

Dyersburg State 2012-2013 Catalog and Student Handbook Community College

DSCC Student Handbook

The DSCC Student Handbook provides students with the following:

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Student Procedures

DSCC students should be aware of the following procedures:

Drops, Adds, Withdrawals and Change of Course Sections:

One of the most important procedures for students is that of schedule changes or withdrawals. If you fail to follow the correct procedure, you may receive an “F” in all classes that were not correctly dropped or withdrawn, or you may fail to receive credit for courses that were not correctly added or changed.

In addition, changes in your schedule can affect your eligibility for financial aid as well as your eligibility to participate in intercollegiate athletics. Student athletes should review with their academic advisor the eligibility requirements of the National Junior College Athletic Association prior to any adjustments in their academic schedule.

Within the stated time frame listed in the Academic Calendar, students can make changes to their class schedule by accessing Self Service Banner through MyDSCC.

Correct Address and Telephone Number:

Each student should keep his/her address and phone number up-to-date with the Office of Admissions and Records. Students may change their mailing address and telephone number(s) on line by accessing Self Service Banner through MyDSCC. To change their permanent address, students should contact the One Stop Center on the Dyersburg campus or the One Stop Center at a DSCC center and be prepared to provide proof of identity. For name changes, contact the One Stop Center on the Dyersburg campus or a DSCC center to provide documentation to support the name change.

Records (Transcripts):

Records of students' grades are kept on permanent file in the Office of Admissions and Records. Since these records are permanent and are frequently referred to for the purpose of supplying information to legitimate sources, students should be acutely conscious that they are building a future and diligent study will stand them in good stead after graduation.

Assistance Available to Students under the Americans with Disabilities Act (ADA):

DSCC is committed to providing a discrimination-free environment for its students with disabilities. Students with disabilities are encouraged to inform the College of any assistance they may need upon application to the College. Early self-identification will allow the student to receive whatever reasonable accommodation he or she may need as quickly as possible. The process of self-identification is as follows:

1. The student should notify the Americans with Disabilities Act Coordinator of any disability for which the institution may need to provide assistance. Students are required to provide documentation concerning their disability. Specific disability services are based on individual student needs and circumstances. Documentation no more than three years old is required for accommodation.
2. Following the initial interview, the ADA Coordinator will coordinate DSCC's response to the student's needs with faculty, library, and support personnel who will be working with the student during the semester. The College may enlist the assistance of other agencies and resource centers in meeting the student's needs.

Students who feel that they have received unequal treatment because of disability should contact the ADA Coordinator. Informal procedures will be initiated to resolve the student's complaint. If these procedures do not resolve the issue to the student's satisfaction, the ADA Coordinator will advise the student of the formal complaint procedure.

For information, contact the Counselor/ADA Coordinator at 731/286-3242.

Student Rights and Freedoms

Student Rights and Freedoms are addressed in DSCC Policy 04:17:00.

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. Following are standards of academic freedom of DSCC students.

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.

Freedom of Access to Higher Education:

DSCC has developed admissions standards, approved by the Tennessee Board of Regents, which make clear the characteristics and expectations of students which it considers relevant to success in programs offered at DSCC. No student will be barred from admission on the basis of race. DSCC is open to all students who are qualified according to the DSCC admissions criteria. DSCC's facilities are open to all of its enrolled students, and services are available to all students with the exception of those services or programs restricted by federal, state, TBR or institutional mandates.

In the Classroom:

Faculty 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.

The Family Educational Rights and Privacy Act (FERPA):

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

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The DSCC official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the DSCC official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the DSCC official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

Upon request, DSCC discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by DSCC to comply with the requirements of FERPA.

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

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

Under the provisions of FERPA, DSCC may disclose directory information to any person requesting it without the consent of the student. Directory information includes the student's name, address, telephone number, e-mail address, date and place of birth, major field of study, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status, degrees and awards received, and the most previous educational agency or institution attended by the student. The College provides each student the opportunity to refuse to allow disclosure of any designated directory information. Students wishing to refuse disclosure should contact the Office of Admissions and Records at the beginning of each academic term.

Student Policies

Release of Information Concerning Students:

The release of information concerning Students is addressed in DSCC Policy 04:09:00.

In accordance with the Family Educational Rights and Privacy Act (FERPA), DSCC may disclose directory information to any person requesting it without the consent of the student. Directory information includes the student's name, address, telephone number, e-mail address, date and place of birth, major field of study, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status, degrees and awards received, and the most previous educational agency or institution attended by the student.

Faculty members may not publicly post student grades using any portion of the student's social security number. Any request for information about a student by law enforcement agencies should be referred to the Admissions and Records Office or the Director of Public Information.

Access to Records:

Students can have access to official school records that directly concern them by filing an official written request. Forms for this purpose are available in the Office of Admissions and Records. Records may be reviewed, and students may challenge the records if inaccuracies are found. Students can view their academic transcript on line by accessing Self Service Banner through MyDSCC.

Guidelines on Discrimination and Harassment:

Based on the Tennessee Board of Regents (TBR) Guideline P-080, it is the intent of DSCC to fully comply with the applicable provisions of federal and state civil rights laws including, but not limited to, Executive Order 11246, as amended; the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990, as amended; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Equal Pay Act of 1963, as amended; Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments Act of 1972, as amended;

the Age Discrimination in Employment Act of 1967; the Age Discrimination Act of 1975; the Pregnancy Discrimination Act; the Genetic Information Nondiscrimination Act of 2008; and regulations promulgated pursuant hereto. DSCC will promote equal opportunity for all persons without regard to race, color, religion, creed, ethnic or national origin, sex, sexual orientation/gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal and state civil rights law.

DSCC affirms that they will not tolerate discrimination against any employee or applicant for employment because of race, color, religion, creed, ethnic or national origin, sex, sexual orientation/gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal and state civil rights law.

Similarly, DSCC shall not subject any student to discrimination or harassment under any educational program and no student shall be discriminatorily excluded from participation nor denied the benefits of any educational program on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation/gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal and state civil rights law.

Any student wishing to discuss a complaint related to these guidelines should contact the Director of Human Resources/Affirmative Action Officer/ Title VI and Title IX Coordinator. The office is located in Room 229A of the Eller Administration Building. The telephone number is 731/286-3316. The complete text of TBR Guideline P-080 is available in the Human Resources Office or on the TBR website at www.tbr.edu.

A. Discrimination

Discrimination may occur by:

1. Treating individuals less favorably because of their race, color, religion, creed, ethnic or national origin, sex, sexual orientation/gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law; or,
2. Having a policy or practice that has a disproportionately adverse impact on protected class members.

B. Harassment

Harassment is conduct that is based on a person's race, color, religion, creed, ethnic or national origin, sex, sexual orientation/gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, or any other category protected by federal or state civil rights law, that:

1. Adversely affects a term or condition of an individual's employment, education, participation in an institution's activities or living environment;
2. Has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile, offensive or abusive environment for that individual; or
3. Is used as a basis for or a factor in decisions that tangibly affect that individual's employment, education, participation in an institution's activities or living environment.

Examples of such conduct include, but are not limited to verbal or physical conduct relating to an employee's national origin, race, surname, skin color or accent, offensive or derogatory jokes based on a protected category, racial or ethnic slurs, pressure for dates or sexual favors, unwelcome comments about a person's religion or religious garments, offensive graffiti, cartoons or pictures, or offensive remarks about a person's age.

Not every act that might be offensive to an individual or a group will be considered harassment. Whether the alleged conduct constitutes harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of the conduct in the context within which the alleged incident occurs. Harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

Campus 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 supersede the Family Educational 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.

Class Attendance Policy:

Class Attendance is addressed in DSCC Policy 03:18:00.

Regular class attendance is essential to student success in college. Absence from the classroom negatively affects student success and learning outcomes. DSCC has established the following Class Attendance Policy which is applicable to all students attending classes both in person and on line.

1. Attendance at all class sessions and regular participation in any on line course for which a student is registered are expected.
2. Absences will be counted from the first meeting of the class.
3. It is the student’s responsibility to contact the instructor prior to an absence from class or shortly after the absence. The instructor will determine whether an absence is excused or unexcused.
4. The student is responsible for all work and/or lecture material covered in any missed class session. The instructor will determine whether to accept makeup work for the class.
5. Students who have three consecutive unexcused absences from a class that meets three hours per week, or two consecutive unexcused absences from a class that meets twice weekly or one unexcused absence from a class that meets once weekly in a three hour block, will be reported as “stopped attending.” Students who do not participate in an on line course for one week will be reported as “stopped attending.”
6. Students who exhibit a pattern of absences, even if not consecutive, may also be reported as “stopped attending.”
7. A “stopped attending” designation may negatively impact receipt of current and future financial aid.
8. It is the student’s responsibility to officially withdraw from a course if a “stopped attending” designation is reported or if continuing, regular attendance proves impossible. In these circumstances, failure to withdraw from a course by the deadline listed in the Academic Calendar will result in a grade of “F,” and may negatively impact eligibility for future financial aid and/or continued enrollment (please note that a grade of W may also negatively impact eligibility for future financial aid).
9. Failure to contact the instructor prior to an absence may result in the designation of the absence as being “unexcused.”
10. Students wishing to appeal a determination of an unexcused absence or “stopped attending” designation should attempt to resolve the matter with the instructor within five days from the last date of attendance. If the student still wishes to appeal, he/she must present the matter in writing to the Vice President for the College within five days after attempting to clarify or resolve the matter with the instructor. The Vice President should receive the appeal within ten days after the last date of attendance. After the Vice President for the College receives the appeal, a hold will be placed on the student’s account during the appeal process. The Vice President for the College will render a final decision within ten days. If the Vice President

for the College denies the appeal, unearned financial aid money will be returned to the Federal Government (as required by Federal law) and the student may have an account balance. It should be noted that if an appeal is not requested, any unearned financial aid money will be returned to the Federal Government and the student will have to repay unearned financial aid money.

11. Nothing in this policy shall be construed as preventing an instructor from having a more restrictive attendance policy regarding absences for an individual class.

Class Attendance during Inclement Weather/Hazardous Conditions:

Students should use their own discretion in attending classes when snow and/or icy conditions exist. The student is responsible for making up any missed work and for getting the information presented in the missed classes. If a student misses an exam, then the student should make arrangements immediately to make-up the exam.

Delayed Schedule

If an announcement is made for the Delayed Schedule, the following schedule will be in effect:

All 55 minute classes, regardless of day of the week, will meet as follows:

8:00 classes will meet 10:00 - 10:25
9:05 classes will meet 10:30 - 10:55
10:10 classes will meet 11:00 - 11:25
11:15 classes will meet 11:30 - 11:55
12:10 and subsequent classes will meet on regular schedule.

All 85 minute classes will meet as follows:

8:00 classes will meet 10:00 - 10:40
9:35 classes will meet 10:45 - 11:25
11:10 classes will meet 11:30 - 12:10

All other 85 minute Tuesday and Thursday classes will meet on regular schedule.

LAB - AN ALTERNATE SCHEDULE FOR ALL LABS BEGINNING BEFORE 12:00 NOON WILL BE ANNOUNCED BY THE INSTRUCTOR IN CLASS.

REMEMBER, EVENING CLASSES (4:30 P.M. OR LATER, AND CLASSES BEGINNING AT 12:10 OR LATER) ARE INCLUDED IN THIS DELAYED SNOW SCHEDULE. EVENING CLASSES WILL EITHER BE CANCELED OR HELD ON THE REGULAR SCHEDULE.

On-Campus vs Center and Off-Campus Information

The general rule for classes that meet at DSCC centers and at other locations:

1. DSCC classes that normally meet at area high schools will be canceled if those facilities close due to bad weather.
2. Classes at the DSCC Gibson County Center and the DSCC Jimmy Naifeh Center at Tipton County will be subject to the same procedures as the Dyersburg campus unless otherwise indicated.

Bringing Children to Class:

Bringing children to class is addressed in DSCC Policy 04:16:00.

The presence of children in the college classroom, especially small children, constitutes a distraction for the instructor, as well as other members of the class, and therefore compromises the effectiveness of the learning environment. An instructor may ask a student to leave who brings a child to class.

While parents are in classes, children should not be allowed to be unattended in campus common areas such as the gymnasium, study lounges, and hallways. These areas were not designed to accommodate children, especially young children not under constant supervision by adults. The College is primarily a place for adults, and it is anticipated that when children are brought into campus facilities it is for a brief period while parents are conducting administrative business or for a special program for children sponsored by the College.

Student Conduct Policy:

Student conduct is addressed in DSCC Policy 04:21:00.

Students enrolled in post secondary educational institutions are citizens of their civic communities as well as 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 post secondary 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 (TBR) has authorized the president of DSCC to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the TBR has developed regulations, which are intended to govern student conduct on the several campuses under its jurisdiction. Each institution under the jurisdiction of the TBR is directed to implement policies subject to, and consistent with, these regulations. In student discipline policies, each institution may expand on these regulations, subject to the TBR approval. In addition, students are subject to all federal, state and local laws and ordinances.

Student - Any person who is admitted and/or registered for study at DSCC for any academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution. Finally, "student" shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the regulations governing student conduct.

Disciplinary action may be taken against a student for violation of the regulations which occur on DSCC owned, leased or otherwise controlled property, while participating in international or distance learning programs, and off campus, when the conduct impairs, interferes with, or obstructs any DSCC activity or the mission, processes, and functions of the college. DSCC may enforce its own regulations.

These policies, and related material incorporated herein by reference, are applicable to student organizations as well as individual students. Student organizations are subject to discipline for the conduct and actions of individual members of the organization while acting in their capacity as members of, or while attending or participating in any activity of, the organization.

Confidentiality of Discipline Process. Subject to the exceptions provided pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g and/or the Tennessee Open Records Act, T.C.A. § 10-7-504(a) (4), a student's disciplinary files are considered "educational records" and are confidential within the meaning of those Acts.

Disciplinary Offenses Policy:

Disciplinary Offenses are addressed in DSCC Policy 04:20:22.

DSCC disciplinary measures shall be imposed, through appropriate due process procedures, for conduct which adversely affects the college'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 property owned or controlled by DSCC.

The following represents a non-exclusive list of offenses or violations of the DSCC student disciplinary policy:

1. **Conduct Dangerous to Self or Others.** Any conduct, or attempted conduct, which constitutes a danger to any person's health, safety, or personal well-being, including but not limited to, the following: 1. Physical and/or verbal abuse, 2. Threats and/or intimidation, 3. Harm inflicted on self;
2. **Hazing.** Hazing, as defined in T.C.A. § 49-7-123(a)(1), means any intentional or reckless act, on or off the property of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s), that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization;
3. **Disorder Conduct.** Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs college functions, operations, classrooms, other groups or individuals;
4. **Obstruction of or interference with college activities or facilities.** Any intentional interference with or obstruction of any college, program, event, or facility including the following: 1. Any unauthorized occupancy of facilities owned or controlled by the college or blockage of access to or from such facilities, 2. Interference with the right of any college member or other authorized person to gain access to any activity, program, event or facilities sponsored or controlled by DSCC, 3. Any obstruction or delay of a campus security officer, public safety officer, police officer, firefighter, EMT, or any official of DSCC, or failure to comply with any emergency directive issued by such person in the performance of his or her duty;
5. **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 another including, but not limited to, any personal property, fire alarms, fire equipment, elevators, telephones, DSCC keys, library materials and/or safety devices;
6. **Theft, Misappropriation, or Unauthorized Sale of Property.** Any act of theft, misappropriation, or unauthorized possession or sale of DSCC property or any such act against a member of the learning community or a guest of the college.
7. **Misuse of Documents or Identification Cards.** Any forgery, alteration of or unauthorized use of DSCC 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 college;
8. **Firearms and Other Dangerous Weapons.** Any possession of or use of firearms, dangerous weapons of any kind, or replica/toy guns, e.g. BB guns, pellet guns, paintball guns, water guns, cap guns, toy knives or other items that simulate firearms or dangerous weapons;
9. **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;
10. **Alcoholic Beverages.** The use and/or possession of alcoholic beverages on DSCC owned or controlled property. This offense includes the violation of any local ordinance, state, or federal law concerning alcoholic beverages, on or off DSCC owned or controlled property, where an affiliated group or organization has alcoholic beverages present and available for consumption;
11. **Drugs.** The unlawful possession or use of any drug or controlled substance (including, but not limited to, any stimulant, depressant, narcotic or hallucinogenic drug, or marijuana), sale or distribution of any such drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession or use of drugs, on or off DSCC owned or controlled property;
12. **Drug Paraphernalia.** The use or possession of equipment, products, or materials that are used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance. This offense includes the violation of any local ordinance, state, or federal law concerning the unlawful possession of drug paraphernalia, on or off DSCC owned or controlled property;

13. Public Intoxication. Appearing on DSCC owned or controlled property or at a DSCC sponsored event while under the influence of a controlled substance or of any other intoxicating substance;
14. Gambling. Unlawful gambling in any form;
15. Financial Irresponsibility. Failure to meet financial responsibilities to DSCC promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the college;
16. Unacceptable Conduct in Disciplinary Proceedings. Any conduct at any stage of a college disciplinary proceeding or investigation that is contemptuous, disrespectful, threatening, or disorderly, including false complaints, testimony or other evidence, and attempts to influence the impartiality of a member of a judicial body, verbal or physical harassment or intimidation of a judicial board member, complainant, respondent or witness;
17. Failure to Cooperate with College Officials. Failure to comply with directions of college officials acting in the performance of their duties;
18. Violation of General Regulations. Any violation of the general regulations of DSCC as published in an official college publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;
19. Attempt, Aiding and Abetting. Any attempt to commit any of the offenses listed under this section or the aiding or abetting of the commission of any of the offenses listed under this section (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). Being present during the planning or commission of any offense listed under this section will be considered as aiding and abetting. Students who anticipate or observe an offense must remove themselves from the situation and are required to report the offense to campus security and/or the Dean of Student Services;
20. 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;
21. Violation of Imposed Disciplinary Sanctions. Intentional or unintentional violation of a disciplinary sanction officially imposed by a DSCC official or a constituted body of the college;
22. Sexual Battery or Rape. Committing any act of sexual battery or rape as defined by state law;
23. Harassment or Retaliation. Any act by an individual or group against another person or group in violation of DSCC and TBR policies, as well as federal and/or state laws prohibiting discrimination, including, but not limited to, TBR policies 5:01:02:00,(F), 5:01:02:00, 2:02:10:01 and TBR Guideline P-080;
24. Academic Misconduct. Plagiarism, cheating, fabrication;
 - a. Cheating: Using or attempting to use unauthorized materials, information, or aids in any academic exercise or text/examination. The term academic exercise includes all forms of work submitted for credit or hours.
 - b. Fabrication: Unauthorized falsification or inventing of any information or citation in an academic exercise.
 - c. Plagiarism: The adoption or reproduction of ideas, words, statements, images, or works of another person as ones own without proper attribution;
25. Unauthorized Duplication or Possession of Keys. Making, causing to be made or the possession of any key for a college facility without proper authorization;
26. Litter. Dispersing litter in any form onto the grounds or facilities of property owned or controlled by DSCC;
27. Pornography. Public display of literature, films, pictures or other materials which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value;
28. Abuse of Computer Resource and Facilities. Misusing and/or abusing campus computer resource including, but not limited to the following:
 - a. Use of another person's identification to gain access to college computer resources,
 - b. Use of DSCC computer resources and facilities to violate copyright laws, including, but not limited to, the act of unauthorized distribution of copyrighted materials using DSCC information technology systems,

- c. Unauthorized access to a computer or network file, including but not limited to, altering, using, reading, copying, or deleting the file,
 - d. Unauthorized transfer of a computer or network file,
 - e. Use of computing resources and facilities to send abusive or obscene correspondence,
 - f. Use of computing resources and facilities in a manner that interferes with normal operation of the college computing system,
 - g. Use of computer resources and facilities to interfere with the work of another student, faculty member, or college official,
 - h. Violation of any published information technology resources policy,
 - i. Unauthorized peer-to-peer file sharing;
29. Unauthorized Access to DSCC Facilities and/or Grounds. Any unauthorized access and/or occupancy of DSCC facilities and grounds is prohibited, including, but not limited to, gaining access to facilities and grounds that are closed to the public, being present in areas of campus that are open to limited guests only, being present in academic buildings after hours without permission, and being present in buildings when the student has no legitimate reason to be present;
30. Providing False Information. Giving any false information to, or withholding necessary information from, any DSCC official acting in the performance of his/her duties in connection with a student's admission, enrollment, or status in the college;
31. Unauthorized Surveillance. Making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and men's or women's restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means;
32. Tobacco Use Violation. Violation of DSCC Tobacco Free Policy 08:20:01.

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur at or in association with enrollment at DSCC governed by the TBR for any academic period. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree including periods prior to or between semesters. Conduct occurring while a student is registered or enrolled at the college, but not discovered until after the awarding of a degree is actionable under these provisions and may result in the retroactive application of a disciplinary sanction. Should a student withdraw from the college with disciplinary action or academic misconduct action pending, the student's record may be encumbered by the appropriate office until the proceedings have been concluded.

Academic and Classroom Misconduct Policy:

Academic and Classroom Misconduct are addressed in DSCC Policy 04:23:00

Proceedings concerning Academic Misconduct shall be initiated by a faculty member as provided through either of the alternate procedures set forth below:

Classroom Misconduct

The instructor has the primary responsibility for maintenance of academic integrity and controlling classroom behavior, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct that violates the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution. In such situations, the instructor shall report the incident to the Dean of Student Services and the department chair. The Dean of Student Services, or his/her designee, will meet with the instructor and the chair to determine the appropriate action before the next class period.

Academic Misconduct

Plagiarism, cheating, fabrication and other forms of academic dishonesty are prohibited.

Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition, students guilty of academic misconduct are subject to other possible disciplinary sanctions which may be imposed through the college disciplinary procedures. Disciplinary sanctions will be imposed only through the appropriate college student disciplinary processes.

Proceedings concerning Academic Misconduct shall be initiated by a faculty member as provided through either of the alternate procedures set forth below:

1. Request a hearing -

A faculty member who determines that student has engaged in academic misconduct in connection with a course taught by the faculty member or an examination proctored by the faculty member may request a hearing of the allegation of academic misconduct by contacting the Assistant Vice President for Learning or the Dean of Nursing and Allied Health.

- a. The Assistant Vice President for Learning or Dean of Nursing and Allied Health will conduct a hearing.
- b. The student will be notified of the following at least seventy-two (72) hours prior to the date of the hearing:
 - i. Time and date of the hearing.
 - ii. His/Her right to present his/her case to the Assistant Vice President for Learning or the Dean of Nursing and Allied Health.
 - iii. His/Her right to call witnesses.
 - iv. His/Her right to confront witnesses against him/her.
- c. At the conclusion of the proceeding, the Assistant Vice President for Learning or the Dean of Nursing and Allied Health will recommend sanctions to the Vice President for the college who will make the final decision concerning sanctions.
- d. The Vice President for the College will make the final decision concerning grade sanctions associated with academic misconduct. A student determined to have engaged in academic misconduct may be awarded a reduced grade, including the possibility of an "F" for the course, assignment, or examination at issue, and is also subject to additional disciplinary sanctions outlined in the DSCC Catalog and Student Handbook.
- e. The Vice President for the college will advise the Assistant Vice President for Learning or the Dean of Nursing and Allied Health and the faculty member of her decision. Appropriate administrative action will be taken to record or alter the grade entry to reflect the outcome of the proceedings.

2. Faculty Discipline -

A faculty member who determines that a student has engaged in academic misconduct in connection with a course taught by the faculty member or an examination proctored by the faculty member may choose to exercise Faculty discipline as outlined below:

- a. A student's grade in the course, or the assignment or examination affected by the alleged academic misconduct may be lowered to any extent, including a grade of "F".
- b. When a faculty member exercises Faculty Discipline, the faculty member shall notify the Assistant Vice President of Learning or the Dean of Nursing and Allied Health of the action. The Assistant Vice President of Learning or Dean of Nursing and Allied Health shall notify the affected student in writing of the faculty member's exercise of Faculty Discipline and advise the student of his or her right to appeal the decision to the Student Affairs Committee.

Student Appeal of Faculty Discipline

A student may appeal an exercise of Faculty Discipline by a faculty member to the Student Affairs Committee. To initiate an appeal of Faculty Discipline, the student must contact the Dean of Student Services or Vice President for the College within five (5) class days of receipt of notification of the faculty member's actions. Procedures for hearings before the Student Affairs Committee are described in the College's Disciplinary Procedures Policy (below).

A student who is found responsible for academic misconduct will not be permitted to withdraw from the course to avoid Faculty Discipline.

A student who is found responsible for academic misconduct may be subject to additional sanctions.

Multiple Acts of Academic Misconduct

A student, who receives more than one “F” as a result of Faculty Discipline, may be summoned to appear before the Vice President of the College and may be subject to additional disciplinary sanctions described in the DSCC Disciplinary Sanctions Policy.

Cheating - includes, but not limited to:

1. Use of any unauthorized assistance in taking quizzes, tests, or examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
2. The acquisition, without permission, of tests or other academic material before such material is revealed or distributed by the instructor;
3. The misrepresentation of papers, reports, assignments or other materials as the product of a student’s sole independent effort, for the purpose of affecting the student’s grade, credit, or status in the College;
4. Failing to abide by the instructions of the proctor concerning test-taking procedures; examples include, but are not limited to, talking, laughing, failure to take a seat assignment, failing to adhere to starting and stopping times, or other disruptive activity;
5. Influencing, or attempting to influence, any College official, faculty member, graduate student or employee possessing academic grading and/or evaluation authority or responsibility for maintenance of academic records, through the use of bribery, threats, or any other means of coercion in order to affect a student grade or evaluation;
6. Any forgery, alteration, unauthorized possession, or misuse of College documents pertaining to academic records, including, but not limited to, late or retroactive DSCC Change of Registration or DSCC Withdrawal forms. Alteration or misuse of College documents pertaining to academic records by means of computer resources or other equipment is also included within this definition of “cheating”.

Definitions related to this policy

Plagiarism - Includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full or clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Academic misconduct - Includes, but is not limited to, all acts of cheating and plagiarism.

Disruptive conduct - Conduct which may include, but is not limited to, intentional interference with the normal classroom procedure or presentation of the instructor or other student(s) and/or interference with another student’s right to pursue coursework.

Fabrication - Unauthorized falsification or invention of any information or citation in an academic exercise.

Student - Any person who is admitted and/or registered for study at DSCC for any academic period. This shall include any period of time following admission and/or registration, but preceding the start of classes for any academic period. It will also include any period which follows the end of an academic period through the last day for registration for the succeeding academic period, and during any period while the student is under suspension from the institution. Finally, “student” shall also include any person subject to a period of suspension or removal from campus as a sanction which results from a finding of a violation of the regulations governing student conduct.

DSCC Disciplinary Sanctions Policy:

Disciplinary Sanctions are addressed in DSCC Policy 04:24:00.

1. Upon a determination that a student or student organization has violated any of the disciplinary offenses or the general policies of DSCC, disciplinary sanctions may be imposed, either singly or in combination, by the appropriate school officials.
 - a. Restitution. Restitution may be required in situations which involve destruction, damage, or loss of property, or unreimbursed medical expenses resulting from physical injury. When restitution is required, the student or student organization is obligated by the appropriate judicial authority to compensate a party or parties for a loss suffered as a result of disciplinary violation(s). Any such payment in restitution shall be limited to actual cost of repair, replacement or financial loss;
 - b. Warning. The appropriate institutional official may notify the student or student organization that continuation or repetition of specified conduct may be cause for other disciplinary action;
 - c. Reprimand. A written or verbal reprimand or censure may be given to any student or student organization whose conduct violates any part of these regulations and provides notice that any further violation(s) may result in more serious penalties;
 - d. Service to the Institution or Community. A student or student organization, may be required to donate a specified number of service hours to the institution performing reasonable tasks for an appropriate institution office, official(s), or the local community. The service required shall be commensurate to the offense (e.g., service for maintenance staff for defacing institutional property);
 - e. Specified Educational/Counseling Program. A student or student organization may be required to participate in specified educational or counseling program(s) relevant to the offense, or to prepare a project or report concerning a relevant topic;
 - f. Apology. A student or student organization may be required to apologize to an affected party, either verbally or in writing, for the behavior related to a disciplinary offense;
 - g. Fines. Penalties in the form of fines may be imposed against a student or student organization whenever the appropriate institutional authority deems appropriate. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines may result in further disciplinary action;
 - h. Restriction. A restriction upon a student's or student organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the ability to represent the institution at any event, ability to participate in institution or TBR sponsored travel, use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges;
 - i. Probation. Continued enrollment of a student or recognition of a student organization on probation may be conditioned upon adherence to these regulations. Any student or student organization placed on probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon extracurricular activities, or any other appropriate special condition(s). Any conduct in further violation of these regulations while on probationary status or the failure to comply with the terms of the probationary period may result in the imposition of further disciplinary action;
 - j. Suspension. Suspension is the separation of a student or student organization from the institution for a specified period of time. Suspension may be accompanied by special conditions for readmission or recognition;
 - k. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's admission, or a student organization's recognition to the institution. A student or organization that has been expelled may not enter institution property or facilities without obtaining prior approval from an appropriate campus official with knowledge of the expulsion directive;
 - l. Grade Sanction. A reduction in a course grade, up to and including, an "F" grade for a course.
 - m. Revocation of Admission, Degree, or Credential;
 - n. Any alternate sanction deemed necessary and appropriate to address the misconduct at issue.
 - o. Interim Suspension. As a general rule, the status of a student or student organization accused of violation of these regulations should not be altered until a final determination has been made in regard to the charges. However, interim suspension, pending the completion of disciplinary procedures, may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused,

any other member of the institution, its guests, property, or substantial disruption of classroom or other campus activities. In any case of interim suspension, the student or student organization shall be given an opportunity at the time of the decision, or as soon thereafter as reasonably possible, to contest the suspension;

2. The President of the College is authorized, at his or her discretion, to intervene in order to negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

Disciplinary Procedures Policy:

Disciplinary Procedures are addressed in DSCC Policy 04:26:00.

1. Disciplinary procedures will be such as to guarantee due process in determining disciplinary penalties. Misconduct involving the violation of college regulations shall be reported to the Vice President for the College or his/her designee who shall investigate the validity of the alleged misconduct. If the results of the investigation indicate a disciplinary penalty seems appropriate, the student shall be so advised. In each case of misconduct, this policy will apply:
 - a. Conference with the Vice President for the College or his/her designee. The Vice President for the College or his/her designee shall direct the student to appear for a conference. At the conference, the student shall be:
 1. Advised, at the beginning of the conference, of the alleged violation(s);
 2. Advised of the basis of the allegations(s);
 3. Granted the opportunity to refute the allegation(s);
 4. Given notice in writing of the decision of the Vice President for the College or his/her designee and made aware of his/her recommendation for disciplinary sanctions if applicable;
 5. Advised of his/her right to a hearing before the Student Affairs Committee if request of a hearing is made in writing within five (5) days of notice of the Vice President's decision, or if appropriate, of his/her right to a contested case hearing pursuant to the Tennessee Uniform Administration Procedure Act (TUAPA), T.C.A. 4-5-301 *et seq.*
 6. The student may waive a hearing before either body, thereby accepting the decision of the Vice President for the College.
 - b. Tennessee Uniform Administrative Procedures Act (TUAPA) .

All cases which may result in: (a) suspension or expulsion of a student, or student organization, from the institution, for disciplinary reasons or (b) revocation of registration of a student organization, are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act (TUAPA), T.C.A. § 4-5-301 *et seq.*, and shall be processed in accord with the Uniform Contested Case procedures adopted by the Board of Regents unless the student or organization, after receiving written notice, waives those procedures and elects to have the case disposed of in accord with college procedures or waives all right to contest the case under any procedure. These procedures are described in this policy.

- c. Disciplinary Hearing by the Student Affairs Committee.

A student accused of violating College regulations may request a hearing before the Student Affairs Committee. The Student Affairs Committee is a college standing committee appointed by the President of the College and composed of at least three faculty members with one from the Performing Arts area, at least one student designated by the Dean of Student Services, Director of Student Life, at least one non-faculty staff member and the International Studies Coordinator.

1. Prior to the hearing:
 - a. The student shall be notified of the following at least seventy-two (72) hours prior to the date of the hearing:

1. Time and date of the hearing;
 2. Written statement of the charges in detail sufficient to enable the student to prepare a defense;
 3. His/Her right to present his/her case to the committee;
 4. His/Her right to call witnesses;
 5. His/Her right to be accompanied by an advisor whose participation shall be limited to advising the student;
 6. His/Her right to question witnesses against him/her.
- b. The Committee shall secure and review all evidence of record in the case.
2. During the hearing:
 - a. A majority of the Student Affairs Committee must be present in order to hear a case, and a majority of the number present must be in agreement to reach a decision;
 - b. The Committee will grant the student the opportunity to refute the allegation(s);
 - c. The Committee will hear testimony from witnesses;
 3. Subsequent to the hearing:

The Student Affairs Committee will reach a decision and issue a written finding and recommendation to the Vice President of the College. A copy will be provided to the student.
 4. The Vice President for the College shall review the Committee decision and recommendation. The student shall have the right to respond to the decision of the Student Affairs Committee to the Vice President for the College by submitting a written statement within five (5) days after the Committee issues its decision.
 5. The Vice President of the College will render a final decision within ten (10) working days, and issue a written decision to the student. The decision shall include notice of any right to appeal to the President for the College.
 6. The appeal to the President should be made in writing within five (5) days after the Vice President for the College issues his or her decision.
 7. The President for the College is authorized, at his or her discretion, to intervene in order to negotiate a mutually acceptable resolution to any disciplinary proceeding, or, subsequently, to convert any finding or sanction imposed to a lesser finding or sanction, or to rescind any previous finding or sanction, in appropriate cases.
- d. All matters involving allegations of impermissible discrimination, harassment (including, but not limited to, sexual violence), or retaliation will be governed by the procedures outlined in TBR Guideline P-080 Subject: Discrimination and Harassment – Complaint and Investigation Procedure and/or an institutional policy that reflects the requirements of that Guideline.
- e. Interim Suspension Hearing.
1. The Student Affairs Committee should be assembled as soon as possible but no less than two (2) working days of receipt of the request for a hearing.
 2. The committee shall limit its consideration to the basis for the interim suspension and may not consider issues outside the scope of the hearing.
 3. The student shall be notified of the following prior to the date of the hearing:
 - a. Time and date of the hearing.
 - b. His/Her right to present his/her case to the committee;
 - c. His/Her right to call witnesses;

- d. His/Her right to be accompanied by an advisor;
 - e. His/Her right to question witnesses against him/her.
4. The Vice President for the College will provide a written summary of the basis by which he or she determined the need to impose interim suspension and any supporting evidence relevant to the interim suspension.
 5. The committee will review the Vice President's statement and any other testimony and evidence provided by the student or the Vice President for the College.
 6. The committee's decision will be made by majority vote.
 7. The committee shall recommend in writing one of the following to the Dean of Student Services:
 - a. Uphold the decision of the Vice President for the College.
 - b. Reverse the decision of the Vice President for the College.
 8. The Dean of Student Services will notify the Vice President for the College and the student of the decision of the committee in writing.
 9. The committee decision will be final, with no further appeal of the interim suspension available.

Student Complaints:

The purpose of this procedure is to provide DSCC students with a mechanism whereby complaints and misunderstandings may be resolved. The Dean of Student Services will serve as the mediator between the parties involved in the incident.

The following steps serve as a guideline to resolve any formal complaints if the student is unable to resolve the issue with the other party.

1. Within ten school days of the occurrence in which the complaint is based, the student must meet with the Dean of Student Services to discuss the nature of the problem. The student must also submit a written statement of the nature of the incident and parties involved.
2. The Dean of Student Services will evaluate the nature of the complaint, determine the appropriate office in which the complaint should be handled, and forward the student's written complaint materials to the responsible person for resolution.
3. If the student is unsatisfied with the resolution, he/she has a right to appeal. The appeal must be submitted to the Dean of Students, in writing, within five school days after receipt of resolution.
4. The Dean of Student Services will appoint a committee and schedule a meeting to review the complaint. The committee shall be composed of two students, two faculty members, and one non-faculty member. None of the parties involved in the incident shall be members of the committee. At least one student representative shall be a member of the Student Government Association. The committee will meet within ten school days of notification of the Dean of Student Services.
5. The committee members will have five (5) school days to give their resolution of the complaint to the Dean of Student Services. The Dean will meet with the initiator of the complaint and discuss the decision.

If the student is still not satisfied with the solution, the matter will then be referred to the Vice President for the College. The Vice President for the College or his/her designee will render a final decision within ten working days.

1. No retaliation or adverse action will be taken against the student for filing the complaint.
2. If the student is still not satisfied, the student should contact the State Post secondary Review Program office at the Tennessee Higher Education Commission at 615-741-3605.
3. The institution will maintain comprehensive records of all complaints including the source of the complaint, type of complaint, and final resolution. These records will be kept in the office of the Dean of Student Services.

NOTE: If, at the discretion of the Dean, the complaint is deemed to warrant immediate investigation and resolution, the Dean of Student Services will handle the matter in concert with the Vice President for the College.

Student Safety Policy:

DSCC strives to maintain a learning-centered environment free from intimidation, threats, violent acts and theft. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse or verbal abuse, vandalism, arson, sabotage, use weapons, carrying weapons of any kind onto school or institution property, or any other act, which is inappropriate to the academic environment.

Students who feel they have subjected to any of the behaviors listed above are requested to immediately report the incident to the Dean of Student Services. Students who observe or have knowledge of any violation of this policy should also report it immediately. Complaints will be investigated in accordance with the DSCC Student Handbook, and disciplinary action will be taken against the offender, if appropriate.

The College reserves the right to take any and all action required to enforce the above policy including searching and inspection of school property and material brought into or out of the institution.

Search and Seizure:

State law provides that students and their property on the Dyersburg campus or at DSCC centers 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.

In the event that police or other law enforcement officials not employed by the College request permission to search a student or his property, the College will not consent to the search unless the officials have a search warrant for that particular student or his property.

While the success of this policy will depend on the thoughtfulness, consideration and cooperation of both tobacco users and non-users, enforcement of this policy shall be handled by security and the person(s) responsible for activities carried out within the particular room, facility or program area. The names of students who violate this policy should be given to the Dean of Student Services for appropriate disciplinary action.

Unscheduled and Delayed Closings/Emergency Notifications:

RAVE Emergency Notification System

The RAVE Emergency Notification system is used to notify students, faculty and staff of unscheduled college closing or DSCC emergency situations. The DSCC email account of each student enrolled is loaded into the RAVE emergency system each semester. Students may elect to add the following contact information:

- ◆ three personal land line phone numbers
- ◆ three personal cell phone numbers
- ◆ two additional personal e-mail addresses

This contact information will not be shared and will only be used to send official DSCC schedule or emergency notices.

Assistance in signing up for RAVE is available at a DSCC Help Desk located in the DSCC LRCs. You may sign up for RAVE at www.getrave.com/login/DSCC

Other Means of Notification

- A. Students may check the DSCC website (www.dsc.edu) for Campus Updates/Alerts that give information about class schedule changes or closings.

- B. Information about closing and schedule changes will also be recorded on the Campus Updates/Alerts line-731/286-3303.
- C. Schedule change and/or closing announcements will be posted on DSCC's FaceBook fan page.
- D. Anyone may sign up to receive Update and/or Alert text messages through the State Gazette web site, www.stategazette.com. Follow the directions on the Text Alerts tab.
- E. Arrangements have been made with the following radio and television stations to announce the closing of the College:

WYNU Milan-Jackson - 92.3 FM
 WKBL Covington - 93.5 FM
 WASL Dyersburg - 100.1 FM
 WWYN Jackson - 106.9 FM
 WBBJ - TV Jackson
 WPTY - TV Memphis
 WREG - TV Memphis
 WMC - TV Memphis
 WHBQ - TV Memphis
 KFVS - TV Cape Girardeau, MO
 WPSD - TV Paducah, KY

Emergency Notifications

Treating and Reporting Illness and Injury

1. Notify Student Services at 731/286-3240.
2. If necessary call 911 or one of the following: Dyersburg Regional Ambulance Service at 731/285/2222 in Dyersburg, Baptist Memorial Hospital-Tipton Ambulance Service at 901/476-9377 in Covington, or Gibson County Ambulance Authority at 731/692-3714 in Trenton. It should be understood that the cost for transporting a student by ambulance to the hospital will be incurred by the injured or ill student.

Tornado and Fire Alert

1. Tornado Alert

Dyersburg campus, the DSCC Gibson County and the DSCC Jimmy Naifeh Center at Tipton County - In case of tornado alert, the alarm system will give a series of 10 short rings. Students and personnel should calmly proceed to the identified tornado shelter areas in the building and interior hallways, away from windows and doors. One long ring sounds the all clear to indicate the Tornado Warning has expired.

2. Fire Alert

In case of fire at the Dyersburg campus, the DSCC Gibson County Center, or the DSCC Jimmy Naifeh Center at Tipton County Center building warning lights located in the halls will also flash. Students should use stairways to evacuate the building. Do not use the elevators.

Other Emergencies

For other emergencies, consult the DSCC Safety and Security Procedures. A copy is posted in each classroom and office.

Traffic and Parking Regulations Policy:

Traffic and Parking Regulations are addressed in DSCC Policy 04:25:00

Regulations are applicable to all students, faculty, staff and visitors to DSCC properties. These regulations also apply to faculty, staff, students and visitors teaching or attending UT Martin or the University of Memphis classes on the DSCC Campus or at the DSCC centers. Policies shall be published at least annually. Notification to faculty,

staff, students and visitors will be made, as appropriate, through signage, traffic/parking brochure, and the *DSCC Catalog and Student Handbook*.

1. Registration of Automobiles/Permits/Decals - DSCC requires all faculty, staff and students who park a vehicle on the DSCC campus or at a DSCC Center to register with the College and to display a decal indicating that current campus access fees have been paid.
 - a. All motor vehicles on campus must meet the registration requirements of the owner's state of residence.
 - b. The decal should be placed on the lower left corner of the rear window of the registered vehicle. Decals should be visible at all times. If dark tint prevents visibility on the rear window, the decal should be placed in the lower right corner of the windshield.
 - c. Registration information for each vehicle is to include the name, address, telephone number, and student or employee ID number (D#) of the registrant of the vehicle and the year, color, make and license number of the vehicle.
 - d. Anyone intending to operate more than one vehicle on DSCC property should register each vehicle.
 - e. Faculty and staff should purchase a decal at the beginning of the academic year in August. Decals may be purchased in the Business Office or at the Fall Update. A campus access fee is paid by students when they pay their fees at the beginning of the semester. UT Martin and/or the University of Memphis faculty and students may purchase a decal during the first class meeting. New employees will pay the full fee before January 1. After January 1, employees will pay one-half of the annual fee.
 - f. Anyone trading or selling a motor vehicle with a DSCC decal must remove the decal and notify the Office of Student Services or the LRC of the transfer. All violations against the old or previously issued decals will be charged to the individual to whom it was originally issued.
 - g. Change in license plates by students must be reported to the Office of Student Services or the LRC within five (5) working days of the change. Employees should report the changes to the Business Office.
 - h. Decals so damaged that the registration number and/or year of issuance are illegible must be replaced. Failure to replace a damaged decal within five (5) working days of notification will result in a citation.
 - i. The acceptance of a DSCC parking decal shall constitute acceptance of these regulations.
2. Parking-
 - a. No parking areas: loading areas, on sidewalks, on campus lawns, within 15 feet of a fire hydrant or within any area marked "No Parking". Any vehicle parked in any of these areas may be towed at the owner's expense.
 - b. Restricted Parking as follows:
 - i. In areas designated faculty/staff parking (yellow lines), parking is limited to vehicles with faculty/staff decals.
 - ii. In areas designated handicap accessible (blue lines), parking is limited to vehicles displaying a handicap accessible parking permit issued by the DSCC ADA Coordinator or state-issued handicap accessible parking license plate or tag. Students with state-issued handicap tags should register with the Counseling Office.
 - iii. In areas designated student parking (white lines), parking is limited to vehicles displaying DSCC decals.
 - iv. In areas designated visitor parking, parking is limited to vehicles belonging to visitors.
 - c. Vehicles improperly parked in restricted areas will receive tickets.
 - d. The acceptance of a DSCC parking decal constitutes an acceptance of these regulations.
3. Traffic-
 - a. All State of Tennessee motor vehicle laws are applicable on the DSCC campus and DSCC centers 24 hours a day.
 - b. Vehicles must yield right-of-way to all emergency vehicles by pulling over and coming to a complete stop.
 - c. Pedestrians have the right-of-way. Motorists must yield the right-of-way to all pedestrians.

- d. All vehicles must come to a complete stop at intersections where stop signs are located, painted on streets, or mounted on posts.
- e. Speed limits on all DSCC campus or DSCC center streets is 15 m.p.h.; in parking lots the speed limit is 10 m.p.h.
- f. Passing on DSCC campus or DSCC center streets is prohibited.
- g. Operating a motor vehicle in any area other than a street or roadway intended for motor vehicles is prohibited.

4. Fines/Penalties-

- a. Fines:
 - i. For parking and registration citations, other than violations resulting from improper use of handicap accessible parking, ten dollars (\$10.00) for the first violation and twenty dollars (\$20) for each subsequent ticket that semester.
 - ii. For illegally parking in handicap accessible zone: two hundred dollars (\$200.00) for each ticket. The fine for disabled/handicapped parking violations is established by statute and will be adjusted to comply with state law.
 - iii. For a moving vehicle violation: ten dollars (\$10.00) for each ticket issued and twenty dollars (\$20.00) for subsequent tickets.
 - iv. Tickets should be paid in the Business Office, at the front office of the Jimmy Naifeh Center at Tipton County or the front office of the Gibson County Center within five (5) working days of issuance.

5. Appeal -

The appeal of any citation may be made to the Traffic Citations Appeal Committee provided a written request to appeal is filed with the Business Office within five (5) working days after the ticket is issued. If the notice of appeal is not filed within five (5) working days, the right of the appeal is lost and the fine will be due immediately.

- a. The Traffic Citations Appeal Committee shall have five (5) voting members consisting of one (1) representative each from faculty, administrative/professional staff, classified/support staff and student body, the Vice President for Finance and Administrative Services (chairperson) and one (1) ex-officio member, the President of the College.
- b. The committee will meet monthly as needed but no less frequently than once at the end of every semester.
- c. The committee will review the written request to appeal and any documentation provided by the student or employee who has filed the appeal.
- d. The committee will vote to uphold the ticket or grant an appeal.
- e. A majority of the Traffic Citations Appeal Committee must be present in order to hear an appeal, and a majority of the number present must be in agreement to reach a decision.
- f. The student or employee who filed the appeal will receive the decision of the Traffic Citations Appeal Committee in writing.
- g. The committee decision will be final, with no further appeal available.
- h. In case of students, payment of the fine(s) must be made before the student will be permitted to register for any subsequent academic term. Also, no on line grade information, transcripts or diplomas will be issued to any student with an unpaid debt or obligation to DSCC.

Towing/Booting –

The College reserves the right to tow any vehicle that is improperly parked. Any fees associated with towing will be the responsibility of the owner/driver of the vehicle. Additionally, the College reserves the right to use a wheel boot to immobilize any vehicle on campus premises in an appropriate situation. Any fees associated with towing will be the responsibility of the owner/driver of the vehicle.

Definition related to this policy:

Visitor – A person not enrolled or employed at the College, but one who occasionally has business or legitimate reasons to be on campus

Information and Policies related to Tobacco, Alcohol and Illegal Drugs:

Tobacco-Free Policy

The tobacco-free policy is addressed in DSCC Policy 08:20:01.

In an effort to promote a healthy environment free of tobacco related smoke and debris, the use of tobacco products in all DSCC property is prohibited. This includes all buildings and indoor facilities, campus grounds and walkways, off campus locations, athletic fields and courts, parking lots and vehicles that are owned, rented or leased by DSCC. Tobacco usage is permitted only in private vehicles. This policy applies to the entire college community, including employees, students, contractors and visitors.

Alcohol/Drug Abuse Information

DSCC prohibits the unlawful manufacture, dispensation, possession, distribution or use of illegal drugs and alcohol on the campus property or on institutionally owned, leased or otherwise controlled property including an affiliated clinical site, and institution sponsored event, or as part of any activity of DSCC. Various federal, state, and local statutes make it unlawful to manufacture, distribute, dispense, deliver or sell controlled substances. The penalty imposed depends upon many factors that include the type and amount of controlled substance involved, the number of prior offenses, if any, and 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 penalties for a first-time violation include imprisonment for any period of time up to a term of life; a monetary fine if an individual, supervised release; any combination of the above, or all three.

Tennessee statutes provide that 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 offense being classified as Class A misdemeanor punishable by the imprisonment for not more than 11 month 29 days, or a fine of not more than \$2,500, or both. The receipt, possession or transportation of alcoholic beverages without the required revenue stamp is also a Class A misdemeanor punishable by imprisonment of not more than thirty (30) days or a fine of not more than \$50, or both. It is further an offense to provide alcohol beverages to any person under the age of twenty-one (21), such offense being classified a Class A misdemeanor.

Students will be required to comply with DSCC's policies as well as state, local and federal laws. Disciplinary Sanctions and Disciplinary Procedures are listed in this handbook.

Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:

- a. Expulsion;
- b. Suspension;
- c. Mandatory participation in, and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program;
- d. Referral for prosecution;
- e. Probation;
- f. Warning;
- g. Reprimand.

Health Risks Associated With Drug/Alcohol Use

Drugs that dull the senses to react, see, and think clearly include, but are not limited to, marijuana, antihistamines, tranquilizers, stimulants, inhalants, sedatives, hypnotics. Stimulants would include amphetamines, cocaine, and caffeine, which are mood changing drugs, opiates, or pain relievers, including heroin, morphine, meperidine, paregoric, and cough syrups that contain codeine.

The use of alcohol can lead to serious health risks:

- a. Loss of muscle control, poor coordination, slurred speech;
- b. Fatigue, nausea, headache;
- c. Increased likelihood of accidents;
- d. Impaired judgment;
- e. Possible respiratory paralysis and death.

Heavy drinking can lead to:

- a. Alcoholism;
- b. Damage to brain cells;
- c. Increased risk of cirrhosis, ulcers, heart disease, heart attack and cancer of liver, mouth, throat, and stomach;
- d. Hallucinations;
- e. Personality disorders.

Health risks associated with use of illegal drugs include:

- a. Increased susceptibility to disease due to a less efficient immune system;
- b. Increased likelihood of accidents;
- c. Personality disorder;
- d. Addiction.

The use of illicit drugs and the abuse of alcohol 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

The College maintains a drug-free awareness program administered by the Counselor/ADA Coordinator with assistance through regular organizational channels. Students may seek help from CACAO (Jackson), Methodist Hospital Awakening Unit (Dyersburg), Northwest Counseling Center (Dyersburg), Alcoholics Anonymous and Narcotics Anonymous. Referral services are also available.

Student Resources

Additional Student Information

Bookstore

The bookstore is located in the Campus Activities Building on the Dyersburg campus and carries all required textbooks and supplies needed for classes, as well as gift items, clothing, greeting cards and snack foods.

The bookstore hours are: Monday through Thursday from 7:45 a.m. - 4:30 p.m., Friday 7:45 a.m. - 4:00 p.m. Hours are extended at the beginning of each semester and will be posted in the Bookstore.

A bookstore is also located at the DSCC Gibson Center and the DSCC Jimmy Naifeh Center at Tipton County. See posted hours at each center.

Book refunds will be made up to 14 calendar days from the first day of classes. A receipt must be presented for a full refund. No refund will be made for new books that have been written in or have the shrink wrap removed.

The bookstore will buy back books every day, but a higher price may be paid at the buy back the week before and the week of final exams. Hours will be posted.

The bookstore accepts personal checks, with I.D., for the amount of purchase, VISA, MasterCard, Discover and cash.

For further information, call 731/286-3241.

Career Counseling

Career Counseling is coordinated by the Career Development Counselor/Advising Center Director. The purpose of Career Counseling is to help students identify career and academic goals by offering opportunities for student learning and skill development. Students can receive assistance with job and transfer college searches, career exploration, resume and cover letter writing, networking and interview skills.

Career Counseling offers students a series of workshops called the Career Counseling Academy throughout the academic year. The Career Counseling Academy workshops are CCA 101 -Career Exploration, CCA

102-Resume Writing, CCA 103 -Interview and Networking Skills and CCA 104- College Transfer and Job Search. The Academy is offered at each DSCC location. Students unable to attend a Career Counseling Academy can schedule an individual appointment with the Career Development Counselor/Advising Center Director to receive assistance. Appointments can be scheduled through the website.

Career Counseling Centers are located at all DSCC locations. The Career Counseling Centers are equipped with a computer terminal, bulletin board for announcements and the latest literature on topics pertinent to the services offered by Career Counseling. A collection of DVD's can also be checked out at the Career Counseling Center. The DVD's highlight topics such as resume writing, job searches, interview skills, workplace communication and sustainable career opportunities. Students can check out literature and DVDs at any of the DSCC One Stop Centers.

The Career Counseling web page provides the most up-to-date information on workshops and resources available to students. The web page provides resourceful career counseling links and articles beneficial to all students. The Career Counseling web page can be accessed by visiting the DSCC website at www.dsc.edu and clicking on Current Students and then Career Counseling.

Counseling

The Counseling Office offers a variety of services to all students. Appointments may be made in person or by calling 731/286-3242. The goal of the counseling office is to assist in student development. A counselor will encourage and assist with the exploration of personal and professional choices. If indicated and appropriate, a referral may be *recommended*. Please view the counseling website for information regarding alcoholism, rape, relaxation exercises, stress management, test-taking tips, and time scheduling. At the DSCC home page, www.dsc.edu, click on Student Services and then select Counseling and Tutoring.

Degree Planning

Students who are pursuing an associate degree at DSCC will be assigned a faculty advisor in their program of study. Faculty advisors are assigned at the student's initial application for admission. Changes in advisor assignment are made when needed.

Once students determine their program of study, they should see an advisor for assistance with their degree plan. If students are undecided, they should contact the College Counselor at 731/286-3242.

Any time students change their program of study or the school to which they plan to transfer, they should contact their advisor to make necessary changes in their degree plan or to complete a new one. Change of majors/area of emphasis or concentrations must be made in the Office of Admissions & Records. The Change of Information form is available on line at www.dsc.edu.

DSCC Identification Cards

- ◆ Students (full-time and part-time) taking one or more credit courses must obtain a student identification (ID) card. This card is provided at no charge and may be made in once of DSCC's Learning Resource Centers.

- ◆ The ID card is required of students by the Learning Resource Center, Bookstore, Business Office and Gymnasium and allows a student to attend college activities open to the student body at student rate.
- ◆ Each student must retain his ID card and present it upon legitimate request. The ID card will be validated at each subsequent registration upon proof of fee payment. Lost or stolen ID cards can be replaced at a Learning Resource Center at a cost of \$5.

Food and Vending Service

For the convenience of our students, an assortment of snacks and soft drinks can be purchased in vending areas located in each building as well as at the DSCC Gibson Center and the DSCC Jimmy Naifeh Center at Tipton County.

Health and Accident Insurance

DSCC offers a non-compulsory health and accident policy which will provide protection for students at a very low rate. The College is offering this group insurance as a service to students because the rates are lower than individual policies. Policy information is available in the Office of Student Services, Student Center.

Students are urged to participate in this group policy. Students participating in physical education classes, intramural activities and sport 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.

Learning Resource Center (LRC)

The Learning Resource Center (LRC) provides an information gateway for easy access to and assistance with information resources. It provides an on line catalog of all of its resources. Through the Tennessee Electronic Library, the LRC offers an on-line database of 5,000 full text magazines. Information resources include 80 plus on line databases, and 70,000 eBooks.

The Dyersburg campus LRC has 144 computer workstations—112 for open use, and 32 for library operations. All of these workstations can access the college network and the Internet.

The Learning Resource Center web page is accessible on the DSCC webpage. It provides access to the LRC catalog and electronic resources from any computer connected to the Internet. The LRC provides a help desk with email and phone access to assist with any on line or other problems.

Books may be checked out for two-week periods and may be renewed. There are no fines for overdue materials. Please return materials promptly as a courtesy to others who may want to use the materials. Reserve materials and videocassettes can only be used in the LRC.

Learning Resource Center hours are 8 a.m. until 8 p.m. Monday through Thursday, 8 a.m. to 4 p.m. on Friday, and 9 a.m. to 1 p.m. on Saturday. During the summer semester, the Learning Resource Center is open 8 a.m. to 6 p.m. Monday through Thursday and 8 a.m. to 4 p.m. on Friday.

Learning Resource Centers are also located at the DSCC Gibson County Center and the DSCC Jimmy Naifeh Tipton County Center. They have limited collections of books. However, they can access all of the LRC electronic resources and request additional resources from the Dyersburg campus. Check the LRC web page for their hours.

Multicultural Affairs

The Office of Multicultural Affairs is committed to assisting all students, with a particular emphasis placed upon students of diverse backgrounds, in their educational pursuits at DSCC and in their transition to other colleges and universities or into the work force. The Office initiates financial, academic and social programs that contribute to the recruitment and retention of (full and part-time) students of diverse backgrounds.

Office Hours - Administration

The following hours are operational for all offices in the administrative buildings: Monday - Friday 8:00 a.m. - 4:30 p.m. The College switchboard is open each weekday from 8:00 a.m. to 4:30 p.m. You can call direct to any office if you choose.

Office Hours - Faculty

Each faculty member posts his/her hours of availability for student conferences by his/her office door. You should familiarize yourself with these times and take advantage of the opportunity to interact with your instructors concerning any academic problems that you may have. You will find that the faculty is eager to assist you with these problems. To ensure that the faculty member does not have another appointment at your desired time, call or email the faculty member to schedule a meeting.

Orientation

Orientation sessions for new students are provided during the months of June, July and August. New students participate in an interactive experience that will include information about advising, career exploration and college policies and procedures. Participants will be introduced to resources they can utilize as a student to be successful such as tutoring, the Learning Resource Center, Writing, Reading and Math Labs, and the MyDSCC computer portal. New students will have the opportunity to tour DSCC facilities, get more information about student organizations, and obtain a student identification card and vehicle parking decal and meet faculty and staff.

Students are encouraged to complete the admission and registration process as early as possible to ensure time to attend new student orientation. Contact the DSCC Counseling Office at 731/286-3242 with questions about new student orientation. New student orientation resources may be viewed on line at www.dsc.edu.

Recognition and Honors

Athletic Awards - Baseball, softball, men's and women's basketball and cheerleader awards are presented at the Athletic Banquet, which is held each year during the spring semester.

Each year, the Division of Student Services, in cooperation and coordination with the faculty and staff, sponsors an Honors Convocation for the purpose of recognizing those students, faculty and staff who have been outstanding leaders and have distinguished themselves at DSCC during the academic year. Honors currently awarded include the following:

Outstanding Graduates - The graduates with the highest cumulative grade point average. Only those students who complete a minimum of 30 college-level hours in residence at DSCC will be considered for the honor of top academic graduates.

Dean's List - Full-time students that compile a college-level semester average of 3.50-4.00 will have their names placed on the Dean's List.

College Board's Outstanding Minority Graduates - Each year the College Board recognizes minority graduates who have distinguished themselves academically and in service to the College and community.

Who's Who Among Students in American Junior Colleges - Second year students may be recommended for this honor. The Student Affairs Committee evaluates the student's scholarship ability, participation and leadership in academic and extracurricular activities, citizenship and service to DSCC, and potential for future achievement.

Academic Awards - The outstanding students in each academic discipline.

Community College President's Scholarship at Austin Peay State University - Recipient is selected from DSCC graduates who plan to continue their education at APSU.

Karen A. Bowyer Presidential Scholarship at The University of Memphis - Recipient is selected from DSCC graduates who plan to continue their education at The University of Memphis.

Student Organizations - Members who have been outstanding in their service to the organization will be recognized.

Student Organizations

Student organizations and activities exist for the personal enjoyment and development of students at DSCC. 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 rests with the Division of Student Services.

All prospective student clubs and organizations are required to seek approval to organize from the Director or Assistant Coordinator of Student Life. Application forms and standards for the creation of student clubs and organizations are on file in the Office of the Assistant Coordinator of Student Life in the Student Center Building in Dyersburg or the DSCC Gibson County Center and in the office of the Director of Student Life at the DSCC Jimmy Naifeh Center at Tipton County. Clubs or organizations making application are required to submit a statement of purpose and specify criteria for membership (constitution).

Criteria for 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 he/she meets the criteria established. No application shall be denied membership because of race, sex, creed or national origin. Students interested in joining a club should contact the club advisor, or the Director or Assistant Coordinator of Student Life. For more information on general policies for student organizations, contact the Director of Student Life.

Baptist Collegiate Ministry (BCM)

Baptist Collegiate Ministry, formerly the Baptist Student Union (BCM) is a fellowship, program and organization involving students. Its purpose is to search for truth of which God is the source. Its goal is to reach students for Christ and His church. Programs include evangelism, discipleship, missions and ministry. Activities include bible study, worship, fun, service and fellowship. Program and activities are open to all students. Lunch (BCM Lunch Encounter) is served on Wednesdays at the Baptist Collegiate Ministry Center. Mr. Stan Cavness is the Director of the Center. The Baptist Collegiate Ministry can be contacted at 731/285-3750 or bsudcc@ecsis.net.

Consortia Adult Student Organization (CASO)

The Consortia Adult Student Organization promotes activities designed to support the academic success, retention, professional development, graduation and the successful transfer of adult student learners. CASO serves as a mean for leadership, scholastic achievement and national recognition; and promotes involvement and opportunities for learning experiences and community awareness. The faculty advisor is Dr. Erskine Ausbrooks 731/286-3374 or ausbrook@dsc.edu, Dyersburg campus.

Criminal Justice Association (CJA)

DSCC Criminal Justice Association promotes professional, academic and public awareness of criminal justice issues in an effort to improve criminal justice through educational activities. Members are encouraged to pursue higher education and professional training in criminal justice. CJA promotes high standards of ethical conduct within the criminal justice field. The faculty advisor is Mr. Michael Brooks 901/475-3164 or brooks@dsc.edu, Jimmy Naifeh Center at Tipton County.

DSCC Eagle Times

The Eagle Times is a monthly publication for students supported by Office of Student Services. For more information, contact the Division of Student Services at 731/286-3240.

Friends Organized to Reach Others for Christ Eternally (FORCE)

The purpose of Friend Organized to Reach Others for Christ Eternally student organization is to provide students the opportunity to come together and grow in the teaching and practices of Christianity. Membership and activities

of FORCE are open to all students and include bible classes, prayer meetings, fellowship and mission projects. The faculty advisor is Dr. Melody Smith 901/475-3115 or smith@dsc.edu, Jimmy Naifeh Center at Tipton County.

Media Club

The Media Club promotes quality media journalistic skills, integrity and teamwork. Students are provided opportunities to serve DSCC and the community in the field of mass media; and are provided first-hand experience in working on video projects both independently and in a group effort. The staff advisor is Mr. Paul Stringham 731/286-3227 or stringham@dsc.edu, Dyersburg campus.

Multicultural Association of Successful Students (MASS)

The Multicultural Association of Successful Students promotes diversity and cultural understanding at DSCC. The student organization was founded in 1970 and was formerly called the Black Student Association/Black Organization of Successful Students. In an effort to extend the invitation to all persons of color and diverse backgrounds, the name was changed to Minority Association of Successful Students in the fall of 1994. To support the diversity mission of the college, the name was changed to Multicultural Association of Successful Students in 2009. The purpose of the organization is to foster better understanding between persons from different cultural and ethnic backgrounds. MASS also serves as a vehicle to heighten the college community awareness of the concerns of students from diverse backgrounds. The faculty advisor is Ms. Brandi Leonard 901/475-3152 or leonard@dsc.edu, Jimmy Naifeh Center at Tipton County.

Music Club

The Music Club draws members from students who are interested in fostering an appreciation and understanding of different styles of music. Members of the club participate in several musical recitals annually. The faculty advisor is Dr. Carol Feather 731/286-3256 or feather@dsc.edu, Dyersburg campus.

Phi Theta Kappa (PTK)

The goal of the Alpha Epsilon Alpha Chapter of the Phi Theta Kappa International Honor Society is to recognize the academic achievements of its members and to provide an opportunity for them to become actively involved in student life at DSCC. As members of the society, students should exemplify its four hallmarks: scholarship, leadership, service and fellowship. To be invited into membership in the society, students must meet the following criteria:

1. Have a cumulative grade point average of 3.50 or higher;
2. Have completed twelve hours of college-level courses at DSCC;
3. Have completed all college preparatory requirements; and
4. Be currently enrolled in six semester hours or more as a student at DSCC.

Chapter advisors are Ms. Tanga McCullough - 901/475-3121, DSCC Jimmy Naifeh Center at Tipton County, Dr. Dave Strong - 731/286-3343, Dyersburg campus, Glover Education Building, Ms. Jane Hicks - 731/286-3336, Dyersburg campus, Eller Building, Mr. Shawn Gilbreath - 731/288-7769, Dyersburg campus, Student Center and Ms. Gina Seratt - 731/286-3194 - Dyersburg campus, Glover Education Building.

Student Nurses Association (DSSNA)

The purpose of DSCC Student Nurses Association is to prepare nursing students to become active members of the professional association of registered nurses after graduation. The faculty advisors are Dr. Evelyn Miller - 731/286-3398 and Ms. Kim Dew - 901/475-3220.

Dyersburg Business and Administrative Office Support Association (DSBOSA)

The DSCC Business and Office Support Association was formed to promote and encourage professionalism among students planning careers in the office or any phase of business. Any full or part-time student in any phase of business and/or technology related curriculums may join including general business, marketing, accounting, finance, medical office, legal office, word/information and data processing. DSBOSA meets on the second

Wednesday of each month in Glover 202. Ms. Emma Mays-Reynolds - 731/286-3215 and Ms. Sandra Rockett - 731/286-3238 are the faculty/staff advisors.

Oak Tree Players Drama Club

The Oak Tree Players Drama Club introduces and promotes student interest in theatre. The club provides opportunities for members to share information and experiences and to participate in aspects of play production. DSCC has an active theatre department that offers productions to the community in both spring and fall semesters. The faculty advisor is Ms. Meleia Lewis 731/286-3261 or mlewis@dsc.edu, Dyersburg campus.

Psychology Club

The Psychology Club was founded to provide students interested in pursuing careers in psychology, a venue in which all aspects of the field can be discussed and explored. Members are also provided information regarding academic and professional opportunities in psychology. For more information contact Dr. Erskine Ausbrooks - 731/286-3374 on the Dyersburg campus or Ms. Jeannine McMahan - 901/475-3117 at the DSCC Jimmy Naifeh Center at Tipton County.

Student Ambassadors

The Student Ambassadors of DSCC serve as ambassadors to the College. Each year, 12 outstanding student leaders are selected through an application and interview process. These students then serve as DSCC hosts, peer counselors, members of administrative committees and, along with the Admissions Counselor, visit high schools in the surrounding area.

More information about the DSCC Student Ambassadors may be obtained from the advisor, Ms. Dorothy Bond at 901/475-3166.

Student Government Association (SGA)

The Student Government Association is the official voice of the student body at DSCC. As such, it represents the feelings, values, and desires of the student body to the College administration. Members of the SGA serve on every major College committee except the Faculty Assembly. 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 DSCC campus and membership in this body is one of responsibility and prestige. SGA officers are elected by the student body. In addition, members attend annual conferences of the Tennessee Intercollegiate Legislature and other state student government activities. SGA sponsors major social activities each year and advises the Student Affairs Committee concerning the initiation of additional student social activities. Students are strongly encouraged to participate in the activities of the SGA. Advisors: Ms. Dorothy Bond - DSCC Jimmy Naifeh Center at Tipton County - 901/475-3166, and Mr. Robert White -Dyersburg campus - 731/286-3252, and the DSCC Gibson County Center - 731/855-1419.

Students In Free Enterprise (SIFE)

The purpose of Students in Free Enterprise is to provide DSCC students a meaningful opportunity to allocate knowledge as well as to develop important leadership, teamwork and communication skills through learning, practicing and teaching the principles of free enterprise for the greater good of the community. Members are challenged to develop community outreach projects that reach SIFE's five educational topics: Market Economics, Success Skills, Entrepreneurship, Financial Literacy and Business Ethics. Advisor: Dr. Jamie Frakes - 901/475-3102, Jimmy Naifeh Building at the DSCC Jimmy Naifeh Center at Tipton County.

Student Tennessee Education Association (STEA)

DSCC Student Education Association (STEA) seeks to interest men and women in education as a lifelong career; to develop among students preparing to be teachers an understanding of the teaching profession through professional associations; to give students preparing to teach practical experience in working with professional associations on the challenges of the teaching profession and society; and to provide students preparing to teach with the history, organization, policies, ethics and programs of the professional associations. The student organization is affiliated

with the Student National Education, the Student Tennessee Education Association, and Tennessee Education Association. Faculty advisors are Dr. Kay Patterson - 731/286-3207 and Dr. Melody Smith - 901/475-3115.

Athletics

Intercollegiate Athletics

DSCC competes in men's and women's basketball, baseball and softball and is a member of the Western Division of the Tennessee Community College Athletic Association (TCCAA) and National Junior College Athletic Association (NJCAA).

DSCC's athletic program is operated within the rules and regulations of NJCAA and TCCAA. DSCC accepts the Code of Ethics and rules and regulations of these organizations.

Intercollegiate athletics are considered to be an integral part of DSCC under the direction of the director of athletics. The Athletic Director reports to the Dean of Student Services who in turn reports to the President, as shown in the official organizational chart of the College. Thus, athletics are considered a part of the educational program of DSCC. All personnel involved in coaching and athletic supervisory activities are fully qualified as academic instructors at DSCC.

The Athletic Committee, composed of members of the administrative staff, faculty, and the Student Government Association, is appointed by the College President and this committee serves as liaison between faculty, administration, and the intercollegiate athletic program. The committee is concerned with the development and implementation of the athletic program as it relates to the overall philosophy and objectives of the institution.

The purposes of the athletic program are as follows:

1. To provide an opportunity for student-athletes to perform in competitive sports
2. To provide a place of interest for student morale and enthusiasm
3. To assist the students in developing the highest level of sportsmanship
4. To provide an avenue for community identification with the institution
5. To have as a priority the intellectual, physical, social, and emotional well-being of the student-athlete
6. To provide an environment that encourages academic success
7. To provide student-athletes the skills for lifelong learning
8. To have a graduation rate that is equal to or greater than the overall college graduation rate.

The athletic program at DSCC provides every student interested in participating in competitive sports with an opportunity to become actively involved in the athletic program of DSCC provided he or she complies with the rules and regulations as set forth by DSCC, the NJCAA, and the TCCAA.

Intramurals

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 student enrollment to participate in intercollegiate athletics, students are encouraged to participate in the DSCC Intramural Program.

The objectives of the DSCC Intramural Program are to:

1. Provide a 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.

Students are encouraged to participate in the intramural program and also to offer suggestions which may lead to its improvement. For more information or details on any intramural activity, please contact the Student Life Office at 731/286-3332 or 901/475-3166.

Cheerleading Team

The DSCC Cheerleading Team is chosen by a panel of judges during spring semester for the following academic year. The selection is based on the applicant's academic standing, school enthusiasm and cheerleading skill. Selected cheerleaders receive a performance-based scholarship. For further information, contact the Student Services Office at 731/286-3234.
