

Walters State Community College Student Handbook

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Student Handbook



GENERAL INFORMATION

Firearms on Campus

In accordance with Tennessee State Law, no firearms shall be permitted on the WSCC campus or worn by a WSCC student or employee at any time other than the exceptions listed below:

WSCC Campus Police shall wear firearms in accordance with institutional policy.

Full-time peace officers on campus either in a student or visitor status may carry a firearm if required by local departmental regulations. Specifically, full-time uniformed peace officers are authorized to wear their arms in accordance with their uniform regulations; however, plain clothed peace officers must wear clothing which will permit the complete concealment of their firearms at all times. At no time will such firearms be visible.

Freedom of Expression

Walters State Community College considers freedom of inquiry and discussion essential to educational development and recognizes the right of students to engage in discussion, exchange thought and opinion, and speak freely on any subject in accord with guarantees of our state and national constitution. In addition, Walters State strives to develop in students a realization that citizens not only have the right, but also the obligation, to inform themselves regarding issues and problems of the day, to formulate standards regarding these, and to give expression to their views. In discharging these rights and obligations, however, students must also recognize their responsibilities to other individuals, to the college and its constituency, and to the state and nation. Walters State takes pride in the fact that its campus is open to free discussion and the examination of views with the condition that such discussion be accompanied by peaceful conditions consistent with a scholarly nature of an academic community.

Health and Accident Insurance

Walters State Community College offers a non-compulsory health and accident policy which will provide protections for students at a very low rate. The college is offering this group insurance as a service to you because the rates are lower than for individual policies. Policy information is available in the office of the vice president for Student Affairs.

Students are urged to participate in this group policy. Students participating in physical education classes, intramural activities and sports clubs are strongly encouraged to purchase this policy. This policy does not provide coverage for students while they are participating in intercollegiate competition or practicing for such competition.

Nondiscrimination on the Basis of Sex

Walters State has developed a policy of reaffirming the fact that the college does not discriminate on the basis of sex in the educational programs or activities which it operates. The college's policy is as follows:

It is the policy of Walters State Community College not to discriminate on the basis of sex in the educational programs or activities which it operates, including employment therein and the admission of students thereto, and Walters State Community College is required by Title IX of the Education Amendments of 1972, and regulations issued pursuant thereto (45 C.F.R Part 86) (and by Section 799A and 845 of the Public Health Service Act and regulations) issued pursuant thereto not to discriminate in such manner. Inquiries concerning the application of the Acts and the regulations to Walters State Community College may be referred to the President or the executive director of Human Resources/Affirmative Action Officer.

Search and Seizure

State law provides that students and their property on the Walters State Campus may be searched and where necessary seized on the basis of a determination of probable cause. Probable cause may be found where the facts and circumstances within college administrators' knowledge and of which they have reasonable trustworthy information are sufficient in themselves to warrant a search in the belief that a violation of the college's regulations has been or is being committed. The decision to implement a search of a student or property will be made by either the vice president for Student Affairs or the President in that order and should be based upon a signed statement (warrant if possible) by a person setting forth in detail the facts and circumstance justifying the search, and where based in whole or in part on hearsay evidence, stating the underlying circumstances from which the person concluded that the third person was creditable or information reliable.

In exceptional circumstances a warrantless search may be made, and college personnel may proceed with the search without a written authorization. Such circumstances are limited to those where the fruits of violation of the college's regulation on contraband can be said to be in imminent danger of disappearance, destruction, or removal.

When the student voluntarily consents to a search, no written authorization for the search is required. A voluntary consent in writing will be requested, however, from the student. In addition, in all cases where a search is to be made of a student's property or premises, the student should be present for the search whenever possible.

In the event that police or other law enforcement officials not employed by the college request permission to search for a student or property, the college will not consent to the search unless the officials have a search warrant for that particular student or property. All questions concerning this subject should be directed to the office of the vice president for Student Affairs or to the President of the college.

Sexual Harassment

Walters State Community College is committed to providing its faculty, staff and students with an environment free from implicit and explicit coercive sexual behavior used to control, influence, or affect the well being of an individual at the college. Sexual harassment of any person is inappropriate and unacceptable and is grounds for disciplinary action. It may also, depending on its nature, constitute a violation of federal law. Any student who has a complaint regarding sexual harassment may contact the vice president for Student Affairs for information and assistance relative to the procedure for review of the complaint.

Student Complaints

Walters State has established procedures for receiving and responding to student's issues and complaints. Grade appeals are resolved through the vice president for Academic Affairs. Academic integrity violations are reviewed jointly by the vice presidents for Academic Affairs and Student Affairs. All other student complaints including: student discipline, disclosure of student records, sexual harassment complaints, disability accommodations, racial harassment and discrimination are resolved through the vice president for Student Affairs. If a student has any question about the applicable procedure to follow for a particular complaint, they should consult with the vice president for Student Affairs. In particular, the vice president for Student Affairs should advise a student if some other procedure is applicable to the type of complaint a student has expressed.

Initially, students are encouraged to attempt to resolve complaints informally with the appropriated faculty or staff member, director, department head, dean, or vice president to facilitate an informal resolution. If informal resolution is unsuccessful, or if the

student does not pursue information resolution, the student may file a written complaint to the vice president for Student Affairs.

1. The written complaint to the vice president for Student Affairs shall be filed within 30 calendar days of the alleged issue unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The written complaint shall be specific as possible in describing the issue of complaint.
2. The vice president for Student Affairs shall promptly notify the individual(s) of the complaint filed against them, with emphasis on stating that the filing of the complaint does not imply any wrongdoing has occurred and that they (the defendant) must not retaliate in any way against the student who has filed the complaint.
3. Once the written complaint is received and reviewed, the vice president for Student Affairs will consult with the appropriate vice presidents, dean, directors, department heads, faculty and/or staff.
4. The vice president for Student Affairs shall separately interview the complaining student, the alleged perpetrator and other persons to the extent necessary to conduct the investigation. If the vice president believes it would be helpful, he or she may meet again with the student and the alleged perpetrator after completing the investigation in an effort to resolve the matter. The complainant and the defendant have the right to have a representative (student government representative or attorney) present during the initial meeting, the interview and any post-investigation meeting.
5. At the conclusion of the investigation, the vice president for Student Affairs shall issue a written report setting forth his or her findings and recommendations. In ordinary cases, it is expected that the investigation and written report should be completed within 30 days of the date the complaint was filed.
6. If either the student or the alleged perpetrator is not satisfied with the report of the vice president for Student Affairs, the student or defendant may file a written appeal to the college president within 10 calendar days of receiving the report. The president may choose to establish an Appeals Committee to review the findings of the report by the vice president for Student Affairs. The Appeals Committee may or may not choose to conduct another investigation following the review of the written report. The Appeals Committee shall make their recommendation to the president within 20 calendar days of receiving the appeal.
7. After the president's review, if the complaint is still not resolved, the student will be advised that he/she can contact the State Postsecondary Program Review office at the Tennessee Higher Education Commission at 615-532-7286.
8. In the event the complaint filed by the student related to a Family Educational Rights and Privacy Act (FERPA) issue, complaints of violation by the institution may be filed with the Office of the Secretary, United States Department of Education.

Telephones

Courtesy telephones located in the lobby of the Dr. Jack E. Campbell College Center in front of the "Z" Buda Gymnasium, in the Mathematics and Behavioral/Social Sciences Building and the Clifford H. "Bo" Henry Center for Business and Technology are provided for personal calls. The telephones in the administrative, faculty, and Student Government Association offices are for official college use only.

STUDENT RIGHTS AND FREEDOMS

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. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

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

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Tennessee Board of Regents institutions have developed policies and procedures which provide and safeguard this freedom. The purpose of this statement is to enumerate the essential provisions for students' freedom to learn.

Freedom of Access to Higher Education

The admissions policies of each Tennessee Board of Regents institution are a matter of institutional choice, provided that each institution makes clear the characteristics and expectations of students which it considers relevant to success in the institution's program. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each institution should be open to all students who are qualified according to its admissions standards. The facilities and services of a TBR institution should be open to all of its enrolled students.

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

Certain information about students is protected from public disclosure by Federal and state laws. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances.

Adapted from AAUP Statement of Rights and Freedoms of Students.

COLLEGE COMMITTEES

Functions

The detailed description, purpose and membership of each college committee may be found in the Handbook of College Advisory Councils and Committees located in all faculty and administrative offices. Following, for your convenience however, is a brief description of the college committees which concern you the most.

Academic Affairs Committee

The Academic Affairs Committee has the responsibility of all matters pertaining to the Library, curriculum changes, academic standards, academic admission and readmission requirements and such other responsibilities as may be assigned. There are three sub-committees: (1) Admissions and Academic Re-Admissions Committee, (2) Curriculum Sub-Committee, and (3) Library Sub-Committee. The chair is the vice president for Academic Affairs.

Student Affairs Committee

The Student Affairs Committee is charged with the regulating and administering the affairs of the student body which are co-curricular with the division of instruction. Specifically, the committee is responsible for: (1) establishing and revising the guidelines included in the *Handbook for Campus Organizations*; (2) planning and coordinating all student co-curricular activities; and (3) providing oversight for the expenditure of student activity fee monies.

Student Discipline Committee

The Student Discipline Committee is charged with judging the student whose behavior on or off campus is considered undesirable or harmful to the college. It deals with the student who is found to be in violation of the guidelines provided to each student in this Handbook. The committee makes recommendations directly to the President for final approval. The chair of this committee is appointed by the President. An exception to this may be made for cases involving a violation or questioning of an academic standard or practice. In such cases, they would be heard by the Academic Affairs Committee.

Scholarship and Financial Aid Committee

The Scholarship and Financial Aid Committee is charged with providing assistance to students in meeting their college expenses through scholarships, loans, grants, and employment. The committee is responsible for making recommendations concerning financial aid policies. In addition, the committee is responsible for coordinating all financial aid activities, promoting scholarships for the college, considering applicants for financial aid, making awards, and keeping scholarship donors informed concerning progress of their scholarship holders.

For additional information on the details of the college committee system, please refer to other sections of this Handbook or see the vice president for Student Affairs.

Walters State Alumni Association

The Alumni Association was formed in December of 1980 to provide an opportunity for graduates of Walters State to keep in touch with old friends, to make new ones, and to work for the development of their alma mater. All former students of Walters State are encouraged to join the Association although voting memberships are restricted to those who have earned degrees or certificates.

Information on the Walters State Alumni Association is available in the office of College Advancement in Room 107-CCEN or you may write to:

Walters State Alumni Association
P.O. Box 1508
Morristown, TN 37816-1508

POLICY ON STUDENT ORGANIZATIONS

Scope

The following policy of the Board of Regents, applicable to all institutions in the State University and Community College System of Tennessee, provides minimum standards for the registration and conduct of student organizations at the institutions. Each institution is authorized to establish additional policies and procedures affecting student organizations which are consistent with the provisions of this policy.

Types of Student Organizations

Student organizations may be either organizations sponsored by the institution, such as student government associations, associated student body organizations, and professional and honor societies, or organizations officially registered by the institution. Organizations which may be registered to operate on campuses include the following: (a) honors and leadership organizations and recognition societies; (b) departmental organizations and professional fraternities and sororities; (c) social fraternities and sororities; and (d) special interest groups (political, religions, athletic, etc.). Registration of a student organization by an institution shall neither constitute nor be construed as approval or endorsement by the institution of the purposes or objectives of the organization. All organizations are required to have a faculty sponsor approved by the vice president for Student Affairs.

General Policies on Student Organizations

1. No student organization may carry on any activity on the campus of an institution unless the organization has been officially registered by the institution.
2. No institution shall be responsible for injuries or damages to persons or property resulting from the activities of student organizations, or for any debts or liabilities incurred by such organizations.
3. No student organization shall deny membership to any person on the basis of age, race, sex, religion, disability or national origin, provided that social fraternities and sororities may have sex restricted membership.
4. No student organization shall engage in or condone any form of hazing including but not limited to harassment of any person by exacting unnecessary, disagreeable or difficult work, by banter, ridicule or criticism, or by abusive or humiliating acts.
5. Student organizations shall be vicariously responsible and liable for the conduct and actions of each member of the organization while acting in the capacity of a member or while attending or participating in any activity of the organization.
6. No lease or other agreements affecting real property for a period in excess of one year or for rental in excess of \$12,000 per year shall be entered into between an institution and an organization without the approval of the Chancellor of the Board of Regents or designee.
7. No person, group or organization may use the name of the institution in any manner, provided that registered student organizations may use the name of the institution following the name of the organization. No person, group or organization may use the seal or any symbol of the institution without the prior written approval of the president of the institution or designee.

Criteria for Registration of Organization

1. Any proposed student organization shall be open to all students of the institution who otherwise meet membership requirements. Membership in the organization shall

be limited to currently enrolled students; provided that organizations may include faculty and staff of the institution, and /or spouses of students, faculty and staff, and provided further that professional organizations may include members of the professional and business communities as members.

2. A proposed organization must represent the interests of the members, and the control of the organization must be within the local campus group. The organization must not have a knowing affiliation with an organization possessing illegal aims and goals, with a specific purpose to further those illegal aims and goals.
3. The proposed organization must agree to comply with all policies, regulations and procedures established by the Board and the institution, and with all federal and state laws and regulations.
4. The proposed organization must not (a) have illegal aims and goals; (b) propose activities which would violate regulations of the Board or the institution or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution; or (c) advocate incitement of imminent lawless action which is likely to produce such action.
5. The proposed organization but have the minimum number of charter members designated by the institution, and there must be a demonstration of continuous interest in the purposes of the organization sufficient to afford registration on a long -term registration, an institution may grant temporary registration to an organization for a limited period of time.
6. New organizations may be denied registration where the purposes are within the scope of a currently registered organization. No organization may use the same name, or a name which is misleading and similar to the name, or a currently registered organization.
7. The organization must provide for the distribution of all funds and assets in the event of dissolution.

Procedure for Registration of Organizations

1. In order to become officially registered as a student organization, a group must meet the criteria set forth in section 4, and must provide to the institution a minimum of the following:
 - a. An application or request to form the organization on the form designated by the institution.
 - b. The proposed constitution and bylaws of the organization, which must clearly contain the following; the name, purpose, proposed activities, and rules of membership of the organization, the officers, their terms and methods of selection, the proposed nature and frequency of meetings and activities, and the financial plans of the organization, including any proposed fees, dues and assessments.
 - c. The names and signatures of the charter members of the organization.
 - d. The names of the faculty adviser and/or the administrative officers of the institution who will sponsor the organization.
 - e. A statement of assurance of compliance by the organization that it will comply with all rules and regulations, policies and procedures of the Board and the institution and with all federal and state laws and regulations.
2. The designated number of copies of the foregoing documents and information must be submitted to the office of the designated body or bodies of the institution authorized

to review and make recommendations concerning proposed organizations. Recommendations regarding registration of a proposed organization must be forwarded by the designated body or bodies of the institution to the president of the institution or authorized designee; and registration by the president or designee is necessary before the organization can be officially registered.

3. Any official or body responsible for reviewing or registering proposed organizations may require the sponsors to clarify any materials or information provided in the registration process to resubmit the applications or request with nonconforming materials or provisions deleted, or to appear at a hearing for the purpose of obtaining additional information and testimony concerning the purposes, aims or proposed activities of the organization.

Nature and Conditions of Registration

1. Registration of a student organization for other than a temporary period will be on an annual basis only, effective until the beginning of the next fall term of the institution, and shall be subject to annual renewal by the institution for each ensuing year.
2. Annual renewal of registration of an organization shall be dependent upon the organization's demonstration of compliance with the following:
 - a. It must adhere to the purposes, aims and activities as stated in the approved constitution and bylaws;
 - b. It must continue to meet all of the requirements for initial registration;
 - c. It must have remained in compliance with all rules and regulations of the institution and all federal and state laws.
 - d. It must submit all changes in the constitution and bylaws to the institution for approval.
 - e. It must maintain a current list of officers, faculty advisers and sponsors on file with the institution; and
 - f. It must have submitted all required financial and other reports to the institution.

Reports

1. Each institution may require any or all organizations to submit an annual report concerning its programs and activities during the preceding year. If required, this report shall be reviewed by the designated bodies or officials of the institution, and shall be a requirement for renewal of registration.
2. Each institution may require any or all organizations to submit an annual financial report reflecting all revenues received and disbursed by the organization, and/or an interim financial report or such a report concerning any fund-raising activity of the organization. If required, this report shall be a requirement for renewal of registration.

Probation, Suspension, and Withdrawal of Registration

1. An organization may be placed on probation, be suspended or registration may be withdrawn by the designated authority of the institution for any of the following reasons:
 - a. The organization fails to maintain compliance with the initial requirements for registration;
 - b. The organization ceases to operate as an active organization;
 - c. The organization requests withdrawal of registration;
 - d. The organization operates or engages in any activity in violation of rules and regulations of the institution or federal or state laws; or
 - e. The organization fails to submit any required reports.

2. An organization which is placed on probation may continue to hold meetings but may not sponsor any activity or program. An organization which is placed under suspension may not engage in or sponsor any activity or program and may not hold meetings. Where registration of an organization is withdrawn, it shall cease to exist as an organization.
3. In the event an organization is placed on probation or suspended, or registration is withdrawn on the basis of section 1-d, the organization shall be afforded the opportunity for a hearing before the appropriate institutional representative or committee.

3. Any fund-raising activity on campus shall be for the benefit of the organizations 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.
4. No guest speakers shall be invited to the campus except pursuant to policies of the Board and the institution concerning guest or off-campus speakers.

Officers of Student Organizations

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

Fiscal Procedures

1. Each organization shall maintain a sound financial system related to the collection and disbursement of revenues in accordance with general accepted accounting principles. An organization may be subject to audit by representatives of the institution at any time, and appropriate financial records shall be maintained for the purposes of audit.
2. Each organization shall designate an officer of the organization who is responsible for the collection and disbursement of funds and the maintenance of books and records.

Programs and Activities

1. The use of any campus property or buildings by an organization shall be subject to the rules and regulations of the Board and the institutions concerning use of property and facilities. All organizations registered pursuant to this policy shall be "affiliated organizations" for the purposes of any Board or institution policies concerning use of campus property and facilities.
2. Except for routine meetings of the organization, no on-campus program or activity shall be engaged in unless approved by the designated bodies and/or officials of the institution, and each institution may require prior approval of off-campus programs and activities. Prior to approval, the institution may require a specified number of officials or security officers for any event, activity or program.

STUDENT ORGANIZATIONS

Student organizations and activities exist for the personal enjoyment and development of students at WSCC. Students are encouraged to become involved in the co-curricular student activities program and active student organizations. The benefits to be derived from such involvement cannot be measured nor graded; however, the contributions they make to the student's total education cannot be overstated. The responsibility for the coordination of all student organizations and activities rest with the vice president for Student Affairs. The vice president for Student Affairs works closely with the Student Affairs Committee and the Student Government Association in carrying out this responsibility.

STUDENT CLUBS AND ORGANIZATIONS

All would-be student clubs and organizations are required to seek approval to organize from the vice president for Student Affairs. Application forms and standards for the creation of student clubs and organizations are on file in the office of the vice president for Student Affairs. Clubs or organizations making application are required to submit a statement of purpose to specify criteria for membership, and outline rules of procedure for selection of members.

Criteria for selection of membership must be consistent with the purpose(s) of the club. Any student may apply for membership in any recognized club or organization and may be accepted for membership if the criteria established is met. No applicant shall be denied membership because of race, sex, creed or national origin. Students interested in joining a club should contact the club president, club advisor, or the vice president for Student Affairs.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association is the official voice of the student body at Walters State Community College. As such, it represents the feeling, values, and desires of the student body to the college administration. Members of the SGA serve on every major college committee except the faculty council. As such, members of this body are influential in every decision that is made which concerns this college and its students. The SGA is the single most powerful student organization on the WSCC campus and membership in this body is one of responsibility and prestige. All members of the SGA are elected by the student body. The SGA is specifically responsible for the approval of every student activity that takes place on the Walters State Campus. In addition, members attend annual conferences of the Tennessee Intercollegiate Legislature and other state student government activities. The SGA sponsors major social activities each year and advises the Student Affairs Committee concerning the initiation of additional student social activities. Concerned, responsible students are strongly encouraged to participate in the activities of the SGA.

More detailed information concerning the Student Government Association may be obtained in the office of the vice president for Student Affairs, or the SGA Office, Room 277-CCEN.



SENATORS PAGES

The Senators Pages consist of a specified number of students who serve as a host corps for the president of the college. Pages assist the president in receiving visitors to the college, visit area schools as representatives of Walters State, assist during registration, conduct tours of the campus for various groups visiting the college, and perform other duties as assigned by the office of the President. Students applying to become a Page must have a minimum high school grade point average of 2.8 or a cumulative average of 2.5 on work taken at WSCC and be enrolled as a full-time student. Other criteria considered include leadership ability, character, poise, appearance, etc.

Applications and/or additional information may be obtained by contacting Kim Gunnin, Room 118-CCEN, Avery McManaway, Room 118-CCEN, Sherry Watson, Room 118-CCEN, and Marlin Curnutt, Room 118-CCEN.

CLUBS

Agriculture Club

The purpose of the WSCC Agriculture Club is to promote the field of agriculture at Walters State. For additional information contact Roger Brooks, Room 134-TECH.

Art Club

The purposes of the Art Club are to promote visual arts through exhibits within the community; to enhance knowledge and ideas, as well as critiques of both known and unknown artists; and to encourage an understanding and appreciation for all visual arts (i.e., painting, sculpture, photo, ceramics, etc.) among the entire student body, as well as the community. Faculty advisor is Amy Evans, Room 109E-HUM.

Astronomy Club

The purpose of the Astronomy Club is to promote and maintain the interests of students in astronomy, space, exploration, and science; to provide an opportunity for interested students to use the facilities of the college to make astronomical observations; and to provide a forum to learn of the current developments and future plans in astronomy and space exploration. Faculty advisor is Dr. Samuel Morgan, Room 118-NSCI.

Baptist Collegiate Ministry

The Baptist Collegiate Ministry was organized in 1971 with the purpose to "unite students and promote Christian growth through Bible study, worship, fun and fellowship." The club is open to students of all denominations. The BCM receives support from the Nolachucky Baptist Association and the Tennessee Baptist Convention.

Club activities include weekly meetings with speakers, share sessions, weekend retreats, state meetings and a summer conference at Ridgecrest, North Carolina. The faculty advisor are Marlin Curnutt, Room 118B-CCEN and Damon Billings.

Drama Club

The purpose of the Drama Club is to promote an understanding of cultural arts to the college and community through productions for the student body, workshops for youths and community, and small productions for charitable organizations. Proposed activities include an amateur comedy hour, plays for the student body, and theatrical lectures from professional entertainers. For additional information contact Mr. Gerald Maloy, Room 115-HUM.

Ecology Club

The purpose of the Ecology Club is to raise environmental awareness among students and faculty at Sevier County Campus. Possible club activities include service projects (i.e., adopt a highway, stream cleanup), initiating a paper recycling program, studying local natural resources with local experts (i.e., hiking in the Smokies with a naturalist), and inviting guest speakers to present issues on current topics of environmental concerns. Faculty advisor is Dr. William G. Sproat, Jr., Sevier County Campus.

Fellowship of Christian Athletes (FCA)

Since 1954, the Fellowship of Christian Athletes has been challenging coaches and athletes on the professional, college, high school, middle school, and youth levels to use the powerful medium of athletes to impact the world for Jesus Christ. FCA is the largest Christian sports organization in America and focuses on serving local communities by equipping, empowering, and encouraging people to make a difference for Christ.

History Club

The purpose of the History Club is to promote awareness of history through intellectual discussions, debates, guest speakers, and field trips. The faculty advisor is Christopher Lee, WSSC Room 111.

Hospitality Business Student Association

The purpose of the Hospitality Business Student Association is to allow students to promote the awareness of the hospitality industry and the opportunities the industry has to offer through student activities, and to strengthen their culinary knowledge through hands-on culinary techniques and experiences, while doing fund-raising and educational seminars both on- and off-campus. Faculty advisor is Joe Fall, Room 110-WSCC.

International Club

The purpose of the International Club is to share information about different cultures and traditions within the college community. Faculty advisors are Michelle Mitrik, 109B-HUM and Amanda McClure, 109C-HUM.

Kappa Beta Delta

The purpose of Kappa Beta Delta shall be to encourage and recognize scholarship and accomplishment among students of business, management, and administration; and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. For additional information, contact Thomas Love, Room 232-TECH.

Methodist Student Group

The purpose of the Methodist Student Group is to provide opportunities for fellowship, Bible study, and community service. Faculty advisor is Laura Ritter, Room 126-HUM.

Music Club

The purpose of the Music Club is to promote musical activities and concerts on campus and throughout the community. It is also to enhance the experience that Walters State's students will have in our music ensembles. Faculty advisor is Laura Ritter, Room 126-HUM.

P.A.R.A. (Professional Ambulance and Rescue Association)

The purpose of P.A.R.A. is to promote and enhance emergency medical service awareness and education throughout the community as a whole. Faculty advisors are Rick Slaven, Greg Miller, and Tim Strange, Public Safety.

Phi Theta Kappa

The Alpha Beta Iota Chapter of Phi Theta Kappa International Honor Society received its charter May 8, 1975. Phi Theta Kappa is the only honor society recognized by the American Association of Community and Junior Colleges. Membership is by invitation and is based upon academic excellence. The purpose of Phi Theta Kappa is to promote scholarship, leadership, fellowship, and service between the college and community. Faculty advisors are Karla Martin, Room 237-MBSS, Crystal Rice, Room 230-MBSS and Troy Bowman, Room 236-MBSS.

Physical Therapist Assistants Club

The purpose of the PTA Club is to provide interested students with an organization to further develop PTA students' career opportunities and to enhance their knowledge of current developments in the field of physical therapy. Proposed activities include conducting meetings to discuss problems members may be having, as well as providing a forum for former PTA students to speak on experiences in the profession. Members may attend state and national seminars to further their professional development. For additional information contact Ann Lowdermilk, Room 106C-TECH.

Psychology Club

The purpose of the Psychology Club is to promote a general understanding of psychology and its influence on society and to provide community service. The faculty co-advisors are Terry Rawlinson, Room 111-WSSC, and Dr. Tina Wu, Room 118-MBSS.

Respiratory Care Organization

The purpose of the Respiratory Care Organization is to foster interest in the Respiratory Care profession. For additional information, contact Donna Lilly, club advisor, at the WSSC Greenville/Greene County Center for Higher Education, Room 441.

Science Club

The purpose of the Science Club is to promote learning in the field of science, encourage fellowship among members, and broaden knowledge of the practical applied aspects of science. Faculty advisor is Dr. Lawrence Kennard, Room 124, NSCI.

Student Nurses Association

WSSC's nursing program became an official constituent member in 1999. The mission of the Student Nurses Association is to promote the development of skills that students will need as responsible and accountable members of the nursing profession, and to advocate for high quality health care. Faculty advisor is Raycene Brewer, 106J-TECH.

Student Tennessee Education Association (STEA)

The purpose of the Student Tennessee Education Association is to promote leadership training for future teachers, to provide special services for all field experience, to serve as an active voice for student teachers, and to meet other student education classes in Tennessee as part of the Student National Education Association. Faculty advisor is Dr. Marilyn Bowers, Room 136-MBSS.

Students in Free Enterprise (SIFE)

The purpose of the SIFE Club is to promote the U.S. free market economy and the free enterprise system through student-established and student-directed economic education programs. Faculty advisor is Nicky Hamilton, Room 240-TECH.

Walters State Folk (Student Folklore Club)

The purpose of Walters State Folk is for students to interact with each other and the community in order to preserve and celebrate our heritage by learning, sharing, collecting, and participating in local, regional, and national folk traditions. For additional information, contact Chippy McLain, Room 109A-HUM.

Walters State Peer Counselors

The purpose of the Walters State Peer Counselors is to prepare academic work-study students as peer counselors, who will be assigned to entering freshmen students for the purpose of facilitating their personal, social, and academic adjustment to college life. The club advisor is Andy Hall, Room 217-CCEN.

Word Up Club

The purpose of the Word Up Club is to promote interest in, to stimulate awareness of culture events related to, and to recognize excellence and achievement in English and the Humanities. Faculty advisor is Sherri Mahoney Jacobs, 148C-HUM.

WSSC CHEERLEADING SQUAD

The selection of the WSSC Cheerleading Squad is based on the applicant's enthusiasm, appearance and skill. The cheerleading sponsor is Stephanie Gorghis. For further information, contact the Student Affairs Office, Room 100-CCEN.

WSSC MASCOT

The Walters State mascot performs at basketball games in conjunction with the Cheerleading Squad and on other occasions by request. It is the responsibility of the mascot, or "Senator", to engender school spirit and audience participation and to project a healthy and positive image of the Walters State family. For further information, contact the Student Affairs Office, Room 100-CCEN.

STUDENT ACTIVITIES PROGRAM

Faculty Advisors

Members of the Walters State administrative staff or faculty are appointed to supervise each official college extra-class activity. It is the purpose of this person to ensure the activity is conducted safely, in compliance with college policies, does not infringe upon the rights of others, and meets the objectives for which the activity was planned. Each request for approval of an extra-class activity



which is submitted to the office of the vice president for Student Affairs for approval must include the name of the faculty person or administrator who is to supervise the activity.

Student Activities/Access Fee

The president of Walters State Community College, after a recommendation by the Student Government Association and approval by the student body, approved the collection of a \$5 activity/access fee from each student enrolled in a credit course on campus during each semester of the academic year. This action was taken pursuant to authority granted the college and the Student Government Association by Chapter 606 of the Tennessee Public Acts of 1978. The collection of this fee will be beneficial to Walters State's students by (1) providing additional scholarships to WSCC students, (2) increasing the amount of major student activity programming, (3) assisting all student organizations by providing funding for operational budgets and operational needs, and (4) supplementing the Student Government Association budget so as to increase the organization's ability to deliver improved services to students.

Intramural Athletics

In recognition that physical fitness should be a life-long objective and that competition is inherent to the American way of life it is natural to combine the two in athletics. It is believed that there is much to be learned as well as enjoyed through participation in a wide variety of games and sports. Since it is possible for only a small percentage of the students enrollment to participate in intercollegiate athletics, students are encouraged to participate in the comprehensive WSCC Intramural Program.

The objectives of the WSCC Intramural Program are to:

1. Provide a wide program of athletic competition for students and faculty in both individual and team sports.
2. Provide the opportunity for each team or individual to participate in as many games or matches as possible.
3. Involve as many students as possible in as many different sports as possible.
4. Maintain high standards of competition in conducting intramural play.
5. Insure proper supervision and quality officiating to maintain fair and safe play.

Intramural activities will include foosball, flag football, basketball, co-ed basketball, ping-pong, softball, and co-ed softball. Tournaments will be conducted in many of these activities. Tournament registration dates will be published in the weekly *Bulletin*. Students are encouraged to participate in the intramural program and also to offer suggestion which may lead to its improvement. Schedules for intramural competition will be posted on INFOSYS and listed in the weekly *Bulletin* and college newspaper. For more information or details on any intramural activity, please contact the office of the administrative coordinator of Student Activities and Student Services.

Entertainment

Many outstanding entertainment programs are brought to the Walters State campus each year for your pleasure and personal development. Outstanding artists and lecturers from Los Angeles, Chicago, New York, and Atlanta appear on our campus throughout the year to present very fine musical, dramatic, comedy, and lecture-type programs. In addition, many fine musical, dance, and drama groups from local colleges and universities appear to contribute their talents throughout the year.

We suggest that you plan your study, lab, and library work periods so that nothing will prevent you from enjoying these fine performances which are brought here only for you.

Watch for these outstanding events and join us in attending as many as you possibly can. They will be advertised through various media, i.e., weekly *Bulletin*, flyers, and posters.

Social Activities

Many social activities are planned around the nucleus of student clubs and organizations. In addition, several college sponsored activities are planned throughout the year. These are publicized and announced well in advance so that you may make plans to attend. These activities are provided for you, and we hope that you will find time to attend as many of these as you possibly can.

Honors

Each year the Student Affairs Division, in cooperation and coordination with the staff and faculty, sponsors a Student Honors Day for the purpose of recognizing those students who have been leaders and outstanding participants in academic and student development activities at Walters State during the year. Honors currently awarded include the following:

President's Award for Most Outstanding Student - The President's Award is presented to the student who is considered to be the outstanding Walters State student for the academic year. The recipient is recommended by a committee of faculty members and administrators appointed by the President. Criteria considered by the committee in making the recommendation are scholarship, character, and participation and leadership in academic and student development activities. The final selection is made by the President.

Who's Who Among Students in American Junior Colleges - The staff and faculty select students each year from the sophomore class whose academic standing, participation in co-curricular activities, and community service are decidedly above average. Each faculty member and administrator in the college has an opportunity to nominate students to receive this award. Specifically, the award is based upon scholarship, participation, and leadership in academic and co-curricular activities, citizenship and service to the college, and promise of future usefulness.

Academic Awards - Awards are given in a variety of academic areas. The award areas are determined each year by the Academic Affairs Committee.

Athletic - Awards are given in men's basketball, women's basketball, baseball, softball, and golf.

Student Organizations - All club presidents who have had a successful year will be recognized and receive an award for their specific organization. Special recognition is given to each member of the student newspaper, the *Statesman*, the Student Government Association, and the Senators Pages.

STUDENT PUBLICATIONS

All student publications are official college publications and are representative of the total campus. Student publications have faculty, staff, and student editors. Students are needed and urged to join the staff of these publications as your contributions are vital to their success. Additional information may be obtained from the editors or the office of the vice president for Student Affairs.

Statesman, the college newspaper of Walters State, is non-commercial in scope and published twice each semester. Its aim and purpose is:

1. To report and interpret news events of specific interest to all students, faculty, administrators and alumni of the college and to give equal voice to the views and opinions of these groups;
2. To report news that is pertinent to campus interests but not limited to the campus events; and
3. To provide opportunities in journalistic training and experience on the basis of interest, ability, and responsibility.

The *Statesman* office is located in Room 281-CCEN.

Gallery is an annual anthology of original literature edited and published under the auspices of the English Department. The purpose of *Gallery* is to provide recognition to students who have written creative works deemed meritorious by the English Department and to stimulate appreciation of the creative efforts of these students. Faculty advisor for the *Gallery* is Ms. Sarah Eichelman.

R. JACK FISHMAN LIBRARY

The Library - a place which provides you with those materials that aid you with learning- is also a place to study or to pursue leisure and/or self-enrichment. You are encouraged to use the wide variety of available resources. The staff is here to provide assistance; feel free to ask.

Mission Statement

The institution, through ownership or formal arrangements or agreements, provides and supports student and faculty access and user privileges to adequate Library collections and services and to other learning/information resources consistent with the degrees offered. Collections, resources, and services are sufficient to support all its educational, research and public service programs.

Location

The Library is located at the north end of the campus.

Hours

When classes are in session: 8 a.m.-8:15 p.m., Monday through Thursday; 8 a.m.-4:15 p.m., Friday; 1:30-5:15 p.m. Sunday each semester except summer.

When classes are not in session: 8 a.m.-4:15 p.m., Monday through Friday.

The Library is closed when the administrative offices of the college are closed.

Loan Period of Materials

Books from the general collection may be checked out for a period of four weeks. Reference books and periodicals are available for use in the Library.

The Library will have books, articles, tapes, and other materials placed on reserve by the faculty for student use. These materials are limited in number and have a short loan period in order that more students may have access to them.

All materials become due on the last day of exams.

Materials can be recalled before the date due if they are to be placed on reserve for a class.

The type of loan periods are:

1. Library Use Only - These materials may not leave the Library.
2. Overnight - These materials may be checked out during the last hour open and are due at the first hour of the next opening day.
3. 24-hour Check-Out - These materials are due 24 hours from the time of check-out.
4. 3-Day Check-Out - Materials are due within three days of check-out.
5. One-Week Check-Out - Materials are due within one week of check-out.
6. Semester Check-Out - Materials are due one week prior to the end of the semester.

Library Patrons

The Library is open to students and employees of the college and all residents of the Walters State ten county service area. Residents of the service area, age 18 years or older, may use the resources in the Library. A Library account is issued to any registered student, faculty member, or staff member of WSCC. The Library account entitles patrons to borrow materials in accordance with the circulation policy stated below.

In consideration of other Library users, everyone is expected to be reasonably quiet. Cell phones may be used in the entry way of the Library. Cell phones and pagers with an audible signal should be turned off before entering the Library foyer. Patrons may not eat, smoke, or use tobacco products in the Library. Drinks (with covered containers) are permitted in the east balcony area designated as the student lounge. Children must be accompanied by an adult and are not permitted to use computers.

Computers

The Information Center contains 65 computers for students to use. Residents 18 years or older may use the computers. Community users may use the computers Monday through Friday, between 2 and 4 p.m. In addition, there are 7 laptop computers available for student check out. The Library has a computer lab (LIB 201) consisting of 32 computers which is used for library bibliographic instruction. This room is shared by reservation on a college wide basis.

AV Materials and Equipment

Televisions are available for use in study rooms on the first floor of the Library.

Student Reserve

Students may reserve or place a "hold" on a book that has been checked out by another student. When the book is returned, the student that requested the "hold" will be notified and given three days to pick up the book. No "holds" are placed on reserve materials or textbooks.

Renewing Materials

A book may NOT be renewed for a second four-week period. Short-term loan materials cannot be renewed.

Returning Materials

Audiovisual materials and equipment must be returned to the Library circulation (check-out) desk. Books may be returned to the circulation desk or the book drop adjacent to the Library.

All books and materials must be returned each semester to permit the release of grades, further course enrollment, or the transfer of official records.

Materials that have been mutilated or lost are the responsibility of the borrower. The borrower will pay the list price of the materials plus a processing fee.

Reference Materials

Reference materials located in the Information Center do not normally circulate. Reference librarians are available for consultation and special requests.

Card Catalog - Electronic

All materials, whether print or non-print, will be listed in the electronic card catalog by author, title, and subject. The catalog is accessible through the Walters State Library web site at www.ws.edu/library.

Location of Materials

The general book collection is placed on open shelves using the Library of Congress Classification System. The Law Section (K

-) is divided into two sections. The first section is labeled LAW REF followed by the call number. These are non-circulating materials for Library Use Only. The second section is located immediately following the LAW REF section and is circulated in the usual procedure.

POLICY ON USE OF CAMPUS PROPERTY AND FACILITIES

Purpose

The purpose of this policy is to provide a uniform basis upon which the institutions and area vocational-technical schools governed by the Tennessee Board of Regents can regulate the use of campus property and facilities by affiliated and non-affiliated groups, organizations and individuals. The policy is intended to provide a system of regulations calculated to promote the orderly conduct of activities on campus property and in campus facilities; to prevent the interruption of or interference with normal missions, processes and functions of the institutions and schools; to promote an educational rather than commercial atmosphere on campus; to prevent commercial exploitation of students; to preserve residential tranquility and to prevent use of campus property and facilities contrary to federal, state or local law or regulation, or policies or regulations of the Board of Regents or the institutions and schools.

Definitions

1. For the purposes of these regulations, the following definitions shall apply:
 - a. "Student" - a person who is registered for a credit course or courses, or a non-credit course or program at the institution or school, including any such person during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period.
 - b. "Guest" - a person invited by a student, official or employee of the institution or school to visit the campus at a specific time and place.
 - c. "Affiliated Group or Organization" - an officially registered student group or organization, or a group or organization funded by and/or sponsored by the institution or school or a group or organization of faculty or other employees of the institution or school approved by the president or area school director. The term shall include any alumni association, booster club, etc., which is organized and operated for the benefit of the institution or school.
 - d. "Non-affiliated Group or Organization" - any group or organization which is not an "affiliated group or organization".
 - e. "Affiliated Individuals" - persons connected with the institution or school including the institution's or school's students, faculty, staff and guests.
 - f. "Non-affiliated individual" - Any person who is not an "affiliated individual."

Access to Campuses

1. The campuses and facilities of the institutions and schools are restricted to students, faculty, staff and guests of the institutions or schools, except when part or all of a campus, its buildings or facilities are open to the general public for a designated time and purpose, or when use by non-affiliated groups, organizations or individuals has been granted or approved pursuant to the provisions of this policy or the policy of the individual institution or school.

2. All persons on the campus of any institution or school shall be subject to all rules and regulations of the institution or school, and the Board which are applicable to the conduct of students on campus, and to all applicable federal and state laws and regulations. In addition, all persons who operate motor vehicles on the campus of any institution or school agree by such operation to be subject to institution or school, and Board rules, regulations, policies and procedures of traffic and parking.
3. All persons on the campus of any institution or school shall provide adequate identification upon request to appropriate officials and police personnel of the institution or school. Personnel and students of the institution or school who refuse to provide such identification may be subject to disciplinary action. Other persons who refuse to provide identification shall be requested to leave the campus, and if they refuse, may be subject to lawful removal and prosecution.

General Conditions for Use of Property and Facilities

1. Use of campus property and facilities, pursuant to prior approval as hereinafter required for meeting or other activities, is subject to limitations on the number of persons who may attend in accordance with appropriate building and fire codes and safety standards.
2. Regulations of the individual institutions and schools which relate to the conduct of assemblies, meetings and demonstrations of affiliated groups, organizations and individuals shall apply to assemblies, meetings and demonstrations of non-affiliated groups, organizations and individuals.
3. Sound amplification equipment may be used by groups, organizations and individuals at assemblies, meetings and demonstrations only when prior approval has been granted by the appropriate official of the institution or school; provided, however, that such sound amplification is subject to reasonable regulation by the institution or school with respect to time, place, manner and volume.
4. Institution or school equipment may be used in connection with the use of campus property and facilities only with the approval of, or under the supervision of approved institution or school personnel.
5. Each institution and school shall establish a system whereby affiliated groups, organizations and individuals are given priority in the use of property and facilities. This system may result in a request for use submitted by a non-affiliated group, organization or individual being held in excess of the seven-day period referred to in Section "General Procedure-Application for Use of Property or Facilities," Paragraph 3. Such requests will be held and considered in the order received. The decision to grant or deny the requests will be made at least 10 working days prior to the date of the requested use.
6. Campus property and facilities may not be used by any non-affiliated group, organization or individual for the conduct of profit-making activities except when a rental or lease agreement is negotiated and the institution or school receives a fair rental value for the property or facilities used. Rental or lease agreements may be required for non-profit activities of non-affiliated groups, organizations or individuals provided that rental charges for such use may be reduced or waived in the discretion of the institution or school depending upon the nature and extent of the proposed use.
7. Rental rates may include the fair market of providing the property or facilities which may include overhead, depreciation, maintenance and security expenses. Rental charges

may be based in part upon a fixed percentage of the gross receipts of the activity with a minimum of rental charge for use of the facilities.

8. All rental or lease agreements between the institution or schools and non-affiliated groups, organizations, or individuals must be approved by the Chancellor or the Board of Regents, or designee if such agreement deviates from Guideline G-030.
9. In utilizing campus property or facilities, non-affiliated groups, organizations and individuals shall provide: 1) adequate bond or other security for damage to the property or facilities during the period of the use; 2) personal injury and property damage insurance coverage; 3) a performance bond or insurance guaranteeing or insuring performance of its obligations under the contract; and, 4) other types of insurance in such amounts as are designated by the institution or school; provided, that the institution or school may waive the requirements of security, performance bond or insurance coverage.
10. All non-affiliated groups, organizations and individuals agree, by making application for registration of an activity and by subsequent use after approval by the institution or school, to indemnify the institution or school and hold it harmless from any and all liabilities arising out of such group's, organization's or individual's use of the property and/or facilities of the institution or school, including, but not limited to, personal injury, property damage, courts costs and attorney fees.
11. Affiliated groups, organizations and individuals may be assessed the cost of providing maintenance and/or security required as a result of their use of campus property or facilities.

General Procedure - Application for Use of Property of Facilities

1. Regular or special meetings of affiliated groups or organizations may be planned and scheduled according to procedures established by this policy, or according to procedures established by the individual institution or school. All other gatherings at a central location on campus property which are sponsored or instigated by affiliated groups, organizations or individuals may be permitted without prior registration only at such times and locations as may be designated by the president of the institution or the director of the area school, or designee.
2. Any affiliated group, organization or individual desiring to use campus property or facilities at any time, and/or locations other than those designated pursuant to paragraph 1 above, and all non-affiliated groups, organizations or individuals desiring use of campus property or facilities must submit a written application for registration of the proposed activity at least 14 days in advance (excluding weekends and holidays) to the appropriate official at the institution or school; provided, however, that the president of the institution or director of the area school or designee, may approve applications for registration filed at a later time upon such official's determination that the use of property requested can be reasonably accommodated and that adequate cause exists for late filing of the application for registration. Approval of late applications shall be within the sole discretion of the president of the institution or the director of the area school, or designee. The decision of such official is final. Applications shall be submitted on a form designated by the Chancellor of the Board of Regents, or designee.
3. With the exception of the provision found at Section "General Conditions for Use of Property or Facilities," Paragraph 5, written notice of approval or disapproval

of the proposed use of campus property or facilities shall be made available to the applicant group, organization or individual within seven days (excluding weekends and holidays) from the time an application for registration is submitted to the appropriate official at the institution or school, at the office of the designated official at the institution or school. Notice of disapproval of the proposed use shall include the grounds for disapproval. Notices will not be mailed or delivered; it shall be the responsibility of the applicant to inquire at the office of the designated official as to the decision concerning the application, and the time and location in which the activity is authorized.

4. No assembly, meeting, demonstration or other activity shall be authorized or permitted on any property or in any building or facility, and an application for registration may be denied when:
 - a. A determination by the appropriate official or body of the institution or school is made that the requested use would cause substantial disruption or interference with the normal activities of the institution or school conducted in the course of its lawful mission, processes and functions.
 - b. A determination is made that the requested use would be contrary to federal, state or local law or regulation, or policies or regulations of the Board of Regents, the institution or school.
 - c. The applicant or sponsor of the activity has not fully provided accurate or complete information required on the application for registration.
 - d. The applicant or sponsor of the activity has been responsible for violation of subparagraphs a, b, or c above during a previously registered use of campus property or facilities, or has violated any conditions or assurances specified in a previous registration application and the institution or school has reasonable cause to believe such violation will reoccur.
 - e. Approval for use of the property or facilities has previously been given to another group, organization or individual for the time(s) and location(s) requested.
 - f. Use of the property or facilities requested would be impossible due to set-up time and/or take-down time required for other previously scheduled activities at the requested location immediately before and/or after the requested use, or due to other extenuating circumstances.
 - g. The activity is of such nature or duration that it cannot reasonably be accommodated in the particular area for which application is made, provided that in such event, an alternative on-campus site, if available for the activity, shall be proposed by the institution or school.
 - h. The activity creates or would create a danger, or dangerous condition impacting on the health, safety, and welfare of others.
 - i. Such use conflicts or would conflict with existing contractual obligations of the institution or school.
5. Any group, organization or individual whose timely application for registration for use of property or facilities of the institution or school is denied for reasons cited in subparagraphs a, b, d, g, h, or i of paragraph 4 above shall have the right to appeal that denial to the president or area school director, or designee. Notice of appeal shall be made in writing during normal business hours of the institution or school no later than five days (excluding weekends or holidays) prior to the time of the proposed event. The decision of the president or the area school director, or designee, shall be made at least four days before the time of the event.

6. Affiliated and non-affiliated groups, organizations, or individuals may sell or distribute literature only in conjunction with their authorized presence on campus after such proposed sale or distribution has been registered with and approved by the appropriate official of the institution or school as specified in paragraph 2 above. Any application for registration shall include, but not be limited to the name of the applicant; the name of the organization, if any; the date, time, duration and location of the proposed sale or distribution; and , the number of participants, and shall be on a form which has been designated by the Chancellor of the Board of Regents, or designee.
 7. Applications for registration by affiliated and non-affiliated groups, organizations or individuals required in paragraph 6 above to distribute or sell literature shall be denied in the event that: 1) a prior application for registration for the same time and location has been made which has been or will be granted; 2) the location is or will be in use for the same time by an affiliated group, organization or individual; 3) the activities would not reasonably permit multiple occupancy of the particular area; 4) the sale or distribution will present a clear and present danger to the public health or safety; 5) the number of persons engaged in the sale or distribution exceeds the number that can reasonably be accommodated in the particular location applied for; or, 6) the activity would constitute a violation of applicable law or regulation, or any other provision of this policy.
 8. No demonstration, distribution or sale of literature, or solicitation unless otherwise permitted elsewhere by this policy shall be permitted within: 1) classroom, library or other academic building or facilities; 2) administrative and employee offices and work areas; or, 3) student residence halls, dormitories or apartment buildings. However, an institution or school may permit distribution of sale of literature in designated locations within the lobbies or other general use areas of the above buildings or other campus facilities designated for the placement of literature for distribution or sale.
 9. Any group, organization or individual whose application for registration required by paragraph 6 above is denied shall have the right to appeal that denial to the president or area school director, or designee. Notice of appeal shall be made in writing during normal business hours of the institution or school no later than five days (excluding weekends and holidays) prior to the time of the proposed sale or distribution. The decision of the president or area school director, or designee, shall be made at least four days before the time of the proposed sale or distribution.
- c. No campaign posters, signs or other items of campaign or political advertising may be placed on campus property or facilities, except as specified in subparagraphs d and e below.
 - d. Students may place campaign posters, signs or other items of campaign or political advertising, whether pertaining to a campus or general election within dormitory residence provided such placement is made in such a way as to not damage or destroy campus property.
 - e. Affiliated and non-affiliated groups, organizations or individuals, with the exception of state employees, may place campaign posters, signs or other items of campaign or political advertising, whether pertaining to a campus or general election, on bulletin boards or other locations on campus specifically designated for such use by the institution or school. Any distribution of such material may be made only subsequent to the registration and approval process.
2. Religious Use
 - a. Campus property and facilities may be utilized by affiliated groups or organizations for the purpose of religious worship or evangelical activities subject to the specified registration requirements and procedures.
 - b. Non-affiliated groups, organizations and individuals may utilize campus property and facilities on a temporary basis for the purpose of religious worship or evangelical activities subject to the specified registration requirements and procedures.
 3. Literature Distribution or Sale
 - a. Any proposed distribution or sale of literature by an affiliated or non-affiliated group, organization or individual is subject to the specified registration requirements and procedures.
 - b. Any literature which is, or which is proposed to be, distributed or sold shall comply will all applicable federal, state and local laws and regulations, and with the regulations and policies of the institution or school, and the Board of Regents. No obscene literature or material shall be distributed on any property owned or used by an institution or school.
 - c. No literature, material or other printed matter shall be sold or distributed within: 1) classroom, library or other academic building or facilities; 2) administrative and employee offices and work areas; or, 3) student residence halls, dormitories or apartment buildings. However, an institution or school may permit such sale or distribution in designated locations within the lobbies or other general use areas of the above-noted buildings or other campus facilities designated for placement of literature for distribution or sale. Further, this shall not restrict a faculty member from distributing within the classroom

Particular Uses

1. Political Use
 - a. The use of campus property or facilities for speaking engagements by candidates for political office or for other political activities whether at the request of an affiliated or non-affiliated group, organization or individual shall be subject to the registration requirements and procedures specified above and shall be subject to the regulations of the institution or school concerning other types of meetings or activities on campus property or in campus facilities.
 - b. When campus property or facilities are used for political purposes, reasonably equal opportunity shall be provided for presentation of all sides or views or reasonably equal access to the property or facilities shall be provided all sides.



non-commercial material related to the particular course or subject matter.

- d. Each institution and school shall designate the locations on campus which are available for the sale or distribution of literature. In addition to those areas designated in subparagraph c above, the institution or school shall prohibit the sale or distribution of literature in all areas where such would: 1) cause injury or damage to campus resources; 2) unreasonably impair the academic atmosphere of the campus; 3) unreasonably interfere with the academic program and other activities of the institution or school, or with the administrative functions of the institution or school; or, 4) substantially impair the use of facilities or services on the campus, or the flow of vehicular or pedestrian traffic.
 - e. No person, whether distributor or recipient of literature, shall cause any litter to occur on the campus of an institution or school, and literature shall only be discarded in trash receptacles on campus.
 - f. Persons engaged in the sale or distribution of printed matter shall not obstruct or impede pedestrians or vehicles, harass other persons with physical contact or persistent demands, misrepresent the purposes of affiliations of those engaged in the sale or distribution, or misrepresent whether the printed matter is available without cost or donations.
 - g. The institution or school shall have the right to terminate the distribution or sale of literature by any group, organization or individual which violates the provisions of this policy.
4. Solicitations
- a. Except as is otherwise permitted by this provision, solicitation for purely commercial purposes is prohibited on all property owned or used by an institution or school, provided that solicitations by the institution or school and solicitations by vendors incidental to the vendor providing services on behalf of the institution or school pursuant to a contract between the institution or school and the vendor are permissible.
 "Solicitation" will not be considered to include activities or events engaged in by affiliated groups, organizations or individuals for the purpose of raising funds to meet expenses of the group, organization or individual. The funds raised by such activities or events shall be used for the benefit of the group, organization or individual, or for charity and no funds shall be distributed to the officers, members, or any individual for personal profit or use. For purposes of this provision the following activities are not prohibited:
 - (1) Advertising, as permitted by this policy;
 - (2) Sale or distribution of commercial literature as permitted by this policy;
 - (3) Conversations or communications between a dorm resident and a properly admitted guest notwithstanding the commercial content of the conversation or communication; provided, however, other dorm residents may not be solicited for the purposes of selling a product or service or enrolling the individual in a contest, program or other commercial venture; or
 - (4) Conversations or communications between a resident of University owned apartments and a properly admitted guest notwithstanding the commercial content of the conversation or communication, provided the conversations or communications are

confined to the specific unit of the resident inviting the guest or other area properly reserved by the resident for such purpose.

- b. Solicitation and fund-raising activities other than for purely commercial purposes may be conducted on property owned and used by the institution or school by affiliated groups, organizations or individuals, charitable organizations holding such activities with the sponsorship of the institution or school or the State of Tennessee, or non-affiliated groups, organizations or individuals subject to the specified registration requirements and procedures of Section "General Procedure-Application for Use of Property or Facilities," paragraphs 2 through 5.
 - c. No solicitation of charitable funds shall be permitted unless the group, organization or individual provides evidence to the institution or school demonstrating that the proposed activity is in accordance with, or exempt from, the provisions of T.C.A. Sections 48-3-501 through 48-3-518.
 - d. Solicitation in conjunction with the distribution of literature is subject to the provisions of Section "Particular Uses" paragraph 3.
 - e. Solicitation of dues and/or membership in an organization is permissible only by affiliated groups, organizations or individuals.
 - f. Solicitations shall only be permitted in those areas designated by the institution or school pursuant to the conditions of Section "Particular Uses," paragraph 3, subparagraphs c and d, application for registration of a solicitation may be denied for any of the reasons set forth in Section "General Procedure-Application for Use of Property and Facilities," paragraphs 4 and 7; and persons engaged in solicitation shall comply with the provisions of Section "Particular Uses," paragraph 3, subparagraph f.
 - g. No funds solicited on campus property shall inure to the benefit of any individual unless contributions are requested for the relief of an individual specified by name at the time of solicitations, and all funds contributed are turned over to the named beneficiary for use without any deductions whatsoever.
 - h. An institution or school may require any group, organization or individual to verify the use, application or disposition of funds solicited on campus property.
5. Advertising
- a. No advertising signs, posters, or other material may be placed on any campus property or facility by any non-affiliated group, organization or individual; except that institutions and schools may permit advertising on specifically designated bulletin boards and other designated locations on campus. Affiliated groups, organizations and individuals may place advertising materials on campus property but only in such places as are designated by the institution or school.
 - b. Institutions and schools may authorize the inclusion of advertisements in appropriate campus publications for a reasonable fee.
 - c. Institutions and schools may permit limited advertising by groups, organizations or individuals when incidental to a donation of property or services to the institution or school pursuant to a contract with the institution or school.

Miscellaneous

1. Bulletin Boards
 - a. Bulletin Boards may be designated for use by specific groups, organizations or individuals. Those groups, organizations or individuals authorized to use a bulletin board, the type of materials which may be posted on a board, the maximum size and duration of any notice, and other special conditions on use shall be conspicuously posted on each board, and shall control use of the board when posted.
 - b. Each institution and school may require prior approval for the use of any or all bulletin boards on campus, and if required, the name of the official authorized to approve use of the board shall be posted on the board. Use of a board may be denied on the basis of one or more of the following: 1) the person or group is not authorized to use the board in question; 2) The material is not the type authorized for the board in question, or fails to meet any special conditions as posted on the board; 3) the material is obscene or otherwise violates any federal or state law or regulation of the institution or school; or 4) there is insufficient space available for the material on the board in question due to the previous posting of other materials.
2. The office of the official at each institution and school who is responsible for receiving and processing applications and registrations pursuant to this policy shall maintain a copy of the policy for inspection by groups, organizations, and individuals interested in the use of campus property and/or facilities and shall provide a copy of such policy upon request and payment of a reasonable charge.
3. Exceptions to this policy can be made upon approval of the Chancellor of the Tennessee Board of Regents.

GUEST SPEAKER POLICY

Guest Speaker Policy

The following off-campus policy of the Board of Regents shall be applicable to all institutions in the State University and Community College System of Tennessee.

1. The colleges and universities in the State University and Community College System recognize the right of officially recognized student and faculty organizations and groups to hear off-campus, or outside speakers on the various campuses. However, there is no absolute right to assemble or to make a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech, and the issuance of invitations to off-campus or outside speakers for any meetings, activities or events on campus shall be limited in the following particulars:
 - a. A request to invite an outside speaker will be considered only when made by an officially recognized student organization or a faculty group recognized by the president of the college or university.
 - b. No invitation by such an organized group shall be issued to an outside speaker without the prior written approval of the president of the institution, or such person as may be designated (hereinafter referred to as an authorized designee); provided that the president of an institution may authorize organizations to invite guest speakers for meeting of the organization without

prior approval where attendance at the meeting will be limited to members of the organization and where no fee or compensation will be paid to the speaker.

- c. Any student or faculty organization meeting for which an outside speaker will be invited will be limited to members of the organization, provided that a request to invite an outside speaker may include a request to permit students or faculty members who are not members of the organization initiating the request, and/or other designated guest, to attend the meeting.
- d. A request to invite an outside speaker to whom any payment would have to be from college or university funds is subject to the availability of funds specifically programmed for that purpose, and no payment of any funds shall be made except pursuant to the Board of Regents' Guidelines for Personal Service, Professional Service, and Consultant Service Contracts. In the event any college or university funds are approved for payment, the meeting for which the outside speaker will be invited should be open to all students or all faculty members, or both, unless otherwise designated on the approval of the request.
- e. Any speaker request shall be made in writing by an officer of the student or faculty organization desiring to sponsor the proposed speaker not later than 10 days (excluding holidays and weekends) prior to the date of the proposed speaking engagements; provided that the president or authorized designee may approve exceptions to the minimum notice requirement in appropriate cases; and further provided that in the event the proposed outside speaker will be paid a total fee and expenses in excess of \$2,500, the request must be submitted no later than 30 days prior to the date of the proposed speaking engagement. The request shall contain the name of the sponsoring organization, the proposed date, time and location of the meeting, the expected size of the audience, the name and address of the proposed speaker, and the topic of the speech. Any request not acted upon by the president of the college or university or authorized designee, within five days (excluding holidays and weekends) prior to the event shall be deemed denied.
- f. Any speaker request is subject to the availability of the requested meeting place for the meeting time and date requested. In the event the space requested is not available for the requested time and date of the meeting, or is otherwise inappropriate for the proposed meeting or the requested speaking engagement would cause substantial interference with the normal activities of the institution if conducted at the time and place requested, alternative meeting space which is available may be offered by the institution, or the sponsoring organization is free to request a more suitable date. Any space which is approved for a meeting is subject to limitations on the number of persons who may attend in accordance with appropriate building and fire codes and safety standards.
- g. A request for an outside speaker by a recognized organization may be denied if the president of the college or university, or authorized designee, determines that the proposed speech will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy of such actions as:
 - (1) The violent overthrow of the government of the United States, the State of Tennessee, or any political subdivision thereof; or

- (2) The willful damage or destruction, or seizure and subversion of the institution's building or other property; or
 - (3) The forcible disruption or impairment of, or interference with, the institution's regularly scheduled classes, or other educational functions; or
 - (4) The physical harm, coercion, intimidation, or otherwise invasion of lawful rights of the institution's officials, faculty members, or students; or
 - (5) Other campus disorder of a violent nature, provided such advocacy would prepare the group addressed for imminent action and steel it to such action, and further provided there is a reasonable apprehension of such imminent lawless action. In determining the existence of a clear and present danger, the president of the institution or authorized designee, may consider all relevant factors, including whether such speaker has, within the past five years, incited violence resulting in the destruction of property at any college or university.
- h. In the event that a request for an outside speaker is denied by the institution, any sponsoring organization thereby aggrieved shall have the opportunity to appeal from the denial. A written appeal to the president of the institution, or authorized designee, must be submitted within 24 hours from the initial denial to approve the request, and the organization will be provided a hearing within two days (excluding holidays and weekends) following the filing of its appeal before an impartial committee designated by the president or authorized designee. The committee shall be authorized to make appropriate findings of fact related to the request, and shall make and transmit such findings to the president within said two-day period. The president shall review the findings of the committee, and solely on the basis thereof, shall grant or deny the request within 24 hours (excluding holidays and weekends) from receipt of the findings of the committee.
 - i. In the event of a proposed meeting which will be attended by strong emotional feelings, or where there is a reasonable possibility that a speaker, members of an organization, or others may violate federal state or local laws or campus regulations in the course of a meeting, the president or authorized representative shall prescribe reasonable conditions for the orderly and scholarly conduct of the meeting. Such conditions may include membership, appointing one or more officials of the institution to preside over the meeting, authorize a search of all persons entering the area of the meeting, and such other conditions as the institution deems appropriate.
 - j. The representative of the organization inviting the speaker shall at the time of the invitation provide the speaker or speaker's agent, with a copy of this speaker policy and campus regulations. By acceptance of the invitation to speak, the speaker shall assume full responsibility for any violation of law or campus regulations committed while on campus.
 - k. Any meeting, assembly, or other activity to which an outside speaker may be invited is subject to all requirements, conditions and approvals set forth in any policy of the Board and/or the institution concerning the use of campus property and facilities.
2. The provisions of Section 1 shall not apply to invitations by departments to guest lectures for any academic course at an institution which shall be subject to the approval of the appropriate department or division head.

SUMMARY OF DRUG-FREE CAMPUS/WORKPLACE POLICY

The following summary of Walters State Community College's policy and penalties relative to controlled substances (illicit drugs) and alcohol, as required by the Drug-Free Schools and Communities Act Amendments of 1989, is being provided to each student enrolled at the college. As a student of Walters State, you are required to be knowledgeable of and comply with WSCC Policy No. 06:40:00 Drug-Free Campus/Workplace Policy, the applicable provisions of which are summarized below:

Standards Of Conduct

Walters State Community College 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 a part of college sponsored activities. All categories of employees and students are subject to this policy and to applicable federal, state and local laws related to this matter.

Legal Sanctions Under Local, State, And Federal Law

Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, dispense, deliver or sell, controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, 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 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 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 as 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/Oo 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 lyseric acid (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 organic damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological 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.

DRUG AND ALCOHOL COUNSELING, TREATMENT AND REHABILITATION PROGRAMS

College Health Clinic

The Campus Nurse provides confidential counseling to students and employees on drug and alcohol related problems. This service is furnished at no cost to students or employees. 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 normally the responsibility of the individual concerned or the individual's insurance carrier. The Campus Nurse also coordinates the administration of the college Drug-Free Awareness Program.

Penalties and Sanctions

Appropriate action shall be taken in all cases in which faculty members, students or staff employees 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 by a student of the college shall be reported to the vice president for Student Affairs. The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action to be taken. Possible disciplinary sanctions for failure to comply with the provisions of this policy may include one or a combination of the following:

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

Questions

If you have questions or desire additional information concerning the provisions of this policy, please contact the vice president for Student Affairs.

POLICY ON SMOKING/TOBACCO USE ON CAMPUS

Tobacco Smoking

1. **College buildings and indoor facilities** - Smoking is prohibited in all college buildings and indoor facilities.
2. **Grounds and open-air facilities** - Smoking is permitted on college grounds provided it occurs beyond 25 -50 feet of any building entrance as indicated by signage or in the enclosed designated smoking shelters (which may be within 50 feet of a building entrance). Smoking will be permitted within the area of any college building doorway entrance. Understood is the fact that proper disposal of all waste products of smoking is required.

Other Tobacco Use

The use of mouth tobacco (to include dipping, chewing, etc.) is prohibited in all buildings owned or controlled by Walters State.

SEX CRIMES PREVENTION ACT

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student or volunteers at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. As defined in section 40-39-102 of the Tennessee Code, a "sexual offender" means a person who is, or has been, convicted in this state of committing a sexual offense or who is, or has been, convicted in another state or another country, or who is or has been convicted in a federal or military court, of committing an act which would have constituted a sexual offense if it had been committed in this state. A "sexual offense" means the commission of acts including but not limited to aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping. Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supercede the Family Education Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled, or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.

WSSC Policy - Campus Sex Crimes Prevention Act

The "College and University Security and Information Act" as enacted by the State of Tennessee and in conjunction with federal legislation, requires that each college make available certain information within the college's community relative to safety and security matters. In this regard, Walters State Community College is providing the information contained herein to assure that the college's community, students, faculty and staff are appropriately advised and informed relative to college security and safety procedures and applicable crime statistics.

In compliance with the federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed,

enrolled or volunteering at this institution at the Campus Police Office located in the Information Center. Information is also available on the TBI's website listing of sex offenders located on the internet at http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp.

To request a copy of the Campus Security Information, please contact the Campus Police Department:

Walters State Community College
Campus Police Department
500 S. Davy Crockett Parkway
Morristown, Tennessee 37813-6899
423-585-6752

A summary of the Walters State Drug-Free Workplace Policy, the Campus Sex Crimes Prevention Act, and the Campus Crime Statistics may be accessed through the Web at www.ws.edu (click on Admissions, then Campus Policies/Statistics. Statistics are available in the Campus Police office.

PROCEDURES TO REPORT SEXUAL ASSAULT OR RAPE

Walters State Community College will not tolerate sexual assault in any form. A student charged with sexual assault can be prosecuted under Tennessee criminal statutes and disciplined under the campus code of student conduct. Even if the criminal justice authorities choose not to prosecute, the campus can pursue disciplinary action. Procedures for on-campus disciplinary action in cases of alleged sexual assault which shall include a clear statement that the accuser and the accused are entitled to the same opportunities to have others present during a due process hearing; and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging sexual assault. This sanction includes the possibility of suspension or dismissal from the college.

Individuals are advised to immediately report all such incidents to Campus Police, located at the front entrance of the campus. The telephone number to Campus Police is 585-6752. The Campus Police Department has procedures for responding effectively to these sensitive crisis situations. In the alternative, an individual may report such an incident to the campus nurse who is located in Room 127-CCEN, 585-6820.

Individuals who are victims of sexual assault are asked not to engage in any type of personal hygiene before reporting an incident. In order to facilitate a thorough investigation, individuals are also asked not to wash clothing or dispose of any items that may be used as physical evidence.

College police staff will provide referrals for counseling, emotional support, legal and medical information, hospital and court accompaniment, and advocacy to sexual assault victims, their families and friends.

A sexual assault crisis center is located in Knoxville and the helpline number is 423-522-7273.

MINORS ON CAMPUS POLICY

Walters State Community College is an institution of higher education and as such must preserve conditions that will permit a proper learning and working environment at all times. Thus, minor children must not be left unsupervised on campus. It is not the intent of this policy to prevent children in the accompaniment of an adult from visiting the campus. However, consideration for the learning

environment of the student, the work routine of staff employees, and the safety of the children requires that children may not accompany adults into classrooms, offices, or other work spaces as a babysitting function nor be left unsupervised in the hallways of buildings or on the grounds of the college.

In certain circumstances, children may be on campus for classes held for their benefit (EDU Camps, field trips, etc.). At such times, it is expected that the instructor or responsible adult will supervise the activities of the children, and that before and after the class an area will be designated for the children to await the arrival of their parents. It is the responsibility of the supervisor/instructor of these activities to explain these restrictions to the children and to monitor the enforcement where feasible.

PETS ON CAMPUS POLICY

Pets are not allowed on Walters State Community College campuses. Exceptions will be made only for students with identified disabilities. When exceptions are made, pets that are allowed on campus must be on a leash under the direct and positive control of the individual responsible for the pet. Such individuals will be liable for any accident or damage caused by the pet while on campus.

CODE OF COMPUTING PRACTICE

Computer resources at Walters State Community College are available to all students, faculty, and staff for authorized use in a responsible, ethical, and equitable manner. It is important that all users of the computing facilities conduct their computing activities in this manner since they have access to many valuable and sensitive resources and their computing practices can adversely affect the work of other users.

The following constitutes a code of computing practices to be adhered to by all users of the computer systems.

1. Users must obtain official approval from the department responsible for use of the computing resources. Approval will not be granted to use computing facilities that do not conform to the missions, processes, and functions of the Institution.
2. Users of computing resources are expected to conduct themselves in a manner that does not constitute a danger or threat to any person's health, safety, or interfere with authorized individual and institutional activities. Use of computing resources to view or transmit obscene material is prohibited.
3. Users must not misuse, damage or misappropriate in any manner computing equipment, software, property, and other facilities and resources.
4. Users must utilize only those computers which have been authorized for their use and for the purposes for which the authorization was granted.
5. Users of the computer systems are responsible for the use of their computer accounts and, as such they should take precautions against others obtaining access to their computer accounts. This includes managing and controlling the use of individual passwords, operational activities, and resource utilization.
6. Users must follow the established procedures for accessing the computing systems. All computing work must be readily identified with the user's own name and where applicable the relevant department name.

7. Users may not access, modify, or copy programs, files, data of any sort belonging to other users or to Walters State Community College without obtaining prior authorization to do so from the other user and/or department involved. Similarly programs, subroutines, data, equipment, and other computing related resources may not be taken to other computer installations without the proper department and/or Walters State Computer Services Department authorization and a clearly defined understanding of the responsibilities associated with such action (e.g. security of access to the data at the other computer installation).
8. Users may not use programs, data, equipment, and other computing related resources or other computer sites at Walters State for other than officially scheduled and sanctioned academic and administrative purposes unless prior approval has been obtained from the department responsible for the computer and the Walters State Associate Vice President for Computer Services.
9. Users should minimize the impact of their work on the work of other Users. Attempts should not be made to encroach on others' use of the facilities or deprive them of resources. Game-Playing that is not part of an authorized program of study must not interfere with users' rights to access a system for educational purposes.
10. Users must not attempt to modify system facilities and/or subvert the restrictions associated with their assigned use of computers.

The above code is intended to work to the benefit of all Computer Services users by encouraging responsible conduct and use of computing resources. Disciplinary action for violating this code shall be governed by the applicable provisions of student handbooks, faculty and staff handbooks, and other policies and procedures of Walters State Community College, its governing body, the Tennessee Board of Regents and the applicable state and federal laws. The General Regulations on Student Conduct and Disciplinary Sanctions outline some, but are not limited to, actions that may be taken either singularly or in combination by the Institution against violators of this code.

GENERAL REGULATIONS ON STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

Institution Policy Statement

1. College students are citizens of the state, local and national governments, and of the academic community. As such, they are expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents has authorized the President of the college to take such actions as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.
2. 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 federal, state and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, the institution may enforce its own regulations regardless of

any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to sanctions by the institution whether or not such conduct is simultaneously violative of state, local, or federal laws. Additionally, all student athletics, allied health, and nursing students are subject to alcohol and drug testing as required by clinical agencies or under "reasonable suspicion testing" as stated in each allied health and nursing program handbook.

General Offenses

1. Through appropriate due process procedures, institutional sanctions shall be imposed for conduct that adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution or institution-controlled property.
2. Individual or organizational conduct which is subject to sanction shall include but not limited to the following:
 - a. Conduct dangerous to others. Any conduct which constitutes a serious danger to any person's health, safety, or personal well-being, including any physical abuse or immediate threat of abuse;
 - b. Hazing. Hazing means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which 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 saturations created in connection with initiation into or affiliation with any organization.
 - c. Disorderly conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals;
 - d. Obstruction of or interference with institutional activities or facilities. Any intentional interference with or obstruction of any institutional activity, program, event, or facilities, including the following:
 - (1) Any unauthorized occupancy of institution or institutional-controlled facilities or blockage of ac-



- cess to or from such facilities.
- (2) Interference with the right of any institution member or other authorized person to gain access to any institution or institutional controlled activity, program, event or facilities.
 - (3) Any obstruction or delay of a campus police officer, fireman, or any institution official in the performance of his/her duties.
- e. Misuse of or damage to property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to the institution including, but not limited to, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices; and any such act against a member of the institution community or a guest of the institution.
 - f. Theft, misappropriation, or unauthorized sale. Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against a member of the institution community or a guest of the institution.
 - g. Misuse of documents or identification cards. Any forgery, alteration of, or unauthorized use of institution documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment or status in the institution;
 - h. Firearms and other dangerous weapons. Any possession of or use of firearms or dangerous weapons of any kind. No firearms shall be permitted or worn by any person at any time on the college campus or property owned or controlled by the institution; at an institution-sponsored event; on property owned or controlled by an affiliated clinical site by students who are at the clinical site for clinical instruction or other reasons related to their participation in a clinical program of the college; except as provided in T.C.A. §39-17-1309. The prohibition of the possession of or use of firearms or dangerous weapons by students who are at a clinical site for clinical instruction or other reasons related to their participation in a clinical program of the college shall not apply to students participating in clinical training for courses in the college's Public Safety Division when the possession of firearms is necessary for instructional purposes.
 - i. Explosives, fireworks, and flammable materials. The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks on the college campus or property owned or controlled by the institution; at an institution-sponsored event; or on property owned or controlled by an affiliated clinical site.
 - j. Alcoholic beverages. The use, possession, distribution, sale or manufacture of alcoholic beverages, or public intoxication on property owned or controlled by the institution; at an institution-sponsored event; on property owned or controlled by an affiliated clinical site; or in violation of any term of the Walters State Community College Drug-Free Campus/Workplace Policy Statement.
 - k. Drugs. The unlawful use, possession, distribution, sale or manufacture, of any drug, drug paraphernalia, or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), being under the influence of any drug or controlled substance, or the misuse of legally prescribed or "over the counter" drugs on property owned or controlled by the institution; at an institution-sponsored event; on property owned or controlled by an affiliated clinical site; or in violation of any term of the Walters State Community College Drug-Free Campus/Workplace Policy Statement.
 - l. Gambling. Gambling in any form;
 - m. Financial irresponsibility. Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institution community acting in an official capacity.
 - n. Unacceptable conduct in hearings. Any conduct at an institutional hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing;
 - o. Failure to cooperate with institutional officials. Failure to comply with directions of institutional officials acting in the performance of their duties;
 - p. Violation of general rules and regulations. Any violation of the general rules and regulations of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;
 - q. Attempts and aiding and abetting the commission of offenses. Any attempt to commit any of the foregoing offenses or the aiding and abetting of the commission of any of the foregoing offenses (an "attempt" to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission.);
 - r. 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.
 - s. Violation of imposed disciplinary sanctions. Intentional or unintentional violation of a disciplinary sanction officially imposed by an institution or school official or a constituted body of the institution or school.
 - t. Harrassment. Any act of harrassment by an individual or group against a student, faculty member, or another group. Harassment shall include, but not be limited to insults, heckling, verbal abuse, threats or physical abuse, unwanted suggestions of a sexual nature, repeated teasing or annoyance to another, repeated unsolicited phone calls made with the intent to harass, or other actions considered disturbing to others.
 - u. Pets. With the exception of "service animals" and the exception of animals used for academic research purposes, animals are prohibited on institution or school owned or controlled facilities. The term "service animal" is defined as any animal individually trained to do work or perform tasks for the benefit of a person with a disability (e.g., a guide dog, signal dog, etc.). "Service animals perform some of the functions and tasks that the individual with a disability cannot perform for him/herself. The institution requires documentation reflecting appropriate certification of the medical necessity of the animal for the individual seeking its assistance while on the premises prior to approval of the use of the animal.
 - v. Filing a false complaint or statement. Any behavior whereby a student knowingly submits a false complaint or statement alleging a violation of these regulations by a student, organization, institution or school employee.
3. Sanctions may be imposed against a student for violations of the foregoing regulations which occur on institutional-owned, leased, or otherwise controlled property, or which

occur off-campus when the conduct impairs, interferes with or obstructs any institutional activity or the missions, processes and functions of the institution. In addition, sanctions may be imposed on the basis of any conduct, on or off-campus, which constitutes a substantial threat to persons or property within the institutional community.

4. For the purposes of these regulations, a "student" shall mean any person who is registered for study at the college for any academic period. A person shall be considered a student during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from the institution.

Academic and Classroom Offenses

1. The classroom instructor has the primary responsibility for maintaining academic integrity and controlling classroom behavior.
2. Individual or group conduct subject to sanctions shall include but not be limited to the following:
 - a. Plagiarism, cheating, and other forms of academic dishonesty. Students guilty of academic dishonesty either directly or indirectly through participation or assistance are immediately responsible to the instructor of the class.
 - b. Other conduct described in the section, General Offenses, if such offenses occur in the classroom.
 - c. Other conduct described in handbooks for specific programs of study.
3. The classroom instructor has the authority to sanction a student engaged in conduct that is disruptive or conduct that violates these regulations or regulations specified in handbooks for specific programs:
 - a. The instructor can assign an "F" or a "zero" for the exercise or examination, or assign an "F" in the course.
 - b. The instructor can order that the student be temporarily removed or excluded from the classroom. Additionally, the student may be sanctioned as defined in the next section of the College catalog or in a handbook for a specific program of study. Extended or permanent exclusion from the classroom or further sanctions can be imposed only through appropriate procedures of the institutions.
4. Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, (unrelated to classroom content), harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic and other noise or light emitting device which disturbs others (e.g., disturbing noise from beepers, cell phones, palm pilots, laptop computers, games, etc.)
5. Class attendance and punctuality requirements are established between the faculty and the students, through specific expectations for attendance and punctuality and specific consequences that are outlined by individual faculty members in the printed syllabus for each course. Students are expected to attend classes regularly and on time and are responsible for giving explanations/rationale for absences and lateness directly to the faculty member for each course in which they are enrolled.

In cases where student absences are the result of emergency circumstances (e.g., death in the family, a student's serious injury or incapacitating illness), for which students are unable to make immediate contact with the faculty, the student may contact the office of Student Affairs for assistance in

providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for completion of course work requirements.

6. The student may appeal these sanctions through the appropriate institutional procedures. The section, Due Process Procedures, describes the institution's disciplinary and appeal processes available to the student.

Sanctions

1. Upon a determination that a student or organization has violated any of the regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institution officials.
2. Definition of Sanctions:
 - a. Restitution. A student who has committed an offense against property may be required to reimburse the institution 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.
 - b. Warning. The appropriate institution official may notify the student that continuation or repetition of specified conduct may be the cause for other disciplinary action.
 - c. Reprimand. A written reprimand, or censure, may be given any student or organization whose conduct violates any parts 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 or she is in effect being given another chance to conduct himself or herself as a proper member of the institution community, but that any further violation may result in more serious sanctions.
 - d. 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 right to represent the institution in any way, denial of the use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges.
 - e. Probation. Continued enrollment of a student on probation may entail strict adherence to these regulations. Any student placed on probation will be notified of such in writing and will be notified of the terms and length of the 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 sanction.
 - f. Suspension. If a student is suspended, he or she is separated from the institution for a stated period of time. Conditions of readmission will be stated in the notice of suspension.
 - g. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's readmission to the institution.
 - h. Interim or summary suspension. Though as a general rule, the status of a student accused of violations of these regulations should not be altered until a final determination has been made in regard to the charges against him or her, summary suspension may be imposed upon a finding by the appropriate institution official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the institution 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. If there are disputed issues of fact or cause and effect, the student shall be pro-

- vided a hearing on the suspension as soon as possible.
- i. Mandatory participation in and satisfactory completion of, a drug or alcohol abuse program, or rehabilitation program.
- 3. The President of the college is authorized, at his or her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction.

Due Process Procedures

1. General Statement.
 - a. Walters State Community College has proceedings that facilitate avenues of communication between students, faculty, and staff which provide for the transmission of constructive ideas in the solution of incidents related to General Offenses and Academic and Classroom Offenses.
 - b. The administration of incidents relating to General Offenses on the campus of Walters State Community College that violate College and Tennessee Board of Regents policies and standards of conduct contained herein and in the college catalog is a function of the vice president for Student Affairs and/or the appropriate Walters State Community College adjudicating body. The administration of incidents related to Academic and Classroom Offenses is a function of the vice president for Academic Affairs and/or the appropriate Walters State Community College adjudicating body. The vice presidents and/or other authorized college personnel are responsible for investigating alleged offenses. In all cases proper procedural safeguards will be used to assure due process.
2. Hearing Procedures.
 - a. All cases which may result in (i) suspension or expulsion of a student from the institution, or (ii) revocation of registration of a student organization during the term of the registration are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act (TUAPA) and shall be processed in accordance with the uniform contested case procedures adopted by the Tennessee Board of Regents unless the student waives those procedures in writing and elects to have his or her case disposed of in accordance with the College Due Process Procedures.
 - b. All cases which are not subject to the contested case procedures under the TUAPA and all cases in which the student has waived the contested case procedures in writing are eligible to be disposed of in accordance with the College Due Process Procedures if a written appeal is received in the office of the President within ten (10) days following notification of the sanction imposed.
3. College Due Process Procedures.

A student charged with a General Offense or Academic and Classroom Offense who elects this course of action shall be called before the College Due Process Committee, and the following procedures shall apply:

 - a. The student shall be informed, in writing, of the charges being brought against his/her and the rule or regulation allegedly breached.
 - b. The student shall be given the name(s) of witness(es) bringing charges and a written report on the facts to which each witness testified.
 - c. The student shall be informed of the time, place, and date of the College Due Process Committee hearing which shall be held within ten (10) days of the date of notification.
 - d. The student may request a public hearing.
 - e. The student shall be given the opportunity to hear and question witnesses against his/her and to present oral and written evidence in his/her defense.
 - f. The student shall have the right to be assisted in his/her defense by an adviser of his/her choice. The adviser's participation shall be limited, however, to advising the

- student and shall not include representing the student.
- g. All evidence upon which the decision is made shall be presented at the proceedings of the College Due Process Committee hearing.
- h. Following the hearing, the College Due Process Committee shall submit its recommendation to the President for final approval.
- i. The decision of the President shall be final subject only to any appeal provided by policies of the Tennessee Board of Regents.
- 4. Cases of alleged sexual assault.
 - a. Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding; and
 - b. Both the accuser and the accused shall be informed of the outcome of any due process proceeding involving allegations of sexual assault.

TRAFFIC AND PARKING INFORMATION

1. General Statements

- a. These regulations are established and are applicable to all students, faculty, staff and visitors on the Walters State Community College campus. Students abide by these regulations as a condition of attendance at the college. Staff and faculty must obey them as a condition of employment.
- b. The purpose of these regulations is to facilitate the safe and orderly conduct of college business and to provide parking facilities in support of this function within the limits of available space.
- c. The Campus Police Department is required to implement and enforce these regulations.
- d. The college shall have no responsibility for loss or damage to any vehicle or its contents operated or parked on the college campus. All personnel parking vehicles on the campus are reminded that they should remove the keys from the switch, lock the doors, and not have valuables exposed in the car.
- e. Pedestrian traffic has right-of-way on campus.
- f. The use of bicycles, which require no registration, is encouraged on campus.
- g. Abandoned vehicles, per TBR policy, will be removed from campus after 30 days of abandonment.

2. Parking Regulations

- a. Students, faculty, and staff should park only in the appropriate designated areas. The designated areas are identified by appropriate signage.
- b. Students who attend classes at other WSCC facilities, who have periodic business on the main campus in Morristown are required to park in student parking.
- c. Faculty and staff may not override existing parking rules and regulations without written approval of the President.
- d. Vehicles are not to be parked at any time in loading areas, in parking area entrances or so as to block roadways, fire lanes or the movement of any other vehicle, on sidewalks or campus lawns, or in places with signs indicating parking restrictions.
- e. Vehicles illegally parked may be towed away at the owner's expense.
- f. All vehicles with trailers, equipment or other attachments that could occupy multiple parking spaces must park in student parking lot P only. Vehicles with attachments parked in other areas may be cited.

3. Driving Regulations

- a. The speed limit on campus streets is 15 MPH. Speed limit in all parking lots is 10 MPH.

- b. Passing on campus streets is prohibited.
- c. All vehicles must come to a complete stop at intersections where stop signs are displayed or posted.
- d. Motorists must yield right of way to pedestrians.
- e. Vehicles must pull over, come to a complete stop and yield the right of way to all emergency vehicles with flashing lights.
- f. All State of Tennessee motor vehicle laws are applicable on the WSCC campus twenty-four (24) hours a day.
- g. Operating a motor vehicle in any area other than a street or roadway intended for motor vehicles is prohibited.
- h. All accidents must be reported to the Campus Police Department immediately. Written reports will be made to this office.
- i. Excessive and disturbing noises by loudspeakers, faulty mufflers, or muffler cutouts is prohibited on the college campus.

4. Pedestrian Regulations

- a. Students and staff members must not endanger their safety or constitute an unreasonable impediment to lawful vehicle traffic by crossing streets at other than authorized lanes (crosswalks) or by willfully walking or congregating in the streets.
- b. Pedestrians are encouraged to use walks and observe traffic signs.

5. Special Occasions and Emergencies

On special occasions, (i.e., athletic events, concerts, graduation exercises, etc.) and in emergencies, parking and traffic limitations may be imposed by the Campus Police Department as required by the conditions which prevail.

6. Enforcement and Payment of Citations

- a. All vehicles parked in faculty, staff or visitor lots between 7:00 a.m. and 5:30 p.m. and without a permanent or temporary parking permit displayed will be cited.
- b. Vehicles displaying a student parking permit are not permitted to park in faculty, staff, or visitor lots between 7:00 a.m. and 4:30 p.m. Violators will be cited.
- c. Certain faculty, staff, or visitor lots will be designated as open to vehicles with student parking permits after 5:30 p.m. Vehicles with student parking permits parked in faculty, staff, or visitor lots after 5:30 p.m. that have not been designated for student use will be cited.
- d. Citations are issued beginning the first day of class each semester for parking in faculty, staff, or visitor parking areas without an appropriate parking permit.
- e. Currently enrolled students, when on campus for any purpose, must park in student parking to avoid being cited.
- f. Beginning with the first day of class of each semester, students parking in designated student parking areas will be given a two week period to obtain the student parking permit before being cited for this violation. After this two week period, citations for not displaying the student permit will be issued.
- g. Protests of the fine for parking and registration citations must be made within ten (10) days of the citation date (excluding holidays and weekends). These protests must be made to the office of Student Affairs between the hours of 8:00 a.m. and 4:00 p.m. or to the switchboard in the Dr. Jack E. Campbell College Center between the hours of 4:30 and 8:30 p.m.
- h. In cases where students are protesting the citations, the protests must be made within ten (10) days of the citation date (excluding holidays and weekends). These protests must be made to the office of Student Affairs between the hours of 8:00 a.m. and 4:00 p.m. or to the switchboard in the Dr. Jack E. Campbell College Center between the hours of 4:30 and 8:30 p.m.
- i. The fine for a moving vehicle violation is \$20.00 per violation. If the fine is not cleared (paid or protested) within ten (10) days of the citation date (excluding holidays and weekends),

the fine is increased to \$25.00.

- j. The fine for parking and permit violations is \$15.00 per violation.
- k. The fine for parking in areas designated as disabled is \$100.00.
- l. One citation may reflect multiple violations and fines.
- m. Outstanding and unpaid citations must be cleared each semester to permit further course enrollment, reception of grades, or transfer of official records.
- n. All fines should be paid promptly to avoid penalties. All fines must be paid during the current semester. Fines may be paid at the office of Business Affairs, between 8:00 a.m. and 4:00 p.m., Monday through Friday, or at the switchboard in the lobby of the Dr. Jack E. Campbell College Center between 4:00 and 8:30 p.m., Monday through Thursday when classes are in session.
- o. Students, faculty, or staff cited for five (5) parking or two (2) moving violations per academic year will be subject to disciplinary action in addition to the imposed fines. Said person may be restricted from parking on the campus. If the car is parked on campus during the restricted period, it may be removed from campus at the owner's expense.
- p. Any vehicle receiving multiple violations for not displaying a valid hang tag may be removed from the campus at the owner's expense.
- q. Any vehicle parked in a tow-away zone may be removed at owner's expense.
- r. Visitors and guests receiving citations should return them to the Campus Police Department prior to leaving campus. No fine will be assessed.

7. Student Traffic Court

1. Structure
 - a. The Walters State Community College Traffic Court hears student cases of traffic violations evolving from the violation of the Traffic and Parking Regulations on the Walters State Community College campus.
 - b. The president of the Student Government Association shall appoint six (6) students to serve as justices of the Traffic Court. The term of their appointment will be for no more than two (2) semesters or until the date of their graduations from WSCC unless otherwise prohibited.
 - c. The WSCC Traffic Court shall have a chief justice, appointed by the SGA president, who presides over all cases brought before the court. The chief justice shall preside over all court sessions and shall select two (2) justices from the remaining five (5) justices to serve at each session. This should be done on a rotating basis.
 - d. The president of the Student Government Association shall set the dates each semester for all traffic courts and so notify the justices.
 - e. The administrative adviser to the Traffic Court shall be the vice president for Student Affairs or designated representative.
 - f. The Traffic Court shall have a court reporter, the secretary of the vice president for Student Affairs will keep all court records.
 - g. Dates for Traffic Court shall be printed in the official weekly WSCC *Bulletin* and the college newspaper, the *Statesman*.
2. Appeals Function
 - a. The WSCC Traffic Court operates to hear parking and traffic violation cases that students contest. The decision of the Traffic Court shall be final unless the vice president for Student Affairs feels there is a violation of due process. In no case will an appeal be considered on the basis that the court's decision was too severe. In cases where a student makes an appeal because of additional evidence or

a violation of due process, the student must do so within 48 hours to the vice president for Student Affairs. If the vice president for Student Affairs feels there is justification for a hearing, the case will be reheard at the next regular Traffic Court. For extenuating circumstances, the vice president for Student Affairs may make a decision regarding a student's traffic violation without referring the student to the WSCC Traffic Court. In such cases, the vice president for Student Affairs will file a written statement explaining actions to the president of the college with a copy being forwarded to the Student Traffic Court. Parking and traffic violation cases involving staff members may be appealed to the vice president for Business Affairs; cases involving faculty members may be appealed to the vice president for Academic Affairs. Any exception to this policy shall be approved by the president of the college.

- b. The WSCC Traffic Court shall hear only those cases for which an appeal has been filed. The necessary appeal form may be obtained in the office of Student Affairs, Room 100-CCEN.
- c. Student Justices receiving citations may contest the citations before the WSCC Traffic Court. However, their cases can be heard only on a court date for which they are not actively serving.
- d. If a student fails to appear before the WSCC Traffic Court on the designated date, the right to a hearing is forfeited; and charges cited must be accepted.
- e. The Campus Police Department is not responsible for the student appeals process.
- f. Campus Police officers are not authorized to dismiss a citation which has been issued.
- g. All student complaints, protests, or appeals of a citation should be directed to the Student Affairs Office.
- h. Faculty and staff citation appeals should be directed to the director of Campus Police who will forward the request to the vice president for assessment.
- i. All appeals resulting in dismissal must have the approval of the appropriate administrative staff of the college.

8. Motor Vehicle Registration

- a. All motor vehicles used on campus must meet the registration requirements of the State of Tennessee.
- b. All vehicles operated on all Walters State campuses are required to display the appropriate parking permit, which is available in the Campus Police Department to students, faculty, staff, and visitors.
- c. A parking permit is issued to students, employees, and visitors and must be clearly displayed on the rearview mirror of the vehicle driven.
- d. Special parking permits are available for use on vehicles temporarily used on campus. These may be obtained through the Campus Police Department.
- e. Visitor permits. Visitor permits are available to persons not connected with the college who occasionally have business or other reasons to be on campus. Visitor spaces are provided and designated by appropriate signs.
- f. Annual parking permit issue begins on August 15 of each year.
- g. It is not necessary for returning students to obtain a parking permit each semester. The parking permit obtained during fall semester expires August 15 of the following year.
- h. Students enrolled for credit courses may obtain the parking permit through the Campus Police Department located in the Information Center, after payment of all fees.
- i. Any student taking non-credit courses must obtain a temporary parking permit through the office of Community and Economic Development.
- j. Illegible or damaged parking permits must be replaced. Failure

to replace a damaged permit may result in a citation.

- k. Lost parking permits should be reported immediately to the Campus Police Department. There is not a charge for replacement.
- l. Parking permits are issued in the name of a student or employee and are valid on any vehicle driven. It is this individual's responsibility to ensure that the hang tag is properly used and displayed and to ensure that rules and regulations relative to operating a vehicle on college property are obeyed, regardless as to whom the vehicle is registered.

WSCC Police

The WSCC Police Department, located in the Information Center, is operated for the safety and benefit of the students attending WSCC. Walters State Police Officers are fully certified police officers under the Peace Officer's Standards and Training Commission of Tennessee. Officers have full investigative and arrest powers on all WSCC properties. Uniformed officers are on duty 24 hours a day, seven days a week for your protection. You should not hesitate to contact them in regard to special needs.

Pursuant to the provisions of the "College and University Security Information Act", Public Chapter No. 317, enacted by the 1989 General Assembly, WSCC makes available crime rates and statistics as well as security policies and procedures to interested parties. If you wish to review or receive a copy of this information, please contact:

WSCC Police Department

Walters State Community College
500 South Davy Crockett Parkway
Morristown, Tennessee 37813-6899
telephone: 423-585-6752

Disability Parking Procedures

All students, faculty, and staff with disabilities who intend to park a motor vehicle in an area designated for individuals with disabilities must have a valid state disability parking permit (i.e., plates, hang tags and placards). All vehicles parked in areas designated for individuals with disabilities must also display a current WSCC hang tag.

The number from the valid state disability parking permit (plates, placards or hang tags) must be registered with Campus Police. Students, faculty, and staff must furnish proof (copy of application submitted for the state parking permit) that the state disability parking permit is registered in the individual's name.

Any student or employee who becomes temporarily disabled may apply for a temporary disabled permit at the office of Services for Individuals with Disabilities, CCEN, Room 262. Temporary WSCC disabled permits are available for three weeks duration. Persons who have a disability that is not visible will need to have a doctor's statement to verify the disability. After three weeks, an individual will be required to have a temporary state placard or hang tag.

Applications for State of Tennessee disability parking permits are available at the county clerk offices and local municipal offices.

As a state institution, the Campus Police Department is mandated to ensure that operators of motorized vehicles are in compliance with all disabled parking regulations. The Campus Police work closely with the State Department of Motor Vehicle Records to verify that disabled placards used in vehicles parked on the Walters State campus are registered to currently enrolled students. Vehicles displaying disabled placards which are not registered to a currently enrolled Walters State Student will be cited and assessed a \$100.00 fine.

Students, faculty and staff utilizing disabled parking must come by the Campus Police Office to register their vehicle license tag number, disabled placard number and student hang tag number.

The fine for parking in areas designated for individuals with disabilities without the valid state parking permit or the WSCC three-week temporary hang tag will be \$100.00. This policy will be strictly enforced.

AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE

Purpose

The purpose of this procedure is to provide a clear, orderly and expedient method through which all persons may process bona fide complaints related to Title II of the Americans with Disabilities Act (ADA), which states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subject to discrimination” in programs or activities sponsored by a public entity such as the institution.

Scope

This procedure is available to all persons.

Steps for Filing a Complaint

A complaint should be addressed to the institutional ADA Coordinator. The assistant vice president for Student Affairs has been designated by the president to coordinate ADA compliance efforts.

A complaint may be made verbally or in writing, preferably in writing, and must provide the name and address of the person making it and a brief description of the alleged violation of ADA regulations.

A complaint must be filed within 10 working days after the complainant becomes aware of the alleged violation.

Investigation

The ADA Coordinator will investigate the complaint. The investigation will include, but not necessarily be limited to, interviews with the complainant and with college personnel in charge of the area in which the alleged violation occurred. All interested parties will be provided an opportunity to submit evidence relevant to the complaint, and the investigation will be conducted in a manner which protects any due process rights of parties concerned and also insures that the institution complies with the ADA and its implementing regulations.

When the investigation is complete, the ADA Coordinator will issue a written determination concerning the validity of the complaint and a description of the resolution, if any. This statement will be provided to the complainant no later than 20 working days following receipt of the complaint.

Steps for Filing an Appeal

The complainant may request a reconsideration of the case in instances where the complainant is dissatisfied with the resolution. Request for reconsideration should be made in writing to the President within 10 working days from receipt of the determination.

Maintenance of Records

The ADA Coordinator will maintain files and records of the institution relating to the complaint.

please monitor local TV and radio stations for weather-related announcements.

Students and employees are requested to check for updated messages once a decision has been made because on occasion, due to an unexpected and sudden change in the weather and road conditions, a decision is modified. In all instances decisions are made with the safety of students and employees foremost in consideration but with an attempt to have classes if possible. However, on a day or evening when classes are being conducted and weather conditions are questionable, students are advised to use individual judgment on whether or not to attend classes. Students will be provided an opportunity to make up work missed for absences incurred for days when conditions are questionable but classes are meeting.

Changes in or cancellation of classes will be announced on the following stations:

Morristown	WCRK, WMTN, WJDT, WBGQ
Newport	WLIK, WNPC
Knoxville	WIVK, WNOX, WATE-TV, WBIR-TV, WIMZ, WOKI
Greeneville	WGRV/WIKQ, WSMG
Rogersville	WRGS, WEYE
Sevierville	WSEV FM
Tazewell	WNTT
Tri Cities	WKPT-TV, WTFM, WJHL, WJCW, WQUT

SNOW AND ICE CLEARANCE SCHEDULE

In order to facilitate safe vehicular and pedestrian movement on college property during periods of inclement weather, Walters State maintains a systematic schedule for clearing snow and/or ice and salting, if necessary, campus walkways, parking lots, and roadways. The priority of work for the various areas of college property is as follows: (1) primary walkways, (2) roadways, (3) parking lots, and (4) secondary walkways.

As a safety precaution, students, faculty, and staff should use the primary walkways to access college facilities. The primary walkways are shown in the map on the following page.

Normally, the primary walkways will be cleared and, if necessary, salted prior to the start of the day's classes. In addition, continuous related maintenance efforts will be provided throughout the day for as long as conditions remain such that re-icing could occur.

CANCELLATION OF CLASSES DUE TO WEATHER OR ROAD CONDITIONS

For information related to the cancellation of classes due to inclement weather, please check the college's Web site at www.ws.edu or call the college's student information line, 1-800-225-4770, option 1; InfoConnect, (423) 581-1233, option 1045; the Sevier County Campus, (865) 774-5800, option 9; or the Greeneville/Greene County Center for Higher Education, (423) 798-7940, option 4. Also,



Morristown Campus

CAMPUS PARKING

Faculty/Staff/Visitor Parking – Lots A, B, C, F, G, H, I, J, K, L, S

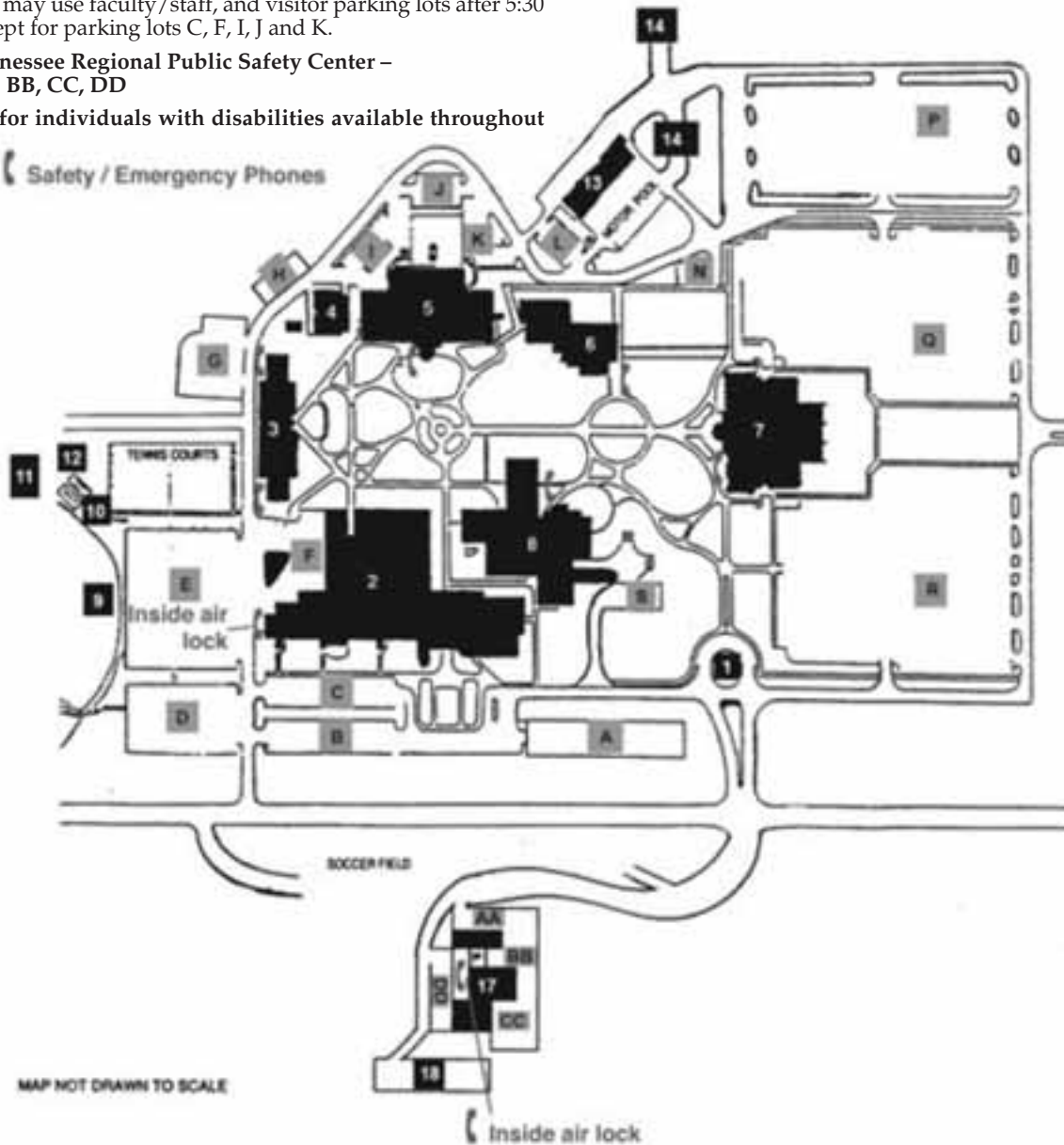
Student Parking – Lots D, E, P, Q, R

Students may use faculty/staff, and visitor parking lots after 5:30 p.m. except for parking lots C, F, I, J and K.

East Tennessee Regional Public Safety Center –
Lots AA, BB, CC, DD

Parking for individuals with disabilities available throughout campus

☞ Safety / Emergency Phones



CAMPUS BUILDINGS

- | | |
|--|--|
| 1. Campus Police | 10. Physical Education Annex |
| 2. Dr. Jack E. Campbell College Center | 11. Baptist Collegiate Ministries |
| 3. Doggett Mathematics and Behavioral/Social Sciences Building | 12. Jack Stewart Racquetball Courts |
| 4. Greenhouse | 13. Plant Operations Building |
| 5. Clifford H. "Bo" Henry Center for Business and Technology | 14. Storage Building |
| 6. McGuffin-Jolley Natural Science Building | 15. Golf/Turfgrass Laboratory (not shown) |
| 7. R. Jack Fishman Library | 16. Softball Complex (not shown) |
| 8. Judge William H. Inman Humanities Complex | 17. East Tennessee Regional Public Safety Center |
| 9. Baseball Complex | 18. Defensive/Tactical Driving Course |

Definitions and Index



DEFINITIONS OF TERMS

Admission – Acceptance of a candidate for enrollment.

Admission to Advanced Standing – Granted on the basis of demonstrated educational attainment beyond the minimum required for admission.

Advisor, Advisee – The advisor is the individual assigned to help students with their academic program. The student is called the advisee.

Associate Degree – A degree awarded upon successful completion of a curriculum of at least 60 hours of designed college level work.

Average, Grade Point – A measure of average scholastic success obtained by dividing the number of grade points earned by the total number of hours of course work.

Behavioral and Social Sciences – Education, Early Childhood Education, Geography, Health, Physical Education, History, Military Science, Political Science, Psychology, and Sociology.

Business – Accounting, Agriculture Business, Business, Culinary Arts, Economics, Hospitality Management, Legal Assistant, Management, and Office Administration.

Calendar – The divisions of the full calendar composed of two regular terms per year with about 15 weeks per term of instruction excluding final examinations in a school year running from August through May, with the third semester as a summer session.

Classification – A student's status (i.e., Advanced Studies, Freshman, Sophomore, Special, Transient) in respect to progress toward the completion of a curriculum based upon the number of course credit hours attained.

Concentration – At a community college, the student's primary field of interest. (See Emphasis)

Corequisite – Courses a student must take with another course.

Course – Organized subject matter in which instruction is offered within a given period of time and for which credit toward graduation or certification is usually given.

Course Number – Identifies class level and distinguishes it from other courses in a given area of study. This usually indicates the level of difficulty of a course, e.g., 0700 level courses (Remedial); 0800 level (Developmental); 0900 level (Deficiency); 1000-1999 (Freshman level); 2000-2999 (Sophomore level); 3000-3999 (Junior level), and 4000-4999 (Senior level). All courses with higher numbers are graduate level.

Course Prerequisite – A preliminary requirement that must be met before a certain course may be taken.

Credit Hours (Semester Hour) – A unit measure of instruction. For example: 750 minutes of instruction equals one semester hour.

Curriculum – The whole body of courses offered for study.

Dean's List – An honor awarded students who have attained a grade point average of 3.50-3.99 during a semester in which a minimum of 12 hours of college level credit is completed.

Degree (Earned) – Title bestowed as official recognition for the completion of a designated curriculum.

Degree Student – One who has fulfilled the admissions requirements and who is pursuing an Associate Degree program; referred to by some colleges as a regular student.

Department – An academic discipline which offers instruction in a particular branch of knowledge.

Developmental Education – A program of studies in various areas designed to give the student background prerequisite to college level studies.

Division – An administrative unit comprised of a group of related academic departments.

Drop/Withdraw – Resignation from a class or classes or from the college following the procedures outlined in the college catalog.

Educational Planning Seminar – A scheduled meeting for the advisement and assistance of those students who have taken placement testing in interpreting their placement scores and selecting their classes.

Elective – A subject or course which the student may choose as distinguished from courses which are required.

Emphasis – At the community college, an area of concentration for study that would lead to a major at the university.

Extracurricular Activities – The academic/non-academic functions offered by a college.

Evening Classes – Any class beginning at 4 p.m. or later.

Freshman – Classification of degree-seeking students having accumulated less than 30 credit hours.

Full-Time Students – A student who is enrolled for 12 semester hours of academic courses. A normal full-time load is 16 semester hours.

Grant-in-Aid – A monetary award made to a student without regard to financial need.

Health Programs – Nursing, Physical Therapist Assistant, Pharmacy Technician, Respiratory Care Technician, Medical Transcription, Medical Insurance Specialist, Health Information Technology.

Humanities – Art, English, Foreign Language, Humanities, Mass Communications, Music, Philosophy, Speech and Theatre.

Liberal Arts – Academic disciplines such as languages, literature, history, philosophy, mathematics and science that provide information of general cultural concern.

Major – The student's primary field of interest or study.

Music Ensemble – Vocal or instrumental performance, usually conducted in a small group.

Natural Science – Pre-professional programs, Biology, Chemistry, Physics.

Part-Time Student – A student enrolled for less than 12 hours of academic course work.

Prerequisite – A course/courses a student must successfully complete prior to enrolling for a particular course.

President's List – An honor awarded students who have attained a GPA of 4.00 during a semester in which a minimum of 12 hours of college level credit is completed.

Probation – Probation status may be for academic or for disciplinary reasons. Academic probation is the result of unsatisfactory scholarship. It is not a penalty but a warning and an opportunity to improve. Academic probation usually involves a compulsory reduction of academic load and interviews for diagnosis of difficulties and for checking on recovery. Sometimes it brings a required restriction of extracurricular activities and general surveillance. Usually the student is required to make regular specified improvements in their record in order to avoid disqualification. Disciplinary probation is a middle status between good standing or dismissal. The student remains enrolled but under stated conditions according to college policies. Disciplinary probation covers a stated trial period during which it is determined whether the student is returned to good standing, having met the stated requirements, or dismissed or suspended at the end of the period for failing to meet the stated requirements.

Public Safety – Criminal Justice, Law Enforcement, Fire Protection, Basic Police Officer Education, Basic Emergency Medical Technician and Paramedic.

Residency – Refers to whether or not a student qualifies for in-state maintenance fees.

Reinstatement – The act of readmitting a student after dismissal.

Semester – One of any three terms during which courses are offered by the college. (Fall, Spring, Summer)

Sophomore – A degree seeking student who has completed 30 or more college level credit hours.

Special Student – One who is not pursuing an Associate Degree program. Special students either do not fulfill minimum requirements for entrance as degree students or have been permitted to enroll in a limited or special selection of degree credit courses without regard to degree requirements.

Student Aid – Financial assistance for college expenses through any form of grants, scholarships, loans or work.

Suspension – Involuntary separation of the student from the college.

Syllabus – An outline for an academic course; includes assignments, exam dates, grading practices, etc.

Technical Education – Agriculture, Animal Science (Pre-Veterinary Medicine), Computer Science, Industrial Technology and Production Horticulture.

Transcript – The official record of completed courses and the grades made.

Transfer Student – A student who has attended one or more colleges and is admitted to another.

Transfer Credit – The number of course credits taken by a student at one college that another college accepts.

Transient Student – A student in good standing in one college who is taking courses which will transfer back to the original college.

Withdrawal – A release from enrollment in all classes. An official withdrawal occurs when a student notifies the appropriate authorities. When the student merely stops attending classes without notifying the authorities, failing marks (F) are recorded and charged against the student.

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Walters State

Application for Admission to Walters State Community College Morristown, Tennessee

**For student information, admissions, records and financial aid offices,
call 318-2763 or toll-free 1-800-225-4770.**

APPLICATION PROCEDURE

1. APPLICATION FEE – Please enclose a non-refundable \$10 application fee. Check or money order should be payable to Walters State Community College. (Do not send cash)
Readmitted students do not pay application fee.
2. Fill in all information requested.
3. Print in ink or type the information.
4. Have your high school send an official transcript after graduation.
5. Applicants under **21 years of age** must have official scores from ACT or SAT submitted to Walters State. The ACT or SAT must have been taken no later than three years prior to the beginning date of classes of the term for which the application is being made. **Dual Enrollment students must take the ACT and show a minimum composite score of 19. Additionally, Dual Enrollment and Advanced Studies students who plan to enroll in English or math must score a 19 or higher on the applicable ACT subtest. Advance Studies students who are not enrolling for an English or math course, Basic Police Officer Education students, and those students enrolling in technical or job-related courses are exempt from this requirement.** Exempted students will, however, be required to submit these scores if they change to degree-seeking status prior to reaching the age of 21 years.
Degree-seeking applicants 21 years of age or older are required to undergo placement assessment prior to enrollment. This assessment should be scheduled well in advance of registration through the Department of Counseling and Testing and may also apply to transfer students.
6. If you are a transfer student from another college(s), have each college send a complete official transcript.
7. Admission to the college does not guarantee admission to a specific program of study. Admission to certain programs must be approved by the division chair or director of the program (i.e., Nursing, Education, Public Safety, and Computer Science).
8. Enter Selective Service Information (see No. 14)
9. Return completed application and fee to:

DEPARTMENT OF ADMISSIONS AND REGISTRATION SERVICES
WALTERS STATE COMMUNITY COLLEGE
500 SOUTH DAVY CROCKETT PARKWAY
MORRISTOWN, TENNESSEE 37813-6899

QUICK CHECK LIST

1. FILL IN THE APPLICATION COMPLETELY.
2. WRITE YOUR SOCIAL SECURITY NUMBER.
3. ATTACH A \$10 NON-REFUNDABLE APPLICATION FEE.
4. NOTIFY YOUR HIGH SCHOOL OR YOUR COLLEGE(S) TO SEND YOUR TRANSCRIPT(S).
5. SIGN APPLICATION.

Please Type or Print in Ink.

If U.S. Social Security Number is unavailable, a student identification number will be assigned. The applicant must retain this number for access to his/her file.

- 1. Social Security Number _____ - _____ - _____
- 2. Your Full Name:

Last First Middle

If you have ever had another last name at any time, please list such name(s) _____

- 3. Your Permanent Home Address:

Number and Street, P.O. Box, Apt. No.

City State Zip Code

County Home Country (IF NOT USA)

- 4. Phone Number: Home (____) _____ Work (____) _____ Other No. (____) _____

- 5. *Birthdate ____ / ____ / ____
mo. / day / year
- E-mail address: _____

- 6. *Sex: Male ____ Female ____

- 7. *Race (circle one) Asian or Pacific Islander Native American Indian Alaskan Native
Black-not Hispanic Hispanic White

- 8. *Citizenship: U.S. Citizen ____ VISA Type ____
Permanent Resident Alien ____ Country of Citizenship ____
Foreign Citizen ____

***Does not affect admission status. Used for reporting purposes only.**

- 9. Have you lived in Tennessee continuously since birth? Yes ____ No ____ You have lived in Tennessee since:
Month ____ Year ____

If no, state your reason for moving to Tennessee _____

Employed: Full-time ____ Part-time ____ Total Hrs. Per week _____

Current Employment: Name of Company _____ Telephone _____

Name of Company _____ Telephone _____

- 10. Person to notify in case of emergency

Name _____

(Area Code) Phone Number: _____ Relationship: (circle one): Parent Guardian Spouse Other

- 11. Have you previously attended Walters State? Yes ____ Last Year Attended: 19 ____ / 20 ____
(includes off-campus sites/not CEU courses) No ____ Number of Hrs. Accrued at WSCC _____

- 12. If you are degree seeking your major will be: _____ **Please use code found on back page of this application.**
(Non-Degree Seeking Students use N)

- 13. Please check below to identify your intended status at Walters State.

- ____ Advance Studies Student (High School Junior or Senior)
- ____ First-time Freshman/Regular Student
- ____ Special Student * (non-degree seeking/Not eligible for financial aid)
- ____ Transfer From Another College
- ____ Transient (attending another college - taking one semester of courses at Walters State designed to transfer back to original college)
- ____ Dual Enrollment (earning high school and college credit)

**You will be required to furnish official high school and/or college transcripts in keeping with our admission requirement for all students.*

- 14. Term and year you plan to enroll: Fall ____ Spring ____ Summer ____ Year ____

15. High School Name: _____

Location: _____
City State Zip Code

Type of diploma (check one) Graduation Date _____
_____ Regular high school diploma Month Year
_____ Specialized Education *
_____ Certificate of Attendance *
_____ GED Date Taken _____ Location _____

***Students holding this type of diploma must be 21 yrs. of age to be admitted and enrollment will be limited to select courses.**

16. List all Colleges and Universities attended other than Walters State. If none, so state. Use additional sheet if necessary.

Name of School	Location	Dates of Attendance		Degree(s) Received
		From-Mo. & Yr.	To-Mo. & Yr.	

Are you eligible for readmission next term to the last college attended: Yes _____ No _____

If you attended another TBR institution and took the required assessment test in reading, writing, and/or mathematics you must request the scores to be sent to WSCC.

"Certain Tennessee Board of Regents (TBR) institutions will send transcripts electronically between schools to better serve students. I give Walters State Community College permission to request my official transcript from any TBR school in which I have previously been enrolled, all of which are noted elsewhere on this application. I realize this is a service provided to me by WSCC and other TBR schools and I understand it is my responsibility to obtain official transcripts from each institution attended to support my application for admission. WSCC accepts no formal responsibility for delivery of transcripts by other schools."

17. Chapter 759 of the State of Tennessee Public Acts of 1984 provides that "no person who is required to register for the Federal Draft shall be eligible to enroll in any state post-secondary school until such person has registered for the draft." Please provide information below:

_____ I certify I am registered or will register with Selective Service. I will provide number if requested.

I am not registered for the Federal Selective Service because I am:

_____ female _____ not yet required. Permanent resident of the Trust Territory of the Pacific islands or the Northern Mariana Islands
_____ on active duty in the armed forces
_____ not 18 yrs. of age. I will register for Selective Service. _____ not yet required since I was born before 1960 or I am a foreign student on an F-1 Visa.

18. Are you a veteran of the United States Armed Forces? Yes _____ No _____
If yes, what is/was your date of separation? Month _____ Day _____ Year _____

If you have a learning or physical disability which will cause you to need assistance while in college, please notify the office of Services for Individuals with Disabilities, Room 210, Dr. Jack E. Campbell College Center, Telephone No. 585-6893. It is recommended that students who may benefit from these services make early contact with the office so that appropriate accommodations can be arranged.

19. Have you ever been convicted of, or pleaded guilty to, a criminal charge other than a traffic violation? Yes _____ No _____
If yes, please explain _____

ALL APPLICANTS MUST READ AND SIGN BELOW

I understand that withholding information requested in this application or giving false information may make me ineligible for admission to, or continuation in, Walters State Community College. With this in mind, I certify that all the above statements are correct and complete. If I am accepted as a student at this institution, there are certain performance tests I will be required to take during my academic career. It is a requirement of admission that I agree to take any tests deemed necessary by the institution. In those instances where tests are administered by an external entity, I hereby agree for the results of such tests to be released to the institution. The purpose of this requirement is to comply with the legislature's expressed intent that institutions regularly evaluate and improve instruction at all levels. If I am under 21 years of age and am required by institutional policy to complete the Compass Test, my scores on these tests and course placement may be reported to my high school for research purposes. Any test scores will be treated confidentially as required by law.

Signature

Date

FOR COLLEGE USE ONLY	
How Received	_____
Date Paid	_____
Receipt Number	_____
Date Entered	_____
Entered By	_____

NEW APPLICANTS MUST ENCLOSE \$10.

Transfer Programs

Associate of Arts

ARED	Art Education	FREN	French	MCOM	Mass Communications	RLGS	Religious Studies
ARHI	Art History	GENA	General Studies	MUSA	Music	SPAN	Spanish
BRCT	Broadcasting	GERM	German	MUSE	Music Education	SPCH	Speech Communication
DNCE	Dance	JRNL	Journalism	PHIL	Philosophy	THTR	Theatre
ENGL	English	LBAA	Liberal Arts	PLSC	Political Science	WMST	Women's Studies
FASA	Fine/Studio Arts						

Associate of Science in Teaching

TCHG	Teaching
------	----------

Associate of Science

AFAS	African-American Studies	ENTS	Profess. Entertainment - Stage	PRDH	Pre-Dental Hygiene
AGRI	Agriculture Option	GEN	General Option	PRDL	Pre-Radiography
AMST	American Studies	GGY	Geography	PREH	Pre-Environmental Health
ASTR	Astronomy	GEOL	Geology	PPHR	Pre-Pharmacy
BIOL	Biology	HIST	History	PPTH	Pre-Physical Therapy
BUSN	Business	HPER	Phys. Ed., Health & Rec.	PRMT	Pre-Med Technology
CHEM	Chemistry	MMED	Math/Math Ed/Statistics	PSYC	Psychology
CINS	Computer Science, UP	PCHR	Pre-Chiropractic	PVET	Pre-Veterinary Medicine - Animal Science (Ag)
CRJT	Criminal Justice, UP	PDEN	Pre-Dentistry	PVMD	Pre-Veterinary Medicine (Sci.)
EEDU	Elementary Education	PHYS	Physics	SCED	Secondary Education
ENGR	Pre-Engineering	PMED	Pre-Medicine	SOWK	Social Work
ECHD	Early Childhood Education	POCC	Pre-Occupational Therapy	SOLA	Sociology/Anthropology
ENTP	Profess. Entertainment - Performance	POPT	Pre-Optometry	SPED	Special Education

Technical Education Programs

Associate of Applied Science

CIS	Computer & Information Science - Comp.Sc.	MHRM	MGMT - Hotel & Restaurant Management
CSNW	CIS - Computer Networking	NRCM	Nursing - Career Mobility
ECED	Early Childhood Education	NRRN	Nursing
GTEC	Industrial Technology - General Technology	PNRN	Pre-Nursing
HITC	Health Information Technology	PPA	Pre-Paramedic
ITDR	Industrial Technology - Drafting/Design	PSPA	Paramedic
ITEL	Industrial Technology - Electrical/Electronics	PRES	Pre-Respiratory Care
ITMF	Industrial Technology - Manufacturing	PRGH	Production Horticulture - Greenhouse Management
MACC	MGMT - Accounting	PRPT	Pre-Physical Therapist Assistant
MAGB	MGMT - Agric. Business	PTHT	Physical Therapist Assistant
MAOA	MGMT - Administrative Office Assistant	PRTG	Prod. Horticulture - Golf Course & Turfgrass Mgmt.
MBUS	MGMT - Business Administration	PSFP	Public Safety - Fire Protection
MCUL	MGMT - Culinary Arts	PSLE	Public Safety - Law Enforcement
MGPS	MGMT - Paralegal Studies	RESP	Respiratory Care

Certificate Programs

BEMT	Emergency Med. Tech. Basic	ITC	Industrial Technology	PHAR	Pharmacy Technician
BLEO	Basic Law Enforcement	ITMT	Industrial Maintenance	PSPM	Emergency Med. Tech. Paramedic
	Officer Training	MDCD	Medical Coding	QCT	Quality Control Technician
CLAR	Culinary Arts	MDIS	Medical Insurance Specialist	WFPP	Workforce Preparedness
INFT	Information Technology	MDTR	Medical Transcription		

Regents On-Line Degree Programs

PRST	AAS Professional Studies - Information Technology	RGNA	AA - General Studies	RGEN	AS - General Studies
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Walters State Community College Security

Pursuant to the provisions of the "College and University Security Information Act", Public Chapter No. 317, enacted by the 1989 General Assembly, Walters State Community College makes available crime rates and statistics as well as security policies and procedures to interested parties. If you wish to review or receive a copy of this information, please contact: Campus Police, Walters State Community College 500 S. Davy Crockett Parkway, Morristown, Tennessee 37813-6899, Telephone: 423-585-6752.

Walters State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award Associate of Arts, Associate of Science, Associate of Science in Teaching and Associate of Applied Science degrees.

Walters State is one of 45 institutions in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system which is comprised of six universities, 13 community colleges, and 26 area technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

Walters State Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the college. Walters State does not discriminate on the basis of race, sex or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Humans Resources Office at Walters State, 500 S. Davy Crockett Pkwy., Morristown, TN 37813-6899. Requests for accommodation of a disability should be directed to the dean of Student Support Services at Walters State, 500 S. Davy Crockett Pkwy., Morristown, TN 37813-6899.



APPLICATION FOR READMISSION

WALTERS STATE COMMUNITY COLLEGE
500 South Davy Crockett Parkway
Morristown, TN 37813-6899
423-585-0828 • 1-800-225-4770

Social Security Number

Last Name First Name Middle Name

Street

City State Zip

County Telephone

Date of Birth *Sex *Race

*Does not affect admission status. Used for reporting purposes only.

Term last attended Walters State Term and year returning

Status Degree-Seeking Non-Degree (special) Non-Degree (transient)

Major

High School attended

Address Street City State Zip

Have you attended another institution since you were enrolled at Walters State? Yes No

List institutions attended and dates attended:

If degree seeking, you must have transcripts from ALL institutions you have attended since your last enrollment at Walters State forwarded to the Walters State Admissions Office. If transient, you must complete a transient form in place

