

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT: Student Newspaper****EFFECTIVE DATE: July 1, 2000; Revised August 22, 2013; Revised April 28, 2023****Purpose**

The purpose of this policy is to establish standards for student publications at Southwest Tennessee Community College (“Southwest” or “the College”).

**Policy**

A student newspaper serves as a vital communication system for students and provides opportunities for students interested in developing writing and journalism skills. Student publishers must consistently maintain high standards for creating and distributing quality information for the benefit of the readers and for the College community as a whole.

**I. Organization**

The Editor-in-Chief of the Southwest student newspaper will be chosen by a committee. The Director of Student Development serves as the general advisor. The newspaper staff shall also have one (1) or more faculty advisors. The editor and general advisor are responsible for publication of the newspaper with the guidance of the faculty advisor(s).

To serve on the student newspaper, a candidate must:

- Have a cumulative GPA of 2.5 (minimum);
- Have completed no less than twelve (12) credit hours at the College;
- Be currently enrolled in classes (minimum of six (6) credit hours each semester); and
- Submit a letter of intent stating why the student would like to serve on the student newspaper. The letter of intent:
  - a. Must be written by the student without assistance;
  - b. Must be detailed.

If an advisor, general or faculty, has questions regarding a student’s writing ability, a short in-person writing assignment may be given.

**II. Responsibilities****A. Responsibilities of the Student Editor-in-Chief**

1. Regularly consult with the faculty advisor regarding publication operations.
2. Ensure that the publication schedule is met.
3. Take responsibility for news and editorial content.
4. Organize and direct the publication staff and student writers, including the appointment and dismissal of staff members after consultation with the faculty advisor.
  - a. A dismissed member has the right of appeal to the faculty advisor.
  - b. A second appeal may be made to the Dean of Students whose decision shall be final.

5. Establish and ensure a system for the campus-wide distribution of the publication.

**B. Responsibilities of the General Advisor/ Director of Student Development**

- 1. Be available for and have regular consultations with the student Editor-in-Chief.
- 2. Provide by advice, teaching, and example, the highest ethical and professional standards.
- 3. Recruit student publication staff members as necessary to fulfill the duties and requirements of the newspaper.
- 4. Approve any potential advertisements for responsible individuals, organizations, or businesses who wish to purchase ad space in the student newspaper.
- 5. If necessary, dismiss the Student Editor-in-Chief.
  - a. The Student Editor-in-Chief should not be dismissed for reasons related to newspaper content
  - b. Appropriate reasons for dismissal include plagiarism, failure to publish, repeated failure to meet deadlines, and proven violation of Southwest policies, TBR regulations, or the law.
  - c. The dismissed Student Editor-in-Chief has the right of appeal to the Dean of Students whose determination shall be final.

**C. Responsibilities of the Faculty Advisor(s)**

- 1. Be available for and have regular consultations with the student Editor-in-Chief.
- 2. Provide by advice, teaching, and example, the highest ethical and professional standards.
- 3. Assist with recruiting student publication staff members as necessary to fulfill the duties and requirements of the newspaper.

**III. First Amendment**

Southwest recognizes that all student publications are guaranteed First Amendment freedom. The editor and advisors will ensure that they are knowledgeable of the meaning of the First Amendment and ensure its applicability to the student newspaper.

**Source of Policy:** VP Student Services & Enrollment Mngt

**Responsible Administrator:** VP of Student Affairs

**Related Policy:** \_\_\_\_\_

**TBR Policy Reference:** \_\_\_\_\_

**Approved:** \_\_\_\_\_  
**President**

**Date:** April 28, 2023