

NEED TO KNOW



Important Information for
Pellissippi State Students

CONTENTS

MESSAGE FROM THE VICE PRESIDENT OF STUDENT AFFAIRS	1
RIGHTS, FREEDOMS AND RESPONSIBILITIES OF STUDENTS	2
STUDENT COMPLAINTS	3
EQUAL OPPORTUNITY AND NON-DISCRIMINATION IN EDUCATION AND EMPLOYMENT	4
STUDENT CONDUCT	5
DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989	5
CAMPUS SAFETY AND SECURITY	8

Pellissippi State Community College is one of 46 institutions in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. TBR is the governing board for this system, which includes six universities, 13 two-year colleges and 27 technology centers, providing programs in 90 of Tennessee's 95 counties to more than 200,000 students. Pellissippi State Community College is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Executive Director, Human Resources and Affirmative Action, Room 262, J.L. Goins Administration Building, 865.694.6406. PSCC 21217068

Penalties and Sanctions

Appropriate disciplinary action will be taken in all cases in which students are determined to be in violation of the Drug-Free Schools and Communities Act Amendments of 1989 as implemented by this policy.

Any alleged violation of the Act as implemented by this policy by a student of the College shall be reported to the Vice President of Student Affairs, or designee, and college due process procedures will be implemented. Possible disciplinary sanctions for failure to comply with the provisions of this policy may include one or a combination of the following:

1. Warning
2. Reprimand
3. Probation
4. Suspension
5. Mandatory participation in, and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program
6. Referral for prosecution
7. Expulsion
8. Other appropriate disciplinary action.

Drug and Alcohol Counseling, Treatment and Rehabilitation Programs

The Counseling Department at Pellissippi State provides confidential counseling to students with drug and alcohol-related problems. This service is free to students. Referral services are also provided for professional counseling, treatment and rehabilitation programs that are available in the local community. The cost of these professional services is the responsibility of the individual concerned or the individual's insurance carrier.

CAMPUS SAFETY AND SECURITY

The mission of the Safety and Security is the protection of lives and property. We at Pellissippi State Community College are deeply concerned about the safety and welfare of everyone on our campuses as well as the protection of college facilities and equipment.

To read the annual Safety and Security Report, please visit the following website: http://www.pstcc.edu/pdf/security_report.pdf. This report is provided on an annual basis to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Further, a daily crime log can be found at <http://www.pstcc.edu/security/report/DailyCrimeLog.html>.

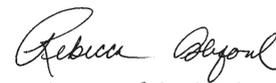
MESSAGE FROM THE VICE PRESIDENT OF STUDENT AFFAIRS

I am so pleased that you have decided to attend Pellissippi State Community College. I hope that you enjoy your educational experience and gain the knowledge and skills you need to either further your education at a four-year university or to be employed when you graduate.

Pellissippi State strives to create an atmosphere in which students can be fully engaged in their academic experience—both in and out of the classroom. Such an atmosphere must be one in which people are treated with respect and civility. To that end, we provide you with this document to help you understand your rights and responsibilities in creating a positive academic environment for yourself and for those around you. Please peruse this document now and keep it for future reference.

Best wishes for a successful academic experience at Pellissippi State.

Sincerely,



Rebecca Ashford, Ed.D.

Vice President of Student Affairs

RIGHTS, FREEDOMS AND RESPONSIBILITIES OF STUDENTS

Pellissippi State Community College embraces the following excerpts from the AAUP Joint Statement on Rights and Freedoms of Students.

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The purpose of this statement is to enumerate essential provisions for students' freedom to learn.

In the classroom

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

1. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

2. Protection Against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

3. Protection Against Improper Disclosure

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

Legal Sanctions under Local, State and Federal Law

Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors, which include the type and amount of controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time, up to a term of life imprisonment; a fine of up to \$4,000,000 if an individual; supervised release; any combination of the above, or all three. These sanctions are doubled when the offense involves either: 1) distribution or possession at or near a school or college campus, or 2) distribution to persons under 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to \$10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two (2) years the minor's senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in T.C.A. S39-17-417. (21 U.S.C. S801, et. seq.; T.C.A. S39-17-417)

It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his employment), or consume alcoholic beverages, wine or beer. Such offenses being classified Class A misdemeanors are punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than \$2,500, or both. (T.C.A. SS1-3-113, 57-5-301). It is further an offense to provide alcoholic beverages to any person under the age of twenty-one (21), such offense being classified a Class A misdemeanor. (T.C.A. S39-15-404). The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days or a fine of not more than \$50, or both. (T.C.A. S39-17-310)

Health Risks Associated with the Use of Illicit Drugs and/or Abuse of Alcohol

Every drug, including alcohol, is a potential poison, which may cause disability and death if it is taken incorrectly into the body, consumed in wrong amounts or mixed indiscriminately with other drugs. Drugs cause physical and emotional dependence. Drugs and their harmful side effects can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug's chemical composition, that is whether or not it is fat-soluble.

Fat-soluble drugs such as marijuana, phencyclidine (PCP), and lysergic acid diethylamide (LSD) seek out and settle in the fatty tissues. As a result, they build up in the fatty parts of the body such as the brain and reproductive system. Such accumulations of drugs and their slow release over time may cause delayed effects weeks, months, and even years after drug use has stopped.

There are many health risks associated with the use of illicit drugs and the abuse of alcohol including organ damage; impairment of brain activity, digestion, and circulation; impairment of psychological processes and mental functioning; and, physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS and other infections. If used excessively, the use of alcohol or drugs singly or in certain combinations may cause death.

addition, Pellissippi State Community College Policy Academic Classroom Conduct and Disciplinary Sanctions forbids the possession or use of alcohol or and drug or controlled substance. The items from this policy that specifically address drugs and alcohol are listed below.

Alcoholic beverages. The use and/or possession of alcoholic beverages is not allowed on Pellissippi State-owned or -controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off college owned or controlled property, where an affiliated group organization has alcoholic beverages present and available for consumption. Pursuant to Tennessee Code Annotated §49-7-146, Pellissippi State Community College is required to notify a parent of a student under age twenty-one (21) if the student has committed a disciplinary violation with respect to the use or possession of alcohol or a controlled substance that is a violation of any federal, state, or local law, or of any rule or policy of the institution, except as prohibited by the Family Education Rights and Privacy Act (FERPA). The trigger for notification will be 1) a plea of guilty to the applicable code of conduct violation, or 2) a final finding of guilt pursuant to disciplinary procedures, including completion of an appeal.

Drugs. The unlawful possession or use of any drug or controlled substance (including, but not limited to, any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or off institution owned or controlled property. Pursuant to Tennessee Code Annotated §49-7-146, Pellissippi State Community College is required to notify a parent of a student under age twenty-one (21) if the student has committed a disciplinary violation with respect to the use or possession of alcohol or a controlled substance that is a violation of any federal, state, or local law, or of any rule or policy of Pellissippi State, except as prohibited by the Family Education Rights and Privacy Act (FERPA). The trigger for notification will be 1) a plea of guilty to the applicable code of conduct violation, or 2) a final finding of guilt pursuant to disciplinary procedures, including completion of an appeal.

Drug Paraphernalia. The use or possession of equipment, products or materials that are used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia, on or off college owned or controlled property.

Public Intoxication. Appearing on college owned or controlled property, affiliated clinical site, or at a college sponsored event, while under the influence of a controlled substance or of any other intoxicating substance.

This policy can be found at <http://www.pstcc.edu/ppm/pdf/04-02-00.pdf>.

All categories of employees and students are subject to these policies and to applicable federal, state and local laws related to this matter.

Student responsibilities

Pellissippi State Community College students have certain responsibilities to uphold as part of their membership in the academic community. These include the following:

- Students are responsible for their own academic success. This includes maintaining academic integrity and taking advantage of academic support services provided by the College.
- Students are responsible for conducting themselves in an appropriate manner while in the classroom, on campus, and in their communication with other members of the college community. This includes being respectful of others and refraining from disciplinary offenses as outlined by Pellissippi State Policy 04:02:00.
- Students are responsible for following College policies relevant to them.
- Students are responsible for meeting deadlines. This includes meeting deadlines in the classroom and meeting deadlines published by the College.
- Students are responsible for reading all communications sent to them by the College. This includes all forms of electronic and written communication.

If students believe their rights have been violated they may file a written complaint.

STUDENT COMPLAINTS

Pellissippi State Community College strives to provide the best instructional atmosphere and level of service to students. At times, however, students may have an issue, concern or complaint regarding their educational experience. In such cases, the College strives to resolve issues as quickly as possible and at the level closest to the issue.

Students should follow the procedures listed below to resolve their concerns or complaints.

Filing a Complaint

Informal Resolution

The first step a student should take in resolving a concern or complaint is to directly address the faculty member, staff member or student in question. There may be some cases in which a student might feel uncomfortable directly addressing the faculty or staff member. If this is the case, the student should speak to the academic dean in the case of a faculty member, or to the supervisor in the case of a staff member. If the issue is with another student, and the student with the concern is uncomfortable addressing the other student, he or she may contact the Security Office or the dean of students at the Pellissippi Campus or the Assistant Dean at the site campuses. If there is no resolution at that level, the student may file a formal, written complaint.

Formal Resolution

Students who have attempted informal resolution to their complaints and need further resolution may file a formal complaint. This form is located at <http://www.pstcc.edu/complaint/>. Students should fully complete and submit the electronic student complaint form. This form will be submitted to the appropriate vice president over the area in In

which the student has a concern. The vice president (or designee) will conduct an investigation within 10 working days of receiving the complaint. The vice president (or designee) will communicate the outcome of the investigation to the student in no more than 30 working days of receiving the complaint.

Complaints Related to Accreditation or Violation of State Law

Students or prospective students who wish to file a complaint related to accreditation or regarding violations of state law not resolved at the institution may submit a Student Complaint Form to the Tennessee Board of Regents at 1415 Murfreesboro Road, Suite 340, Nashville Tennessee 37217, or by going on line and filing out the form electronically at <http://www.tbr.edu/contact/default.aspx?id=2936>. Under Tennessee's open records law, all or parts of complaints will generally be available for review upon request from a member of the public.

Complaints regarding accreditation can also be made by contacting the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone: 404-679-4500 (www.sacscoc.org).

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

EQUAL OPPORTUNITY AND NON-DISCRIMINATION IN EDUCATION AND EMPLOYMENT

Pellissippi State affirms that it will not tolerate discrimination against any employee or applicant for employment because of race, color, religion, ethnic or national origin, sex, sexual orientation or gender identity, disability, age, or status as a covered veteran, nor will the College tolerate harassment on the basis of race or sex.

Similarly, the College will not subject any student to discrimination or harassment under any educational program and no student shall be discriminatorily excluded from participation nor denied the benefits of any educational program on the basis of race, color, religion, ethnic or national origin, sex, sexual orientation or gender identity, disability, age, or status as a covered veteran.

Any Pellissippi State employee, applicant, or student who has reason to feel that he or she has been harassed or affected by discrimination, or who has any other concerns or questions about equal opportunity and affirmative action, should contact the following:

Executive Director of Human Resources and Affirmative Action
Pellissippi State Community College
J. L. Goins Administration Building, Room 262
10915 Hardin Valley Road
P.O. Box 22990
Knoxville, TN 37933-0990
(865) 694- 6607

Questions about services and facilities for students with disabilities should be directed to the following:

Director of Services for Students with Disabilities
Pellissippi State Community College
J. L. Goins Administration Building, Room 134
10915 Hardin Valley Road
P.O. Box 22990
Knoxville, TN 37933-0990
(865) 539-7153
(865) 694-6429 (Voice/TTD)

STUDENT CONDUCT

Pellissippi State Community College (Pellissippi State) students are citizens of the state, local, and national governments, and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times.

Admission to Pellissippi State carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by nonstudents. 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 (TBR) has authorized the President of Pellissippi State 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.

Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits flourish, the College has developed the following regulations that are intended to govern student conduct on the campus.

Please see Pellissippi State Policy 04:02:00 Academic Classroom Conduct and Disciplinary Sanctions at <http://www.pstcc.edu/ppm/pdf/04-02-00.pdf>. All Pellissippi State students are responsible for abiding by this policy.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989

In accordance with federal legislation, the following information is provided to all students enrolled at Pellissippi State.

Standards of Conduct

Per Pellissippi State Community College's Drug-Free Campus/Workplace policy employees and students are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use or being under the influence of illegal drugs or alcohol on the college campus, at off-campus facilities owned or controlled by the college or as part of college sponsored activities. (See <http://www.pstcc.edu/ppm/pdf/08-07-00.pdf>.)