

Some Do's and Don'ts

- Students are to use the same name on all correspondence as appears on documents used in registration.
- Students should check their mailbox daily
- Students should be sure that their mailbox is closed after removing mail
- Students should advise family and friends NEVER to send cash in the mail
- Always include your box number on correspondence
- Report mailbox tampering immediately to the person working at the service window
- Do not use nicknames, since the same nicknames may be used by others
- Do not give others your mailbox combination

PERSONAL PROPERTY, RIGHTS, FREEDOMS, RESPONSIBILITIES

FREEDOM OF ASSEMBLY

Students enrolled at the university are reminded to take every precaution to safeguard their personal property. Large sums of money should be deposited in the bank for safekeeping. Letters with money orders or checks should be sent registered to ensure delivery. The university cannot assume responsibility for the loss of personal property whether the loss of such property results from theft, fire, or other causes.

STATEMENT OF ASSURANCE

A university campus is considered an appropriate place for spontaneous and impromptu gatherings, where speeches are made, controversial topics are presented and discussed, and acceptable forms of active dissent in support of issues may take place. Picketing, demonstrations, or student strikes, provided they are conducted in an orderly and non-obstructive manner, are legitimate at a state-supported institution, and it is assumed the students involved in such activities have a serious purpose and a sincere interest in his or her own social and intellectual development. They are expected to approach problems with intelligence and reasonableness; are subject to laws and ordinances of the nation, state, and community of which they are a part; and are expected to work peaceably for the changes considered necessary. As students value rights and freedoms for themselves, they are obligated to respect the rights and freedoms of others.

The Tennessee Board of Regents recognizes the right of the individual student, or of student groups, to disagree with national, state, local, and university policies and positions. Students have the right of lawful assembly and to express constructively their views on issues which capture their interests.

Although there are areas of common concern in the several colleges and universities under the Tennessee Board of Regents, there are also appreciable differences in tradition, environment, mission, and institutional character.

It is required, therefore, that each institution establish student and campus regulations that emphasize the unacceptability of the following:

- The support of action through unlawful means;
- Interference with accepted functions or activities of the university and the educational program;
- Unauthorized occupancy of university facilities or blocking access to or from such areas;
- Interference with approved university traffic (pedestrian or motor vehicle);
- infringement of the rights of students, faculty, staff, and/or authorized person to gain access to any university facility for the purpose of attending classes or participating in an interview, university conferences, and/or other university activities.

In adopting policy directives to the presidents of the institutions under its control, the Tennessee Board of Regents emphasizes its commitment to the basic principles involved in academic freedom, scholarly inquiry, constructive criticism, and honest dissent. Simultaneously, the Board reiterates the principles of responsibility of students and faculty members in exercising rights and privileges and the use of recognized, organized channels of expression and communication.

In this spirit, and the conviction that the vast majority of students deserve commendation and will conduct themselves as mature and responsible citizens, the Tennessee Board of Regents hereby makes its policy a matter of public record and instructs the presidents of the universities and colleges under its jurisdiction to take such action as may be necessary to maintain campus conditions that accord with this directive and that preserve the integrity of the institutions and their educational environment. (*The preceding statement appeared in the Minutes of the State Board of Education, August 8, 1968*).

Tennessee State University assumes the position that dissent, when carried out in the prescribed form (being registered in advance with the Vice President of Student Affairs, in order to ensure that the event is held at an acceptable time and appropriate site), will be protected; on the other hand, disruption in any form, will not be tolerated. When dissent takes the form of group activity, sponsored by university-recognized

organizations or clubs, it must be carried out in such a manner that the normal function of the university is not interrupted. Group dissent taking the form of demonstrations, marching, or sit-in activities will not be permitted inside university buildings or during university-wide events such as athletic contests, convocations, special lectures, assemblies or at the president's home and surrounding grounds. This applies equally to students, faculty, employees of the university, and campus visitors.

In the event an unacceptable and/or illegal group or action should occur on the Tennessee State University campus, any one of the following persons has the authority to terminate the meeting or gathering and ask students and/or association, university employee to disperse: the President of the Student Government Association, the Vice President of Student Affairs, Dean of Students/Chief Judicial Officer, Police Officers, Vice Presidents of the university or the President of the university. If it is determined that the speaker or leaders of the unacceptable and/or illegal group or action cannot present a valid identification card or prove they are students of Tennessee State University, the campus police officer shall be summoned to escort those persons from the campus to face possible criminal charges.

In addition, students are cautioned that participation in any disruptive action may lead to civil prosecution as well as institutional disciplinary action.

OFF-CAMPUS RIGHTS, FREEDOMS, AND RESPONSIBILITIES

Off-campus rights and freedoms of students involve the responsibility to display conduct and behavior that reflect favorably on them, the university, and the community.

Students at Tennessee State University are both citizens and members of the academic community, as well as the local community of Nashville. As citizens and members of the academic and city community, students should enjoy the same freedom of speech, peaceful assembly, and right to petition that other individuals enjoy and are subject to the obligations and responsibilities that accrue to them. Due respect for the rights of others in addition to the compliance with local, state, and federal laws is a fundamental responsibility.

A university student should not expect special treatment or consideration because of the campus affiliation. With respect to this relationship, the university is not responsible for making bond should one of its students be arrested by civil authorities and be held for court appearance. Students, local citizens, and taxpayers have equal obligations to respect the rights of others and to comply with local, state, and federal laws. Violation of state laws, if committed off-campus, shall be subject to university disciplinary action when a clear and present danger to life or property of members of the university or the community can be determined through campus due-process procedures.

MISCELLANEOUS

- A. The office of the official at each institution is responsible for receiving and processing applications and registrations pursuant to this policy shall maintain a copy of the policy for inspection by groups, organizations, and individuals interested in the use of campus property and/or facilities and shall provide a copy of such policy upon request and payment of a reasonable charge.
- B. Exceptions to this policy can be made upon approval of the Chancellor of the Tennessee Board of Regents.

CLASS ATTENDANCE, ABSENCES, DROP/ADD AND WITHDRAWALS

CLASS ATTENDANCE

Regular and punctual attendance of all courses taken for credit is expected of each student. Course requirements, including tests and examinations must be completed in order to secure maximum ratings consistent with student performance. Permission to take make-up examinations will be affected by irregular attendance.

EXCUSED ABSENCES FOR STUDENTS INVOLVED IN OFFICIAL UNIVERSITY TRAVEL

It is the university's policy that students who are members of official participants in a university activity requiring travel are to receive excused absences for classes missed during official university travel. These activities include: band, athletics, choir, drama and forensics groups, and other registered student organizations whose travel has been approved by the appropriate Division Head of the sponsoring organization. Students should receive excused absences from classes on the dates indicated in the itinerary and be allowed to make up any missed examinations and assignments at the earliest possible time convenient to the faculty member and the student.

Excused absences for official university travel do not count toward the university policy on excessive absences.

STUDENT ABSENCES

- (1) Under the Tennessee Board of Regents' system-wide rules on student conduct, students are required to provide explanations and/or justifications for tardiness and missed class sessions directly to the faculty member for each class in which student is enrolled. In pertinent part, TBR system-wide student disciplinary rule number 0240-2-3-.03(5) reads:
- (2) Class attendance and punctuality requirements are contracted between the faculty and the students, through specific expectations