

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

**INSTITUTIONAL STUDENT DISCIPLINARY RULES**

**CHAPTER 0240-03-18  
PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE  
STUDENT DISCIPLINARY RULES**

**TABLE OF CONTENTS**

0240-03-18-.01	Institutional Policy Statement	0240-03-18-.05	Disciplinary Procedures
0240-03-18-.02	Disciplinary Offenses	0240-03-18-.06	Traffic and Parking Regulations
0240-03-18-.03	Academic and Classroom Misconduct	0240-03-18-.07	Repealed
0240-03-18-.04	Disciplinary Sanctions	0240-03-18-.08	Registration of Vehicles

**0240-03-18-.01 INSTITUTIONAL POLICY STATEMENT.**

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

Admission to Pellissippi State carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the College and the academic community that it seeks to serve, the Tennessee Board of Regents (TBR) has authorized the president of Pellissippi State under its jurisdiction to take such action, as may be necessary, to maintain campus conditions and preserve the integrity of the College and its educational environment.

- (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 national, state, and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects Pellissippi State's pursuit of its educational objectives, the College 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 College whether or not such conduct is simultaneously in violation of state, local, or national laws.

**Authority:** T.C.A. §49-8-203. **Administrative History:** Original rule filed August 28, 1984; effective November 13, 1984. Amendment filed November 3, 1989; effective February 28, 1990. Amendment filed February 18, 1999; effective June 28, 1999. Amendment filed February 28, 2000; effective June 28, 2000. Amendment filed August 11, 2004; effective December 29, 2004.

**0240-03-18-.02 DISCIPLINARY OFFENSES.**

- (1) Generally, through appropriate due process procedures, College disciplinary measures shall be imposed for conduct that adversely affects Pellissippi State's pursuit of its educational objectives, that violates or shows a disregard for the rights of other members of the academic community, or that endangers property or people on college or college-controlled property.
- (2) Individual or organizational misconduct that is subject to disciplinary sanctions shall include but not be limited to the following examples:

(Rule 0240-03-18-.02, continued)

- (a) Conduct Dangerous to Self or Others. Any conduct that 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. Any intentional or reckless act in Tennessee, on or off the property of any higher educational institution, by one student, acting alone or with others, that is directed against any other student, that endangers the mental or physical health or safety of another student, or that 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 that is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or that unreasonably disturbs other groups or individuals.
- (d) Obstruction of or interference with Pellissippi State activities or facilities. Any intentional interference with or obstruction of any college activity, program, event, or facilities, including the following:
  - 1. Any unauthorized occupancy of college or college-controlled facilities or blockage of access to or from such facilities.
  - 2. Interference with the right of any college staff member or other authorized person to gain access to any college or college-controlled activity, program, event, or facilities.
  - 3. Any obstruction or delay of a campus security officer, firefighter, or any College 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 Pellissippi State including, but not limited to fire alarms, fire equipment, elevators, telephones, College keys, library materials and/or safety devices; and any such act against a member of the College community or guest of Pellissippi State.
- (f) Theft, misappropriation, or unauthorized sale of property. Any act of theft, misappropriation, or sale of Pellissippi State property or any such act against a member of the College community or a guest of Pellissippi State.
- (g) Misuse of documents or identification cards. Any forgery, alteration of or unauthorized use of Pellissippi State documents, forms, records or identification cards, including the giving of any false information, or withholding necessary information in connection with a student's admission, enrollment or status in the College.
- (h) Firearms and other dangerous weapons. Any possession of or use of firearms or dangerous weapons of any kind.
- (i) Explosives, fireworks, or flammable materials. The unauthorized possession, ignition, or detonation of any object or article which could cause damage by fire or other means to people or property, or possession of any substance that could be considered to be and used as fireworks.

(Rule 0240-03-18-.02, continued)

- (j) Alcoholic beverages. The use and/or possession of alcoholic beverages is not allowed on Pellissippi State-owned or controlled property.
- (k) Drugs. The unlawful possession or use of any drug or controlled substances (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance.
- (l) Gambling. Gambling in any form.
- (m) Financial irresponsibility. Failure to promptly meet financial responsibilities to Pellissippi State including but not limited to passing a worthless check or money order in payment to the College or to a member of the College community acting in an official capacity.
- (n) Unacceptable conduct in hearings. Any conduct at a Pellissippi State hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing.
- (o) Failure to cooperate with Pellissippi State officials. Failure to comply with directions of College officials acting in the performance of their duties.
- (p) 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 offenses coupled with the taking of some action toward its commission).
- (q) Violations of the 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.
- (r) Violations of the general rules and regulations. Any violation of the general rules and regulations of Pellissippi State as published in an official Pellissippi State publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action.

**Authority:** T.C.A. §49-8-203. **Administrative History:** Original rule filed August 28, 1984; effective November 13, 1984. Amendment filed November 3, 1989; effective February 28, 1990. Amendment filed July 14, 1992; effective October 28, 1992. 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 February 28, 2000; effective June 28, 2000. Amendment filed October 8, 2003; effective February 27, 2004. Amendment filed August 11, 2004; effective December 29, 2004. Amendment filed June 28, 2005; effective October 28, 2005. Amendment filed November 12, 2008; effective March 30, 2009.

#### **0240-03-18-.03 ACADEMIC AND CLASSROOM MISCONDUCT.**

- (1) The instructor has the primary responsibility for control over classroom behavior and the 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 Pellissippi State. Extended or permanent exclusion can be effected only through appropriate procedures of Pellissippi State.

(Rule 0240-03-18-.03, continued)

- (2) Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include, but are not limited to, the following practices:
  - (a) Cheating, including, but not limited to, unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
  - (b) Plagiarism, including, but not limited to, paraphrasing, summarizing, or direct quotation of published or unpublished work of another person, including on-line computerized services, without proper documentation of the original source.
  - (c) Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
  - (d) Taking an exam for another student.
  - (e) Providing others with information and/or answers regarding exams, quizzes, homework, or other classroom assignments unless explicitly authorized by the instructor.
  - (f) Any of the above occurring within the Web or distance-learning environment.
- (3) Pellissippi State instructors are responsible for communicating information to their students about college and classroom requirements meant to promote academic honesty. Included in this information should be a discussion of the College's Statement of Academic Honesty. Instructors also have the responsibility to ensure that exams, etc., are appropriately proctored to discourage instances of academic misconduct.
- (4) Upon discovery of a student's participation in academic misconduct, the student is immediately responsible to the instructor of the class, who will meet with the offending student with evidence of the misconduct. In addition to other possible disciplinary sanctions that may be imposed as a result of academic misconduct, the instructor has the authority to assign either (1) an "F" or a zero ("0") for the assignment or (2) an "F" for the course.
- (5) Pellissippi State students accept full responsibility for the quality and authenticity of submitted course work. When confronted with evidence of academic misconduct, students may admit their participation and accept the penalty imposed by the instructor.
- (6) The instructor will inform the department head of the violations, and the department head will forward written notice of the violation to the Associate Vice President of Student Affairs and Satellite Campuses who will keep records of the incident.
- (7) If the student believes that he or she has been erroneously accused of academic misconduct and if his or her final grade has been lowered as a result, the student may appeal the case through the following procedures:
  - (a) The student may discuss the case with the department head for that discipline.
  - (b) If the student seeks further appeal, he or she may ask the department head to contact the Vice President for Student Affairs and Satellite Campuses, who will determine any additional steps to be taken.

(Rule 0240-03-18-.03, continued)

**Authority:** T.C.A. §49-8-203. **Administrative History:** Original rule filed August 28, 1984; effective November 13, 1984. Amendment filed November 3, 1989; effective February 28, 1990. Amendment filed February 28, 2000; effective June 28, 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 November 12, 2008; effective March 30, 2009.

#### **0240-03-18-.04 DISCIPLINARY SANCTIONS.**

- (1) Upon determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in these Regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate Pellissippi State officials.
  - (a) Restitution. A student who has committed an offense against property may be required to reimburse Pellissippi State or other owner for damage to misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
  - (b) Warning. The appropriate Pellissippi State official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary actions.
  - (c) Reprimand. A written reprimand, or censure, may be given any student whose conduct violates 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 being given another chance to conduct himself/herself as a proper member of the College community, but that any further violation will result in more serious penalties. In addition, a reprimand does remain on file in a student's personnel record for a period of one year.
  - (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 Pellissippi State in any way, or the use of facilities, parking privileges, or participation in extracurricular activities, or of full organizational privileges.
  - (e) Probation. Continued enrollment of a student on probation may be conditioned 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 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.
  - (f) Suspension. If a student is suspended, he/she is separated from the Pellissippi State for a stated period of time which conditions of readmission stated in the notice of suspension.
  - (g) Expulsion. Expulsion entails a permanent separation from Pellissippi State. The imposition of this sanction does become a part of the student's permanent record and is a permanent bar to his or her readmission to Pellissippi State.
  - (h) Interim or Summary Suspension. Though as a general rule, the status of a student accused of violations of college regulations should not be altered until a final determination has been made in regard to the charges against the student, summary suspension may be imposed upon a finding by the Associate Vice President for Student Affairs and Satellite Campuses or his/her designated representative that the

(Rule 0240-03-18-.04, continued)

continued presence of the accused on campus constitutes the following: an immediate threat to the physical safety and well-being of the accused, or any other members of the Pellissippi State community, or its guests; destruction of property; or, the substantial disruption of classroom or the campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or 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.

- (i) In cases involving second and/or third instances of academic misconduct, the student will be subject to further disciplinary action. The Associate Vice President of Student Affairs and Satellite Campuses will notify the student, and a hearing shall be afforded the student according to the procedures outlined in the College Catalog and Handbook. Students found guilty of repeated academic misconduct may receive one (1) of the following sanctions:

Students found guilty of repeated academic misconduct may receive one of the following sanctions:

1. Second offense: Suspension for the semester with possible referral for additional sanctions.
  2. Third offense: Expulsion from the college.
- (2) The president of Pellissippi State is authorized at his/her discretion, to convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.
  - (3) Cases of Alleged Sexual Assault. In cases involving sexual assault, both the accuser and the accused shall be informed of the following:
    - (a) Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding.
    - (b) Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.

**Authority:** T.C.A. §49-8-203. **Administrative History:** Original rule filed August 28, 1984; effective November 13, 1984. Amendment filed November 3, 1989; effective February 28, 1990. Amendment filed July 14, 1992; effective October 28, 1992. Amendment filed April 23, 1993; effective July 28, 1993. 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. Amendments filed November 12, 2008; effective March 30, 2009.

#### **0240-03-18-.05 DISCIPLINARY PROCEDURES.**

- (1) Admission to Pellissippi State implies that the student agrees to respect the rights of others and observes civil laws. Conduct regarded as dangerous or threatening which warrants response by the local law enforcement officials will carry an immediate temporary suspension of the student from the College. If a court convicts the student, the College may expel the student solely on the findings of the criminal court. If the College does not exercise this option, the student must begin the disciplinary process after the court proceeding concludes.

(Rule 0240-03-18-.05, continued)

- (2) The student defendant shall be afforded all rights required by the due process including the following:
  - (a) Written notice of the alleged violation(s) and, the time and place of the hearing in the matter.
  - (b) The right to an advisor of his/her choice.
  - (c) The right to present evidence in his/her behalf.
  - (d) The right to call witnesses in his/her behalf.
  - (e) The right to cross examination.
  - (f) A tape recording of summary transcription of the proceedings shall be kept and made available to the student upon request for the sole purpose of appeal from a decision of suspension or expulsion. The student may also have a verbatim transcript made at his/her own expense. Pellissippi State shall have this option at its expense.
  - (g) The right to appeal the decision of the Pellissippi State official or the Student Disciplinary Hearing Body to the Pellissippi State President through the chair of the Student Disciplinary Hearing Body.
  - (h) The right to attend classes and required Pellissippi State functions until a hearing is held and a decision is rendered, except
    1. when a student's physical or emotional safety and well-being are endangered;
    2. when the general safety and well-being of the faculty, staff or other Pellissippi State personnel are endangered;
    3. when the orderly progression of the educational objectives of Pellissippi State may be disrupted; or,
    4. when Pellissippi State property is in jeopardy.
- (3) All cases that may result in suspension or expulsion of a student from Pellissippi State, a program or a course for disciplinary reasons, or in 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 TBR unless the student waives those procedures in writing and elects to have his or her case disposed of in accordance with Pellissippi State procedures established by the rules.
- (4) Due Process Procedures. In cases that involve actions of misconduct that would cause the student or students to be subjected to disciplinary action, a hearing shall be afforded the student according to the procedures outlines below:
  - (a) All complaints of alleged misconduct of a student shall be made in writing to Associate Vice President of Student Affairs and Satellite Campuses. The complaint shall contain a statement of facts outlining each alleged act of misconduct and shall state the regulation which the student is alleged to have violated.

(Rule 0240-03-18-.05, continued)

- (b) The Associate Vice President of Student Affairs and Satellite Campuses shall investigate the complaint. If it is determined that the complaint is without merit, the investigation shall promptly cease. If it is determined that there is probable cause to believe a violation did occur, the process is outlined below.
- (c) The student shall be notified in writing by the Associate Vice President of Student Affairs and Satellite Campuses that he/she is accused of a violation and will be asked to come in for a conference to discuss the complaint.
  - 1. He/she may admit the alleged violation, waive a hearing in writing and request that Pellissippi State officials take appropriate action;
  - 2. He/she may admit the alleged violation in writing and request an adjudication before the Student Disciplinary Hearing Body; or
  - 3. He/she may deny the alleged violation in writing and request an adjudication before the Student Disciplinary Hearing Body.
- (d) The Tennessee Uniform Administrative Procedures Act (TUAPA) may be applicable in cases involving suspension or expulsion of a student or revocation of recognition of a student organization for misconduct of disciplinary reasons. In cases referred to the Student Disciplinary Hearing Body, the Associate Vice President of Student Affairs and Satellite Campuses shall, at least five (5) days in advance of the hearing, notify the student or student organization in writing concerning the following:
  - 1. The date, time, and place of the hearing;
  - 2. A statement of the specific charges and grounds that, if proven, would justify disciplinary action taken; and
  - 3. The names of witnesses scheduled to appear.
- (e) The student defendant may designate three (3) people from the faculty and/or student body to observe the hearing; the chair of the Student Disciplinary Hearing Body may, for good cause, designate three (3) observers from the faculty and/or student body. The Student Disciplinary Hearing Body, however, may exclude any person who may be reasonably expected to interfere materially with the hearing. Otherwise, the hearing and other deliberations of the Student Disciplinary Hearing Body shall be closed except for appropriate observers from Pellissippi State administration.
- (f) The decision reached at the hearing shall be communicated in writing to the student. It shall specify the action taken by the Student Disciplinary Hearing Body. Upon the request of the student, a summary of the evidence shall be provided to the student.
- (g) A student shall be notified in writing of his or her right to appeal the decision of the Student Disciplinary Hearing Body to the president of Pellissippi State through the chair of the Student Disciplinary Hearing Body within five (5) days of receipt of decision. In cases of appeal, any action assessed by the Student Disciplinary Hearing Body shall be suspended pending outcome of the appeal. A copy of the final decision shall be mailed to the student.

**Authority:** T.C.A. §49-8-203. **Administrative History:** Original rule filed August 28, 1984; effective November 13, 1984. Amendment filed November 3, 1989; effective February 28, 1990. Amendment filed July 14, 1992; effective October 28, 1992. Amendment filed May 18, 1994; effective September 28, 1994. Amendment filed July 3, 1996; effective November 28, 1996. Amendment filed November 26,

(Rule 0240-03-18-.05, continued)

*1997; effective March 30, 1998. 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 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. 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. Amendments filed November 12, 2008; effective March 30, 2009.*

**0240-03-18-.06 TRAFFIC AND PARKING REGULATIONS.**

- (1) Purpose
  - (a) Traffic and Parking regulations are established and enforced to assure the rights and privileges of students, faculty, staff, visitors and others who operate motor vehicles at the Pellissippi, Division Street, Magnolia Avenue, and Blount County Campuses of Pellissippi State Technical Community College (PSTCC).
  - (b) Pellissippi State believes that operating and parking a vehicle on campus are privileges.
  - (c) Vehicles operated on all property owned or controlled by Pellissippi State will comply with all traffic and parking signs and with the laws of the State of Tennessee, in accordance with T.C.A. Title 55, Motor and Other Vehicles.
- (2) Regulations
  - (a) Speed limit for all vehicles will not exceed fifteen (15) miles per hour or lower posted speed limits.
  - (b) Pedestrians have the right of way over vehicle traffic at all times.
  - (c) Parking is permitted only in areas designated for parking.
  - (d) Parking is permitted only in those areas designated for a classification.
- (3) Traffic Violations
  - (a) Parking in an unmarked area (grass, sidewalks, road, etc.);
  - (b) Parking in a restricted area (fire zone, loading zone, cross walks, etc.);
  - (c) Parking in a zone other than one designated by hangtag classification;
  - (d) Parking on or over lines;
  - (e) No or non-current PSTCC parking hang tags for faculty/staff;
  - (f) Parking or driving against the flow of traffic on a one-way street;
  - (g) Obstructing the right-of-way;
  - (h) Littering;
  - (i) Blocking the path of another vehicle.

(Rule 0240-03-18-.06, continued)

- (j) Parking in a disabled zone without proper placard and/or license plate in accordance with T.C.A. §55-21-108.
- (4) Moving Violations
- (a) Speeding (fifteen (15) miles per hour limit unless posted lower);
  - (b) Reckless driving
  - (c) Failure to yield to pedestrians;
  - (d) Failure to come to a complete stop at stop signs;
  - (e) Driving under the influence of alcohol or narcotics;
  - (f) Operating a vehicle causing loud or unnecessary noise, such as loud mufflers, horns, p.a. systems, radios, etc.
- (5) Division Street Campus Parking. Staff, faculty, student, visitor, and disabled parking is designated by postings on campus.
- (6) Blount County Campus. Staff, faculty, student, visitor, and disabled parking is designated by postings on campus.
- (7) Magnolia Avenue Campus. Staff, faculty, student, visitor, and disabled parking is designated by postings on campus.
- (8) Penalties for Violations of Regulations
- (a) For illegal parking in loading zones, parking out of classification - \$15.00 all violations.
  - (b) For improper parking in loading zones, parking out of classification - \$15.00 all violations.
  - (c) For illegal parking in a fire zone - fifteen dollars (\$15.00) all violations. For illegal parking in a disabled zone - one hundred fifty dollars (\$150.00) all violations. Motor vehicles illegally parking in these areas are subject to being towed.
  - (d) If a vehicle is towed, the operator will reimburse the towing agent for all towing and storage charges and will also pay any fines assessed by PSTCC.
  - (e) For exceeding posted speed limit, for driving on PSTCC property in a careless or reckless manner, or for any other moving violation such as those listed in T.C.A. Title 55 - \$15.00 all violations.
  - (f) Failure to obey instructions from Security personnel will result in a \$15.00 fine.
  - (g) Faculty and Staff for failure to display decal, failure to remove a decal when required, or transferal of decal to a non-registered vehicle - fifteen dollars (\$15.00) all violations.
  - (h) All who habitually or flagrantly disregard these regulations may be subject to disciplinary action and/or may have their parking privileges revoked. Persons who continue to park on PSTCC property after their privileges have been revoked will have their vehicles towed from the property.

(Rule 0240-03-18-.06, continued)

- (i) All citations must be paid within fourteen (14 ) days. Any person who fails to make payment or to request a hearing with the Appeals Committee within this period will be charged a \$5.00 late fee.
  - (j) A person receiving a citation must present his or her copy along with payment to the Business Office' cashier window.
- (9) Appeals of Citations
- (a) An Appeals Committee, consisting of one (1) student, one (1) administrator/faculty member and one (1) staff member, will hear cases when the person receiving a citation feels that he or she has justifiable reason(s) that may affect the citation received.
  - (b) The person receiving a citation must complete and submit electronically an appeal form online at [http://www.pstcc.edu/security/appeal\\_f.html](http://www.pstcc.edu/security/appeal_f.html).
  - (c) The completed appeal request form must be presented to Safety and Security within fourteen (14) days of the date of the citation.
  - (d) The person will present his or her case to the committee in person or by written explanation on an appeal form.
  - (e) The committee will make a determination of the case by secret ballot.
  - (f) Appeals are heard on the second Friday of each month at 2:00 p.m. at the Pellissippi Campus.
  - (g) The failure of a person to appear before the committee at the appropriate time shall be considered a waiver of the right to a hearing.

**Authority:** T.C.A. §49-8-203. **Administrative History:** Original rule filed August 28, 1984; effective November 13, 1984. Amendment filed November 3, 1989; effective February 28, 1990. Amendment filed July 14, 1992; effective October 28, 1992. 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 January 11, 2002; effective May 31, 2002. Amendment filed October 17, 2002; effective February 28, 2003. 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. Amendments filed November 12, 2008; effective March 30, 2009.

#### **0240-03-18-.07 REPEALED.**

**Authority:** T.C.A. §49-8-203. **Administrative History:** Original rule filed August 28, 1984; effective November 13, 1984. Repeal filed November 3, 1989; effective February 28, 1990.

#### **0240-03-18-.08 REGISTRATION OF VEHICLES.**

- (1) All faculty and staff vehicles operated on the Pellissippi, Division Street, Magnolia Avenue, and Blount County campuses must be properly registered and display a prescribed hang tag. Vehicles include pick-up trucks, vans and jeeps, as well as automobiles.

(Rule 0240-03-18-.08, continued)

- (2) Hang tags are not required for motorcycles, motorbikes and scooters, but those vehicles should only park in areas designated for motorcycles.
- (3) The Person to whom the vehicle is registered is responsible for the vehicle and all violations and citations involving the vehicle. If the person operating the vehicle is not the registrant, and a violation is committed, both the operator and the registrant may be fined. Department of Motor Vehicle license tags may be used to identify parking violators.
- (4) The faculty/staff parking hang tag may be displayed from the rear view mirror of the vehicle or placed on the dash. The registration number must be visible.
- (5) Registrants who are unable to drive their own vehicles on a particular day should park in the Open (O) Lots.
- (6) Visitors are defined as persons not connected with the College but who occasionally have business or other reasons to be on the campus. Designated visitor space will be the Visitors' Lot (V-1 parking area) or in any Open (O) Lots.

**Authority:** T.C.A. §49-8-203. **Administrative History:** Original rule filed July 14, 1992; effective October 28, 1992. 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 17, 2002; effective February 28, 2003. Amendment filed October 8, 2003; effective February 27, 2004. Amendment filed August 11, 2004; effective December 29, 2004. Amendment filed September 20, 2007; effective January 28, 2008.