexual assaults or attempted assaults and, where appropriate, will hold disciplinary hearings to adjudicate these assaults according to the procedures outlined in the Southwest Policy No. 2:02:10:01/3 Harassment-Sexual, Racial, and Other. Both the accused and the accuser are entitled to the same opportunities to have others present during a disciplinary hearing. Any student found guilty of a sexual assault shall be appropriately punished. A range of sanctions up to and including suspension or expulsion from the institution are possible, depending upon individual circumstances. Both the accuser and the accused shall be informed of the outcome of any on-campus disciplinary proceeding brought alleging a sexual assault.
- B. Victims of sexual assault should recognize the importance of obtaining and/or receiving help in dealing with the crime. Victims of sexual assault should contact the College's Advising, Counseling and Articulation Office for specific information

and services. Assistance is available in changing academic schedules after an alleged sexual assault incident, if requested by the victim and if such changes are reasonable and available. The provost/ executive vice president for Academic and Student Affairs will assist the victim in making these changes. Continuing education programs to promote the awareness of rape, acquaintance rape, and other sexual offenses take place during workshops and seminars bi-monthly. Further educational programs will be made available for student organizations upon request. For more information, contact the Advising, Counseling and Articulation Office (Union, 333-5122; Macon, 333-4594); or the Campus Police Office (Union, 333-5555; Macon, 333-4242).

## Sexual Harassment

Sexual harassment is prohibited under Title VII of the Civil Rights Act of 1964 for employees, and Title IX of the Educational Amendments of 1972 for students.

**Definition:** Sexual harassment is unwelcome sexual advances (verbal, visual or physical), requests for sexual favors and other physical and expressive behavior of a sexual nature where (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, promotion or education; (2) submission to or rejection of such conduct by an individual is used as a basis for employment, promotion or academic decisions affecting such individuals; (3) such conduct has a purpose or effect of substantially interfering with the individual's academic or work performance or creating an intimidating, hostile, offensive or demeaning working or education environment.

**Policy Statement:** Sexual harassment is a form of sex discrimination which is illegal and will not be tolerated by the College.

## Grievance Procedure for Students

Students are encouraged to maintain open, direct contact with faculty, counselors, and others who work with them in achieving their educational goals. Concerns or questions are best resolved by direct, positive contact with the individual(s) concerned. The student must first discuss his/her concern directly with the other party; however, if the student remains dissatisfied with the results of

the discussion, the following procedure should be followed.

- I. The student will meet with the other party's immediate supervisor in a personal conference. If satisfactory resolution of the concern does not result from the conference, the student will meet with the dean or executive director of the affected area (e.g. dean of Liberal Studies and Education, executive director for business) in an attempt to reach resolution of the issue.
- II. If satisfactory resolution of the concern does not result from the conference, the student may file a written grievance with the other party's immediate supervisor within ten (10) days after meeting with the dean or executive director. Students should complete a student Grievance form. Forms may be obtained from the deans' and executive directors' offices.
- III. Copies of the grievance will be provided to all parties of the grievance and to the appropriate dean or executive director. The student will be scheduled to meet with the other party or parties to the grievance. If the grievance is not resolved within ten (10) days, the other parties may file a written statement with distribution as above.
- IV. The dean or executive director will refer any unresolved grievance, along with all supporting statements and the aggrieved student's written request, to the provost or appropriate vice president.
- V. The provost or vice president shall conduct a hearing within thirty (30) days after the dean's or executive director's referral for hearing.

In reaching a decision, the provost or vice president shall consider only the evidence presented at the hearing, and such oral or written arguments as the provost or vice president may consider relevant. The provost or vice president shall make recommendations and submit such to the president, who shall take action on the recommendations as he or she deems appropriate.

Subsequent appeals may be made to the president of the College.

## Student Appeal for Discrimination

The purpose of this appeal procedure is to provide a clearly defined avenue by which a student may seek relief from some action when the student believes the action was based on discrimination due to race, sex, disability, age, religion, color, national origin or veteran status.

This procedure does not cover academic matters including grades, requirements for acceptance and/or retention in any academic major or program (professional, pre-professional or otherwise). To appeal the assignment of a course grade the student believes to be based on discrimination, the student should file a Grade Appeal form. Grade Appeal forms and procedures are available through offices of deans and department heads. The College encourages the resolution of all grievances at the lowest level in the most equitable way possible.

NOTE: The following procedure does not supersede the College's policy and procedure on Affirmative Action, which is also available as an avenue of redress for a claim of discrimination against a student. Students wishing to pursue their grievance in accordance with the Affirmative Action Plan should contact the Affirmative Action Office. If the Affirmative Action Plan is deemed to be non-applicable to the specific situation, the student may wish to contact the dean of Student Services and Enrollment Management for implementation of this procedure.

### **Procedure**

- I.** When a student believes that he/she has a grievance based upon discrimination, resolution should be sought through discussion of the grievance with the person or persons directly involved. If resolution of the grievance is not achieved through such discussions, the student should contact the Judicial Officer (the Dean of Student Services and Enrollment Management) within thirty (30) calendar days from the occurrence of the alleged discriminatory act.
- II.** The Judicial Officer, in conference with the student, will attempt to resolve the grievance. If the grievance is not resolved on this basis, the Judicial Officer will direct the student to put the grievance in writing within seven (7) calendar days of their conference, stating relevant times, dates, places, persons, etc., in order to facilitate a thorough investigation of the grievance.
- III.** Following submission of the written grievance, the Judicial Officer will either (1) refer the grievance to the appropriate College official for investigation and recommendations for resolution, or (2) retain the grievance for independent investigation by the Judicial Officer.
  - A.** If the alleged discriminatory act or activity is ongoing or likely to be repeated against the aggrieved student within the near future, the appropriate College official to whom the grievance has been referred should respond to the grievance in writing within fourteen (14) calendar days after the student's written grievance has been filed with the Judicial Officer.

- B.** If the alleged discriminatory act or activity is neither ongoing nor likely to be repeated against the aggrieved student within the near future, the appropriate College official to whom the grievance has been referred should respond to the grievance in writing within thirty (30) calendar days.

- IV.** If the aggrieved student is dissatisfied with the resolution recommended by the College official to whom the grievance has been referred, the student may submit a written request to the Judicial Officer for a full hearing on the grievance. The Judicial Officer will appoint an ad hoc committee to hear the grievance within fourteen (14) calendar days from receipt of the student's written request.
- V.** The composition of the ad hoc committee will consist of a minimum of two (2) students and two (2) members of the administrative staff. One (1) of the committee members will be appointed chairman by the Judicial Officer.
- VI.** At the hearing, the aggrieved student will be afforded an opportunity to question all witnesses who testify before the hearing committee. The aggrieved student may also call witnesses in support of his/her grievance, but the student will be responsible for procuring the appearance of student witnesses on his/her own behalf. Faculty or staff members with knowledge of the grievance will be notified by the chairman to appear before the committee.
- VII.** The committee, after a full hearing on the grievance, will make a finding of fact and present a report to the Judicial Officer. The Judicial Officer will review the finding and make a recommendation to the president.
- VIII.** Upon agreement by the student and the appropriate official, the time limit for discussing, responding in writing, answering and/or appealing a grievance pursuant to this procedure may be extended.
- IX.** All materials relating to each grievance will be filed in the Office of the Judicial Officer on the Union Avenue or Macon Cove campus.

### **Student Due Process**

#### **I. Disciplinary Procedures**

The following describes procedures followed by College officials in the administration of discipline. These procedures shall apply to students and registered student organizations. The term "student" shall be construed to include a registered student organization wherever the term appears in the procedures. Those rights described under "College Procedures" are available to a student anytime he/she is alleged to have violated a College rule.

## A. College Procedures

The administration of discipline is a function of the coordinator of Student Activities and/or the appropriate adjudicating body.

1. In general, misconduct involving the violation of College rules is reported to the coordinator of Student Activities. The coordinator will then investigate the alleged misconduct.
2. After notifying the student as to what College regulation(s) have been allegedly violated, the coordinator of Student Activities may solicit from the student an admission or denial of violation.
  - a. When a student admits to a violation, the coordinator shall discuss those disciplinary sanctions that might apply (restitution, warning, expulsion, etc.). A student's admission of violation and acceptance of the sanction(s) imposed by the coordinator will be reduced to writing, signed by the student, and notarized.
  - b. If a student pleads non-violation to an offense, he or she may choose to have the coordinator adjudicate the case or request a formal hearing before the Student Disciplinary Committee.
3. The Student Disciplinary Committee is composed of five members: a chairman, two (2) student members, and two (2) faculty members. Two student members will be appointed by the College president from a pool of students recommended by the president of the Student Government Association. In order to be eligible for the pool, a student must have completed a minimum of twenty-four (24) credit hours at the College, have a minimum of 2.5 OPA, and be in good standing. A majority of the Student Disciplinary Committee must be present in order to hear a case, and a majority of the number present must be in agreement to reach a decision.
4. If a hearing is requested, the following procedures shall be observed:
  - a. The student shall be notified in writing by the disciplinary committee of the breach of regulations with which he/she is charged.

- b. The student shall be advised in writing of the time and place of the hearing within ten (10) days of the date of notification.
- c. The student shall be advised in writing of the following rights:
  - (i) The right to present his or her case
  - (ii) The right to be accompanied by an advisor or counsel whose participation shall be limited to advising the student
  - (iii) The right to call witnesses on his/her behalf
  - (iv) The right to confront witnesses against him/her
  - (v) The student shall be advised in writing of the method of appeal.
- d. All hearings shall be closed unless the student elects in writing to have an open hearing.
- e. If the coordinator of Student Activities is to adjudicate the case, the following conditions must be met:
  - (i) The student requests the procedure.
  - (ii) The student is willing to accept the coordinator's action as final.

## B. Appeals Procedures

In the interest of due process, only the recipient of disciplinary action has the right of an appeal. It is the responsibility of the body of the original jurisdiction to inform the disciplined student of the right to appeal and to whom the appeal should be presented. This appeal must be submitted in writing within 48 hours (excluding weekends and holidays) of the original decision and must specify grounds that would justify the granting of said appeal. The only bases for granting an appeal are:

1. An error in procedural due process by the body of the original jurisdiction
2. The emergence of new evidence pertaining to the case

General dissatisfaction with the outcome of the decision shall not be accorded as a basis for granting an appeal.

An appeal in writing, setting forth the grounds for the appeal, must be submitted via the coordinator of Student Activities to

the dean of Student Services and Enrollment Management within 48 hours of the original decision.

The President of the College retains final authority on all campus matters, including disciplinary decisions. Therefore, any disciplinary action is subject to final review by the President of the College.

C. Tennessee Uniform Administrative Procedures Act

The College believes that the disciplinary procedures described above serve well the interests of students in obtaining full and fair hearings with a minimum of expense, complexity and inconvenience. An alternative to these procedures is applicable to cases involving student conduct serious enough to warrant the following sanctions:

1. Suspension or expulsion from the College, a program, or a course for disciplinary reason
2. Assignment of a grade that results in the grade of F in a course for academic misconduct
3. Revocation of registration of a student organization during the term of the registration as provided by the "Tennessee Uniform Administrative Procedures Act"

D. 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.

authority to assign an F or a zero for the exercise or examination, or to assign an F in the course.

A. A student may be judged to be guilty of academic misconduct for any one or all of the following:

1. Knowingly discovering, or attempting to discover, the content of an examination, before the contents are presented by an instructor
2. Obtaining, or attempting to obtain, supplying or attempting to supply, any person with any unauthorized material or device, when contemplating or taking an examination
3. Using or attempting to use, or supplying or attempting to supply to any person, any material or device dishonestly for an examination
4. Willfully giving or receiving any aid not authorized by the instructor
5. Representing to be his own, any work that is not the product of his own effort or study, if the work would affect his/her grade, credit, or status in the College

B. A student found guilty of academic misconduct may be subjected to one or more of the following:

1. Reduction in grade for the course or courses affected by the misconduct even to an F
2. Suspension from the College for a definite or an indefinite period, beginning at any time
3. Dismissal from the College immediately after the act of misconduct is committed

C. If a student believes that he/she has been erroneously accused of academic misconduct, he/she should:

1. Contact the instructor involved seeking resolution. If this is not satisfactory,
2. Contact the department chairperson of the instructor who is involved. If this not satisfactory,
3. Contact the dean of the department involved. If this is not satisfactory,
4. Contact the provost/executive vice president for Academic and Student Affairs. If this is not satisfactory,
5. Present the facts in writing to the provost/executive vice president for Academic and Student Affairs, who will schedule a hearing before the Academic Appeals Committee.

## Conduct and Discipline

### I. Academic Misconduct

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct either directly or indirectly through participation or assistance is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions that may be imposed through the regular College procedures as a result of academic misconduct, the instructor has the

- D. The Academic Appeals Committee is a standing committee appointed by the president of the College. It comprises two faculty members and two students and will be chaired by the provost/executive vice president for Academic and Student Affairs. One of the faculty members should be a department chairperson. Any grievance concerning academic misconduct must be filed in writing with the Academic Appeals Committee within thirty (30) days after the alleged incident of misconduct.
- E. The faculty member who charges a student with academic misconduct must report the incident, including all pertinent facts, to his/her department chairperson, within five (5) work days after the charge has been made, stating what action he/she has taken according to paragraph (B) of this rule (actions that can be taken when one is found guilty of academic misconduct). If the student files a grievance, the Academic Appeals Committee will review the faculty member's report.

## **II. Classroom Misconduct**

- A. The instructor has the primary responsibility for control over classroom behavior and the maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the College. Extended or permanent exclusion can be effected only through appropriate procedures of the College.
- B. Disruptive conduct shall include, but is not limited to, any intentional interference with the normal classroom procedure or the presentation of the instructor and/or other students and the interference with other students' rights to pursue course work.
- C. The instructor shall report the incident to the coordinator of Student Activities and the academic department chairperson. The coordinator of Student Activities will meet with the instructor and chairperson to determine the appropriate action before the next class period. If there is disagreement as to readmission, the student will be excluded from the classroom pending a hearing. The hearing shall be conducted by the Student Disciplinary Committee. The purpose of the hearing is to determine whether the student will be readmitted to the classroom. The hearing must be conducted utilizing the appropriate due process procedures (See Southwest Policy No. 3:02:01:00/ 9). Students may appeal decisions of the committee to the dean of Student Services

and Enrollment Management.

- D. If there is agreement for readmission, the student will be readmitted but may be subject to normal disciplinary procedures as set forth in the College's regulations on Student Conduct and Disciplinary Sanctions.

## **Student Disciplinary Rules**

### **I. College Policy Statement**

- A. Community college students are citizens of the state, local, and national communities, and of the academic community, and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to the College 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 College and the academic community that it seeks to serve, the Tennessee Board of Regents has authorized the presidents of the colleges under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the College and its educational environment.
- B. Pursuant to this authorization, the College has developed the following regulations that are intended to govern student conduct on the campus. In addition, students are subject to all national, state and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the College's pursuit of its educational objectives, the College may enforce its own regulations regardless of any proceedings instituted by other authorities. Therefore, violation of any section of these regulations may subject a student to disciplinary measures by the College whether or not such conduct simultaneously violates state, local, or national laws.

### **II. General**

- A. Disciplinary action may be taken against a student for violations of the following regulations that occur on College-owned, leased, or otherwise controlled property, or that occur off-campus when the conduct impairs, interferes with or obstructs any College activity or the mission, processes or functions of the College. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus, that poses a substantial threat to persons or property within the College community.

- B. For the purposes of these regulations, a "student" shall mean any person enrolled during any period. A person will continue to be considered a student during the period that follows the end of an academic period that the student has completed until the last day of registration for the next succeeding regular academic period and during any period while the student is under suspension from the College.

### III. Disciplinary Offenses

- A. Generally, through appropriate due process procedures, College disciplinary measures shall be imposed for conduct that adversely affects the College's pursuit of its educational objectives, that violates or shows a disregard for the rights of other members of the academic community, or that endangers property or persons on College or College-controlled property.
- B. Individual or organizational misconduct that is subject to disciplinary sanction shall include, but not be limited to, the following examples:
1. 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.
  2. Hazing. Hazing means any intentional or reckless act in Tennessee on or off the property of any higher education college by one (1) 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.
  3. Disorderly conduct. Any individual or group behavior that is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or that unreasonably disturbs other groups or individuals
  4. Obstruction of or interference with College activities or facilities. Any intentional interference with or obstruction of any College activity,

program event, or facilities, including the following:

- a. Any unauthorized occupancy of College or College-controlled facilities or blockage of access to or from such facilities
  - b. Interference with the right of any College member or other authorized person to gain access to any College-controlled activity, program, event or facilities
  - c. Any obstruction or delay of a public safety officer, fireman, policeman, or any other College official in the performance of his/her duty
5. Misuse or damage to property. Any act of misuse, vandalism, malicious or unwarranted damage, destruction, defacing, disfiguring or any unauthorized use of property belonging to the College, including, but not limited to: fire alarms, fire equipment, elevators, telephones, College keys, library materials, computing resources, computer, and/or safety devices; and any such act against a member of the College community or a guest of the College
6. Theft, misappropriation, or unauthorized sale. Any act of theft, misappropriation, or sale of College property or any such act against a member of the College community or a guest of the College
7. Misuse of documents or identification cards. Any forgery, alteration of or unauthorized use of College documents, forms, records or identification cards, including the giving of any false information, or withholding necessary information in connection with a student's admission or enrollment status at the College
8. Firearms and other dangerous weapons. Any possession of or use of firearms or dangerous weapons of any kind. State law prescribes a maximum penalty of five (5) years imprisonment and a fine not to exceed \$2,500 for carrying weapons on school property.
9. Explosives, fireworks, and flammable materials. The unauthorized possession, ignition or detonation of any object or article that could cause 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

10. Alcoholic beverages. The consumption or possession of alcoholic beverages is not allowed at the College.
11. Drugs. The unlawful possession or use of any drug or controlled substances (including any stimulant, depressant, narcotic, or hallucinogenic drug or substances, or marijuana) or sale or distribution of any such drug or controlled substances
12. Financial responsibility. Failure to meet financial responsibilities to the College promptly, including, but not limited to, knowingly passing a worthless check or money order in payment to the College or to a member of the College community acting in an official capacity
13. Unacceptable conduct in hearings. Any conduct at a College hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing
14. Failure to cooperate with College Officials. Failure to comply with directions of College officials acting in the performance of their duties
15. Attempting, and aiding and abetting, the commission of offenses. Any attempt to commit any of the foregoing offenses, or the aiding or abetting of the commission of any of the foregoing offenses. An "attempt" to commit an offense is defined as the intention to commit the offenses coupled with the taking of some action toward its commission.
16. Violations of state or federal laws. Any violation of state or federal laws or regulations proscribing conduct or establishing offenses; which laws and regulations are incorporated herein by reference
17. Violations of the general rules and regulations of the College as published in an official College publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action
18. Gambling. Gambling in any form

#### IV. Disciplinary Sanctions

- A. Upon a determination that a student or organization has violated any of the rules,

regulations or disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed, either singularly or in combination, by the appropriate College official.

#### B. Definition of Sanctions

1. **Restitution** – A student who has committed an offense against property may be required to reimburse the College or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
2. **Warning** – The appropriate College official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
3. **Reprimand** – A written reprimand, or censure, may be given any student or organization whose conduct violates any part of these regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the College community, but that any further violation may result in more serious penalties. A reprimand remains on file in a student's personal record for a period of one year.
4. **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 College in any way, denial of use of facilities, parking privileges, or participation in extracurricular activities for a maximum of one year.
5. **Probation** – Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of the terms and length of probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
6. **Suspension** – If a student is suspended, he/she is separated from the College for a stated period of time

with conditions of readmission stated in the notice of suspension.

7. **Expulsion** – Expulsion entails a permanent separation from the College. The imposition of this sanction becomes a part of the student's permanent record and is a permanent bar to the student's readmission to the College.
8. **Interim or Summary Suspension** – Though as a general rule, the status of a student accused of violations of the code should not be altered until a final determination has been made in regard to the charges against him/her, summary suspension may be imposed upon finding by the Dean of Student Services and Enrollment Management or his/her designated representative 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 College community or its guest; 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.
- C. The president of the College is authorized, in his/her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

## V. Procedures

The College, with the assistance and advice of students, faculty members, and staff members, has adopted procedures for dealing with situations which may involve disciplinary action. These procedures are designed to safeguard and assure the substantive and procedural due process rights of any student accused of committing an offense and to insure that any sanction imposed or recommended by the College is commensurate with the offense and its severity. The College recognizes its dual responsibilities to provide members of its campus community with full notice and opportunity to be heard concerning an alleged violation of this code. It is felt that these procedures serve well the interest of students in obtaining full and fair hearings with a minimum of complexity and inconvenience. Appeal procedures to assure due process by law will adhere to those established in the College's policy on Due Process.

# Traffic and Parking Regulations

## I. General

- A. The entry, operation and control of motor vehicles on Southwest Tennessee Community College property is authorized and directed by the president of the College, who may exercise such control as deemed necessary.
- B. The chief of Campus Police is responsible for the enforcement of this code.
- C. The chief of Campus Police may exclude or remove from the campus any vehicle used as an instrument in a crime, suspected of being stolen, abandoned or mechanically unfit, operated by a person under the apparent influence of intoxicants, or one that has not been properly registered in accordance with this code.
- D. While the state of Tennessee and Southwest Tennessee Community College have no legal responsibility for the care and/or protection of any vehicle operated or parked on a College facility, there is a moral concern for the safety of such vehicles.
- E. If a vehicle and/or its contents are stolen or damaged in any way while on Southwest Tennessee Community College property, this information should be immediately reported to the Campus Police Office. Campus Police will offer assistance in processing reports and/or claims to the appropriate agencies.

## II. Definitions

- A. Student – Any person registered in a course offered by the College
- B. Employee – Any non-student employed by the College
- C. Visitor – Any person on official business with, or present as a guest of, the College or its employees
- D. Parking Area – areas so designated by Southwest for the parking of vehicles
- E. Campus – All areas falling within the jurisdiction of the College
- F. Parking/Registration Permit – The official vehicle registration authorization, which is a hanging-type permit. It is designed to be displayed by hanging from the rearview mirror.
- G. Revocation or Suspension of On-Campus Driving Privilege – The withdrawal of an individual's privilege to park or operate a vehicle on campus

### III. Parking Regulations

- A. Parking regulations are enforced twenty-four (24) hours daily, seven (7) days a week.
- B. On-campus parking areas are designated in the following manner:
  - 1. Students – Students may park in any appropriately designated Southwest parking area.
  - 2. Employees – Employees may park in any appropriately designated Southwest parking area.
  - 3. Handicapped or Disabled – Specific areas have been reserved for students and employees with disabilities who have Handicapped or Disabled permits. These individuals may utilize these areas, as well as any other non-reserved areas on campus.
  - 4. Reserved – Specific parking spaces may be designated for specific College officials or groups of individuals. Only those individuals who have designated parking may utilize those spaces.
- C. Parking is prohibited in the following areas:
  - 1. In fire lanes – All drive-through lanes in parking lots are considered fire lanes.
  - 2. Within fifteen (15) feet of fire hydrants
  - 3. In driveways, unless there is a marked parking space within the driveway
  - 4. On a sidewalk, or on a grassed area
  - 5. In any area that is designated as a “No Parking” zone
  - 6. In Service and Delivery areas (except vendors and official vehicles)
  - 7. In “State Vehicle” designated parking areas
  - 8. In non-designated parking spaces at centers and teaching sites
  - 9. In any area that is designated for Handicapped or Disabled parking, with the exception of those persons who have a bona fide disability and who have been issued a state Handicapped permit or license plate
- D. The inability to locate a legal parking space in an approved area is not justification for improper parking.

### IV. Standing Violations

- A. An unattended vehicle will be considered parked.
- B. Double parking is not permitted. If traffic is blocked by standing or stopping of a

vehicle, the person for whom the vehicle is waiting may be held liable for the violation.

- C. Parking must be within the designated lines of a parking space; no line straddling.
- D. Parallel-parked vehicles must be parked in the same direction as the flow of traffic.

### V. Moving Violations

- A. All vehicles must come to a complete stop at stop signs.
- B. Reckless driving (defined as the operation of a vehicle in a manner endangering life and property)
- C. Exceeding the speed limit on campus (15 miles per hour)
- D. Driving the wrong way in a one-way lane
- E. Driving across parking spaces

### VI. Citations

Citations issued for violations are payable as follows:

- A. Employees – Payable within thirty (30) days at the Cashier’s Office
- B. Citations received while transporting, visiting, or otherwise serving the convenience of any employee or student will, in all cases, be charged to the recipient of the service.
- C. The person to whom a vehicle is registered is responsible for that vehicle and all citations issued thereto. If the person operating the vehicle is other than the registrant when a violation is committed, both the driver and the registrant may be cited.
- D. Student appeals may be made by submitting an appeal form to the Office of Student Activities. The form can be obtained from the Campus Police Office and must be submitted within seventy-two (72) hours after the issuance of the citation (excluding holidays and weekends).
- E. Employee appeals may be made by submitting an appeal form to the Faculty/ Staff Appeals Committee. The form can be obtained from the Campus Police Office and must be submitted within seventy-two (72) hours after the issuance of the citation.
- F. The failure to pay a College-issued citation will be entered on the student’s record. The student will be denied registration for further courses at the College and will be denied a transcript covering courses already completed until such time as all parking fines are paid.
- G. The failure of an employee to pay a

College-issued citation will result in an account receivable being set up and processed pursuant to TBR Guideline B-010.

- H. An individual who misrepresents any fact in the adjustment of a traffic citation will be subject to disciplinary and/or administrative action.

## VII. Penalties

Fines will be assessed for the following violations:

- A. No vehicle registration tag \$ 15
- B. Moving violations \$ 15
- C. Parking violations
  - (1) In fire lanes \$ 50
  - (2) In disabled space \$100
  - (3) Parked across lines \$ 15
  - (4) All other violations \$ 15

## VIII. Vehicle Registration

- A. Students and employees eligible to operate vehicles on campus or designated center sites of the College must register their vehicles at the Campus Police Office.
- B. Any individual who obtains vehicle registration by misrepresentation will be subject to disciplinary and/or administrative action.
- C. Employee parking permits will be issued to employees each year for a campus access fee of \$30 per year.
- D. Students and employees having a bona fide disability (permanent or temporary) must register their vehicle with the Campus Police Office.
- E. Visitors may obtain a guest parking permit from the sponsor of the activity in which they are involved. Regular visitors may obtain a temporary permit from the Campus Police Office. Visitors must adhere to all College parking regulations. Visitor's violations will be charged to the visitor and/or the person who authorized the permit. The visitor/guest permit must be displayed by hanging from the rearview mirror.

## IX. Permit Display

To be considered properly registered, a vehicle must have a College parking permit displayed as follows:

- A. Cars, trucks, vans – The permit must be displayed by hanging from the rearview mirror with the printed information visible through the windshield.
- B. Motorcycles and motorbikes – The permit

will be permanently affixed to the windshield, headlamp, or gas tank in a position where it is readily visible.

- C. Non-registered vehicles are not permitted to park in any College parking facility unless a temporary permit is obtained in accordance with section (VIII.E) above.

## X. Bicycles

- A. Bicycles need not be registered.
- B. Bicycle riding is considered regular traffic.
- C. Bicycle riding is not allowed on campus sidewalks or grounds.
- D. Bicycles shall be parked in designated areas.
- E. Bicycles are not permitted inside any College building.

# Student Traffic Appeals

## I. Introduction

If a College student believes that he/she has justification, traffic citations may be appealed within 72 hours after issuance (Saturdays, Sundays and holidays excepted).

## II. Policy

Student has the option of appearing before the Committee for Traffic Appeals, which will hear the appeal if he/she wishes to make an oral argument. However, if this option is not exercised, the members of the committee will consider the appeal based upon the written statement submitted by the student on the appeal request form. The Committee will meet monthly or at such times as may be necessary. The location, date and time of the next scheduled committee hearing will be shared with the student at the time the request form is completed and submitted to the Office of Student Activities. The Committee is to be composed of five students: SGA and Club Representatives. The decision of the committee membership will be made based upon the regulations set forth in the Southwest Traffic Code (which is given to all students when they obtain a parking permit). The committee shall select its chairperson and recording secretary.

## III. Procedures

- A. The appeal process begins with the student completing the "Request to Void Parking Ticket" form. These forms may be obtained, completed and left in the Office of Student Activities. The traffic citation issued by Campus Police must be attached to the appeal form at the time of its submission to the committee.

- B. The committee will meet to review appeals submitted by students for consideration of voiding the obligation. The student may verbally present his/her case to the committee in support of the written documentation submitted.
- C. Decisions of the committee majority will determine the outcome of the appeal, which in effect gives the committee the authority to void tickets. If the decision of the committee membership is that the assessment on the citation be paid, fines must be paid in accordance with the procedures set forth in the Southwest Traffic Code.
- D. A copy of the action of the committee on an appeal will be made known to the coordinator of Student Activities and the Campus Police. Student will be notified of the results via returned student copy of the request form on which the action will be noted. If the student wishes to learn the committee decision prior to the receipt of his/her copy, the student may call the Office of Student Activities after the committee hearing is held.
- E. If the student feels that the committee's decision must be appealed, the student may submit a written request to the coordinator of Student Activities within 72 hours after the decision of the committee has been released. The coordinator will review the respective decisions and decide whether to uphold or override committee action.

#### IV. Limitations

Once a citation is issued to a student, notice of such is to be entered into the computer by the Campus Police Office, which results in a "hold" placed on the student's records and denial of permission to register.

## Student Newspaper

### Introduction

Southwest desires to maintain an environment in which there can exist a free marketplace of thought and in which students are at liberty to speak their minds on many subjects. The newspaper displays the practical meaning of freedom in its historical context and in its application to the changing circumstances and problems of the present day. The right to freedom of speech and the press is essential to a democratic society. However,

this right is not without responsibility. Students are responsible for producing publications that conform to the rules of responsible journalism and the laws respecting publications (libel, advertising, etc.).

### Definitions

The student newspaper shall be free and responsible. The newspaper should be an effective communication medium that constitutes an educational experience for those involved in its production. Information may best be published based on the editor's judgment. However, the editor must accept full responsibility for its production.

### Policy

The Tennessee Board of Regents, through the office of the president, has financial and administrative authority for the student newspaper, **The Southwest Source**. The president authorizes the coordinator of Student Activities to recommend the general operating procedures and practices of the student newspaper, including, but not limited to, the publication schedule, advertising rates, and professional membership(s). Operating procedures are developed by the coordinator of Student Activities with input from **The Southwest Source** editor and advisor. The editor and advisor are responsible for day-to-day operations of **The Southwest Source** newspaper.

The Tennessee Board of Regents and the College administrators recognize and guarantee First Amendment freedoms, and extend full editorial control of the content of **The Southwest Source** to the student editor. A code of ethics recognized by professional journalists shall be observed by the editor and advisor. In accordance with the laws of the state of Tennessee and the federal government, no agent of the College is authorized to censor, to exert prior restraint of content, or to impose punishment for the content or protected speech in **The Southwest Source**.

### Personnel

Personnel for **The Southwest Source** shall include one editor, two photographers, and three reporters.

### Qualifications

- I. Each candidate shall have a minimum cumulative quality point average of 2.5 at the time of selection or a B average in high school if enrolling for the first time at Southwest, and must maintain this minimum average throughout the term of office.
- II. Each candidate shall be a currently enrolled student (as defined by the catalog) throughout his/her term of office.

- III. Each candidate should have some experience for the position for which he/she is a candidate prior to taking office. Previous experience at another institution or related work experience will be considered.

The editor of **The Southwest Source** shall take office prior to July 1 and serve for a period of not longer than one year. All other staff members will serve from the beginning of the Fall term through the end of the Spring term.

## Elections/Voting: Student Leadership Offices

### Introduction

The development of student leadership skills is viewed as a major responsibility of those charged with managing student activities programs. Through leadership development, students acquire skills that equip them for leadership roles beyond college.

Southwest offers the opportunity for leadership development through service in various organizations and positions. These organizations and/or positions project a positive image of the College and serve as a voice of the students.

The following policy addresses the rights and responsibilities of those who serve in student leadership positions.

### Definitions

Leadership organizations and positions are defined as those whose members, or those holding the office, receive compensation for service. These organizations and positions include, but are not limited to, the executive board of the Student Government Association, cheerleaders, **The Southwest Source** (student newspaper) staff members and student ambassadors.

### Policy

Students who serve in student leadership positions will receive a scholarship for service to the College. The awarding and continuance of the scholarship is contingent upon the students' selection, participation in required activities, maintenance of grade point average and other requirements as defined by the by-laws of each organization or position. Additionally, each scholarship recipient must attend seminars and workshops to develop characteristics and styles of leadership.

### Procedures

- I. The student will be notified of the scholarship amount and requirements by the responsible administrator.
- II. The student will sign the scholarship acceptance form.
- III. The responsible administrator will maintain participation records of required activities.
- IV. The responsible administrator will monitor students' academic status to ensure continued eligibility.
- V. The responsible administrator will notify the Financial Aid Office of award and send appropriate forms in a timely manner.

Limitations: The amount of the scholarships awarded is contingent upon funds available.

## Student Organizations: Official Registration

### Scope

This information is submitted for the benefit of groups seeking College registration as organizations. A group must first declare its intention to form an organization by petitioning for provisional registration with the coordinator of Student Activities. A provisional registration status may be granted to a prospective group for four weeks, allowing the group ample time for developing necessary documents and to comply with other requirements as stated below. An extension of provisional registration status may be granted (upon request) if a group is unable to complete the necessary requirements during the initial four-week period. Requirements to be completed during the time of provisional registration are:

- I. Application for College registration, including the purpose of the club and types of proposed activities (six copies)
- II. A proposed constitution and bylaws of the organization, which clearly contain the following: the name, purpose, proposed activities and rules of membership; 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 proposed fees, dues and assessments
- III. Statement of assurance of compliance by the organization with all rules and regulations, policies and procedures of the TBR and the College, and with all federal and state laws and regulations

- IV. A statement that provides for the distribution of all funds and assets in the event of dissolution
- V. Signatures of the members (at least five) proposing charter membership, and the faculty or staff advisor (six copies)

### **Purpose**

The express purpose of provisional registration is to provide the prospective organization an opportunity to meet and fulfill the requirements as set forth above. Provisionally registered organizations may not engage in activities normally approved for fully registered organizations, such as fund-raising, social programs, speakers, etc.

When the prospective organization has fulfilled the requirements as set forth above, the appropriate materials should be submitted to the coordinator of Student Activities.

All new student organizations must be favorably recommended by the coordinator of Student Activities, who must, before making any recommendations to the dean of Student Services and Enrollment Management, review the constitution and/or bylaws of the petitioning organization. If the coordinator of Student Activities thinks that the constitution and/or bylaws are vague, poorly written or incomplete, the documents will be returned to the organization for correction, improvement, and re-submission. When the coordinator of Student Activities has given due consideration to a constitution and/or bylaws, a recommendation will be made to the dean of Student Services and Enrollment Management that registration be granted or denied.

## **Requirements for College Organizations**

### **I. Advisor**

Each organization shall be free to choose its faculty or professional staff advisor who, by accepting appointment, agrees to maintain contact with the organization so as to be familiar with its programs, financial status, and membership. The advisor shall be responsible for advising the organization as to its programs and activities, keeping in mind not only the objectives of the particular group but also the best interests of the College.

#### **A. Approved Advisors**

An approved advisor shall be:

1. A person with the rank of instructor or above or
2. A professional staff member of the College

### **B. Additional Responsibilities of Advisors**

1. Advise and consult with the organization and its officers regarding financial affairs to insure proper budgeting formulation, fund disbursement and accountability, and payment of organizational debts
2. Accept the responsibility of advisor, including serving as a liaison between any College office and the officers of the organization

## **II. Submission of Reports**

### **A. Organization Information Reports**

At the beginning of each fall semester, registered student organizations shall furnish the coordinator of Student Activities a complete list of officers and advisors. Registration of the organization will be withdrawn if this requirement is not met at the appropriate time. Officers are also expected to file corrected reports as necessary or appropriate.

### **B. Constitution and/or Bylaws Changes**

Changes and additions in the constitution and/or bylaws of the organization must be submitted in writing to the coordinator of Student Activities within seven (7) days after adoption.

### **C. Financial Reports**

All College-approved student organizations must be prepared to submit a financial statement upon request of the coordinator of Student Activities. The College reserves the right to place on probation or withdraw its approval from organizations that operate outside the bounds of sound financial procedures or show other evidence of financial irresponsibility. However, the College assumes no responsibility for indebtedness incurred by student organizations. Every College-approved organization must submit a statement of fees, dues, and assessments to the coordinator of Student Activities upon request.

### **D. Year-End Financial Reports**

In keeping with the requirements of the state controller's office, all College-registered organizations are required to submit three (3) copies of their financial reports to the coordinator of Student Activities no later than the last day of each spring semester. The financial report forms are distributed by the Coordinator of Student Activities. The second copy is sent

to the Business Office and the third to the organization.

E. Annual Report of Self-Evaluation

All recognized student organizations at institutions under the governance of the Tennessee Board of Regents are required to submit an annual written report of self-evaluation. Copies of this form will be provided by the coordinator of Student Activities and are required to be submitted no later than the last day of the spring semester.

F. Statement of Assurance

To comply with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, each College-registered organization is required to submit annually a written assurance of non-discriminatory membership policy. These forms will be distributed by and submitted to the coordinator of Student Activities. Submission date for these forms shall be no later than the last day of the spring semester.

afforded the opportunity for a hearing before the Student Disciplinary Committee or a hearing in accordance with the procedures contained in the Tennessee Uniform Administrative Procedures Act (TUAPA).

- B. The organization shall be given the opportunity to elect to have the charges against it disposed of in accordance with established procedures, or to have such charges disposed of in accordance with the procedures outlined in the provision of the TUAPA applicable to "contested cases."

## Student Organizations: Programs and Activities

The use of property or buildings of Southwest Tennessee Community College by a student or organization shall be subject to the rules and regulations of the Tennessee Board of Regents and the College's policy concerning use of property and facilities. All organizations registered pursuant to this policy shall be "affiliated organizations" for the purpose of TBR policy concerning use of campus property and facilities (reference TBR Policy No. 3:02:02:00).

Except for routine meetings of the organization, no on-campus or off-campus program or activity shall be engaged in unless prior approval has been given by the coordinator of Student Activities. To request approval, the organization must file the appropriate form with the coordinator of Student Activities. All activities sponsored by an organization shall be approved by the coordinator of Student Activities ten (10) days prior to the date of the activity. Organizations may not schedule a function or event so far in advance as to deny others the opportunity to utilize campus facilities. Organizations may not have more than two (2) fund-raising functions per month.

No student organization may use the name of the College to publicize any activity unless the activity has been approved by the coordinator of Student Activities. Once the activity is approved, the organization may advertise the activity using the name of the College followed by the name of the organization. No student organization may use the seal or any symbol of the college without written approval of the coordinator of Student Activities.

Any student who finds it necessary to display signs on campus advertising club or organizational activities will observe the following rules and regulations for signs on bulletin boards and for posting in buildings:

- Signs must not be placed on official administrative bulletin boards unless permission

### III. Withdrawal of Registration

Decisions of the coordinator of Student Activities may be appealed to the dean of Student Services and Enrollment Management. Withdrawal of registration of student organizations by the coordinator of Student Activities may come about in one of four ways:

- A. By failure to submit required reports
- B. By ceasing to operate without benefit of formal dissolution
- C. By requesting withdrawal as a student organization or
- D. By operating in conflict with city, county, state, or federal laws or with rules and regulations enacted by the College or the Tennessee Board of Regents

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. An organization shall cease to exist when registration is withdrawn.

In the event of an allegation of misconduct in which an adverse finding toward the organization could result in suspension or revocation of official registration, the coordinator of Student Activities shall inform the organization and advisors as follows:

- A. In the event an organization is placed on probation or suspension or registration is withdrawn, the organization shall be

is secured from the coordinator of Student Activities.

- Signs must not be glued or taped to painted surfaces or placed on doors or windows so that they impair visibility.
- Signs must signify the date of the function or event and must be removed immediately thereafter.

Any fund-raising activity on campus shall be for the benefit of the organization as a whole or a charity, and no funds shall be distributed to the officers or members of an organization for personal profit or gain. Any fund-raising activity or project must be requested and approved by the coordinator of Student Activities using the appropriate form.

## Intercollegiate Athletics

Southwest Tennessee Community College competes in men's and women's basketball, baseball, and softball and is a member of the Western Division of the Tennessee Junior and Community College Athletic Association (TJCCAA) and the National Junior College Athletic Association (NJCAA). The athletic program at the College is operated within the rules and regulations of the NJCAA and the TJCCAA. The College accepts the code of ethics and the rules and regulations of these organizations.

Intercollegiate athletics are considered to be an integral part of the College under the leadership of the director of Athletics, who reports to the president.

The Athletics Committee consists of faculty, staff and students who are appointed by the president. The role of the Athletics Committee is to review and recommend practices and procedures for enhancing the selection, retention and graduation of student athletes. The Athletics Committee also encourages attendance at athletic events by students, staff and the community. The purpose of intercollegiate athletics at Southwest is:

- To provide an opportunity for student athletes to perform in competitive sports
- To use campus facilities to promote student morale and athleticism
- To assist students in developing the highest level of sportsmanship
- To provide an avenue for community identification with the institution
- To have as a priority the intellectual, physical, social and emotional well-being of student athletes
- To provide an environment that encourages academic success

- To provide student athletes with the skills for life-long learning
- To have a graduation or transfer rate that is equal to or greater than the overall college graduation rate

## Student Centers

Areas have been set aside for students to relax, study and visit with friends. The student centers are located in Room B-106 on the Union Avenue Campus, Farris-1101 on Macon Cove Campus, Room 101 at the Gill Center, and the lobby area at the Southeast Center.

Students must adhere to established rules and regulations when using the facility. All student centers come under the rules and regulations established by the Tennessee Board of Regents, Southwest Tennessee Community College, and those immediate rules, regulations and procedures set forth by the Student Activities Office. Only students currently enrolled at Southwest are permitted to use the student center. Each student is responsible for replacement of any broken or lost item or equipment he/she checks out.

At times the student center will be used for Student Government Association or College functions and special selected activities. Such functions and activities will be restricted to those persons involved.

To check out recreational games/equipment, the student must present to the center supervisor a valid, current Southwest ID card. The ID card will be held at the check-out desk until the games/equipment has been returned. The following is a list of additional restrictions to assure a pleasant atmosphere for all students.

- No gambling or betting
- No profanity (cursing)
- No character defamation, sexual innuendoes, or racial slurs
- No food or drink allowed in the areas
- No smoking
- No sitting on pool tables or game tables
- After use, all games/equipment must be promptly returned to the center supervisor.
- The television sound must be maintained at a moderate volume.
- Students are encouraged to attend all their classes. The center supervisor is in charge of the area and all students must adhere to the direction of this individual.

Violation of any rule will result in disciplinary or administrative action.

# Campus Bookstore Returns and Buy-back Policy

- I. Customers must keep their receipts for all Bookstore purchases to facilitate the processing of returned or exchanged items.
- II. Textbook purchases are fully refundable for up to fifteen (15) calendar days from the start of classes (Fall or Spring semesters), or within two (2) days if purchased thereafter. During the Summer term, textbooks are fully refundable for up to seven (7) calendar days from the start of classes, or within two (2) days if purchased thereafter. Within these time periods, new textbooks are fully refundable when returned in the same condition as purchased.
- III. Any textbook purchased during the last week of classes or during final exams is not fully refundable, but can be sold back to the Bookstore during the textbook buy-back period.

## Buy-backs

- I. The Bookstore will buy back textbooks each day the store is open for business.
- II. Textbooks will be bought for up to one-half their selling price if all of the following requirements are met:
  - A. The textbook has been adopted by the Southwest faculty for the following semester.
  - B. The Bookstore needs copies of the textbook to meet the required number of books for the following semester.
  - C. The textbook meets any special requirement set by the Southwest faculty.
  - D. The textbook is in good selling condition with the cover intact and not torn, and pages not missing or loose.
- III. Textbooks will be bought back at current prices established by wholesalers buying books from the Bookstore if the following requirements are met:
  - A. The textbook has wholesale value.
  - B. The textbook meets the special requirement of the wholesaler.
  - C. The textbook is in good selling condition with the cover intact and not torn, and pages not missing or loose.
- IV. The Bookstore will not buy back textbooks if:
  - A. The textbook has not been adopted by the Southwest faculty, and has no wholesale value.

B. The textbook is not in good condition (the cover is missing, or separated or torn, and there are loose and/or missing pages or if all original materials are not presented (ie cd's, etc).

- V. The Bookstore is unable to buy back the following books because the students' are required to write in them: lab books, developmental workbooks and accounting working papers.

## Student Computer Usage Guidelines

Southwest provides computing resources for use by faculty, students and staff. These resources must be used for their intended purpose in an effective, efficient, ethical and lawful manner. The following guidelines relate to the general use of these computing resources, and additional requirements may apply for some specific computing resources.

- I. Computing resources and accounts are owned by the College and must be used only for the purpose for which they were assigned. College computer resources may not be used for commercial purposes or non-College-related activities. Access to the College's systems is by approval only. Approval may require displaying proper identification or completion of forms when requested.
- II. Students who are registered for classes and have paid fees for the current semester may use computer resources, including computer labs, e-mail, Internet, and other resources.
- III. Students are individually responsible for the proper use of their computer privileges, including proper password protection and the appropriate use of e-mail and Internet resources. College resources may not be shared with friends, family, or others, either directly or via the Internet. Also, users of College computer resources are responsible for choosing effective passwords and keeping them secure. If an individual suspects his/her password has been compromised, he/she should report this to Computer Services immediately.
- IV. Programs and files are confidential, unless they are explicitly (through either written approval or security systems) made available to others by the owner. The College may access student files when necessary for the maintenance of computing systems or during the investigation of security incidents.

- V.** College computing resources may not be used to intimidate or harass other individuals for any reason. Fraudulent, threatening, or obscene e-mail or graphic displays used to harass or intimidate are prohibited. Chain letters, mass mailings and repeated sending of e-mail are prohibited.
- VI.** Software is protected by federal copyright law whether or not a copyright notice is explicitly stated in the software or in its documentation. It is illegal to make duplicate copies of a software product without the express permission of the author or publisher of the software. Students may not copy or receive duplicates of software without proper authorization, install software onto College computing equipment, nor alter software, files, or screens, or otherwise customize College computer resources.
- VII.** Plagiarism is prohibited by the College. Computer Center staff will cooperate with instructors to identify and verify plagiarism. Students found plagiarizing another student's work may lose computing privileges, fail their courses, and/or be placed on academic probation. In order to discourage plagiarism, students should properly dispose of all printed output.
- VIII.** Students may not attempt to defeat or to circumvent security features of computer systems in order to damage any computing systems, to obtain extra computing resources, to take resources from another user, or to gain unauthorized access to computing systems whether on- or off-campus.
- IX.** Students may not deliberately attempt to degrade the performance of a computer system (including network resources) or to deprive authorized users of resources or access to any College computer system. Students may not harass or threaten other users, attempt to steal passwords, files, or other user/system information, nor attempt to crash or violate the integrity of a computer system. Any computer process determined to be consuming excessive system resources or degrading system response may be terminated or its priority altered without notice.
- X.** Students may not use College computer resources for illegal acts, post instructions for performing illegal acts, nor request information to perform illegal acts.
- XI.** Southwest Tennessee Community College accepts no responsibility for any loss of data, or damage to data or services arising directly or indirectly from the use of these facilities, or for any consequent loss or damage. The College makes no warranty, express or implied, regarding the computing services offered or their fitness for any particular purpose.

Violation of these conditions may be referred to the dean of Student Services and Enrollment Management for appropriate action, and violation of these conditions may result in suspension of computer privileges, disciplinary review, suspension or expulsion from the College, termination of employment, or legal action. A student's computer use privileges may be suspended immediately upon the discovery of a possible violation of these guidelines, other campus policies, or illegal activities until the matter is resolved.

# STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

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## **PREAMBLE**

WITHIN THE ACADEMIC COMMUNITY AT SOUTHWEST TENNESSEE COMMUNITY COLLEGE, IT IS NECESSARY FOR SOME DEGREE OF ORGANIZATION FOR THE PURPOSE OF UNIFYING AND EXPRESSING STUDENT OPINION, PROTECTING STUDENT'S RIGHTS, MAINTAINING AN ATMOSPHERE OF ACADEMIC FREEDOM, PROMOTING STUDENT ACTIVITIES IN BOTH SOCIAL AND ACADEMIC AREAS, AND TO COMMUNICATE WITH THE ADMINISTRATION, FACULTY, AND STAFF OF SOUTHWEST TENNESSEE COMMUNITY COLLEGE. IT IS FOR THE PURSUIT OF THESE GOALS AND FOR THE PROMOTION OF THE GENERAL WELFARE OF THE STUDENT BODY, THAT THE STUDENT GOVERNMENT ASSOCIATION OF SOUTHWEST TENNESSEE COMMUNITY COLLEGE ESTABLISHES THIS CONSTITUTION.

## **ARTICLE I**

### **Name**

The Student Body hereby forms an organization to enforce and defend this constitution. The name of this organization shall be the Student Government Association of Southwest. Within this document, it may be referred to as "organization" or "SGA." Southwest Tennessee Community College may be referred to as "Southwest" or the "College." Every Student enrolled at Southwest is a member of the SGA. The SGA and this constitution derive their authority from the consent of the Student Body.

## **ARTICLE II**

### **Governance**

The voice of the SGA of Southwest shall be the Executive Committee, which will be empowered to act on behalf of, and represent, the student body in all matters.

## **ARTICLE III**

### **Purpose**

The purpose of the Executive Committee shall be: to promote and maintain an active communication between the administration, faculty, staff and students; to promote student activities and educational programs; to invoke the voice of the students in campus affairs; to provide an environment which shall permit the development of character and intellectual growth; to offer services to Southwest.

## **ARTICLE IV**

### **Administrative Council**

The Executive Committee will elect the Administrative Officers of the SGA. The Administrative Council members are the only Executive Committee members required to attend Administrative Council meetings. This is to allow, and guarantee, autonomy to the Vice-Presidents to make decisions and hold meetings concerning their own campus or centers and areas of responsibility and present these to the Administrative Council. The members of the Administrative Council must act as Representatives at the campus or center from which they were elected but they must remain unbiased concerning any particular campus or center when conducting Administrative Council duties. Only the President and Vice-President of a campus or the centers have authority at that campus or centers.

## **ARTICLE V**

### **Membership**

**(Effective July 01, 2003)**

Any currently registered full-time student having completed at least one semester, in good standing at the college and having accumulated 12 credit hours at Southwest, with a minimum GPA of 2.5, may run in the general election for Representative to the Executive Committee with the approval of the advisors.

## **ARTICLE VI**

### **Tenure of Office**

No student shall be elected to the Student Government Association more than twice. This Article will be open to evaluation annually by the SGA advisors and the dean of Student Services and Enrollment Management.

## **ARTICLE VII**

### **Right of Suffrage**

Any currently registered student of Southwest, who holds a valid ID card, may vote during the general elections, or in other "special" elections that may be called by the Executive Committee.

## **ARTICLE VIII**

### **Student Government Advisor(s)**

Each main campus and the satellite system will have no less than one SGA Advisor. Each advisor will be voted on by the SGA of that campus or the centers and will be approved by the dean of Student

Services and Enrollment Management for acceptance by the SGA. An advisor can be a faculty member or staff member.

## **ARTICLE IX Dissolution**

In the event of dissolution of the SGA, all organizational monies will be placed in a Student Activities Scholarship fund.

## **ARTICLE X Representation**

The number of Executive Committee members will be no more than eighteen, in the following manner.

Section 1: For the main campuses there will be five Executive Committee members and one club representative. (A main campus is defined as a campus so designated by Southwest Tennessee Community College.)

Section 2: Every main campus will have a vice president.

Section 3: For all satellite centers combined, there will be six Executive Committee members.

Section 4: There will be a vice president to represent the satellite centers.

## **ARTICLE XI Accessibility**

The Student Government Association members will have e-mail accounts provided by the College. The e-mail accounts will be published and/or posted throughout the campus. Members will be required to work 75 hours or more, depending on tuition increases, for the college each semester, per Tennessee Board of Regents regulations.

## **ARTICLE XII Impeachment and Recall**

Section 1: A member may be impeached, recalled, or sanctioned.

Section 2: The student body may recall a member. Verifiable signatures from 15 percent of students registered at the College at the time of this action shall be sufficient.

Section 3: The Executive Committee Members at the College and the student body at the College shall both have the power to present charges against an elected official representing the College to initiate impeachment proceedings. Impeachment requires a four-fifths majority vote of all Executive Committee Members at a college.

Section 4: Reasons for disciplinary action shall be: misappropriation of SGA funds; violation of the

student code of conduct; school suspension; GPA below 2.5; failure to carry out duties of the office held; or 3 (three) unexcused absences from meetings or other Executive Committee activities during any semester.

Section 5: A member so removed may be required to return to the College any compensation received for services rendered to the SGA for the semester in which this action takes place.

Section 6: A sanction requires a two-thirds majority vote of all the members of the Executive Committee. A five-member committee formed from the Executive Committee will determine the extent of the sanctions.

Section 7: A member of the Administrative Council may be removed from their office by a three-fourths majority of the Executive Committee.

## **ARTICLE XIII Meetings**

Section 1: At least two full Executive Committee meetings will be held during the spring and fall semesters. Three Executive Community meetings will be held during the summer as determined by the SGA President.

Section 2: Administrative Council meetings will be held regularly during the spring, summer, and fall semesters as determined by the SGA President and Vice Presidents.

Section 3: General Campus Executive Committee meetings will be held regularly during the spring, summer, and fall semesters as determined by the SGA Vice Presidents at their respective locations.

Section 4: Special meetings may be called by the President, at the request of the College administration, or by the Vice Presidents at their respective locations.

Section 5: The regular meeting time will be established at the first SGA meeting of each semester. All general meetings must be announced at least one week in advance. Any special called meeting requires at least 48 hours notice. Cancellation of any meeting requires 48 hour notification unless there are extenuating and unusual circumstances.

Section 6: The Executive Committee members are expected to attend all of their respective regularly scheduled meetings. Members must attend 70 percent of the meetings or risk being dropped from the Executive Committee.

Section 7: The Executive Committee meetings will be open to all members of the student body, but only Executive Committee members will have voting privileges. However, the President will grant speaking privileges to non-Executive Committee members.

Section 8: A quorum consists of 50 percent + 1 of the voting members of the Executive Committee who are required to be in attendance. A simple majority consists of 50 percent + 1 of the members present.

Section 9: An agenda is required for all meetings. The agenda will be e-mailed to all members who are to attend said meeting no less than 3 days before the meeting is to take place. In the case of an emergency meeting, the agenda will be e-mailed as soon as possible.

Section 10: If for any reason a member cannot attend any meeting, the member must contact 2 of the following: president, vice-president or the sergeant at arms. This is to ensure accountability.

## **ARTICLE XIV**

### **General Qualifications of Members of the Executive Committee**

All members of the Executive Committee must have completed one (1) semester at Southwest Tennessee Community College, have a cumulative Grade Point Average of 2.5, be in Good Standing with the College and be currently enrolled as a full time (12 or more hours) student at the College. If a member during their term becomes not in Good Standing with the College or if their Grade Point Average falls below 2.5 they will be placed in a probationary status by the Executive Committee. Unless they are the appointed Clubs Representative, they will not have any duties other than attending meetings. All members are required to complete 75 work hours or more, depending on tuition increases for the College each semester, per Tennessee Board of Regents policy. A member in a probationary status cannot serve on the Administrative Council or hold any office.

## **ARTICLE XV**

### **Executive Privilege**

The SGA president and a vice president have the authority to make sound and well-calculated decisions without the vote of the SGA. This authority does not include expenditures of SGA funds.

## **ARTICLE XVI**

### **Evaluation of SGA Members**

All the members of the SGA will have their job performance evaluated at least twice a semester.

The evaluation result will be made available to the student body, all SGA members, the SGA advisors, and the president of the college.

Section 1- The SGA President will be evaluated by the SGA advisors.

## **ARTICLE XVII**

### **Vacancies**

Should the office of President become vacant; the position is initially opened to the Vice Presidents.

If more than one Vice President is interested then there shall be a vote by the Administrative Council to fill the position.

If none of the Vice Presidents are interested in the office of President, the position will be opened to all members of the Executive Committee and its sub-committees.

If more than one member is interested there shall be a vote by the Executive Committee to fill the position.

If no members meeting the qualifications are interested, the position will be opened to all members of the student body meeting the qualifications for the position.

The persons interested will submit a petition just as though they were entering a general election.

Vacancies occurring in the offices of the Administrative Council will be filled by nominations and a vote held by the Executive Committee.

If the office is not filled by this procedure within one month of the office being vacated then the SGA President shall appoint a replacement, subject to a simple majority approval by the Executive Committee.

## **ARTICLE XVIII**

### **Standing Committees**

Student Election Commission:

The Student Election Commission (SEC) Shall:

- Operate independently of the SGA
- Be supervised and directed by the Office of Student Activities
- Be composed of 5 (five) full-time students with a GPA of 2.5, appointed by the SGA Advisors
- Select a chairperson
- No SEC member shall be allowed to run for office in the SGA while serving on the SEC unless he/she resigns officially from the SEC by forwarding a letter of resignation to the coordinator(s) of Student Activities.

- The SEC shall be seated no less than 3 (three) weeks before any election.

Treasury Committee:

The Treasury Committee shall:

- Do business on a weekly basis
- Is responsible for the equitable distribution of SGA funds for clubs and functions
- Consist of the Treasurer and one representative from each campus, and one representative from the satellite centers selected by the Vice Presidents

Traffic Appeals Committee:

The Traffic Appeals Committee shall:

- Review Traffic Appeals on a weekly basis
- Establish appeal-hearing processes at the beginning of the semester at each location
- Make fair-minded rulings
- Consist of one member appointed by each Vice President and two students from the student body appointed by the Advisor to that Vice President
- Follow the appeals procedures established by Southwest policy

## **ARTICLE XIX Compensation**

Compensation for Executive Committee Members shall consist of:

- Full tuition in time to register for classes each semester
- \$300 for books and general supplies
- This amount is subject to review annually, or as needed, for determination of adequacy for the members. The proper College administrator may approve increases on a per case basis

## **ARTICLE XX Ratification and Enactment of the Constitution**

Section 1 - **Ratification Requirements.** This Constitution shall be considered ratified by a vote of a simple majority of the Executive Committee of the SGA, and with the signature approval of the proper College authorities.

Section 2 - **Enactment of the Provisions.** Upon ratification of this Constitution by the Executive Committee, all articles of this Constitution shall be binding upon the SGA of Southwest and on all organizations established by that organization.

Section 3 - **Amendment Provisions.** Amendments to this document, after the first day of July each year, will require a four-fifths majority of all members of the Executive Committee.

## **ARTICLE XXI Bylaws**

The SGA may create Bylaws to elaborate on rules and procedures in addition to those set forth in this Constitution. However, in cases where the Bylaws conflict with this Constitution, this Constitution shall prevail.

Section 1 - **Ratification Requirements.** Bylaws shall be considered ratified with the vote of a simple majority of the Executive Committee of the SGA of Southwest and with approval of the proper College authorities.

Section 2 - **Enactment of the Provisions.** Upon ratification of these bylaws by the Executive Committee they shall be binding upon the SGA of Southwest, and on all organizations established by that organization.

Section 3 - **Amendment Provisions.** Amendments to any bylaw will require a four-fifths majority vote of all members of the Executive Committee.

### **I**

#### **General duties of Members of the Executive Committee**

All e-mail accounts will be checked consistently and responded to in a timely manner. Electronic mail will be checked no less than once every two days excluding weekends and holidays. If a problem arises with a member's e-mail account, it is to be reported to the President, Vice President, or Sergeant at Arms as soon as possible.

### **II**

#### **A Representative elected to the Executive Committee:**

1. Shall maintain the dignity and integrity of the office in all matters relating to the business of the SGA and Southwest
2. Shall maintain a neat and professional appearance when representing the SGA
3. Shall make themselves available to the members of the student body that they represent. Those that cannot or do not will be required to maintain regular scheduled office hours as assigned at their represented campus.
4. Shall post and publish current contact information on the bulletin boards, the College student newspaper, and the SGA and Southwest web sites
5. Shall do their best to view all situations brought to them from the perspective of all parties involved before taking any action
6. Shall seek the advice of one of the Vice Presidents before taking any action that may obligate the SGA
7. Shall be fair to both the students and

Southwest, and take all circumstances into account.

### **III Duties and Responsibilities of Officers**

All officers of the SGA shall abide by the following duties and responsibilities.

#### **President's Duties:**

1. Include having the power to call Administrative Council, Full Executive Committee, and special SGA meetings
2. Include presiding at all meetings of the Administrative Council, College wide Executive Committee, and all special SGA meetings
3. Include serving as ex-officio member on all committees, and shall be able to vote on all committees' business only in the case of a tie vote
4. Include making himself/herself available to the student body
5. Include not serving as a Representative at the Campus that elected them to the position of Representative
6. Include by position sittings on certain standing committees of the College including, but not limited to, the College Council and the Strategic Planning Committee and shall fill by appointment positions on other committees of the College
7. Include carrying out the administrative functions of the Executive Committee
8. Include serving as Treasurer and is Chair of the Treasury Committee
9. Include having the power to call special elections to fill vacant positions
10. Include having the power, in conjunction with the Advisors to the SGA, to appoint members of the Student Election Commission
11. Include appointing the Sergeant-at-Arms
12. Include attending all meetings and participating in the TBR SGA President's Council
13. Include insuring all campus Vice Presidents are having regular meetings through the submission of the campus meeting minutes
14. Include meeting with the president of the College twice a semester
15. Include not voting in Executive Committee or Administrative Council meetings except in the case of a tie
16. Include serving as chairperson of the Treasury Committee

#### **Vice President's Duties:**

1. Only the Vice Presidents shall have executive authority over the areas they were elected
2. Shall assist the president in all matters of

- business of the Administrative Council
3. Shall appoint an assistant secretary
4. Shall appoint members to SGA Committees, and shall receive frequent reports from committee members
5. Shall by position sit on certain standing committees of the College and aid in College committee assignments
6. Shall appoint a Traffic Appeals person for his/her area
7. Shall appoint a Treasury Committee member
8. Shall make himself/herself available to the student body
9. Shall perform additional duties assigned by the President
10. Shall attend with the President at least one meeting of the TBR – SGA President's Council and may be sent to represent the President at these meetings in case the President cannot attend
11. Shall preside at Executive Committee and special SGA meetings at their respective areas

#### **Executive Secretary's Duties:**

1. Shall be responsible to the President
2. Shall notify Administrative Council members of called or regularly scheduled meetings; conduct roll call, record minutes, prepare and distribute minutes to all Administrative Council members, advisors, and the Office of Student Activities
3. Shall provide secretarial services for the Administrative Council
4. Maintain all permanent SGA records; keep and post attendance records for all members and officers within twenty-four hours of each meeting
5. Shall make himself/herself available to the student body
6. Shall perform other duties required or assigned by the SGA President
7. Shall supply the Sergeant-at-Arms the attendance records of any meetings

#### **Assistant Secretary's Duties:**

1. Shall be responsible to the Vice President at his/her area, and perform general secretarial duties as outlined by the Vice President
2. Shall maintain contact with Vice President and Executive Secretary
3. Shall make himself/herself available to the student body
4. Shall perform other duties as assigned by the SGA President
5. Shall supply the Sergeant-at-Arms the attendance records of any meetings

### **Treasurer's Duties:**

1. Shall maintain an accurate record of all activity expenditures sponsored by SGA
2. Shall work with the advisors on SGA expenditures and fund allocation
3. Shall be responsible for fund-raising expenditures and collections
4. Shall seek the advice and help of the advisors regarding use of SGA monies
5. Shall make himself/herself available to the student body
6. Shall make financial reports at meetings
7. Shall perform other duties assigned by the SGA president
8. Treasurer's report will be audited every year by 2 SGA members and the advisors.

### **SGA Webmaster:**

1. Shall maintain communications between the college webmaster, student newspaper and SGA
2. Shall make himself/herself available to the student body
3. Shall perform other duties as assigned by the SGA president

### **Club Representative's Duties:**

1. Shall establish and maintain effective communications channels between Student Organizations and the Administrative Council of the SGA
2. Shall make himself/herself available to the student body
3. Shall perform other duties assigned by the SGA President

### **Sergeant-at-Arms' Duties:**

1. Shall assist the President of the SGA
2. Shall make himself/herself available to the student body
3. Serve as Parliamentarian to arbitrate, in accordance with Robert's Rules of Order, any procedural disputes arising from any meeting of members
4. Shall keep the records of member attendance at meetings. The records will be made available to the President and Vice Presidents
5. Shall function as the President, in the President's absence, to preside over meetings and exercise the President's authority to cast a tie-breaking vote
6. Shall act as President if the President cannot fulfill the duties of their office for any reason until position is filled
7. Shall perform other duties assigned by the SGA President

## **IV**

### **Student Government Advisor Guidelines**

1. An advisor should have a working knowledge of the Southwest and TBR organizations. As part of the advisor's duties, he or she should have a clear understanding of the role of the Student Activities department in coordinating the SGA programming and activities.
2. In carrying out the role of advisor, he or she should have an interest in the SGA. The advisor should also have an interest in the growth and development of the SGA membership.
3. An advisor should be committed to serving the needs of the SGA and its members by, but not limited to:
  - a) Attending formal functions staged or held by the SGA
  - b) Developing a rapport with the membership of the SGA, especially the officers
  - c) Keeping abreast of current developments in the particular areas served by the SGA
  - d) Working with Southwest officials to inform the SGA of TBR and Southwest policies, procedures, and decisions that affect the functioning of the SGA
4. An advisor should acquire a working knowledge of TBR policies and guidelines as they relate to fund-raising, fund accounting, and fund disbursement as outlined in TBR and Southwest business policies and guidelines. The advisor should then assist with the financial duties associated with the SGA by counseling and assisting officers, by reviewing financial statements and accounts, and by assisting with Southwest procedures designed to safeguard funds.
5. An advisor should attempt to assist in the planning of all social and formal functions, whether on or off campus. The advisor shall routinely appear at planned social functions. Advisors should, in aiding the SGA in planning events, maintain consistency with all Southwest and TBR policies.
6. An advisor should encourage the development of initiative and leadership within the SGA, should assist the officials of the SGA in identifying potential officers and leaders within the SGA, and should serve as a resource person for the SGA.