

**RULES
OF
THE TENNESSEE BOARD OF REGENTS
STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

INSTITUTIONAL STUDENT DISCIPLINARY RULES

**CHAPTER 0240-03-16
WALTERS STATE COMMUNITY COLLEGE
STUDENT DISCIPLINARY RULES**

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0240-03-16-.01 INSTITUTION POLICY STATEMENT.

- (1) College students are citizens of the state, local and national governments, and of the academic community. As such, they are expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents has authorized the President of the College to take actions as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.
- (2) Pursuant to this authorization, the College has developed the following Regulations that are intended to govern student conduct on the campus. In addition, students are subject to all federal, state, and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, the institution may enforce its own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these Regulations may subject a student to sanctions by the institution whether or not such conduct is simultaneously violative of state, local, or federal laws. Additionally, all allied health and nursing students are subject to alcohol and drug testing as required by clinical agencies or under "reasonable suspicion testing" as stated in each allied health and nursing program handbook.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed July 3, 1996; effective November 28, 1996. Amendment filed January 11, 2002; effective May 31, 2002. Amendment filed October 8, 2003; effective February 27, 2004.

0240-03-16-.02 GENERAL OFFENSES.

- (1) Through appropriate due process procedures, institutional sanctions shall be imposed for conduct that adversely affects the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution or institution-controlled property.
- (2) Individual or organizational conduct which is subject to sanction shall include but not limited to the following:

(Rule 0240-03-16-.02, continued)

- (a) Conduct dangerous to others. Any conduct which constitutes a serious danger to any person's health, safety, or personal well-being, including any physical abuse or immediate threat of abuse.
- (b) Hazing. Hazing means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.
- (c) Disorderly conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals.
- (d) Obstruction of or interference with institutional activities or facilities. Any intentional interference with obstruction of any institutional activity, program, event, or facilities, including the following:
 - 1. Any unauthorized occupancy of institution or institution-controlled facilities or blockage of access to or from such facilities.
 - 2. Interference with the right of any institution member or other authorized person to gain access to any institution or institution-controlled activity, program, event, or facilities.
 - 3. Any obstruction or delay of a campus police officer, firefighter, or any institution official in the performance of his/her duty.
- (e) Misuse of or damage to property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to the institution including, but not limited to, fire alarms, fire equipment, elevators, telephones, computers, institution keys, library materials and/or safety devices; or any such act against a member of the institution community or a guest of the institution.
- (f) Theft, misappropriation, or unauthorized sale. Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against a member of the institution community or a guest of the institution.
- (g) Misuse of documents or identification cards. Any forgery, alteration of, or unauthorized use of institution documents, forms, records, or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment, or status in the institution.
- (h) Firearms and Other Dangerous Weapons. Any possession of or use of firearms or dangerous weapons of any kind. No firearms shall be permitted or worn by any person at any time on the college campus or property owned or controlled by the institution; at an institution-sponsored event; on property owned or controlled by an affiliated clinical site by students who are at the clinical site for clinical instruction or other reasons related to their participation in a clinical program of the college, except as provided in Tenn. Code Ann. § 39-17-1309. The prohibition of the possession of or use of firearms or dangerous weapons by students who are at a clinical site for clinical instruction or other reasons related to their participation in a clinical program of the college shall not

(Rule 0240-03-16-.02, continued)

apply to students participating in clinical training for courses in the college's Public Safety Division when the possession of firearms is necessary for instructional purposes.

- (i) Explosives, Fireworks, and Flammable Materials. The unauthorized possession, ignition, or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks on the college campus or property owned or controlled by the institution; at an institution-sponsored event; or on property owned or controlled by an affiliated clinical site.
- (j) Alcoholic beverages. The use, possession, distribution, sale, or manufacture of alcoholic beverages, or public intoxication on property owned or controlled by the institution; at an institution-sponsored event; on property owned or controlled by an affiliated clinical site; or in violation of any term of the Walters State Community College Drug-Free Campus/Workplace Policy.
- (k) Drugs. The unlawful use, possession, distribution, sale, or manufacture of any drug, drug paraphernalia, or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), being under the influence of any drug or controlled substance, or the misuse of legally prescribed or "over the counter" drugs on property owned or controlled by the institution; at an institution-sponsored event; on property owned or controlled by an affiliated clinical site; or in violation of any term of the Walters State community College Drug-Free Campus/Workplace Policy.
- (l) Gambling. Gambling in any form.
- (m) Financial irresponsibility. Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institution community acting in an official capacity.
- (n) Unacceptable conduct in hearings. Any conduct at an institutional hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing.
- (o) Failure to cooperate with institution officials. Failure to comply with directions of institution officials acting in the performance of their duties.
- (p) Violation of general rules and regulations. Any violation of the general rules and regulations of the institution as published in an official institution publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action.
- (q) Attempts and aiding and abetting the commission of offenses. Any attempt to commit any of the foregoing offenses or the aiding and abetting of the commission of any of the foregoing offenses (an "attempt" to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission).
- (r) Violations of state or federal laws. Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.

(Rule 0240-03-16-.02, continued)

- (s) Violations of imposed disciplinary sanctions. Intentional or unintentional violation of a disciplinary sanction officially imposed by an institution or school official or a constituted body of the institution or school.
 - (t) Harassment. Any act of harassment by an individual or group against a student, faculty member, or another group. Harassment shall include, but is not limited to insults, heckling, verbal abuse, threats or physical abuse, unwanted suggestions of a sexual nature, repeated teasing or annoyance to another, repeated unsolicited phone calls made with the intent to harass, or other actions considered disturbing to others.
 - (u) Pets. With the exception of “service animals” and the exception of animals used for academic research purposes, animals are prohibited on institution or school owned or controlled facilities. The term “service animal” is defined as any animal individually trained to do work or perform tasks for the benefit of a person with a disability (e.g., a guide dog, signal dog, etc.). “Service animals” perform some of the functions and tasks that the individual with a disability cannot perform for him/her self. The institution requires documentation reflecting appropriate certification of the medical necessity of the animal for the individual seeking its assistance while on the premises prior to approval of the use of the animal.
 - (v) Filing a false complaint or statement. Any behavior whereby a student knowingly submits a false complaint or statement alleging a violation of these regulations by a student, organization, institution or school employee.
- (3) Sanctions may be imposed against a student for violations of the foregoing Regulations which occur on institution-owned, leased, or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with, or obstructs any institutional activity or the missions, processes, and functions of the institution. In addition, sanctions may be imposed on the basis of any conduct, on or off-campus, which constitutes a substantial threat to persons or property within the institutional community.
- (4) For the purposes of these Regulations, a “student” shall mean any person who is registered for study at the College for any academic period. A person shall be considered a student during any period that follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from the institution.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed July 3, 1996; effective November 28, 1996. Amendment filed November 20, 1996; effective March 28, 1997. Amendment filed November 26, 1997; effective March 30, 1998. Amendment filed February 18, 1999; effective June 28, 1999. Amendment filed August 29, 2000; effective December 29, 2000. Amendment filed January 11, 2002; effective May 31, 2002. Amendment filed October 8, 2003; effective February 27, 2004. Amendment filed August 11, 2004; effective December 29, 2004. Amendment filed January 16, 2007; effective May 31, 2007. Amendment filed September 20, 2007; effective January 28, 2008. Amendment filed November 12, 2008; effective March 30, 2009.

0240-03-16-.03 ACADEMIC AND CLASSROOM OFFENSES.

- (1) The classroom instructor has the primary responsibility for maintaining academic integrity and controlling classroom behavior.
- (2) Individual or group conduct subject to sanctions shall include but not be limited to the following:

(Rule 0240-03-16-.03, continued)

- (a) Plagiarism, cheating, or any other form of academic dishonesty. Students guilty of academic dishonesty either directly or indirectly through participation or assistance are immediately responsible to the instructor of the class.
 - (b) Violent or disruptive behavior. Any individual or group behavior that unreasonably interferes with instructional activities during class sessions.
 - (c) Other conduct described in the section, General Offenses, if such offenses occur in the classroom.
 - (d) Other conduct described in handbooks for specific programs of study.
- (3) The classroom instructor has the authority to sanction a student engaged in conduct that is disruptive or conduct that violates these Regulations or regulations specified in handbooks for specific programs:
- (a) The instructor can assign an "F" or a "zero" for the exercise or examination, or assign an "F" in the course.
 - (b) The instructor can order that the student be temporarily removed or excluded from the classroom. Additionally, the student may be sanctioned as defined in the next section of the College catalog or in a handbook for a specific program of study. Extended or permanent exclusion from the classroom or further sanctions can be imposed only through appropriate procedures of the institution.
- (4) Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, laptop computers, games, etc.).
- (5) Class attendance and punctuality requirements are established between the faculty and the students, through specific expectations for attendance and punctuality and specific consequences that are outlined by individual faculty members in the printed syllabus for each course.

Students are expected to attend classes regularly and on time and are responsible for giving explanations/rationale is for absences and lateness directly to the faculty member for each course in which they are enrolled. In cases where student absences are the result of emergency circumstances (e.g., death in the family, a student's serious injury or incapacitating illness), for which students are unable to make immediate contact with faculty, the student may contact the office of Student Affairs for assistance in providing such immediate notification to faculty. However, the student remains responsible for verifying the emergency circumstances to faculty and for discussing arrangements with faculty for completion of course work requirements.

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

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of an rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed August 29, 2000; effective December 29, 2000. Amendment filed October 8, 2003; effective February 27, 2004. Amendment filed January 16, 2007; effective May 31, 2007.

0240-03-16-.04 SANCTIONS.

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

(Rule 0240-03-16-.04, continued)

- (i) Mandatory participation in and satisfactory completion of, a drug or alcohol abuse program, or rehabilitation program.
- (3) The President of the College is authorized, at his or her discretion to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed February 28, 2000; effective June 28, 2000. Amendment filed January 11, 2002; effective May 31, 2002. Amendment filed October 8, 2003; effective February 27, 2004.

0240-03-16-.05 DUE PROCESS PROCEDURES.

(1) General Statement

- (a) Walters State Community College has proceedings that facilitate avenues of communication between students, faculty, and staff which provide for the transmission of constructive ideas in the solution of incidents related to General Offenses and Academic and Classroom Offenses.
- (b) The administration of incidents relating to General Offenses on the campus of Walters State Community College that violate College and Tennessee Board of Regents policies and standards of conduct contained herein and in the College catalog is a function of the Vice President for Student Affairs and/or the appropriate Walters State Community College adjudicating body. The administration of incidents related to Academic and Classroom Offenses is a function of the Vice President for Academic Affairs and/or the appropriate Walters State Community College adjudicating body. The vice presidents and/or other authorized College personnel are responsible for investigating alleged offenses. In all cases, proper procedural safeguards will be used to assure due process.

(2) Hearing Procedures

- (a) All cases which may result in (i) suspension or expulsion of a student from the institution, or (ii) revocation of registration of a student organization during the term of the registration are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act (TUAPA) and shall be processed in accordance with the uniform contested case procedures adopted by the Tennessee Board of Regents unless the student waives those procedures in writing and elects to have his or her case disposed of in accordance with the College Due Process Procedures.
- (b) All cases which are not subject to the contested case procedures under the TUAPA and all cases in which the student has waived the contested case procedures in writing are eligible to be disposed of in accordance with the College Due Process Procedures if a written appeal is received in the Office of the President within ten (10) days following notification of the sanction imposed.

(3) College Due Process Procedures

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

- (a) The student shall be informed, in writing, of the charges being brought against him/her and the rule or regulation allegedly breached.

(Rule 0240-03-16-.05, continued)

- (b) The student shall be given the name(s) of the witness(es) bringing charges and a written report on the facts to which each witness testified.
 - (c) The student shall be informed of the time, place, and date of the College Due Process Committee hearing which shall be held within ten (10) days of the date of notification.
 - (d) The student may request a public hearing.
 - (e) The student shall be given the opportunity to hear and question witnesses against him/her and to present oral and written evidence in his/her defense.
 - (f) The student shall have the right to be assisted in his/her defense by an adviser of his/her choice. The adviser's participation shall be limited, however, to advising the student and shall not include representing the student.
 - (g) All evidence upon which the decision is made shall be presented at the proceeding of the College Due Process Committee hearing.
 - (h) Following the hearing, the College Due Process Committee shall submit its recommendation to the President for final approval.
 - (i) The decision of the President shall be final subject only to an appeal provided by policies of the Tennessee Board of Regents.
- (4) Cases of alleged sexual assault.
- (a) Both the accuser and the accused are entitled to the same opportunity to have others present during a due process proceeding; and
 - (b) Both the accuser and the accused shall be informed of the outcome of any due process proceeding involving allegations of sexual assault.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed July 3, 1996; effective November 28, 1996. Amendment filed November 26, 1997; effective March 30, 1998. Amendment filed February 28, 2000; effective June 28, 2000. Amendment filed January 11, 2002; effective May 31, 2002. Amendment filed October 8, 2003; effective February 27, 2004.

0240-03-16-.06 TRAFFIC AND PARKING REGULATIONS.

- (1) General Statements
 - (a) These regulations are established and are applicable to all students, faculty, staff, and visitors on the Walters State Community College campus. Students abide by these regulations as a condition of attendance at the College. Staff and faculty members abide by them as a condition of employment.
 - (b) The purpose of these regulations is to facilitate the safe and orderly conduct of College business and to provide parking facilities in support of this function within the limits of available space.
 - (c) The Campus Police Department is required to implement and enforce these regulations.

(Rule 0240-03-16-.06, continued)

- (d) The College shall have no responsibility for loss or damage to any vehicle or its contents operated or parked on the College campus. All personnel parking vehicles on the campus are reminded that they should remove the keys from the switch, lock the doors, and not have valuables exposed in the car.
 - (e) Pedestrian traffic has right of way on campus.
 - (f) The use of bicycles, which require no registration, is encouraged on campus.
 - (g) Abandoned vehicles, per TBR policy, will be removed from campus after thirty (30) days of abandonment.
- (2) Parking Regulations
- (a) Students, faculty, staff, and visitors should park only in the appropriately designated areas. The designated areas are identified by appropriate signage.
 - (b) Students who attend classes at other WSCC facilities, who have periodic business on the main campus in Morristown are required to park in student parking.
 - (c) Faculty and staff may not override existing parking rules and regulations without written approval of the President.
 - (d) Vehicles are not to be parked at any time in the loading areas, in parking area entrances or so as to block roadways, fire lanes or the movement of any other vehicle, or sidewalks on campus lawn, or in places with signs indicating parking restrictions.
 - (e) Vehicles illegally parked may be towed away at the owner's expense.
 - (f) All vehicles with trailers, equipment or other attachments that could occupy multiple parking spaces must park in student parking lot "P" only. Vehicles with attachments parked in other areas may be cited.
- (3) Driving Regulations
- (a) The speed limit on campus streets is fifteen (15) miles per hour. Speed limit in all parking lots is ten (10) miles per hour.
 - (b) Passing on campus streets is prohibited.
 - (c) All vehicles must come to a complete stop at intersections where stop signs are displayed or posted.
 - (d) Motorists must yield right of way to pedestrians.
 - (e) Vehicles must pull over, come to a complete stop, and yield right of way to all emergency vehicles with flashing lights.
 - (f) All State of Tennessee motor vehicle laws are applicable on the WSCC campus twenty-four (24) hours a day.
 - (g) Operating a motor vehicle in any area other than a street or roadway intended for motor vehicles is prohibited.
 - (h) All accidents must be reported to the Campus Police Department immediately. Written reports will be made to this office.

(Rule 0240-03-16-.06, continued)

- (i) Excessive and disturbing noises by loudspeakers, faulty mufflers, or muffler cutouts is prohibited on the College campus.

(4) Pedestrian Regulations

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

(5) Special Occasions and Emergencies

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

(6) Enforcement and Payment of Citations

- (a) All vehicles parked in faculty, staff, or visitor lots between 7:00 a.m. and 5:30 p.m. and without a permanent or temporary parking permit displayed will be cited.
- (b) Vehicles displaying a student parking permit are not permitted to park in faculty, staff, or visitor lots between 7:00 a.m. and 4:30 p.m. Violators will be cited.
- (c) Certain faculty, staff, or visitor lots will be designated as open to vehicles with student parking permits after 5:30 p.m. Vehicles with student parking permits parked in faculty, staff, or visitor lots after 5:30 p.m. that have not been designated for student use will be cited.
- (d) Citations are issued beginning the first day of class each semester for parking in faculty, staff, or visitor parking areas without an appropriate parking permit.
- (e) Currently enrolled students, when on campus for any purpose, must park in student parking to avoid being cited, except as provided in subparagraph (c).
- (f) Beginning with the first day of class of each semester, students parking in designated student parking areas will be given a two week period to obtain the student parking permit before being cited for this violation. After this two week period, citations for not displaying the student permit will be issued.
- (g) Protests of the fine for parking and registration citations must be made within ten (10) days of the citation date (excluding holidays and weekends). These protests must be made to the Office of Student Affairs between the hours of 8:00 a.m. and 4:30 p.m. or to the switchboard in the College Center between the hours of 4:30 p.m. and 9:00 p.m.
- (h) In cases where students are protesting the citations, the protests must be made within ten (10) days of the citation date (excluding holidays and weekends). These protests must be made to the Office of Student Affairs between the hours of 8:00 a.m. and 4:30 p.m. or to the switchboard in the College Center between the hours of 4:30 p.m. and 9:00 p.m.
- (i) The fine for a moving vehicle violation is \$20.00 per violation. If the fine is not cleared (paid or protested) within ten (10) days of the citation date (excluding holidays and weekends), the fine is increased to \$25.00.

(Rule 0240-03-16-.06, continued)

- (j) The fine for parking and permit violations is \$15.00 per violation.
 - (k) The fine for parking in areas designated as disabled is \$100.00.
 - (l) One citation may reflect multiple violations and fines.
 - (m) Outstanding and unpaid citations must be cleared each semester to permit further course enrollment, reception of grades, or transfer of official records.
 - (n) All fines should be paid promptly to avoid penalties. All fines must be paid during the current semester. Fines may be paid at the office of Business Affairs, between 8:00 a.m. and 4:00 p.m., Monday through Friday, or at the switchboard in the lobby of the College Center between 4:00 p.m. and 8:30 p.m., Monday through Thursday when classes are in session.
- (7) Student Traffic Court
- (a) Structure
 1. The Walters State Community College Traffic Court hears student cases of traffic violations evolving from the violation of the Traffic and Parking Regulations on the Walters State Community College campus.
 2. The President of the Student Government Association shall appoint six (6) students to serve as justices of the Traffic Court. The term of their appointment will be for no more than two (2) semesters or until the date of their graduation from WSCC unless otherwise prohibited.
 3. The WSCC Traffic Court shall have a chief justice, appointed by the SGA president, who presides over all cases brought before the court. The chief justice shall preside over all court sessions and shall select two (2) justices from the remaining five (5) justices to serve at each session. This should be done on a rotating basis.
 4. The President of the Student Government Association shall set the dates for traffic court each semester and shall notify the Justices of the dates set.
 5. The administrative advisor to the Traffic Court shall be the Vice President for Student Affairs or his designated representative.
 6. The Traffic Court shall have a court reporter; the secretary of the Vice President for Student Affairs will keep all court records.
 7. Dates for Traffic Court shall be printed in the official weekly WSCC Bulletin and the College newspaper, the Statesman.
 - (i) All students, faculty, and staff with disabilities who intend to park a motor vehicle in an area designated for individuals with disabilities must have a valid state disability parking permit (i.e., plates, hang tags, and placards). All vehicles parking in areas designated for individuals with disabilities must have a WSCC hang tag displayed in addition to the state disability parking permit.
 - (ii) The number from the valid state disability parking permit (plates, placards, or hang tags) must be registered with the Department of Services for

(Rule 0240-03-16-.06, continued)

Individuals with Disabilities. Students, faculty, and staff must furnish proof (a copy of application submitted for the state park permit) that the state disability parking permit is registered in the individual's name.

- (iii) Any student or employee who becomes temporarily disabled may apply for a temporary disabled permit at the Department of Services for Individuals with Disabilities, Room 210-CC. Temporary WSCC disabled permits are available for three weeks duration. Persons who have a disability that is not visible will need to have a doctor's statement to verify the disability. After three weeks, an individual will be required to have a temporary state placard or hang tag.
- (iv) Applications for State of Tennessee disability parking permits are available at the Department of Services for Individuals with Disabilities, Room 210-CC, county clerk offices, and local municipal offices.
- (v) The fine for parking in areas designated for individuals with disabilities without the valid state parking permit or the WSCC three-week temporary hang tag will be \$100.00. This policy will be strictly enforced.

(b) Appeals Function

1. The WSCC Traffic Court operates to hear parking and traffic violation cases that students contest. The decision of the Traffic Court shall be final unless the Vice President for Student Affairs feels there is a violation of due process. In no case will an appeal be considered on the basis that the court's decision was too severe. In cases where a student makes an appeal because of additional evidence or a violation of due process, the student must do so within forty-eight (48) hours to the Vice President for Student Affairs. If the Vice President for Student Affairs feels there is justification for a hearing, the case will be reheard at the next regular Traffic Court. For extenuating circumstances, the Vice President for Student Affairs may make a decision regarding a student's traffic violation without referring the student to the WSCC Traffic Court. In such cases, the Vice President for Student Affairs will file a written statement explaining actions to the President of the College with a copy being forwarded to the Student Traffic Court. Parking and traffic violation cases involving staff members may be appealed to the Vice President for Business Affairs; cases involving faculty members may be appealed to the Vice President for Academic Affairs. Any exception to this policy shall be approved by the President of the College.
2. The WSCC Traffic Court shall hear only those cases for which an appeal has been filed. The necessary appeal form may be obtained in the Office of Student Affairs, Room 100 CCEN.
3. Student Justices receiving citations may contest the citations before the WSCC Traffic Court. However, their cases can be heard only on a court date for which they are not actively serving.
4. If a student fails to appear before the WSCC Traffic Court on the designated date, the right to a hearing is forfeited; and charges cited must be accepted.
5. The Campus Police Department is not responsible for the student appeals process.
6. Campus Police officers are not authorized to dismiss a citation which has been issued.

(Rule 0240-03-16-.06, continued)

7. All student complaints, protests, or appeals of a citation should be directed to the Student Affairs Office.
8. Faculty and staff citation appeals should be directed to the Director of Campus Police who will forward the request to the Vice President for Business Affairs.
9. All appeals resulting in dismissal must have the approval of the appropriate administrative staff of the College.

Authority: T.C.A. §49-8-203. **Administrative History:** New rule filed August 28, 1984; effective November 13, 1984. Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed August 8, 1995; effective December 29, 1995. Amendment filed July 3, 1996; effective November 28, 1996. Amendment filed February 18, 1999; effective June 28, 1999. Amendment filed February 28, 2000; effective June 28, 2000. Amendment filed August 29, 2000; effective December 29, 2000. Amendment filed October 8, 2003; effective February 27, 2004. Amendment filed August 11, 2004; effective December 29, 2004. Amendments filed June 28, 2005; effective October 28, 2005. Amendment filed January 16, 2007; effective May 31, 2007. Amendments filed September 20, 2007; effective January 28, 2008. Amendment filed November 12, 2008; effective March 30, 2009.

0240-03-16-.07 MOTOR VEHICLE REGISTRATION.

- (1) All motor vehicles used on all Walters State campuses must meet the registration requirements of the state of Tennessee.
- (2) All vehicles operated on all Walters State campuses are required to display the appropriate parking permit, which is available in the Campus Police Department to students, faculty, staff, and visitors.
- (3) A parking permit is issued to students, employees, and visitors and must be clearly displayed on the rearview mirror of the vehicle driven.
- (4) Special parking permits are available for use on vehicles temporarily used on campus. These may be obtained through the Campus Police Department.
- (5) Visitor permits are available to persons not connected with the college who occasionally have business or other reasons to be on campus. Visitor spaces are provided and designated by appropriate signs.
- (6) Annual parking permit issue begins on August 15 of each year.
- (7) The parking permit obtained during fall semester expires August 15 of the following year. Therefore, it is not necessary for students returning for the following spring and summer semester to obtain a parking permit each semester.
- (8) It is not necessary for returning students to obtain a parking permit each semester. The parking permit obtained during fall semester expires August 15 of the following year.
- (9) Students enrolled for credit courses may obtain the parking permit through the Campus Police Department located in the Information Center, after payment of all fees.
- (10) Any student taking non-credit courses must obtain a temporary parking permit through the office of Community and Economic Development.
- (11) WSCC Police. The WSCC Police Department, located in the Information Center, is operated for the safety and benefit of the students attending WSCC. Walters State Police Officers are

(RULE 0240-03-16-.07, CONTINUED)

fully certified police officers under the Peace Officer's Standards and Training Commission of Tennessee. Officers have full investigative and arrest powers on all WSCC properties. Uniformed officers are on duty twenty-four (24) hours a day, seven (7) days a week for your protection. You should not hesitate to contact them in regard to special needs.

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

- (12) Disability Parking Procedures. All students, faculty, and staff with disabilities who intend to park a motor vehicle in an area designated for individuals with disabilities must have a valid state disability parking permit (e.g., plates, hang tags and placards). All vehicles parked in areas designated for individuals with disabilities must also display a current WSCC hang tag.
- (a) The number from the valid state disability parking permit (plates, placards or hang tags) must be registered with Campus Police. Students, faculty and staff must furnish proof (copy of application submitted for the state parking permit) that the state disability parking permit is registered in the individual's name.
 - (b) Any student or employee who becomes temporarily disabled may apply for a temporary disabled permit at the Department of Services for Individuals with Disabilities, CCEN, Room 262. Temporary WSCC disabled permits are available for three (3) weeks duration. Persons who have a disability that is not visible will need to have a doctor's statement to verify the disability. After three (3) weeks, an individual will be required to have a temporary state placard or hang tag.
 - (c) Applications for State of Tennessee disability parking permits are available at the county clerk offices and local municipal offices.
 - (d) As a state institution, the Campus Police Department is mandated to ensure that operators of motorized vehicles are in compliance with all disabled parking regulations.
 - (e) The Campus Police work closely with the State Department of Motor vehicle Records to verify that disabled placards used in vehicles parked on the Walters State campus are registered to currently enrolled students. Vehicles displaying disabled placards which are not registered to a currently enrolled Walter State student will be cited and assessed a \$100.00 fine.
 - (f) Students, faculty and staff utilizing disabled parking must come by the Campus Police Office to register their vehicle license tag number, disabled placard number and student hang tag number.
 - (g) The fine for parking in areas designated for individuals with disabilities without the valid state parking permit or the WSCC three-week temporary hang tag will be \$100.00. This policy will be strictly enforced.
- (13) Illegible or damaged parking permits must be replaced. Failure to replace a damaged permit may result in a citation.
- (14) Lost parking permits should be reported immediately to the Campus Police Department. There is no charge for replacement.

(RULE 0240-03-16-.07, CONTINUED)

- (15) Parking permits are issued in the name of a student or employee and are valid on any vehicle driven. It is this individual's responsibility to ensure that the hang tag is properly used and displayed and to ensure that rules and regulations relative to operating a vehicle on College property are obeyed, regardless as to whom the vehicle is registered.

Authority: T.C.A. §49-8-203. **Administrative History:** New rule filed August 28, 1984; effective November 13, 1984. Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed July 3, 1996; effective November 28, 1996. Amendment filed February 28, 2000; effective June 28, 2000. Amendment filed August 29, 2000; effective December 29, 2000. Amendment filed October 8, 2003; effective February 27, 2004. Amendment filed August 11, 2004; effective December 29, 2004. Amendment filed January 16, 2007; effective May 31, 2007. Amendments filed September 20, 2007; effective January 28, 2008.