

# Nashville State Community College

## **Part-time Faculty Guidebook**

**2025-2026**

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This Guidebook is intended as a resource for the faculty and staff who work within the Academic Affairs unit of Nashville State Community College (Nashville State). The guidebook will reference Nashville State policies but is not intended to replace or supersede Nashville State or Tennessee Board of Regents (TBR) policies. Policies and procedures included in the Handbook shall comply with Federal, State of Tennessee, and TBR laws, policies, procedures, and guidelines. Where there is conflict in procedures cited in the Guidebook with those of Federal regulations, State of Tennessee, or TBR, the following shall be the order of compliance: Federal regulations, State of Tennessee, TBR, and lastly, Nashville State policy.

This Guidebook is a dynamic document that needs continual updating in order to meet the needs of those for whom it was written and to reflect policy and procedural changes. As is the case with the College Catalog, this Academic Affairs Guidebook will be reviewed annually.

## **Section 1: Getting Started**

### **Introduction to the College**

Founded in 1970, Nashville State Community College has been dedicated to bringing affordable and accessible higher education to Middle Tennessee for decades. Today, Nashville State continues to prepare students for success with several campuses across Tennessee.

In 1984, Nashville State joined the Tennessee Board of Regents (TBR) system of state universities and community colleges. In 2002, the Tennessee General Assembly and the Governor expanded the mission of Nashville State to a comprehensive community college.

As a community college, Nashville State offers the Associate of Applied Science technical and career degrees, and the Associate of Arts, the Associate of Fine Arts, the Associate of Science, and the Associate of Science in Teaching transfer degrees.

Nashville State Community College has seven campuses that serve the seven counties of northern middle Tennessee: Cheatham, Davidson, Dickson, Houston, Humphreys, Montgomery, and Stewart.

The seven campuses are:

Clarksville Campus  
1760 Wilma Rudolph Blvd.  
Clarksville, TN 37040

Dickson Campus  
206 West Walnut St.  
Dickson, TN 37055

East Davidson Campus  
2845 Elm Hill Pike

Nashville, TN 37214

Humphreys County Campus  
695 Holly Lane  
Waverly, TN 37185

North Davidson Campus  
1520 Gallatin Pike  
Madison, TN 37115

Southeast Campus  
5248 Hickory Hollow Pkwy.  
Antioch, TN 37013

White Bridge Campus  
120 White Bridge Pike  
Nashville, TN 37209

## **THEC and TBR**

### **Tennessee Higher Education Commission (THEC)**

Formed in 1967, the Tennessee Higher Education Commission is the state's higher education coordinating board and is responsible for an array of duties under TCA 49-7-202.

<https://www.tn.gov/thec/about-thec-tsac/commission-members0.html>

- Administration of the outcomes-based funding formula
- Approval of all new academic degree programs
- Development of the state master plan for higher education
- Serving as the hub for postsecondary data analysis and research
- Authorization and regulation of proprietary institutions
- Serving as the state approving agency for veteran education benefits

### **Tennessee Board of Regents (TBR)**

The Tennessee Board of Regents system is the largest system of higher education in Tennessee. It is governed by 19 board members. The board meets four times a year at regularly scheduled meetings, and the chairman may call additional meetings during the year as needed. The board sets policies and guidelines that govern all TBR institutions. All board meetings are open to the public and the press as observers under Tennessee law.

According to its bylaws, the purpose of the Board of Regents is to do the following:

1. Establish, govern, manage, and control the State University and Community College System of Tennessee.
2. The Board of Regents views itself as the responsible agency for purposes and proposals of the System subject only to legislatively mandated review.
3. Develop a system organization that will provide coordination of the system of institutions and area vocational-technical schools while at the same time preserving the unique qualities,

- integrity, and regional and community relationships of each of the institutions and schools.
4. Provide essential centralized services and uniform procedures which will increase the individual effectiveness and improve operations of each of the institutions and schools of the system.
  5. Increase the ability of the institutions and schools and the System to compete and account for state appropriations, while providing more efficient utilization of state resources provided for their support.
  6. Assure more effective lay and public direction and system policy guidance thus preserving citizens' control of postsecondary education in Tennessee

## **College Leadership**

### President's Office -

- Internal Auditor
- College Foundation
- Communications & Marketing
- Strategic Analytics & Planning
- Human Resources
- Vice President Business and Finance
  - Operations
  - Safety and Security
  - Technology Services Division
  - Finance and Accounting
- Vice President Student Affairs and Enrollment Management
  - Financial Aid
  - Admissions and Records
  - Welcome Center and Career Services
  - Testing Center
  - Access Center
  - Student Life
  - Student Success Center
- Vice President Academic Affairs and Workforce Development
  - Workforce Development
  - Learning Resources/Library
  - Academic Schools – School of Arts and Sciences, School of Business and Professional Studies, School of Health Sciences, School of Science, Technology, Engineering, and Math
  - Extended Campuses High School Initiatives and Dual Enrollment
  - Extended Campuses - Clarksville Campus, Dickson Campus, East Davidson Campus, Humphreys County Campus, North Davidson Campus, Southeast Campus
  - Online Learning

## **Organization of the Academic Affairs Unit**

The Academic Affairs unit is led by the Vice President of Academic Affairs and

Workforce Development. Included within Academic Affairs are: Associate Vice President of Academic Affairs, Associate Vice President of Extended Campuses and High School Initiatives, Instructional Deans; Campus Directors, Dean of Learning Resource Center, Executive Director of Workforce Development, Executive Director of Online Learning & Teaching Innovation, and Director of High School Initiatives.

#### Academic Affairs leadership Team (AALT)

This group addresses issues such as day-to-day operations of academic schools and interactions with other units on campus, academic scheduling, curricula, workforce connections, and programs and services.

#### Enrollment Management

This group addresses issues that affect student enrollment, retention, recruiting, and graduation. It is a collaborative team comprised of core team members from Academic Affairs, Enrollment Management, Financial Aid, Student Services, Marketing, and Planning and Institutional Effectiveness.

### **Shared Governance**

The purpose of standing, task force, and ad hoc committees at Nashville State is to create a structure that supports the mission, strategic initiatives, and functionality of the college. Committees fulfill specific needs of the college and may be standing (with sub-committees), task forces, or ad hoc groups. Representative participation is key to supporting our commitment to principles of shared governance, inclusivity, and diversity. Membership on a committee offers the opportunity for the campus community to serve the college in a meaningful way.

Current committee rosters and minutes can be found on the Nashville State SharePoint site - search "Committees" to access the Committees SharePoint page. All employees have access to SharePoint through their Microsoft Office web portal.

***Sponsorship:*** Each committee has a direct link to Nashville State Administration through the sponsorship process. All committees have a Senior Staff sponsor who serves as a resource for committee activities as needed.

***Standing Committees:*** established groups that have on-going responsibilities and charges that are essential to supporting student learning, retention, and success, ensuring shared governance, making informed recommendations, fulfilling strategic initiatives, and supporting the framework for consistent, representative shared governance. Each standing committee has set parameters (example: only staff on Staff Assembly). Outside of those parameters, membership should be broad in scope and representation.

*Examples: Faculty Senate, President's Cabinet, Assemblies, College Planning Council*

Each standing committee may have sub-committees or ad hoc groups that that may work towards meeting on-going goals of the full committee.

***Sub-committees:*** Appointments or elections to these sub-committees are determined by the full committee. Sub-committees are responsible for documenting their work and submitting that work (minutes, project reports, etc.) to the full standing committee on a pre-determined schedule. Each sub-committee has inherent parameters. Sub-committees differ from ad hoc groups as their work is on-going, to repeat annually.

*Example: Technology Access Fund is a sub-committee of the Technology Committee.*

**Ad Hoc:** Groups created for a specific purpose, within a specific time frame, to address an issue or task under the direction of an existing standing committee, sub-committee, or task force. The committee officer(s) shall appoint or recruit members. The group exists until the purpose or goal is accomplished and its report delivered to the appropriate administrator

*Example: Office Hours Ad Hoc group reporting to Faculty Senate*

**College-wide Ad Hoc:** Small groups, created by a President or Vice President, for a specific purpose, within a specific time frame, to address an issue or task impacting multiple college divisions. The President or Vice President forming the group will appoint a chair and approve membership. The group exists until the purpose or goal is accomplished and its report delivered to the appropriate administrator.

Each ad hoc receives its charge or mission in writing, including expected outcomes, and a timeline for completion of the work. If work is expected to extend beyond the initially determined timeline, the task force must provide an updated timeline for completion or make recommendations for continuation, including possible transition to a standing committee.

*Example: Tenure and Promotion Process Review*

**College-wide Task Force:** Only the President or a Vice President may form a task force for a specific purpose, issue, or task. The Senior Staff member (or delegate) must notify the Committee on Committees of the proposed task force formation with guidelines, membership, and chair and recorder before the initial meeting.

Each task force receives its charge or mission in writing, including expected outcomes, and a timeline for completion of the work. If work is expected to extend beyond the initially determined timeline, the task force must provide an updated timeline for completion or make recommendations for continuation, including possible transition to a standing committee.

*Example: Compensation Task Force*

Nashville State's shared governance structure provides for the following standing committees:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| 1. Accessibility Committee           | 11. Faculty Senate                   |
| 2. Administrative Assembly           | 12. Faculty Sick Leave Bank          |
| 3. Business Continuity               | 13. College-Wide Tenure Review       |
| 4. Behavioral Intervention/Care Team | 14. General Education                |
| 5. Charitable Solicitation           | 15. Institutional Review Board (IRB) |
| 6. College Planning Council          | 16. President's Cabinet              |
| 7. Committee on Committees           | 17. Staff Assembly                   |
| 8. Curriculum                        | 18. Staff Sick Leave Bank            |
| 9. Distance Education                | 19. Technology                       |
| 10. College-Wide Promotion Review    |                                      |

## **Emergency Alert System**

Students, staff, and faculty can also sign up for Nashville State's emergency alert system RAVE. RAVE is an automated messaging system that sends messages to your cell phone and college email account in the event of a college closing or weather-related delay. To sign up, go to <https://www.getrave.com/login/nscc>.



## **College Closings and Inclement Weather**

Nashville State Community College campus closure decisions are made in response to actual conditions at the various campus locations with consideration of weather forecasts. Students and employees are responsible for using their own best judgment with regard to weather conditions.

The President has authorized the Vice President for Academic Affairs and Workforce Development (VPAA), in consultation with the Director of Safety and Security, the Director of Facilities, and/or Extended Campus Directors, to make campus closure decisions. Extended campus directors will consult with the AVP Extended Campuses and the VPAA.

The decision to delay or cancel classes at the White Bridge Campus will also serve as the decision for the East Davidson, Southeast Campus, and North Davidson Campus. Separate decisions will be made for the Clarksville Campus, Dickson Campus, and Humphreys County Campuses. Classes held at a high school site will follow the respective public-school system closing decision.

When a decision is made to close a campus, the VPAA notifies the President the other VP's, the AVP(s), Academic Affairs Leadership Team, Computer Services, and AVP Marketing and Public Relations. Notifications are made by telephone, email, and/or text message.

The AVP Marketing and Public Relations notifies TV stations (channels 2, 4, and 5) and the Nashville State Webmaster. The Webmaster notifies the campus community via the college's website and social media outlets. The Computer Services Department puts a message on the college's phone greeting and voicemail systems (615-353-3333).

If severe weather or an emergency situation necessitates that a campus closes while classes are in session, the Department of Safety and Security will use the campus communications system to notify all personnel who are on campus. Members of the college community are strongly encouraged to sign up to receive emergency closure/cancellation alerts.

Whenever possible, announcements to delay or cancel classes will be made at least two hours prior to the closing or delay. When the campus is not closed, but an individual faculty member is not able to make it to campus due to weather condition, the faculty member will post an announcement or other instructions for students using D2L. Faculty members are also responsible for submitting a Class Cancellation Form to their Instructional Dean and extended Campus Director.

In July, 2024 TBR issued the following statement: "Presidents, in collaboration with their academic leaders, should ensure that faculty are prepared to adapt their instruction for hybrid or remote learning at any point during the semester."

Each in-person course should have an associated D2L course shell or another online platform where faculty can, at a minimum, upload the following:

1. Course syllabi
  - a. Course syllabi should contain a note on how each faculty member will adapt their classroom work to an online environment e.g., a synchronous, online class via Teams or

Zoom or a reading with a required discussion posting. Note: TCATs are required to monitor and document attendance using technology capable of monitoring attendance in at least 50 minutes of each 60-minute clock hour through a synchronous modality.

- b. This campus closure protocol should keep in mind that students may be impacted by the event that closed campus e.g., loss of internet during a winter storm. It is encouraged that assignments have flexible due dates.
2. Instructor contact information
3. A message that students should check D2L or other online platforms in the event of a campus closure for updates on assignments and work that will be replacing the missed on-ground class.

Students are not to be penalized if they are unable to make it to class or arrive late due to weather. In such cases, students need to contact their faculty members (preferably through email in advance of the scheduled class) indicating that they have special weather-related circumstances that prevent their attendance.

## **Section 2: Faculty Information and Responsibilities**

### **Adjunct Faculty Levels**

Adjunct faculty are part-time, temporary employees whose contracts typically cover a one-semester or summer term period to teach up to twelve (12) credits in fall and spring and up to seven (7) per summer semester and are paid by the teaching load credit according to the chart below. In special situations, adjuncts may teach in excess of credits in a semester as outlined above, but must have approval from the VPAA to do so.

Adjunct faculty members are not required to hold scheduled office hours; however, students must have access to adjunct faculty members. Access can be provided right before and after class and/or by phone, email, or virtual conference. Adjunct faculty members are expected to meet all classes promptly as scheduled. In the case of unanticipated absences, instructors must notify the Dean or Director as applicable. Any absenteeism may be reflected in the amount of pay. Adjunct faculty contracts must be acknowledged through myNSCC by the first day of class of each semester or term.

Adjunct salaries are based on the instructor's qualifications and experience. Credentials determined by the appropriate Instructional Dean in accordance with SACSCOC requirements. Healthcare programs may develop an altered system for payment of clinical faculty with prior approval of the VPAA.

Category 1: \$650 per TLC

Category 2: \$680 per TLC Successful completion of 12 TLCs at Nashville State

Category 3: \$710 per TLC Successful completion of 21 TLCs at Nashville State

Category 4: \$740 per TLC Successful completion of 30 TLCs at Nashville State  
OR successful completion of 9 TLCs at Nashville State and the Culturally Responsive Teaching Certificate through the Nashville State Teaching Center.

## **Faculty Load**

### **Teaching Load Credits**

Teaching load credits (TLC) are calculated as follows:

*Lecture and Lab classes:*  $(\text{Student credit hours} + \text{contact hours})/2 = \text{TLC}$

Examples:

ENGL 1010 would be  $(3 \text{ SCH} + 3 \text{ contact hours})/2 = 3 \text{ TLC}$

BIOL 2010 would be  $(4 \text{ SCH} + 4 \text{ lecture and } 2 \text{ lab contact hours})/2 = 5 \text{ TLC}$  CULA 1320 would be  $(3 \text{ SCH} + 1 \text{ lecture and } 4 \text{ lab contact hours})/2 = 4 \text{ TLC}$

*Applied Music Lessons:* individual students in private hour-long applied lessons. Applied lessons are compensated at 0.75 TLC per student

*Clinical Courses:* Compensation for supporting student clinical rotations will vary based on discipline. Any changes to compensation for clinical rotations must be approved in writing by the VPAA.

*Independent Study Courses:* courses that do not lend themselves to traditional classroom or laboratory methods but must be taught in an individual, tutorial, consultative manner are credited to the faculty member on the basis of 0.2 TLC for each student.

In general, class sections need a minimum of 10 students in order to run without the risk of being cancelled. Low enrollment classes are reviewed in preparation for each term and final decisions regarding offering classes with fewer than 10 students enrolled are made by the VPAA in consultation with AALT and faculty leaders.

### **Class Cancellations Due to Low Enrollment**

It is sometimes necessary to cancel scheduled classes when student enrollment does not reach minimum levels. The decision for class cancellation resides in the Office of the Vice President of Academic Affairs and Workforce Development in consultation with AALT and faculty leadership. Faculty members are not paid for classes that must be canceled. When a class is canceled, enrolled students will be notified by phone or email that the class is canceled and receive a full refund. Any fees directly applicable to the canceled class will also be refunded.

## **Faculty Absences**

### **Class Cancellations Due to Faculty Absence**

The purpose of the leave system is to allow for occasions when an illness, an emergency, or any other interfering event prevents a faculty member from fulfilling their obligation to the College. Given that the faculty's primary obligation is teaching, it is considered within the spirit of the guidelines that faculty schedule appointments and elective procedures in such a way as to minimize the impact on teaching schedules and will make every effort not to miss scheduled classes and not to have classes canceled. However, in the rare situation in which a faculty member must miss class, the faculty member is responsible for developing a plan to make up for course content missed during an absence. A Class Cancellation dynamic form can be obtained from the Instructional Dean or Campus Director. The Dean/Director must approve the plan and keep the form on file. The only exception to this is the unexpected long-term illness or disability

of a faculty member, when pre-planning is not possible.

It is permissible to hold class with a substitute instructor, although this is not always appropriate. The substitute must be qualified based on Nashville State Faculty Credentialing guidelines and agreeable to both the faculty member and Dean/Director. It is often appropriate for another faculty member in the same area to cover a class for a colleague rather than to secure a substitute. It is the faculty member's responsibility to work with the supervisor to make appropriate arrangements. Plans must be approved prior to the absence whenever possible.

It is the responsibility of the faculty member who cancels a class to notify all students in that class, using the tools available to them. Required notification channels are:

- Posted notice in the D2L shell for the course
- Email notices to all class enrollees
- Note posted on classroom door for on-ground classes

If an individual faculty member cancels their class, the faculty member must notify students at the earliest possible opportunity but no later than at least two hours before the class begins if at all possible. In this case, faculty members must submit a plan to make up for missed material to the Dean or Director.

When a planned medical situation must be scheduled at a time that conflicts with the teaching schedule, the faculty member should:

- Inform the Dean/Director as soon as possible, at least two weeks in advance of the planned absence from class. A make-up plan using the Class Cancellation form must be sent to and approved by the Dean/Campus Director for all missed classes.

## **Classroom Assignments**

Classes are scheduled in specific rooms at specific hours based upon availability. Faculty will receive their classroom assignments as a part of their teaching schedule. Changing classrooms after the semester has begun is difficult because of limited classroom space. If a faculty member believes that an assigned room is not sufficient for their needs, they should address the issue with the Dean/Campus Director.

## **Workspace Assignment**

Nashville State Community College has established guidelines and procedures for the assignment of faculty and adjunct work spaces. Adjunct faculty typically are not assigned an office but may use the adjunct areas for computer, phone, printing, copying, student consultation, breaks, mailboxes, and other functions. Any change to assigned offices must be approved in writing by the Instructional Dean or Campus Director, and must be approved by the Vice President of Academic Affairs and Workforce Development.

## **Classroom Observations**

All faculty (full and part-time) must have a classroom observation completed during their first two terms of employment and on a 3-year cycle thereafter, unless there are concerns that indicate

additional observations are needed. Classroom observation of full-time faculty must be completed by the appropriate Instructional Dean and observations of adjunct faculty may be completed by the Instructional Dean, department chair, program coordinator, or program director, or a full-time faculty member designated by the Instructional Dean.

## **Student Course Evaluations**

The primary use of student evaluation of instruction is as a source of information to maintain quality instruction in all the College's courses. Scores on individual items can offer specific information on areas where faculty may need to make changes in course methodology, course delivery, etc. Student comments can also be a source of valuable feedback.

All classes are evaluated in each fall and spring term. All faculty must include at least one semester's report of student evaluation results in their annual evaluation package.

## **Class Rosters and Engagement Reporting**

Class rosters comprise the official attendance record for every class and include the names and student identification numbers of all students enrolled.

It is imperative that faculty check their myNSCC class rosters once a week during the entire semester. If a student is not on the roster, they are **not** allowed to attend class. Faculty should send the student to the Student Success Center or their academic advisor immediately and should not let them return to the classroom until the student appears on the roster.

Faculty should pay careful attention to student engagement in the class and are expected to track student engagement through myNSCC.

### **Student Engagement Requirements**

Each semester, faculty are required to indicate student engagement through myNSCC and to keep engagement updated throughout the term.

Examples of acceptable evidence of academic engagement:

- Student submission of an academic assignment
- Student attendance in an on-ground or virtual class meeting
- Student submission of an exam
- Documented student participation in an interactive tutorial or computer-aided instruction
- A posting by the student in a discussion forum showing the student's participation in a discussion about academic matters

### **What is the difference between “engagement” and “attendance”?**

- “Engagement” is used to determine eligibility for Federal Financial Aid disbursement or the amount of disbursement: Did the student begin the class in any way through physically being there, turning in an assignment, doing a test/quiz, submitting a discussion board, or some other participation activity?
- “Attendance” is what the faculty members keeps for internal records and to determine the extent to which students have met the attendance policy

- myNSCC was built using the term “attendance”: Attendance Reporting, Failure Due to Attendance (FA)
- NSCC is not an attendance keeping institution (one that keeps formal records to submit to an external authority), hence the distinction above

#### **Engagement v. Attendance (in theory)**

- Engagement is submitted once
- Attendance is iterative

#### **Engagement v. Attendance (in practice)**

- Once the faculty members submits engagement via myNSCC, they will need to check it periodically to make sure that it is still accurate and to monitor to see if any students with an N for engagement need to have that updated to a Y (for students who are now engaging but did not initially)
- **You will never change a Y to an N for a student who engaged at some point in the term would**
- Attendance records are important for determining an FA v. F

#### **Getting it right**

- Grade and engagement must match
- A student who has never engaged would have an N for engagement and must receive an FN
- A student who has engaged would have a Y for engagement and could receive any letter grade, including an F, or an FA

#### **Why is it important to get this right?**

- Compliance with the U.S. Department of Education
- Financial impact on students
  - They may not receive a timely disbursement of Federal Financial Aid monies if engagement is not reported in first two weeks of the semester
  - They may have to pay back monies received
  - Their enrollment reported to the National Student Loan Data System (NSLDS) Clearinghouse could be incorrect and may affect student loan repayment dates
  - TBR Census reporting could be inaccurate

#### **Field Trips**

Instructors are only permitted to take students on field trips after the trip has been approved by the appropriate parties and student waivers have been filed with the appropriate office. Appropriate forms are housed with the Office of Student Life. Approval signatures are required at least two weeks in advance of the trip.

#### **Final Exams**

It is the responsibility of each instructor to develop and/or select quizzes, tests and exams for a course in accordance with the general policy established by the Academic School. For 5-week, 7-week, and 10-week classes, the last date of the course is the scheduled exam time. For 15-week

classes, the last week of the semester is set aside for final exams and the normal class schedule will be replaced with a final exam schedule of two hour-time blocks. Final examinations must follow the published final exam schedule. Any change must be approved by the Dean/Director. Instructors not holding a final exam must have the prior approval of the Dean/Director. Exams for online courses should provide a window of time for the final to be completed.

The Final Examination Schedule will be published on the College's Website for each semester. Every effort will be made to develop a schedule in which no student is required to take more than two final exams in one day. When the schedule requires a student to take more than two final exams in one day, or if a student's final exam conflicts with a class in a non-15 week session, a final exam may be administered in the Testing Center during final exam week at a time mutually agreed on by the student and instructor.

The final examination week is considered a contractual responsibility of all faculty members, both full-time and adjunct. The normal full-time workload during this week is five two-hour time blocks during which assessment will be conducted. Overload courses and laboratory responsibilities may modify the "examination week" workload.

### **Grading, Reporting, and Record Keeping**

The following grading system is used at Nashville State

<u>Grade Values per Semester Credit Hour</u>		<u>Quality Points/Grade Points</u>
A	Superior	4
B	Excellent	3
C	Average	2
D	Passing, but below average	1
F	Failure	0
FA	Failure, Attendance-Related (unofficial withdrawal)	0
FN	Failure, Never Attended Class (unofficial withdrawal)	0
P	Pass	0
S	Satisfactory	0
U	Unsatisfactory	0

Other marks which may appear on the grade report and/or transcripts are as follows:

W      Withdrawal – withdrawal from course initiated by the student.

I      Incomplete – The "I" indicates that the student has not completed all of the course work due to such extenuating circumstances as personal illness, death in the family, or other justifiable reasons. If the "I" grade is not removed by the deadline, it will be automatically changed to an "F". The deadlines for removal are in the Records Office and listed on Academic Calendars found in the catalog and all printed schedules.

X      Continuation – The "X" indicates the student attempted a remedial or developmental course, but progress was not sufficient to warrant a grade. It carries no connotation of failure. It indicates the student, upon the advice of the instructor, should register for the same course and takes more time to earn a grade. The "X" grade is restricted to use in the R/D courses. An overall maximum of 15 semester hours of "X" is allowed. Veterans who are receiving educational benefits cannot be awarded an "X" grade in any course.

AU     Audit- No grade or credit awarded.

NR     No grade reported. This grade is assigned when a grade is not issued by the instructor of the course.

Grades of “W”, “I”, “X”, “AU”, and “NR” have no grade point value and are not used in computing grade point average.

### **Grade Point Average**

The academic standing of a student is expressed in terms of a quality point average (QPA)/grade point average (GPA). When a course is completed, the number of grade points earned is determined by multiplying the credit hours earned for that course by the grade points assigned to the letter grade earned. Examples on calculating a GPA are found on the Records Office website: [www.nsc.edu/records](http://www.nsc.edu/records).

### **Repeating Courses**

For the purpose of raising a grade point average, a student may only repeat a course in which the previous grade earned is “C” or lower. Students may be permitted to repeat a course in which a grade of “B” or higher was earned only with the approval of the chief academic officer as an exception to this policy.

When a course is repeated for the first time, the highest grade is used in the calculation of the student’s quality/grade point average. The grade earned in the third and subsequent attempts will be used in calculating the QPA/GPA. The credit hours earned by repeating a course will be counted only one time in the cumulative total hours earned. In all instances, the highest grade earned is used to determine whether the student meets graduation requirements.

Veterans repeating courses for which they have passing grades (D or higher) are advised to speak with the College’s VA certifying official concerning eligibility for benefits since the VA typically does not pay to repeat a course that has been successfully completed.

### **Grade Reporting and Record-Keeping**

Faculty are required to enter their final grades for the semester using myNSCC. Instructors must maintain, either electronically or on paper, detailed grade records. Grade records must document engagement throughout the semester, all grades earned in the class, and all grades identified by assignment (e.g., test, homework, paper).

Adjunct and non-returning faculty members must provide the office of the Instructional Dean or Campus Director with a paper copy and/or electronic file of class grades and student engagement records by the due date for final grades for that semester/term. Deans/Directors may also ask full-time, continuing faculty members to turn in their final grades. Class grade records must be maintained for a minimum period of one year from the end of the class.

### **Student Course Engagement Record-Keeping and Reporting**

Faculty shall communicate to all students the importance of prompt and regular class attendance and participation to achieve course outcomes and promote student retention/success. Faculty members are required to confirm that each student on the class roll has engaged in the course (e.g., completing an assignment, attendance at a class session or clinical placement, taking an



examination/quiz, etc.) for the purposes of verifying enrollment. This verification is entered into myNSCC.

Engagement reporting opens the second week of classes and then is monitored each week for the remainder of the term. Faculty will receive an email from the Office of Financial Aid requesting the entry of the student's engagement status for every student on the class roster. At the end of the semester faculty will be required to enter the last date of meaningful course engagement for all students who did not successfully complete the class and who have not engaged in the class since the last day to withdraw.

- Log-in to msNSCC, faculty services, then "engagement reporting."
- Choose the term, then the course/section you are entering.
- For every student, you will enter Y or N.
- Once a Y has been submitted, it is never changed.
- An N can and should be updated any time after a student engages through the end of the term.

### **Grade Changes**

Normally, grades may be changed only by the instructor who assigned the original grade. If a grade needs to be changed, a "Change of Grade" dynamic form (which can be completed through myNSCC) must be completed by the instructor. Students may appeal their grade in the semester following the one in which the grade is posted. The process for grade appeal can be found in the Nashville State Student Handbook. Faculty should keep careful records of all grades given for student assessments during the course of the semester as validation of the student's final grade.

### **Incomplete Grades**

The grade of "I" (Incomplete) is awarded only when the instructor has determined that illness or unforeseen circumstances prevented the student from completing all course requirements. The student should have completed most of the course requirements (roughly 80%) and be beyond the deadline for receiving a "W" grade.

It is the faculty's responsibility to complete a form entitled "Request for Grade of Incomplete," which requires signatures of the student and the instructor. Forms to request an incomplete grade are available from the Records Office or from Instructional Deans. The form must include those assignments that remain for the student to complete the course and the date by which those assignments should be completed, not to exceed six weeks into the subsequent term. Once the form is received, the Dean will input the "I" grade into the student's record.

The student is not required to register for the course again, but must make up the work before the instructor's deadline. The instructor will change the "I" to a letter grade within fifteen working days from the date that the student completes all remaining course requirements. If the "I" grade is not removed by the deadline, it will be automatically change to an "F". The deadlines for removal are in the Records Office and listed on Academic Calendars found in the catalog and all printed schedules.

### **Grade Appeal**

A student who believes that an error has been made in the grade assigned for a course may appeal their grade. The appeal must be initiated during the semester immediately following the semester in which the grade was posted (summer semester will be considered in determining the

following semester).

Grade appeals are allowed only when

- 1) the instructor has not used criteria stated in the course syllabus,
- 2) has applied criteria inequitably, or
- 3) has made errors in the calculation or recording of a grade.

In all cases, the student will assume the burden of proof with respect to these issues.

### **Steps for a Grade Appeal**

1. The student must try to consult with the instructor to provide a satisfactory resolution to the appeal. The student must also document his/her contact, or attempts to contact, the instructor. The Student Grade Appeal Form for documenting this step may be obtained from the division Dean, any satellite campus, or [www.nsc.edu](http://www.nsc.edu). The only exception to this step in the process is in the case that the instructor is no longer employed at the college or is unavailable so that it is impossible to contact the instructor. In the event the student cannot contact the instructor, the student may contact the instructor's division Dean who will attempt to contact the instructor. If both parties are unable to contact the instructor, the Dean may act on the instructor's behalf in reviewing the grade appeal.
2. If the appeal cannot be resolved between the student and the instructor, the student may appeal, in writing, to the appropriate division Dean. To continue the appeal, the student must present the completed Student Grade Appeal Form to the appropriate supervisor. The Dean will attempt to resolve the appeal in consultation with the instructor and/or the student. This step must be completed during the semester following the semester in which the grade was earned and must be documented using the Student Grade Appeal Form. Both the student and the faculty member will be notified of the decision of the Dean/ in writing, to include the grade appeal form.
3. Both the student and faculty member have 10 business days from the Dean's response to appeal the decision. To continue the appeal further, the student or faculty member must present a copy of the completed Student Grade Appeal Form which clearly explains the basis of the appeal, the evidence of the appeal, supporting documentation, and the signatures of the instructor and Instructional Dean to the Vice President of Academic Affairs and Workforce Development. The Vice President will utilize any resources available to resolve the grade conflict within 15 business days from the date submitted to the office.
4. The Vice President of Academic Affairs and Workforce Development will notify the student, the instructor and the Instructional Dean of their decision in writing, to include the grade appeal form. Both the student and faculty member have 10 business days from the Vice President's response to appeal the decision, in writing, through a hearing of an Academic Appeals Committee. To appeal, the student or faculty must present a copy of the completed Student Grade Appeal Form which clearly explains the basis of the appeal, the evidence of the appeal, supporting documentation, and the signatures of the instructor, Instructional Dean and Vice President of Academic Affairs. Appeals should be submitted to the Associate Vice President of Academic Affairs.

The Associate Vice President of Academic Affairs will call a meeting of the Academic Appeal Committee with, at a minimum, faculty representation from all academic divisions. If necessary, the presence of a non-voting content specialist can be requested by the committee once supporting documentation has been reviewed. The Academic Appeals Committee Chair shall notify the student, the instructor, and the Vice President of Academic Affairs of the time and location of the hearing in writing. The committee

shall have the power to allow the assigned grade to stand or to be changed. Its decision must be formally announced to all parties in writing. The time schedule allowed for completion of the action of the Committee shall be 15 business days. The hearing committee procedures will provide due process as outlined in the Nashville State Student Code of Conduct. Pending resolution of the appeal, consequences of the contested grade will stand.

5. Appeal of decisions of the Academic Appeals Committee can be made in writing within 10 business days, by any party, to the President, whose decision will be final.

### **Academic Status Update (Formerly called Early Alert)**

The Academic Alert system is an important student success and retention tool that is referred to as an “Academic Status Update”. Using the system demonstrates to students that we care about their success, and it provides them with the supports they need. It is a retention strategy intended to offer support when a student faces challenges.

Faculty are required to use the Academic Alert system to notify students’ advisors early, and often, of concerns as the students’ progress through their course work. The Academic Alert is not to be used for non-academic needs; use the CARE form for those needs.

Faculty must submit an Academic Status Update every day for the first two weeks of the semester for any student who is absent or does not participate. Student Success Advisors will contact their students and AVP Student Affairs will contact the students with a faculty advisor.

Starting the 3rd week of class, any student who was marked as Never Attended for census purposes no longer needs to have an alert submitted. For all other students, faculty should use the alert system as recommended above. Success Advisors and faculty advisors will reach out when a student receives an alert to see what assistance and support can be offered.

- Log in to myNSCC, faculty services, then Academic Status Update
- Choose the term, then the class/section of student reporting.
  - Enter student information as appropriate
- Hit submit

### **Student Withdrawal from a Class**

A student may withdraw from a class until the census date of the semester is completed and receive no grade. After that point, the student may withdraw until two-thirds of the course is completed and incur a “W” grade. If a student officially withdraws or is administratively withdrawn they will no longer appear on the course roster. Please refer to the academic calendar for specific dates that apply to these percentages each term.

### **Pre-Requisites and Co-Requisites**

Pre-requisites are preparatory courses or placement tests that must be successfully completed before students are allowed to enroll in a course. These requirements are enforced by the registration system; students attempting to register for a class will not be allowed to register if

they are missing these pre-requisites. The course description, located in the catalog or advising sheet, will dictate the pre-requisite course(s) or required placement level. Some course descriptions list co-requisites. These are classes the students must take concurrently. Students must take the courses in the same part of term in the same semester.

## **Class Schedules**

Deans and Campus Directors are responsible for formulating the college's class schedule and ensuring its effectiveness and efficiency. The Academic AVPs will provide Deans and Campus Directors with enrollment data from previous semesters and suggestions for minimum seat numbers, modality, and offering times. The data is used to inform the decisions of the Dean and Campus Director. Deans and Campus Directors consult with Department Chairs, Program Coordinators, and Program Directors during the formation of the schedule. Deans and Directors are responsible for the creation of the class schedules and may add or delete sections as they deem appropriate considering both effectiveness for students and efficiency for the college. The ultimate authority for the class schedule rests with the VPAA.

Deans, Campus Directors, and other staff may not teach during hours considered as a part of their regular work day which normally occurs between 8:00 a.m. and 4:30 p.m., unless the Vice President of Academic Affairs and Workforce Development approves an adjustment to the regular work day schedule.

## **Class Size**

Class sizes are different according to the nature of the subject and/or size of the teaching facility. The maximum enrollment for a class will be determined by the Vice President for Academic Affairs with input from Deans/Directors.

## **Confidentiality of Student Records**

Nashville State Community College works in compliance with the Family Educational Rights and Privacy Act of 1974, as amended to protect the confidentiality of personally identifiable educational records of students and former students.

Students have:

1. The right to inspect and review information contained in the student's education records
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
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.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Nashville State to comply with the requirements of FERPA.

"Directory information" concerning students is treated as public information and may be released to outside parties unless otherwise requested by the student. A student who desires not to have any or all directory information released must complete the appropriate form in the Records Office. The request shall remain in effect unless or until revoked by the student.

"Directory information" includes student name, address, telephone number, student ID, major

field of study, participation in recognized activities, dates of attendance, full-time/part-time status, degrees and awards received, and the most recent educational institution attended by the student.

Graduating/transferring students desiring non-disclosure after leaving Nashville State Community College must complete the request prior to the end of their last term. The request for non-disclosure will remain in effect until revoked by the student.

Nashville State does not make a practice of supplying student lists to third parties. Nashville State reserves the right to limit distribution to on-campus departmental requests.

Each faculty and staff member employed by the Board of Regents or its institutions is individually responsible for complying with the Buckley Amendment, and violations may subject the faculty or staff member to disciplinary action. Appropriate references to this policy shall be included in each faculty and staff handbook and shall be included in orientation sessions for new employees who work with or have access to student records.

Students wishing to review their educational records should submit to the Director of Records and Registration a written request, which identifies as precisely as possible the record or records he or she wishes to inspect.

### **Getting Paid**

It is the policy of Nashville State Community College that the College will maintain a competitive compensation program consistent with available fiscal resources and in compliance with federal and state laws and regulations pertaining to wage and hour practices. The College reviews and establishes the annual salary scales for all employees and is committed to maintaining competitive compensation for all employee groups as compared to similar public institutions in the state and region. To establish fair and competitive compensation, the College will periodically review salaries internally and externally.

Employees are paid hourly or on salary depending on what type of contract/agreement they have with Nashville State Community College and all employees are paid monthly. The workweek is Saturday through Friday. For payroll to pay an employee, payroll must receive a Personnel Action Form (PAF) or an Extra Compensation Form from Human Resources. The different types and how they are paid is explained below.

*Adjunct Faculty* – Fall and spring semester contracts are divided into equal payments depending on the length of the contract and are paid the last day of the month, with the exception of December. Spring and fall semester contracts will receive their first payment at the end of February and September, respectively. For summer semester, if they teach a full 10-week summer session and it crosses fiscal years, their June paycheck will be based on the percentage of the 10-week session that is prior to June 30. The remainder of the contract will be paid in 2 equal payments. For example, for summer 2021, there are 51 days from the date classes start (May 24) until grades are due (August 2). There are 28 days from May 24-June 30; therefore, their June payment would be 55% of the total contract. The remaining 45% would be divided equally between July and August.

## Section 3: Instructional Support and Student Services

The services, information, and resources listed below will aid faculty in carrying out their teaching responsibilities.

### **The Teaching Center**

The Teaching Center, located in Weld building, room W-78, is designed by faculty for faculty. It seeks to promote a culturally-responsive environment that values excellence in teaching, collaboration, research, and engagement in order to positively impact student success. The mission of Nashville State's Teaching Center is to support full and part-time faculty in their pursuit of instructional excellence. The focus of the Center is to share information and create training opportunities that directly affect the classroom. We seek to serve both faculty and the college as part of a culturally responsive community that is committed to equity, innovation, collaboration, learning, and engagement.

- orientation for new adjunct instructors;
- consultation, advice, and course observation on request;
- library of books about teaching and learning topics;
- professional development workshops throughout the year;
- training and support for accessible course resources;

To learn more, please stop by the Teaching Center or visit the webpage <https://ww2.nsc.edu/theteachingcenter/>, or email [theteachingcenter@nsc.edu](mailto:theteachingcenter@nsc.edu).

### **Office of Online Learning**

The Office of Online Learning (OOL) is committed to supporting online education at Nashville State Community College for all faculty, staff, and students interested in utilizing NS Online/D2L and supported technologies for online learning to promote collaborative, interactive, and creative learning experiences for all users. Utilizing Universal Design strategies to generate authentic learning experiences for our online learners, OOL works with faculty to develop quality online content applying foundational pedagogical theories, innovative technology, and sound instructional design principles. Our goal is to build a supportive campus network to meet the needs of our online faculty members and improve our online student learning experiences.

The Office of Online Learning is available to assist all faculty with NS Online/D2L courses, utilizing technology for learning and supported tools, such as lecture capture software, video conferencing, accessibility issues, support for developing multimedia content, meeting accessibility standards for online learning, and are available to discuss strategies for delivering online courses.

- a. D2L
- b. TurnItIn
- c. Publisher Integration
- d. ePortfolio
- e. Lockdown Browser
- f. Virtual Classroom

- g. YouTube
- h. Zoom
- i. Yuja
- j. Yuja Verity (proctoring)
- k. Scantron

#### Quality Course Design Certification (QCDC) Development and Review Process

Faculty designing courses for online delivery can participate the Quality Course Design Certification (QCDC) as a means of professional development and work alongside instructional designers and peers in course development related to online pedagogy and best practices related to online learning. This online course, developed by the Office of Online Learning, is planned to be offered every semester and involves at least 30 hours of coursework leading into course development. Participants will be expected to complete the course achieving at least 85% earn QCDC certification. The process is completed in three phases.

- Design phase: Completion of the QCDC course at 85% or higher, including creation of course syllabus and course map (part of course outcomes).
- Development phase: A fully developed online course that meets the standards defined by the Office of Online Learning as determined through a completed course evaluation ([OSCQR rubric](#)). Total time expectation for completion is approximately 12 weeks (6 weeks for QCDC course and 6 weeks of course development and review).
- Review phase: A continuous process to meet OSCQR rubric standards at 85% or better including adaptations of course map and acceptable scores for accessibility.

#### Learning Tools Interoperability (LTI)

The Office of Online Learning (OOL) has implemented a Learning Tools Interoperability (LTI) approval process for addition of all external tool integrations into D2L. The approval process for each tool will include a review of Functionality, Accessibility, Security, Compliance with University policies, Cost, and other factors. Faculty should consult OOL before considering an LTI integration when working with vendors. Be advised the review process could take several weeks. Please verify the request is not supplied by our existing vendors (Edit Course > External Learning Tools).

A Learning Tool Interoperability (LTI) is an external piece of software that can be plugged into the learning management system (D2L) to extend its functionality. Each LTI has a different license agreement, and different access to data from D2L which involves a review process.

Full-time Faculty or Instructional Deans submit the request form to OOL. Vendors must provide information on licensing, accessibility, privacy, security, cost, etc...

Fall Semester Deadline: June 1

Spring Semester Deadline: November 1

Summer Semester Deadline: March 1

Production installation is three times a year - targeted one week prior to start of semester (Fall, Spring, start of Summer).

When an LTI Request is submitted, OOL will:

1. Review the request and may contact you for additional information, suggestions for alternatives, or issues with the request,
2. Approve/deny the request for Procurement processing.

For requests that do not fall into this category, or if you are uncertain, please submit your request to [online.learning@nscc.edu](mailto:online.learning@nscc.edu).

### TN eCampus

Students who need online courses to remain on track for degree completion or to maintain full- or part-time status can fill schedule gaps through the TN eCampus partnership. All thirteen community colleges and several locally governed public universities in Tennessee participate in course delivery through the online partnership which launched in fall 2001.

The courses are rigorously designed and academically equivalent to those offered at physical campus locations. A variety of student support resources are available, including an online bookstore, 24/7 technical support, tutoring, test proctoring and disability services, to help students excel in an online learning environment.

Students pay their home institutions tuition plus an additional administrative fee to TBR for eCampus courses. For additional information regarding TNeCampus please visit their website at <https://tncampus.org/>.

The Director of Online Learning is the student liaison for TN eCampus. Questions and concerns regarding eCampus courses, including grade appeals for eCampus courses, should be directed to the Director of Online Learning.

### Office of Online Learning

Weld Building, W-101  
615-353-3259

[OnlineLearning@nscc.edu](mailto:OnlineLearning@nscc.edu)

## **Academic Testing Center**

The mission of the Nashville State Community College Testing Center is to support the academic goals of the College by providing a multitude and variety of testing services in a quiet, secure, and proctored testing environment.

The Testing Center provides a secure proctored environment for testing at Nashville State Community College to protect the integrity of all tests. The Nashville State Community College Testing Center maintains and adheres to all standards set forth by the National College Testing Association (NCTA). The Testing Center provides Accuplacer placement testing, CLEP College Level Examination Program, Graduate Exit Exams, and other proctored testing.

**Please note:** Testing on all campuses requires an appointment. Students must register a minimum of two business days in advance.

### **Testing Center Information**

The Testing Center is available to answer questions by emailing [Testing.Center@nscc.edu](mailto:Testing.Center@nscc.edu) or by phone at 615-353-3564.



### **Testing with Accommodations**

Students who require accommodated testing are required to make appointments a minimum of two business days in advance with the [Access Center](#).

For learning more about testing with accommodations, please email [AccessCenter@nscc.edu](mailto:AccessCenter@nscc.edu) or call 615-353-3363.

If a student is registered with the Access Center to receive disability testing accommodations, they must [schedule a testing appointment with accommodations](#).

### **Welcome Center**

The Welcome Center is the first point of contact for new students and serves as a one stop shop for all students. The center provides students help with admission to Nashville State, campus tours, new student orientation, enrollment guidance from Student Service Specialists, professional development and job searching with Career Service Specialists, as well as help with financial aid, Records, and dual enrollment. The Welcome Center also provides information for academic and social supports and refers students to other offices as needed. No appointment is necessary for in-person support. Welcome Center support is available at all campus locations, please refer to the website for hours.

#### Virtual Welcome Center

Students can connect with Welcome Center staff virtually by using the Virtual Welcome Center zoom link is located at <https://www.nscc.edu/admissions/welcome-center>

#### *How it works:*

When the student joins, they will be placed in a Zoom waiting room and a staff member will admit them to the room. There may be a queue if staff is assisting other students.

If the student is unable to wait, they may email [admissions@nscc.edu](mailto:admissions@nscc.edu), call 615-353-3215, or visit one of the campuses.

#### Career Services

The Nashville State Career Services Office offers assistance through resume reviews and mock interviews, job searching, and internships scheduled by appointment. Appointments are scheduled through [College Central Network](https://www.collegecentral.com/nashvillestate/) (<https://www.collegecentral.com/nashvillestate/>) Students must activate their account to make an appointment with Nashville State staff.

Career counseling is available to assist students who are undecided about their program of study. Staff can help undecided students make important educational and career decisions and learn how Nashville State can help facilitate their vocational goals. Additionally, students are encouraged to utilize the YouScience Profile designed to help students leverage their aptitudes and abilities. The YouScience Profile is the only online platform that measures aptitudes and interests and then matches them to majors and careers that fit best. Students will take this assessment as part of NSCC 1010, but any student who wishes to take the assessment can do so by requesting a code from Career Services.

Located in the Welcome Center on the 2nd Floor of S-Building at the White Bridge Campus.

Phone: 615-353-3248

Fax: 615-353-3254

[careerservices@nscc.edu](mailto:careerservices@nscc.edu)

## **Student Success Center**

The Student Success Center connects students to resources and opportunities to maximize their success at Nashville State.

### **Location**

W-90, Weld Building, White Bridge Campus. Student Success Advisors are available at all campus locations.

Student Success Advisors provide support and mentorship to all new students, provide guidance on academic goals and plans, connect students to campus and community resources, and guide students through non-academic challenges.

Student Resource Managers works with the Nashville State students to provide emotional support and facilitate community resource connections.

## **Access Center**

Nashville State Community College provides reasonable accommodations to students with documented physical, emotional, or learning condition in accordance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 and its amendments. All accommodations are based upon documentation that must be provided by a licensed or certified professional. Access Center staff are professionals trained in evaluating medical/ADA educational documentation to determine appropriate and reasonable accommodations for students. The Access Center coordinates the provision of reasonable accommodations which are determined on an individual basis.

The Access Center ensures that all students can use their accommodations correctly and appropriately with each class. The most essential form for all accommodations is the Faculty Notification Letter (FNL) that is sent out at the beginning of each semester. This document ensures that professors know and understand each student's accommodations in their classroom. The form includes an acknowledgment system to help professors know about their student's accommodations. The directions for this acknowledgment system is on the top of the FNL.

The Access Center can also help registered students with testing accommodations and advising appointments.

Students may request accommodations by completing the online request form at <https://yukon.accessiblelearning.com/NSCC/Default.aspx>. After the application is submitted, an intake interview appointment will be scheduled with the Access Center. If applicable, the student will complete the Access Center process (application, submission of documentation, and interactive discussion).

Faculty will be notified by email if a student registered in their class has approved accommodations.

## **Records Office**

The Records Office provides services to the community, faculty, staff, students, and other agencies by informing and safeguarding student academic records in accordance with the Tennessee Board of Regents (TBR) records policies.

The Records Office:

- Maintains both academic and continuing education records
- Evaluates credentials for graduation eligibility
- Assists with activities associated with commencement, creation and maintenance of graduation lists
- Processes diploma orders and mailing, and various notifications to students who have applied for graduation
- Processes student request for copies of documents
- Process Veterans Administration education benefits

Located in the Welcome Center on the 2nd Floor of S-Building at the White Bridge Campus

Phone: 615-353-3197

Fax: 615-353-3302

Email: [records@nscc.edu](mailto:records@nscc.edu)

## **CARE Referrals**

CARE referrals are utilized at Nashville State to notify staff of any non-academic needs/supports that our students may have.

Link to [CARE](#) form.

### **CARE Referral Guidelines**

Although some of our students may need disciplinary action for student code of conduct issues, the CARE referral allows Nashville State staff to provide emotional and/or resource support. For example, submit a "care referral" if a student:

- Displays emotional issues that cause distress in the classroom
- Discloses personal issues that affect learning
- Expresses thoughts of self-harm or harm to others
- Experiences anxiety, depression, etc. and intervention is necessary
- Needs general emotional support
- Lacks basic necessities of life (food, clothing, shelter).

### **Urgent Situations**

If a student is planning to harm themselves or others, please contact Mobile Crisis (615-726-0125) and Nashville State Security (615-353-3273 - Main Campus) for safety reasons.

Employees are also obligated to report elder abuse, child abuse, and/or sexual misconduct to the appropriate agencies.

In honoring the safety of students, Nashville State cannot guarantee confidentiality. However, care referrals will not be a part of a student's academic transcript for Nashville State.

If in doubt about whether or not the situation is serious, please err on the side of caution and file a report.

#### What Happens After I Submit a Referral

When a care referral is submitted, the Student Resource Manager (SRM) makes every effort to help our students, faculty, and staff feel safe and supported. The SRM is here to help a student address problems, find resources, and cope with the stresses of life. By filling out a CARE referral, you continue to make Nashville State Community College a caring community committed to student success.

NOTE: The SRM does not provide crisis intervention. Please allow up to 48 hours to respond to referrals.

#### Nashville State Suicide Prevention Plan

Nashville State Community College is committed to the mental health wellness of our students, faculty and staff. As such, and in compliance with the requirements of T.C.A. § 49-7-172, Nashville State has developed a suicide prevention plan that engages in a variety of initiatives to improve and provide crisis services.

Nashville State's Suicide Prevention Plan will be disseminated to faculty, staff, and students each academic year. Faculty and staff receive an annual email that includes a web link, <http://ww2.nsc.edu/careteam/> that is located on the "Faculty & Staff" page of NSCC's website. Information for students will be located under the "Current Student" page of NSCC's website, <https://www.nsc.edu/current-students/on-campus-resources/access-center>. Information for the Nashville State community is also available at <https://www.nscf.org/community-resources/>

#### **Prevention**

Nashville State has developed a comprehensive approach to increase mental health awareness through efforts of prevention. The Student Resource Manager partners with local agencies to provide information and training opportunities to all students and staff.

#### **Contact**

NSCC's contact for suicide prevention work is the Associate Vice President, Student Affairs, 615-353-3148.

#### **Prevention Components & Resources**

Key components of NSCC's suicide prevention work include:

- Promotion of the Suicide and Crisis Lifeline, Crisis Text Line, and campus/community resources are made available through:
  - NSCC's website, <https://www.nsc.edu/current-students/on-campus-resources/student-support-services> , and
  - NSCC's Foundation website, <https://www.nscf.org/community-resources/>

Additional methods, such posters and orientation packets.

- Utilizing community resources and agencies to provide prevention services for NSCC community members. NSCC has established relationships with the following Mental Health facilities for the purpose of providing prevention education, training and/or prevention screenings.
  - Recuro telehealth services
  - <http://tspn.org/>

- Faculty and Staff can utilize the Employee Assistance Program (EAP) 24/7 at Here4TN.com, 855-437-3486, or contact NSCC Human Resources Department

Information regarding such relationships at NSCC is available <https://www.nscs.edu/current-students/on-campus-resources/student-support-services>. That website will have available a comprehensive list of partners and services available to members of the Nashville State community which may include crisis referral services, prevention screenings, training programs, etc. Any campus member interested in accessing the services/agencies and training noted above, or for more information about NSCC's suicide prevention efforts should contact Dr. Julie Williams, Associate Vice President, Student Affairs, [Julie.williams@nscs.edu](mailto:Julie.williams@nscs.edu) or 615-353-3148.

### **Intervention**

There is no typical suicidal person. No age group, ethnicity, or background is immune. Fortunately, many troubled individuals display behaviors deliberately or inadvertently signal their suicidal intent. Recognizing the [warning signs](http://tspn.org/warning-signs) (<http://tspn.org/warning-signs>) and learning what to do next may help save a life.

### **Contact**

If someone exhibits behavioral patterns that may indicate possible risk for suicide, they should be watched closely. If they appear numerous or severe, seek professional help at once. **The Suicide & Crisis Lifeline at 988(call or text) provides access to trained telephone counselors, 24 hours a day, 7 days a week.**

If a student, faculty, or staff member encounters a suicidal student, faculty, or staff member, the following individual should be contacted immediately:

Nashville State Campus Police at 615-353-3273,  
then Dr. Julie Williams, Associate Vice President, Student Affairs, [Julie.williams@nscs.edu](mailto:Julie.williams@nscs.edu)  
or 615-353-3148,  
and complete a referral at <http://ww2.nscs.edu/careteam/> or 911 if the situation is crisis.

Should the incident occur after hours, or the above noted individual is not available, the following should be contacted immediately: 911

If the suicidal person has plans and access to a lethal means, is planning to make an attempt very soon, or is currently in the process of making an attempt, this individual is in imminent danger and should not be left alone. Get the person help immediately. Determine who can get there quickly and keep the individual safe.

Should you have this concern, you should immediately call 911 and Nashville State Police.

### **Intervention Resources**

Nashville State has established relationships with the following local Mental Health facilities for the purpose of crisis referral services.

- Mental Health Coop Crisis Line provides immediate phone conversation and in-person intervention if needed. This includes Emergency Psychiatric Services. Call 855-CRISIS-1 (855-274-7471) and you will be routed to a trained crisis specialist in your area.

The safety and wellbeing of our students, faculty, and staff is of the utmost importance. In

situations that require immediate action because of safety or other concerns, Nashville State will take any

### Crisis/Counseling

Nashville State, in coordination with the TN Board of Regents, has partnered with Recuro to provide low-cost teletherapy services to our students. If a student is unable to pay for mental health services, please have them contact the Student Success Center at StudentSuccess@nscc.edu or 615-353-3655.

## **Learning Resources Center**

### The John E. Mayfield Library

The Mayfield Library provides access to materials and services which support the instructional and administrative objectives of the College and which stimulate and nurture the interests of students, staff, and faculty. Library staff work closely with the teaching faculty to provide students with the material and knowledge they need to conduct research. The mission of the Library is:

- To provide a collection of materials and services that will meet the needs of students in degree and certificate programs.
- To assist students and faculty in using all available resources and services.
- To provide recreational reading materials and information needed by students and faculty.
- To provide library orientation for all users in cooperation with the teaching faculty.

Although the Library exists primarily for the use of the faculty and students of the College, materials are accessible to the community. Both print and nonprint materials are loaned to businesses and educational institutions. The staff will try to borrow from other libraries any material needed by faculty and students not available in this collection.

For access to all resources and services, please visit <https://www.nscc.edu/library>. Faculty services are available at <https://nscc.libguides.com/libraryinstruction>. Please feel free to email [library@nscc.edu](mailto:library@nscc.edu) for additional information.

### Tutoring

Tutors are available on campus as well as virtually. The current tutoring schedule can be found at <https://www.nscc.edu/current-students/on-campus-resources/learning-center-and-tutoring>. The College also has a subscription to a third-party, online tutoring service, which provides more online tutoring subjects and times.

Embedded tutors connect directly with a specific class and work closely with the instructor to provide additional assistance to students to help with understanding course concepts and promote student engagement. The embedded tutor program is an option for some classes, especially composition. Contact the Coordinator of the Learning Center to discuss the benefits of adding an embedded tutor.

### Open Computer Lab for Students

White Bridge Road campus, the Learning Center in the K building currently serves as the Open Lab. The hours of the lab are the same as the hours of the Learning Center.

## **Additional Programs and Services**

It is the responsibility of faculty and staff associated with Academic Affairs to become familiar with the wide variety of programs and services that help the College achieve its mission and goals. The following are examples of these programs and services, and faculty and staff are encouraged to consult the College Catalog, website, and other campus publications for additional program information.

### **Dual Enrollment**

Dual enrollment classes allow high school students to take Nashville State college-level classes. High school students in dual enrollment classes are typically awarded both high school and college credit for a college-level class. To be eligible for dual enrollment classes, a student must meet the following criteria:

- Junior or senior in high school
- Minimum sub-score of 19 on the ACT in Math and Reading and 18 on the English portion\*
- Prerequisites of the desired course(s) met as needed
- Written permission from the high school principal and parents or guardians
- Provide proof of citizenship or lawful presence if the student is 18 years old or older at application.

\*Continuing into the 2022-23 academic year, dual enrollment students with an unweighted cumulative GPA of 3.60 or higher will be able to have prerequisites waived for courses that require them to be at the college level in the subject areas of reading, writing, and math. The HS GPA can be used in place of ACT, SAT, or Accuplacer scores. If a dual enrollment student has an unweighted cumulative HS GPA of 2.8-3.59, and also a B or higher in the subject area of the college-level course they are wanting to take, they can also have prerequisites waived, provided they have approval from their high school principal (or their designee, such as a high school counselor).

### **Early College**

Nashville State and Metro Nashville Public Schools (MNPS) have established two Early College high school programs through which a student may be able to earn an Associate's degree and a High School diploma in the same term. Early College opportunities can be found on the Nashville State White Bridge Road campus and at Whites Creek High School in Nashville, Tennessee.

### **Dual Credit**

Dual credit allows high school students to earn college credit for select career and technical education (CTE) high school classes by taking a Dual Credit exam or approved industry certification. College credit is earned by passing a comprehensive test that covers the competencies of the college course. College credit earned through the Dual Credit program may transfer to other post-secondary institutions at their discretion. Course equivalencies can be found in the Nashville State catalog.

### **Prison Education Programs**

Nashville State began offering classes to incarcerated students in 2014. Students taking classes at the Turney Center Industrial Complex in Only, TN can earn an Associate of Science degree in

either Political Science or Business Administration. Students taking classes at Riverbend Maximum Security Institution or the Debra Johnson Rehabilitation Center in Nashville, Tennessee can earn an Associate of Science degree in Business Administration. Faculty interested in teaching in these programs should contact their dean.

## **Campus Security**

### **If there is an Emergency, Dial 911**

The Police and Security Services Department provides 24-hour, 365-day service for all campuses via monitoring of security cameras and/or physically patrolling the campus. The department is augmented by a closed-circuit television system, hand-held portable radios, and cell phones.

In the event of a crime or security violation on campus, call Police and Security immediately at 615-353-3273. The on-duty officer can be reached at this number and will respond to your location.

#### **Security Services**

- **Escort Services:** The Safety and Security Department provides escort services upon request to students and staff.
- **Battery Service:** We are equipped to jump-start vehicles due to dead batteries.
- **Lock-Outs:** If you locked your keys in the car we will attempt to pop your lock. You will have to sign a liability release form, unless you have power locks. Because of the complicated wiring in those vehicles, we cannot attempt to unlock the vehicles.
- **Crime Prevention Presentations:** Crime prevention presentations are conducted annually to such groups as physical plant staff; international students; student government; students, faculty and staff; and other recognized student organizations.
- **Hate Crimes:** The federal Right-To-Know Act requires the reporting of all incidents where prejudice against race, religion, sexual orientation, or ethnicity is employed during the commission of murder, forcible rape, aggravated assault, and violation or arrest relating to weapons, drugs, or alcohol. Annual reports reflect all incidents reported in any of these categories.
- **Printed Crime Prevention Materials:** Crime prevention brochures are distributed at crime prevention presentations and at various locations throughout the campus.
- **Electronic Alarm Systems:** A sophisticated electronic monitoring system located in the Department of Safety and Security has a comprehensive network of intrusion on devices and alarm systems.
- **Closed-Circuit Television System:** This system provides instant access to all campus buildings.
- **Facilities Surveys:** Security personnel conduct comprehensive surveys of exterior lighting, exterior doors and grounds.
- **Rape Awareness, Education, and Prevention:** In cooperation with the Dean of Student Services, the department provides rape awareness education and prevention presentations to the campus community.



### Crime Reporting

Numerous efforts are made to advise the campus community on a timely basis about campus crime and crime-related problems. These efforts include the following:

- **Annual Report:** A comprehensive annual report of crime-related information is compiled, published, and widely distributed. This annual report is available to any member of the campus community. Download the Annual Security Report
- **Daily Crime Log:** Download Daily Crime Log
- **Special Alert:** If circumstances warrant, specially printed crime alerts are prepared and distributed to the appropriate persons.

### Emergency Preparedness

The College's Emergency Preparedness Plan outlines procedures to improve the protection of lives and property through the effective use of college resources. The plan's purpose is to mitigate the potential effects of the various hazards that might impact Nashville State, to prepare for the implementation of measures which will preserve life and minimize damage, to respond effectively to the needs of the campus community during emergencies, and to provide a recovery system to return Nashville State and its community to a normal status as soon as possible after such emergencies.

The College's Emergency Preparedness Plan can be found on the Safety and Security webpage at <https://www.nsc.edu/faculty-staff/human-resources.php>.

### Technology Services Division

Technology Services Department at Nashville State Community College supports faculty, staff, and students in their use of technology products that Technology Services Division acquires, manages, and maintains for the operation of the college throughout its service areas.

The Technology Services Division maintains a Service Desk Monday through Friday, 8:00 a.m.- 5:00 p.m. (Hours may change on demand. Please check with the website for the most accurate times). The TSD Service Desk supports our students with Self-Service, student Email, and password assistance. Students can reach the Service Desk by calling 629-216-3300 or emailing [ServiceDesk@nsc.edu](mailto:ServiceDesk@nsc.edu). College faculty and staff can submit work orders through the college e-mail address [ServiceDesk@nsc.edu](mailto:ServiceDesk@nsc.edu). (<https://servicedesk.nsc.edu/wp/>)

The Technology Services Division provides various services to faculty and instructional schools including the following:

- Assistance in determining hardware and software needs for the school and the individual faculty member;
- Technical support in the repair and service of existing hardware recommended by TSD and housed in the school or in faculty offices;
- Consultation with schools and faculty concerning effective hardware and/or software configuration used for instruction in student labs (e.g., "open lab" in the Library and specialized labs as used by Health Sciences); and
- Implementation of the master plan of the College for instructional technology.

## **Center for Workforce Development and Continuing Education**

The Center for Workforce Development and Continuing Education at Nashville State Community College provides tailored education and training for professional advancement as well as personal enrichment courses and workshops for the community. The Workforce Development Department has served the local businesses and the greater Nashville community for over 30 years and has broad range of experience in business and industry.

The Center for Workforce Development and Continuing Education offers courses for those who may not be seeking a degree, but instead want to upgrade their skills to begin or advance their career, need recertification to maintain a license, start their own business, develop a new hobby, or simply learn something new and interesting to enrich their life. High quality programs are taught by experts in the field. Certificates of completion, continuing education units (CEUs), and preparation for professional certification in many areas are provided.

Learn more at <https://www.nsc.edu/academics/workforce-development-and-continuing-education/index.php> or email [workforce@nsc.edu](mailto:workforce@nsc.edu) with questions.

## **Office of Institutional Research**

The Office of Institutional Research (IR) is responsible for the following:

1. Coordinate and facilitate strategic initiatives.
2. Serve as the primary repository of institutional data.
3. Publish institutional information.
4. Comply with state and federal reporting requirements.
5. Respond to external surveys and questionnaires.
6. Support the institution's accreditation initiatives.

Ethical considerations within Institutional Research.

The Office of IR:

- Will not release individual student information.
- Will take all reasonable steps to ensure the accuracy of data gathered from individuals, groups, offices, or agencies.
- Will apply all reasonable means to prevent the loss of data and documentation.
- Will make every effort to anticipate and prevent misunderstandings and the possible misuse of information.

The implementation and coordination of the College's planning, research and evaluation processes that support institutional effectiveness, accountability, assessment and facilities development.

### **Conducting Surveys**

Individuals or groups wishing to administer research and opinion surveys to college faculty, staff, student body and/or the public at large must be approved by the College's Institutional Review Board (IRB). The first point of contact for requesting IRB approval is the AVPAA.

Classroom based survey research is at the discretion of the individual faculty.

## **Nashville State Foundation**

The Nashville State Foundation is a 501(c)(3) organization that exists to provide support for Nashville State's students, faculty, and staff. Funds raised by the Nashville State Foundation support campus needs, such as student scholarships, facility improvements, and other needs as they arise.

The Nashville State Foundation is governed by a Board of Trustees composed of volunteers from across Nashville State's primary service area. These Trustees each serve three-year terms, act as advocates for Nashville State in the community, and assist in fundraising and other development activities.

Support for the Nashville State Foundation is solicited from the business community, alumni, and employees and is vital to the continued growth and excellence of the institution. For more information, please email at [foundation@nscc.edu](mailto:foundation@nscc.edu).

### **Solicitation and Acceptance of Gifts**

Nashville State recognizes the importance of gifts to the college that are consistent with its mission and that help it reach its goals. Gifts and/or donations to the colleges, including in-kind donations may be accepted only by the President, Vice Presidents, Executive Director of Development, and the Comptroller. Solicitation of gifts which may require a commitment of college resources must be approved by the President. Certain gifts must have the approval of the Tennessee Board of Regents and/or the Chancellor. Only the Board and/or Chancellor may accept a gift if Board and/or Chancellor's acceptance is a condition set by the donor. Only the Chancellor and Board may accept gifts of real property.

An employee who is offered an in-kind gift for the college must complete an "In-Kind Donation to Nashville State" form and obtain the designated signatures prior to obligating the college to accept the gift. An exception to this policy is the college's library which may accept published materials.

### **Gifts to the Nashville State Foundation**

Gifts, both cash and in-kind, to the Nashville State Foundation may be received by the Foundation's Chair, Secretary, and/or Treasurer. Information on all such gifts shall be forwarded to the Foundation Office in the form of copies of checks, donors' letters, receipts, and acknowledgments. The Development Office shall maintain records of gifts to the Foundation separate from records of gifts to the college.

The offer of in-kind gifts to the Foundation shall follow a pre- approval process similar to the one for the college, with the Foundation Secretary maintaining and recording the appropriate forms.

### **Charitable Solicitation Policy**

TBR Policy 1:03:02:50 prohibits solicitation on all property owned or used by an institution. There are many reasons for the policy, including protecting the academic setting and workplace from disruption.

Nashville State's Solicitation Policy applies to affiliated and non-affiliated entities and individuals. It regulates solicitation for commercial and charitable purposes. College affiliated entities and groups are not hampered in their fundraising as long as the funds are collected to meet the expenses of the organization or group. Per TBR policy, an affiliated entity is an officially registered student, student group, or student organization. The College's Honor

Society and Student Government Association. Faculty Senate, Staff Assembly, and Administrative Assembly are examples of college affiliated groups.

The College does not permit charitable cash solicitations on campus. Charitable solicitations for goods (e.g. food, clothing, shoes, etc.) are permitted if approved by the Campus Fundraising Committee. The College must treat all charitable entities, regardless of the cause they represent, the same and according to policy. Therefore, whether an entity or group is soliciting for the boy/girl scouts, little/big leagues, churches, food banks, etc., the proper authorization must be secured.

College affiliated entities and groups must secure a recommendation from the Campus Fundraising Committee and approval from the Vice President for Business and Finance before approaching students and employees on behalf of a commercial and/or charitable cause. The Charitable Solicitation Request for Approval forms should be submitted to the Chairperson of the Campus Fundraising Committee.

Student affiliated organizations must obtain approval through the Vice President for Student Affairs and Enrollment Management prior to submitting requests to the Charitable Solicitation Committee. No affiliated organization may solicit for funds unless it has been authorized to have a fund. Any affiliated organization soliciting for funds without such authorization must cease solicitation immediately.

Any individual or group that intends to solicit funds for the Nashville State Foundation should first contact the Nashville State Development Office. Because the Foundation must comply with all 501 C (3) requirements when raising funds, it is imperative that any solicitation be coordinated with the Development Office to ensure that all IRS requirements are satisfied.

For any affiliated entity or group that sells merchandise, sales tax must be charged, collected, and remitted in accordance with Tennessee law. For more information, please contact the Nashville State Business Office.

## **Grants**

Grant funded activities are wonderful ways to explore new programming for the college and to form alliances with other institutions and organizations. Before developing a full grant proposal and/or committing to participate in a grant with another institution or organization, employees should reach out to the Director of Grants Development.

## **Communications & Marketing**

Nashville State's Office of Communications and Marketing seeks to enhance communication and facilitate information sharing about the College both internally and externally. Its primary functions are to serve as the gatekeeper for the release of information to the media and other external audiences, support student recruitment efforts, plan and direct all College marketing efforts, assist in building and maintaining good working relationships with local and state elected officials, and to foster internal communications. Communications and Marketing produces or approves all college promotional and marketing materials. This includes the Nashville State website, most institutional videos, and all college-related social media content.

As the primary gatekeeper for the release of College information to the media, the Office of Communications and Marketing is responsible for the preparation and dissemination of all press releases and media announcements on behalf of the College. This office acts as the liaison between the College and the media, and requests that all media inquiries be initiated here. College faculty or staff members who are contacted by news reporters or other media officials should contact the Associate Vice President of Marketing and Communications before speaking to the press or disseminating college-related information to the media.

Academic schools planning to develop program brochures and other promotional materials must consult with the Office of Communications and Marketing for assistance in creating a design that is compatible with the College brand. Approval is required before promotional materials can be printed and distributed to the public.

A Nashville State Brand Management Guide is now available to assist staff and faculty in submitting requests and preparing documents for publication. This guide is available online at the faculty/staff webpage or by clicking [here](#).

#### Social Media Guidelines

Nashville State Communications and Marketing is responsible for the maintenance and monitoring of official college accounts on several social media sites. The official sites serve as a way to provide announcements and information about upcoming events and activities, promote a sense of community and College spirit, along with showcasing student, alumni, faculty and staff successes. You can follow and interact on any of these official College pages:

- Twitter: [@NashvilleState](#)
- Facebook: [@NashvilleState](#)
- Instagram: [@NashvilleState](#)
- LinkedIn (personal): [@NashvilleStateCC](#)
- LinkedIn (business): [@Nashville-State-Community-College](#)
- YouTube: [@NashvilleState](#)

College staff and faculty administering institutional social media accounts are expected to follow established social media guidelines and procedures. Please note that faculty, staff, and students are NOT permitted to establish their own department, program, or club social media accounts without written approval from the Office of Communications and Marketing.

#### The Nashville State Voice

The Nashville State Voice is a monthly digital internal newsletter that is sent via email. You can submit photos and/or stories to possibly be included directly to [cliff.rockstead@nscc.edu](mailto:cliff.rockstead@nscc.edu). The Nashville State Voice contains stories about faculty, staff, students, alum, programs, events, and the College's involvement in our communities.

#### Email Signature Guidelines

Uniform email signatures are an important asset to any organization.

Nashville State signatures are designed to:

- Create an image of unity across the College's many functions.
- Ensure the brand is being properly represented in conversations with prospective students and the external community.
- Communicate the professional nature of the College and its employees.

It is important that every employee of Nashville State, no matter the department or role, adopts the standard signature to effectively represent Nashville State Community College. If additional information needs to be inserted beyond what was provided, please feel free to include. You can find additional information about formatting in the brand guidelines book.

#### College Letterhead Stationery and Logo

Nashville State Community College letterhead stationery and logo is an official emblem of the College and should be used only for approved or authorized college business. Neither the College letterhead nor logo may be altered. Use of college letterhead stationery in conducting correspondence, for example, implies that the College has endorsed any ideas or actions contained therein. To avoid legal responsibility for unauthorized use of its letterhead stationery and logo, the College has provided the following directives.

College letterhead stationery may not be used as:

- Personal stationery by an employee;
- An implication that an action or activity has College approval when it does not;
- A conveyance for an outside remunerative or non-remunerative activity;
- An espousal of personal or professional belief, opinion, or cause not held by the College; or
- An attempt to represent or imply a position by the College on any social, political or professional issue not approved by the College.

#### Mail and Receiving Services

Mailboxes for the White Bridge Road campus faculty and staff are located in the Weld building. A box for official College-business outgoing mail is also located in this area. Make sure that all outgoing mail has the organization number written on it. Outgoing mail is picked up daily by 2:30 P.M.

Mail bins for all off-site campuses are located in the Student Services Building Lobby at the security desk. The off-site campus mail courier will be following the schedule below for delivering mail between campuses:

- Monday- Courier service to Clarksville, Waverly, Dickson
- Tuesday- Courier Service to Southeast Campus
- Wed- N/A
- Thursday- Courier service to Clarksville, Waverly, Dickson
- Friday- Courier Service to Southeast Campus

In addition, the courier leaves the main campus at 9:00 on the days they travel.

#### College ID

All employees and students of the college must have a college ID.