All numbers are in the 731 area code unless otherwise noted.

ACTIONS COUNSELOR................................. 286-3324
ACTIONS AND RECORDS 286-3327
J Dan Gullitt, Assistant Vice President for Academic & Student Affairs

AFFIRMATIVE ACTION OFFICER 286-3316
Sheila Gillahan, Director

ALUMNI OFFICE 286-3347
Jane Pate, Coordinator

ARTS & SCIENCES DIVISION 286-3207
Dr. Kay Patterson, Assistant Vice President for Learning

ASSESSMENT/TESTING 901/475-3151
Doug Hodge, Manager

ATHLETICS ...................... 286-3259
Alan Barnett, Director

BUSINESS OFFICE 286-3308
Donna Mealer, Business & Student Financial Services Manager

BUSINESS & TECHNOLOGY DIVISION 286-3204
Rene Stanley, Coordinator

CAREER DEVELOPMENT 286-3242
Ben Littlepage, Career Development Counselor 288-7516

COMPUTER SERVICES and TELECOMMUNICATIONS 286-3338
Diane Camper, Vice President for Technology

CONTINUING EDUCATION 286-3266

COUNSELING 286-3242
Dr. Karen Rutledge

DISABILITY SERVICES/ADA 286-3242
Dr. Karen Rutledge

FINANCE and ADMINISTRATION 286-3307
Lowell Hoffmann, Vice President for Finance and Administrative Services

FINANCIAL AID 286-3238
Sandra Rockett, Director

FINANCIAL AID COUNSELORS 286-3273

GIBSON COUNTY/DSCC GIBSON COUNTY CENTER 731/855-1419
Julie Griggs, Director

INSTITUTIONAL ADVANCEMENT 286-3346
Youlanda Jones-Wilcox, Vice President

JOB PLACEMENT 286-3242 & 288-7514
Dr. Karen Rutledge, Counselor
Ben Littlepage, Career Development Counselor

LEARNING RESOURCE CENTER 286-3226
Teresa Johnson, Dean

LEARNING SUPPORT 286-3357

MULTICULTURAL AFFAIRS 901/475-3166
Dorothy Bond, Director

NURSING and ALLIED HEALTH DIVISION 286-3398

ONE STOP CENTER 286-3350
Margaret Jones, One Stop Center Coordinator

ORIENTATION 286-3332
George White, Assistant Coordinator of Student Life

PERSONNEL/HUMAN RESOURCES 286-3316
Sheila Gillahan, Director

PRESIDENT 286-3301
Dr. Karen Bowyer

PUBLIC INFORMATION 286-3347
Jane Pate, Director

SMALL BUSINESS DEVELOPMENT CENTER 286-3201
Maleia Lee, Director

STUDENT ACTIVITIES/STUDENT LIFE 901/475-3166
Dorothy Bond, Director
George White, Assistant Coordinator 286-3332

STUDENT SERVICES 286-3240
Laranda Fultz, Dean

TENNESSEE EARLY CHILDHOOD TRAINING ALLIANCE (TEC) 855-1419
Kelly Tieve, Site Coordinator

TIPTON COUNTY/JIMMY NAIFEH CENTER at TIPTON COUNTY 901/475-3100
Dr. James T. Frakes, Dean

TUTORING CENTER 286-3233
Elaine Hollingsworth

VETERANS AFFAIRS (Financial Aid Office) 901/475-3147
Judy Wooten, Financial Aid Counselor

VICE PRESIDENT FOR THE COLLEGE 286-3322
Dr. Mary Ann Sellars

See the following for information about:

ABSENCES .................................................., Instructor

ACTIVITIES ON CAMPUS ...................... Student Activities Coordinator

ADMISSIONS POLICIES ................ Admissions and Records

ADULT EDUCATION .................. Continuing Education Executive Aide

AFFIRMATIVE ACTION .................. Director, Human Resources

ALUMNI .......................... Institutional Advancement Office

ADA (Americans with Disabilities Act) .................. ADA Coordinator

ASSESSMENT ................... Manager of Assessment

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Dyersburg State Community College
Dyersburg Campus

2. Baptist College Ministries Building
   Property owned by Dyer County Baptist Churches
3. Campus Activities Building (CAB)
4. Student Center
5. E. B. Eller Administration Building
6. Learning Resource Center
7. Mathematics Building
8. Dale F. Glover Education Building
10. Maintenance Building
11. Richard E. Donner Arboretum and Nature Trail
    Martha W. Donner Outdoor Classroom
12. Softball Field
13. Baseball Field and Press Box
14. Dyer County Health Department on property leased from DSCC
DSCC Jimmy Naifeh Center at Tipton County Map

Academic Building
- Auditorium
- Nursing Laboratory
- Learning Resource Center
- Small Business Development Center

DSCC
Jimmy Naifeh Center
at Tipton County
3149 Highway 51 South, Covington
901/475-3100

Jimmy Naifeh Building
- Administrative Offices
- Science Laboratories
- Computer Laboratories
Regular class attendance is essential to student success in college. Absence from the classroom negatively affects student success and learning outcomes. Dyersburg State Community College has established the following Class Attendance Policy, which is applicable to all students attending classes both in person and online.

1. Attendance at all class sessions and regular participation in any online course for which a student is registered is 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 (3) consecutive unexcused absences from a class that meets three (3) hours per week, or two (2) consecutive unexcused absences from a class that meets twice weekly, or once weekly in a three (3) hour block, will be reported as “stopped attending.” Students who do not participate in an online 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 continued, 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.

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

DSCC Identification Cards

Students (full-time and part-time) taking one or more credit courses on DSCC’s main campus must obtain a student identification card in the Learning Resource Center during registration. Students registered at DSCC off-campus centers may acquire an I.D. card and receive the benefits it so provides. This card is provided at no charge. Lost or stolen I.D. cards can be replaced in the Learning Resource Center at a cost of $5. The I.D. 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 rates. Each student must retain his I.D. card and present it upon legitimate request. The I.D. card will be validated at each subsequent registration upon proof of fee payment.
Learning Resource Center (LRC)

The Learning Resource Center is DSCC’s “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 Dyersburg State Home Page. It provides access to the LRC catalog and electronic resources from any computer connected to the Internet. The LRC provides a help desk with e-mail and phone access to assist with any online or other problems.

Books may be checked out for two-week period 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 8:00 a.m. until 8:00 p.m. Monday through Thursday, 8:00 a.m. to 4:00 p.m. on Friday, and 9:00 a.m. to 1:00 p.m. on Saturday. During the summer semester, the Learning Resource Center is open 8:00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Friday.

Learning Resource Centers are also located at the Gibson County Center and the 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.

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 Dyersburg State 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 Dyersburg State 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.

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 on 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.

Degree Planning

Students who are pursuing an associate degree at Dyersburg State 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 major/concentration, 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 major/area of emphasis or concentration 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 online at www.dscc.edu.
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.

Vern Forcum Scholarship - Recipients are recommended by the faculty and staff at Dyersburg State.

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

### Drops, Adds, Withdrawals and Change of Course

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) online 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.

### 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 online by accessing Self Service Banner through MyDSCC.

### Presence of Children on Campus

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.

### Health and Accident Insurance

Dyersburg State Community College offers a non-compulsory health and accident insurance 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.

### 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 Gibson and Tipton County Centers.

### Bookstore

The Bookstore is located in the Campus Activities Building 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 Gibson and Tipton County Centers. See posted hours at each center.

Book refunds will be made up to 15 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.

### 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 Gibson County Center and in the office of the Director of Student Life at the 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 (BSU), is a fellowship of, a program for, and an organization involving, students. Its purpose - coinciding with the College - is a search for truth of which God is the source. Its goal - to reach students for Christ and His church - includes evangelism, discipleship, missions, and ministry. Open to all students, its activities include Bible study, worship, fun, service and fellowship. Meals are served Wednesdays (Lunch Encounter) at the Center. Mr. Stan Cavness is the BCM Director. Dr. Billy Williams, Glover Education Building, is the faculty advisor. The Baptist Collegiate Ministry can be contacted at 731/285-3750 or bsudssc@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, Eller Building (Dyersburg Campus)

#### Kappa International Honor Society

The purpose of Dyersburg State Student Nurses Association is to prepare nursing students to become active members of the professional association of registered nurses after graduation. The Student Nurses Association (DSSNA) (BSU)

The Baptist Collegiate Ministry can be contacted at 731/285-3750 or bsudssc@ecsis.net.

[For further information, call 731/286-3241.]

#### Criminal Justice Association (CJA)

The purpose of Dyersburg State Criminal Justice Association is to improve criminal justice through educational activities. The association promotes professional, academic and public awareness of criminal justice issues. Members are encouraged to pursue higher education and professional training in criminal justice. The association promotes high standards of ethical conduct within the criminal justice field.

#### Friends Organized to Reach Others for Christ Eternally (FORCE)

The purpose of Dyersburg State Friends 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 are open to all students and include bible class, prayer meetings, fellowship and mission projects. The faculty advisor is Dr. Melody Smith 901/475-3115.

#### Multicultural Association of Successful Students (MASS)

The Minority Association of Successful Students (MASS) was founded in 1970 (formerly Black Student Association/Black Organization of Successful Students). In an effort to extend the invitation to all persons of color, the name was changed to Minority Association of Successful Students in the Fall of 1994. The purposes of the organization are to foster better understanding between persons from different cultural and ethnic backgrounds. MASS will also serve as a vehicle to heighten the College community’s awareness of the concerns and problems faced by students of color. The staff advisor is Ms. Brandi Leonard - Jimmy Naifeh Center 901/475-3152.

#### 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 Music Club participate in several musical recitals annually. Faculty advisor is Dr. Carol Feather (731) 286-3256, Gymnasium.

#### 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 Dyersburg State. 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:

- a. have a cumulative grade point average of 3.00 or higher;
- b. have completed twelve hours of college-level courses at Dyersburg State;
- c. have completed all college preparatory requirements; and
- d. be currently enrolled in six semester hours or more as a student at Dyersburg State.

Chapter advisors are Ms. Tanga McCullough 901/475-3121 Jimmy Naifeh Center, Dr. Dave Strong 731/286-3343 Glover Education Building and Ms. Jane Hicks 731/286-3336 Eller Building.

#### Student Nurses Association (DSSNA)

The purpose of Dyersburg State Student Nurses Association is to prepare nursing students to become active members of the professional association of registered nurses after graduation. The

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Dyersburg Business and Administrative Office Support Association (DSBOSA)

The Dyersburg State 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 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 purpose to the Oak Tree Players Drama Club is to introduce and promote student interest in theatre; and to share information and experiences about theater. The faculty advisor is Ms. Meleia Lewis 731/286-3261.

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 (Dyersburg Campus) or Ms. Jeannine McMahon 901/475-3117 (Jimmy Naifeh Center at Tipton County.).

Student Ambassadors

The Student Ambassadors of Dyersburg State Community College serve as ambassadors to the College. Twelve 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 Dyersburg State Community College. 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 - Jimmy Naifeh Center 901/475-3166, and Mr. George White -Dyersburg Campus and Gibson County Center 731/286-3332.

Students In Free Enterprise (SIFE)

The purpose of Students In Free Enterprise is to provide Dyersburg State 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 (DSCC Jimmy Naifeh Center at Tipton County).

Student Tennessee Education Association (STEA)

Dyersburg State 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.

Intercollegiate Athletics

Dyersburg State Community College competes in men’s and women’s basketball and 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).

The athletic program at Dyersburg State is operated within the rules and regulations of NJCAA AND TCCAA. Dyersburg State accepts the Code of Ethics and rules and regulations of these organizations.

Intercollegiate athletics are considered to be an integral part of Dyersburg State Community College 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 Dyersburg State.

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
1. To provide student-athletes the skills for lifelong learning.
2. 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.
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 Student Activities.

**Cheerleading Squad**

The DSCC Cheerleading Squad 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 Mr. Alan Barnett, Athletic Director at 731/286-3259.

**Assistance Available to Students under the Americans with Disabilities Act**

Dyersburg State Community College 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, Pam Dahl, will coordinate Dyersburg State Community College’s response to the student’s needs with faculty, library, and support personnel who are 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. Please refer to the Student Disability Services section of Student Services in this catalog for related information.

**Student Safety Policy**

Dyersburg State Community College 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 State campus may be searched and where necessary seized on the basis of a determination of probable cause. Probable cause may be found where the facts and circumstances within College administrators’ knowledge and of which they have reasonable trustworthy information are sufficient in themselves to warrant a search in the belief that a violation of the College’s regulations has been or is being committed.

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.
Sexual Harassment Policy

Dyersburg State Community College is committed to providing its faculty, staff and students with an environment free from implicit and explicit coercive sexual behavior used to control, influence, or affect the well being of an individual at the College. Sexual harassment of any person is inappropriate and unacceptable and is grounds for disciplinary action. It may also, depending on its nature, constitute a violation of federal law.

A. Sexual harassment of employees or students at Dyersburg State Community College is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or academic standing; or

2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or

3. Such conduct unreasonably interferes with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

B. For purposes of this policy, sexual harassment is defined as follows:

1. Sexual conduct of any nature which is not freely and mutually agreeable to both parties.

2. Communications of sexual nature, whether verbal, written or pictorial, which are made with the intent to intimidate the person receiving such communications.

3. Solicitation of sexual conduct of any nature, when a submission to or rejection of such conduct is intended to be the basis for either implicitly or explicitly imposing adverse or favorable terms and conditions of employment or academic standing.

Any student wishing to discuss a complaint related to this policy should contact the Affirmative Action Officer/Title IX Coordinator. All complaints will be dealt with promptly and confidentially. If needed, a hearing committee will be established and the normal grievance procedures described in the college Affirmative Action Plan will be followed.

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.

Smoking/Tobacco Use

DSCC is tobacco free.

In an effort to promote a healthy environment free of tobacco related smoke and debris, the use of tobacco products in or on Dyersburg State Community College 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 Dyersburg State Community College. Tobacco usage is permitted only in private vehicles. This policy applies to the entire college community, including employees, students, contractors and visitors.

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.

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 interests. 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 person 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, Dyersburg State Community College 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 Dyersburg State Community College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education 600 Independence Avenue, SW Washington, DC 20202-4605

Under the provisions of FERPA, Dyersburg State Community College 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.

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**Student Conduct**

Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by nonstudents. In recognition of the special relationship that exists between the institution and the academic community it seeks to serve, the Tennessee Board of Regents has authorized the Presidents of the institutions under its jurisdiction 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 duty to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the Tennessee Board of Regents has developed regulations which are intended to govern student conduct on the several campuses under its jurisdiction, and which regulations may be expanded or supplemented by each institution subject to Board approval. In addition, students are subject to all national, state and local laws and ordinances. If a student’s violation of such laws or ordinances also adversely affects the institution’s pursuit of its educational objectives, the institution may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by the institution whether or not such conduct is simultaneously in violation of state, local or national laws.

Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the institution’s pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community or which endangers property or persons on institution or institution-controlled property.

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**Academic and Classroom Misconduct**

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct in violation of 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.

Plagiarism, cheating 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 to other possible disciplinary sanctions which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an “F” or a “zero” for the exercise or examination.

If the student believes that he/she has been erroneously accused of academic misconduct and if his/her final grade has been lowered as a result, the student may initiate an appeal through the Office of the Vice President for the College which will fully explain all appeal options and assure due process.
Behaviors subject to disciplinary sanctions shall include but not be limited to the following examples:

1. Conduct Dangerous to Others. Any conduct which constitutes a serious danger to any person’s health, safety or personal well-being, including any physical abuse or immediate threat of abuse.

2. Hazing. Any act of hazing of any variety by an individual, group, or organization. Hazing means any intentional or reckless act in Tennessee on or off the property of any Higher Education Institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety.

Hazing specifically refers to those actions taken and situations created in connection with initiation into or affiliation with any organization.

3. Disorderly Conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly or which unreasonably disturbs other groups or individuals.

4. Obstructing or Interfering with Institutional Activities or Facilities. Any intentional interference with or obstruction of any institutional activity, program, event or facility, including the following:
   a. Any unauthorized occupancy of institution or institutional controlled facilities or blockage of access to or from such facilities.
   b. Interference with the right of any institution member or other authorized person to gain access to any institution or institutionally controlled activity, program, event or facility.
   c. Any obstruction or delay of a campus security officer, fire-man or any institution official in the performance of his/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 the institution including, but not limited to, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices; and any such act against a member of the institution community or a guest of the institution.

6. Theft, Misappropriation or Unauthorized Sale. Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against a member of the institution community or a guest of the institution.

7. Misuse of Documents or Identification Cards. Any forgery, alteration or unauthorized use of institutional documents, forms, records or identification cards, including the giving of any false information or the withholding of necessary information, in connection with a students’ admission, enrollment or status in the institution.

8. Firearms and Other Dangerous Weapons. Any unauthorized or illegal possession of or use of firearms or dangerous weapons of any kind. T.C.A. 39-17-1309 prohibits the possession of weapons, including firearms, on any property owned, used or operated by TBR. Notice must be posted and verbiage for such notice is provided. The notice must state: FELONY. STATE LAW PRESCRIBES A MAXIMUM PENALTY OF SIX (6) YEARS IMPRISONMENT AND A FINE NOT TO EXCEED THREE THOUSAND DOLLARS ($3,000) FOR CARRYING WEAPONS ON SCHOOL PROPERTY.

9. Explosives, Fireworks and Flammable Materials. The unauthorized possession, ignition or detonation of any object or article which could cause damage by fire or other means to persons or property or the possession of any substance which could be considered to be fireworks and used as such.

10. Alcoholic Beverages. The use, possession, distribution, sale or manufacture of alcoholic beverages, or public intoxication on property owned or controlled by the institution; at an institution-sponsored event; on property owned or controlled by an affiliated clinical site; or in violation of any term of the DSCC Drug-Free Schools and Communities Policy Statement.

11. Drugs. The unlawful use, possession, distribution, sale or manufacture, of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), being under the influence of any drug or controlled substance, or the misuse of legally prescribed or “over the counter” drugs on property owned or controlled by the institution; at an institution-sponsored event; on property owned or controlled by an affiliated clinical site; or in violation of any term of the DSCC Drug-Free Schools and Communities Policy Statement.


13. Financial Irresponsibility. Failure to promptly meet financial responsibilities to the institution including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institution community acting in an official capacity.

14. Unacceptable Conduct in Hearings. Any conduct at an institutional hearing involving contemptuous, disrespectful or disorderly behavior, or the giving of false testimony or other false evidence at any hearing.

15. Failure to Cooperate with Institutional Officials. Failure to comply with directions of institutional officials performing their duties.

16. Violation of General Rules and Regulations. Any violation of the general rules and regulations of the institution as published in an official institutional publication, including the intentional failure to perform a required action or the intentional performance of a prohibited action.

17. Attempting or Aiding and Abetting the Commission of Offenses. Any attempt to commit any of the foregoing offenses, or the aiding and abetting of the commission of any of the foregoing offenses (an “attempt” to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission).

18. Violations of State or Federal Laws. Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.
Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on institutionally owned, leased or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with or obstructs any institutional activity or the missions, processes and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct on or off-campus which poses a substantial threat to persons or property within the institutional community. For the purpose of these regulations, a “student” shall mean any person who is registered for study in any institution in the State University and Community College System of Tennessee for any academic period. A person shall be considered a student during any period which follows the end of an academic period which the student has completed until the last day of registration for the next succeeding regular academic period and during any period while the student is under suspension from the institution.

**Disciplinary Procedures**

The administration of discipline is a function of the Office of the Vice President for the College. 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, 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, the following procedures shall apply:

I. Conference with the Vice President for the College
   A. The Vice President for the College shall direct the student to appear for a conference with the Vice President for the College.

   B. At the conference the student shall be:
      1. Advised, at the beginning of the conference, of the alleged violation(s) and of his/her right to remain silent.
      2. Advised of the basis of the allegation(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.
      5. Advised of his/her right to a hearing by the Student Affairs Committee if request for a hearing is made in writing within five (5) days of notice of the Vice President’s decision.

II. Suspension Pending a Hearing
   A. A student accused of violating College regulations may be suspended pending a hearing by the Student Affairs Committee if the Vice President for the College determines that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or any other member of the College community or its guests, destruction of property or substantial disruption of classroom or other campus activities.

   B. In any case of interim suspension, the student shall be given an opportunity at the time of the suspension or immediately thereafter to contest the suspension. If there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

III. Disciplinary Hearing by Student Affairs Committee. The student shall be notified of the following at least seventy-two (72) hours prior to the date of the hearing:
   A. Time and place of the hearing
   B. His/Her right to present his/her case to the committee
   C. His/Her right to be accompanied by an advisor
   D. His/Her right to call witnesses
   E. His/Her right to confront witnesses against him/her

Subsequent to the hearing, the student shall receive the written decision of the committee which shall include any right of appeal. The student shall have the right to appeal the decision of the Student Affairs Committee by submitting a written statement within five (5) days to the Vice President for the College who will render a final decision within ten (10) days.

Upon determination that a student or organization has violated any of the rules, regulations or disciplinary guidelines set forth in the regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institution officials:

1. Restitution. A student who has committed an offense against property may be required to reimburse the institution or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.

2. Warning. The appropriate institutional official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

3. Reprimand. A written reprimand or censure may be given any student or organization whose conduct violates any part of these regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies to the student that he/she is in effect being given another chance to conduct himself/herself as a proper member of the institutional community, but that any further violation may result in more serious penalties.

4. Restriction. A restriction upon a student’s or organization’s privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the institution in any way, denial of use of facilities, parking privileges, participation in extracurricular activities or restrictions of organizational privileges.

5. Probation. Continued enrollment of a student on probation may be continued upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.

6. Suspension. If a student is suspended, he/she is separated from the institution for a stated period of time with conditions of readmission stated in the notice of suspension.
7. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student’s readmission to the institution.

8. Interim or Summary Suspension. As a general rule the status of a student accused of violations of these regulations should not be altered until a final determination has been made in regard to the charges against him/her, however summary suspension 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, or of any other member of the institutional community or its guests, make likely destruction of property, or a substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

9. Rescindment. The President of the College is authorized, in his/her discretion, to subsequently convert any sanction imposed to a lesser sanction or to rescind any previous sanction in appropriate cases.

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Tennessee Uniform Administrative Procedures Act

All cases which may result in (i) suspension or expulsion of a student from the institution, a program for disciplinary reasons, (ii) assignment of a grade which results in the grade of “F” in a course for academic misconduct or (iii) revocation of registration of a student organization during the term of the registration are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act and shall be processed in accordance with the uniform contested case procedures adopted by the Board of Regents unless the student waives those procedures in writing and elects to have his/her case disposed of in accordance with College procedures established by these rules.

Student Complaint Procedures

The purpose of this procedure is to provide Dyersburg State 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 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 Postsecondary 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.

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Student Grade Appeal Procedures

The procedure for appealing grades is designed to provide any student at DSCC with a clearly defined avenue for appealing the assignment of the final grade which he/she believes to be unjust. The complaining student has the burden of proof in all cases. The procedure will be terminated at the level at which the student and the instructor are brought into agreement on the appealed grade or at the level at which the student ceases to pursue the proper process.

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Alcohol/Drug Abuse Information

Dyersburg State Community College 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, an Institution sponsored event, or as part of any activity of Dyersburg State. 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 sub-
Health risks associated with use of illegal drugs include:

- Personality disorder;
- 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 Counseling Office with assistance through regular organizational channels. Students may seek help from JACOA (Jackson), Methodist Hospital Awakening Unit (Dyersburg), Northwest Counseling Center (Dyersburg), Alcoholics Anonymous and Narcotics Anonymous. Referral services are also available.

Traffic and Parking Regulations

Regulations are established and are applicable to all students, faculty, staff, and visitors. The purpose of these regulations is to facilitate the safe and orderly conduct of college business and to provide parking facilities in support of this function within the limits of available space.

These regulations also apply to faculty and students teaching or attending the University of Memphis classes on the DSCC campus.

Dyersburg State is not responsible for loss or damage to any vehicle or to the contents of any vehicle parked or being operated on the campus. We recommend that when you park your vehicle, you remove your keys from the ignition switch, place all valuables out of sight, and lock your doors.

I. Vehicle Registration Regulations

1. All motor vehicles on campus must meet the registration requirements of the owner’s state of residence.

2. The Tennessee Board of Regents requires all motor vehicles parked on campus to be registered with the college and to display a decal indicating that current campus access fees have been paid. Failure to do so may result in the vehicle being towed at the owner’s expense.

3. The cling decal should be placed inside the vehicle on either the lower left rear corner of window or the lower left corner of the front window of the registered vehicle and should be visible at all times. Vehicles should therefore never be backed into parking spots.

4. Anyone intending to operate more than one vehicle on campus must register and obtain a decal for each vehicle. Unregistered vehicles must be parked off campus.

5. Registration information for each vehicle is to include the name, address, telephone number, and student identification number of the registrant of the vehicle and the year, color, make and license number of the vehicle each year.

6. The campus access fee includes parking. Faculty and staff should purchase decals at the beginning of the academic year.

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6. The campus access fee includes parking. Faculty and staff should purchase decals at the beginning of the academic year.
in August for $20.00. Up to two decals may be purchased in the business office or at the fall conference. UT Martin and/or University of Memphis faculty and students may obtain a decal during the first class meeting from a representative of the student services office. New employees will pay the full $20.00 fee before January 1; after January 1 they will pay $10.00.

7. Visitor parking permits are provided for the spaces set aside for visitor parking west of the Eller Building, east of the Glover Building, north of the Learning Resources Center, north of the Campus Activity Building and the Student Center and east of the Gym. A visitor is defined as a person not enrolled or employed at the college, but one who occasionally has business or other legitimate reasons to be on campus.

8. Anyone trading or selling an automobile with a DSCC decal must remove the decal and notify the business office of the transfer. However, moving a decal from one vehicle to another is allowed. All violations against old or previously issued decals will be charged to the individual to whom the decal was originally issued.

9. Change in license plates by students must be reported to the Business Office within 5 working days of such change.

10. Decals so damaged that the registration number and/or year of issuance are illegible must be replaced. Failure to replace a damaged decal within 5 working days of notification will result in a citation.

11. The acceptance of a parking decal shall constitute acceptance of these regulations.

II. Parking Regulations

1. No parking areas:

No parking in 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.

2. Restricted parking as follows:

   A. In areas designated faculty/staff parking (yellow lines), parking is limited to vehicles with faculty/staff decals.

   B. In areas designated handicapped, parking is limited to vehicles displaying handicapped placard, license plate, or decal.

   C. In areas designated student parking (white lines), parking is limited to vehicles displaying DSCC decals.

   D. In areas designated visitor parking, the parking is limited to vehicles belonging to visitors. Students are not visitors.

3. Vehicles improperly parked in restricted areas will receive tickets and may be towed at the owner’s expense. Vehicles must not back into nor pull through a parking space. A citation will be issued for this offense.

4. The acceptance of a parking decal shall constitute an acceptance of these regulations.

5. Parking on grassy areas is not allowed.

III. Driving Regulations

1. All State of Tennessee Motor Vehicle Laws, Chapter 1 through Chapter 12, are applicable on the DSCC campus 24 hours a day.

2. Vehicles must yield right-of-way to all emergency vehicles by pulling over and coming to a complete stop.

3. Pedestrians have the right-of-way. Motorists must yield the right-of-way to all pedestrians.

4. All vehicles must come to a complete stop at intersections where stop signs are located, painted on streets, or mounted on posts.

5. Speed limit on all campus streets is 15 mph; on parking lots the speed limit is 10 mph.

6. Passing on campus streets is prohibited.

7. Operating a motor vehicle in any area other than a street or roadway intended for motor vehicles is prohibited.

IV. Enforcement and Payment of Citations

1. Fines:

   A. For parking and registrations citations, other than handicapped violations: $10.00 for the first ticket, and $20.00 for subsequent tickets.

   B. For illegally parking in a handicapped zone: $200.00 for each ticket.

   C. For a moving vehicle violation: $10.00 for the first ticket issued and $20.00 for subsequent tickets.

   D. Tickets should be paid in the business office.

1. Appeal. The appeal of any citation may be made to the Traffic Citations Appeal Committee provided a request to appeal is filed with the business office within five working days after the ticket is issued. If you do not file the notice within five working days, you will lose the right of appeal and the fine will be due immediately.

2. Traffic Citations Appeal Committee. The committee shall have four (4) voting members—one representative each from faculty, staff, and student body, the Vice President for Finance and Administrative Services (chairperson), and one (1) ex officio member—President of the College. The committee decision will be final, with no further appeal available. The committee will meet monthly as needed but no less frequently than once at the end of every semester.
3. In the case of students, payment of the fine(s) must be made before a student will be permitted to register for any subsequent academic term. Also, no grade report, transcripts, or diplomas will be issued to any student with an unpaid debt or obligation to DSCC.

4. In the case of employees, when payment has not been made within thirty (30) days of notice and/or appeal, the unpaid debt will be deducted from the employee’s salary check.

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**Emergency Procedures**

1. **Treating and Reporting Illness and Injury**
   
   A. Notify Student Services at 731/286-3240.
   
   B. 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.)

2. **Tornado and Fire Alert**
   
   A. **Tornado Alert**
      Dyersburg Campus, Gibson County and Tipton County Centers- 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.

   B. **Fire Alert**
      In case of fire at the Dyersburg campus and at the centers in Gibson County Center, Tipton County Center, Eller, LRC, Math, Student Center, and Campus Activities building warning lights located in the halls will also flash. Students should use stairways to evacuate the building. Do not use the elevators.

   C. For other emergencies, consult the Dyersburg State Community College Safety and Security Procedures; a copy is posted in each classroom and office.

3. **School Closing due to 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.

   A. Students may check the DSCC web site (www.DSCC.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.statageezette.com. Follow the directions on the Text Alerts tab.

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

E. 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 CANCELLED OR HELD ON THE REGULAR SCHEDULE.**

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**On-Campus vs Off-Campus Information**

Unless otherwise specified, information you hear on the radio will pertain to on-campus classes only. If there is a need for off-campus information to be broadcast, it will clearly be identified as off-campus information.

The general rule for off-campus classes during bad weather is:
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.