TENNESSEE TECHNOLOGY CENTER AT ATHENS
P.O. BOX 848
1635 VO-TECH DRIVE
ATHENS, TN 37371-0848
(423) 744-2814 (423) 744-2817(Fax)

January 2009

DIRECTOR'S MESSAGE

The staff of the Tennessee Technology Center at Athens would like to welcome you to our school. You are to be commended for your decision to take advantage of the opportunities offered here.

Our professional staff is committed to help you succeed in your chosen field. It is our desire to help you in any way we can to achieve your goals. Your attitude, attendance, and desire to learn are important factors in reaching your goals. Working together, we can build your skills and prepare you for employment opportunities that will become available to you.

The information in this catalog will help you become familiar with the policies and procedures of your school. Please feel free to ask questions and take advantage of the services we offer.

May you find success and happiness as you begin your training with us.

Stewart Smith
Director

TENNESSEE BOARD OF REGENTS MEMBERS

Mr. Fred Barnett
Mr. Edgar R. Buddy Bowers
Mrs. Demetra Godsey Boyd
Ms. Kathryn Byrd
Mr. Matthew B. Chapman
Mr. Noble Cody
Mr. Robert Fishman
Mr. Tom H. Jackson
Mr. Jonas Kisber
Mr. W. Keith McCord
Mrs. Leslie Parks Pope
Dr. Richard G. Rhoda
Mr. Stanley Rogers
Dr. Maxine Smith
The Honorable Phil Bredesen
Mr. William H. Watkins, Sr.
The Honorable Ken Givens
The Honorable Lana Seivers

TENNESSEE BOARD OF REGENTS KEY STAFF

Dr. Charles Manning	Chancellor
Mr. David Gregory	Vice Chancellor for Administration & Facilities Management
Mr. James King	Vice Chancellor for Tennessee Technology Centers
Bernard Johnson	Assistant Vice Chancellor for Operations, TTCs
Raja Kodali	Interim Assistant Vice Chancellor for Information Systems
Ms. Christine Modisher	General Counsel/Board Secretary
Dr. Robert Adams	Vice Chancellor of Business and Finance
Dr. Paula Short	Vice Chancellor of Academics

TTC AT ATHENS STAFF/FACULTY

ADMINISTRATION

Director	**Stewart Smith**
Assistant Director	Dianne Mitchell

SUPPORT

Administrative Assistant	Shirley Trotter
Coordinator of Fiscal Services	Barbara Brakebill
Financial Aid Supervisor	Kim Davis
Coordinator for Special Industry Training	Jim Greek
Student Support Counselor	Angela King
Admissions Counselor	Regina Turpin
Maintenance Workers	Don McKeehan
	Calvin Hester
Student Services Administrative Assistant	Deb Raper
Student Services Receptionist	Debbie Johnson

INSTRUCTORS

Collision Repair Technology ....**Travis Bowers**, Diploma, Auto Body Repair, TTC Athens, Licensed Collision Repair Instructor by TN Dept. of Ed, ASE Certified

Automotive Technology ....**Lewis Turpin,** H.S. Diploma, 20 ASE

Technology Foundations..... ....C**arryl Weaver**, B.S., Old Dominion University, M.A. Tennessee Tech and EDS Tennessee Tech

Business Systems Technology... ....**Becky Huskey**, M.S. - University of Tennessee

Electronics /Computer Electronics..... .....**Andy Roberts,** Diploma Computer Electronics TTC Morristown, A+ Certification, Net+Certification

Industrial Electricity/Electronics ....**Timothy Wilson,** B.S., Bryan College; Journeyman Electrician

Industrial Maintenance.. ....**Eddy Williams,** 30 Years Experience

Machine Tool Technology..... ....**Erhard Zappe,** Journeyman from Robert Bosch G.N.B.H., Germany; 25 yrs experience in machining, CAD/CAM training, CNC training

Pharmacy Technician.... ....**Sandy Cantrell,** R.N., B.S. University of St Francis

Practical Nursing Coordinator ... .**Janis Simpson,** R.N., B.S.N, M.A. Tennessee Tech University and EDS Tennessee Tech

Practical Nursing Instructor ....**Kim Gibson**, L.P.N., TTC Athens; R.N., A.S., Regents College

Welding..... ....**Mike Russell,** A.A.S. - Oakland City University

HISTORY

The State Area Vocational-Technical Schools were established as a statewide system by action of the 1963 Tennessee General Assembly in compliance with the Federal Vocational Act of 1963. The purpose of the schools was to better meet the occupational and training needs of citizens, employees, and businesses in the state. It was the intent of the legislation to locate and construct each school to serve residents within a fifty-mile radius.

On April 16, 1964, bids were opened for the Athens State Area Vocational-Technical School. The school was number three of original eighteen proposed Area Vo-Tech Schools. At the cost of $443,000, construction began in May 1964 and completion was set for January 1965.

The school opened in June 1965, with a total of 25 students enrolled in three classes--Automotive Mechanics, Air Conditioning, and Machine Shop. In September 1965, Drafting, Electronics, and Industrial Chemistry classes were added.

In 1969, one shop was added to the original facility. Another two-shop addition was completed in March 1975. Located on a 15-acre site along Highway 11 by-pass, the facility contained some 25,600 square feet of floor space on one level.

The Industrial Chemistry program was closed in 1967 and the Masonry program in 1981.

In 1989, the Auto Mechanics program received Automotive Service Excellence (ASE) certification, and the program name was changed to Automotive Technology. In July 1992, the Office Occupations program name was changed to Business Systems Technology. The change was made in an effort to better reflect the changes being made in technology in that program.

In April 1993, a satellite program in Practical Nursing was begun at the Tellico Education Consortium in Vonore. In the fall of 1994, another satellite program in Practical Nursing was started in Copperhill.

In June 1997, the Drafting program name was changed to Drafting & CAD Technology.

In 1998, the school had nine full-time programs: Auto Body Repair, Automotive Technology, Business Systems Technology, Drafting & CAD Technology, Electronics, Industrial Maintenance, Machine Shop, Practical Nursing, and Welding.

The school has over 150 full-time students and over 100 part-time students in the evening. Special industry classes are designed and developed to meet the needs of local industries and businesses.

Robert E. Barnett was hired as the school's first superintendent and served until his retirement in 1989. The title of superintendent was changed to Director. Margaret Mahery served as Director from 1990-2002 and Stewart Smith has served as Director from 2002 until present.

The school services individuals from a broad geographical area comprised of McMinn, Monroe, Bradley, Meigs, and Polk counties. It is governed by the Tennessee Board of Regents and is one of 46 institutions in the Tennessee Board of Regents System, the sixth largest system of higher education in the nation. The

Tennessee Board of Regents is the governing board for this system, which is comprised of six universities, fourteen two-year colleges, and twenty-seven Tennessee Technology Centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education. The Tennessee Technology Center is fully accredited by the Council on Occupational Education.
In 1994, the Tennessee General Assembly appropriated a $46 million bond issue for Tennessee Technology Centers for construction and renovation for nine (9) technology centers and for equipment upgrades for all 27 centers. Athens received $375, 900 for equipment upgrades.

In 1995, the General Assembly appropriated $37 million for construction and renovation for eleven (11) centers and equipment upgrades for all 27 centers.

Athens received$2,591,000 for construction/renovation and $137,182 for equipment upgrades. This brought the total for construction/renovation and equipment updates to $3,174,082 for Athens.

TTCA became the first post-secondary institution in the State of Tennessee to have a school-wide membership in SkillsUSA. TTCA joined SkillsUSA in November 2004 and was presented with a charter on April 26, 2005.

PHILOSOPHY AND MISSION

The basic philosophy of The Tennessee Technology Center at Athens is that every citizen should have the privilege and opportunity to reach as high a station in life as the student is capable of reaching or desires to reach. Recognizing that all people do not have the same background, abilities, or desires and therefore cannot be fitted into the same mold, the objective of The Tennessee Technology Center at Athens is that each student is treated as an individual. Individualized instruction is utilized to the maximum in most programs. School policy provides that a student may enter a program when a vacancy occurs, start training at the student's own level, and progress at a pace to the level desired within the limitations of the school. Individualized instruction provides the student with the highest quality instruction possible in the occupational area chosen.

The philosophy is further subscribed to that the mere development of specific skills and knowledge in an individual is not sufficient. Desirable worker characteristics are emphasized to instill character development, good work habits, reliability, honesty, and respect for authority needed for a productive society.

- **TTC Athens Mission Statement:** The mission of the Tennessee Technology Center is to meet, more adequately, the occupational and technical training needs of citizens and residents of the Center's service area including employees of existing and/or prospective industries of businesses of the state.

The Tennessee Technology Centers remain committed to the education of a non-racially identifiable student body and promotes diversity and access without regard to race, gender, religion, national origin, age, disability, or veteran status. All of the centers welcome and encourage prospective students to visit and to see the facilities available. The centers have modern training facilities, which are designed to simulate the occupational environment found in industry, and the training offered prepares individuals for useful and gainful occupations thereby enhancing their potential for employment.

All persons availing themselves of this opportunity for training are expected to fulfill their commitments to utilize the facilities provided and to make satisfactory progress in their preparation for employment. In

addition, each student will abide by the policies necessary to assure that all training achieves its intended purpose in an efficient and safe manner.

Efforts are made to update equipment and course content in order to provide educational experiences necessary for an era of rapid technological change.

The administrative and instructional staffs are comprised of skilled and knowledgeable journeymen who are competent in an occupational field, as well as being proficient instructors. They avail themselves of special in-service training such as factory service schools, state directed workshops, field trips, and university courses.

Graduates should not be expected to compete with journeymen who have developed skills and experience on the job. Usually, they are considered for "entry-level" employment in their respective occupation.

VISION

- To enhance the quality of life of:
- The individual Tennessee citizen
- The Tennessee family
- The local community

ACCREDITATION

All Tennessee Technology Centers hold membership in the accrediting commission of the Council on Occupational Education (COE) and are accredited by this recognized accrediting agency. TTCA is a Workforce Investment Board training facility, is approved for the training of veterans by the Tennessee Office of Veteran's Affairs and the Tennessee Higher Education Commission.

Council on Occupational Education
41 Perimeter Center East, NE, Suite 640
Atlanta, GA 30346
800-971-2081

GOVERNANCE

Tennessee Board of Regents
1415 Murfreesboro Road, Suite 350
Nashville, TN 37217-2833
615-366-4400

LIMITATIONS AND RESERVATIONS

The certificate or diploma requirements are continually under examination and revision, and are therefore subject to change during such period only to the extent required by federal or state laws or accreditation standards. The specific courses or activities constituting the certificate or diploma requirements for any program are subject to substitution at any time prior to the student's completion of their course of study
.
The remaining provisions of this catalog reflect the general nature of conditions concerning the educational services of the Center in effect at this time, but do not constitute a contract or otherwise binding commitment between the Center and the student. Fees, charges, costs, and all academic regulations set forth in this catalog are subject to change at any time. All courses, programs, and activities described in this catalog are subject to cancellation or termination by the Center or the Tennessee State Board of Regents at any time.

The Tennessee Technology Center at Athens provides the opportunity for students to increase their knowledge by providing programs of instruction through faculty who, in the opinion of the Center, are trained and qualified for teaching at the vocational level. However, the acquisition of knowledge by any student is contingent upon the student's desire to learn and his or her application of appropriate study techniques to any course or program. As a result, the Center does not warrant or represent that any student who completes a course or program of study will necessarily acquire any specific knowledge or skills, or will be able to successfully pass or complete any specific examination for any course, certificate or diploma.

The Center reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students to be effective whenever determined by the Center. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions. Current information regarding admission requirements, programs, diploma requirements, and fees may be obtained from the Student Services Office.

ADMISSION REQUIREMENTS

Daytime/Fulltime Programs

- The minimum age for enrollment is eighteen (18) years of age or out of school.
- Have an employment objective and demonstrate, through counseling and testing, reasonable potential for achieving that objective.
- Be registered for the Federal Draft (Selective Service)

High School Students

The enrollment of high school students requires special agreement between the Tennessee Board of Regents, the local board of education, and the Tennessee Technology Center at Athens.

Admission Procedures

- Prospective students are urged to apply at any time. Steps for applying are as follows:
- Complete application and file it with the Student Services office and schedule a time to take the pre-test. Applications are accepted on "first-come, first-served basis. It is recommended that the financial aid application process be initiated immediately.
- Discuss primary employment objectives with Student Services Personnel.
- Applicants are contacted when a training position becomes available.

Additional admission requirements exist for the Practical Nursing and Pharmacy Technician programs.

Evening School Admissions Procedures
Register with the Student Services Office during designated registration periods prior to the trimester attending.

TECH PREP/PROFICIENCY CREDIT

The purpose of the articulation program is to give the student credit for skills mastered in high school. Previous educational training and/or experience will be evaluated and the student will be enrolled in training at the student's demonstrated proficiency level. The time required for training will be shortened accordingly. Training completed in high school, technical institutes, colleges, business and industry, or the military will be evaluated toward completion requirements where applicable. Documentation and/or evidence of training or proficiency must be supplied by the student. Veterans who are enrolling in any training program offered by the school will be given appropriate credit for previous education and training with the training period shortened proportionally. In evaluating previous education and training, college and military schooling and training should be included as well as all other post-secondary education training. A written record will be maintained in the student's file.

Those students that successfully complete their technical training at TTC and receive a diploma may receive college credit at Cleveland State Community College or Pellissippi State. More information concerning Articulation is available in Student Services.

CLASS SCHEDULE

Tennessee Technology Centers operate on a year-round basis, dismissing only for legal holidays, staff in-service, term breaks, and inclement weather.

Full-time classes are scheduled 30 hours per week.
Part-time class schedules will vary according to local needs.

A student may request a part-time schedule for a full-time (day) program. This has to be approved by the instructor and director. Contact Student Services for more information.

STUDENT CALENDAR

Tuition is due the first day of the trimester!!!!!

FALL TRIMESTER 2009 **SEPTEMBER 1 – DECEMBER 17**

TUITION DUE: September 1 (TUESDAY)

BEGIN: SEPTEMBER 1 (Tuesday)

Sept 7.....Holiday-Labor Day

Nov 23-Nov 27.....Holiday – Thanksgiving

END: DECEMBER 17 (Thursday)

December 18-31.....Trimester Break

SPRING TRIMESTER 2010.....**JANUARY 4 – APRIL 22**

TUITION DUE January 4 (MONDAY)

BEGIN: JANUARY 4 (MONDAY) NOTE: JANUARY 1 - HOLIDAY

January 17.....Holiday – Martin Luther King Day

March 8 – 12.....Student Break – Staff Inservice

April 2.....Holiday – Good Friday

END APRIL 22 (THURSDAY)

April 23 – 30.....Trimester Break

SUMMER TRIMESTER 2010.....**MAY 3 – AUGUST 19**

TUITION DUE MAY 3 (MONDAY)

BEGIN: MAY 3 (MONDAY)

May 31.....Holiday – Memorial Day

June 28 – July 2.....Student Break

July 5..... ...Holiday – Independence Day

END AUGUST 19 (THURSDAY)

August 20 – August 31.....Trimester Break

FALL TRIMESTER 2010.....**SEPTEMBER 1 – DECEMBER 17**

TUITION DUE SEPTEMBER 1 (WEDNESDAY)

BEGIN: SEPTEMBER 1 (MONDAY)

September 6.....Holiday – Labor Day

November 22-24.....Student Break

November 25-26.....Thanksgiving Holidays

END DECEMBER 17 (FRIDAY)

December 20-31.....Trimester Break

NOTE: If classes are closed for any reason during the trimester, the day will be made up during the in-service-vacation days scheduled at the end of the trimester.

Trimesters = 72 days and 432 hours earned in a trimester.

EXPENSES

Fees

Fees listed in this catalog are subject to change without notice. The center, in conjunction with the Tennessee Board of Regents, reserves the right to add, delete, or change fees for admission to the center at any time without prior notice to the public.

Full-Time Student Fees

All full-time students, whether residents or non-residents, will pay a trimester maintenance fee. Students enrolling or completing between trimester beginning and ending dates will pay a prorated fee for that trimester based upon the fee schedule. Fees must be paid during registration before a student will be officially admitted to class. Thereafter, the fee must be paid on the first day of each trimester.

FEE SCHEDULE

Maintenance fees are determined by the governing board. Fee changes are implemented in September of each school year.

Tennessee Technology Centers
Fee Schedule
Effective Fall Trimester, 2009
TRIMESTER SCHEDULE

TRI Hours	FY 09-10 Fee	TRI TAF	TRI TOTAL
* 1 - 40	$ 183.00	$ 41.00	$ 224.00
* 41-80	247.00	41.00	288.00
* 81-135	372.00	41.00	413.00
136-217	590.00	67.00	657.00
218-340	655.00	67.00	722.00
341-432	733.00	67.00	800.00

* The TTC has the option of charging $2.50 per hour within this range.

Technology Access Fee
Effective Fall Trimester, 2009
$
67.00

Special Academic Fees:

Truck Driving	**$ 300.00**	**Per trimester**
Licensed Practical Nursing	**$ 100.00**	**Per trimester**
Welding Technology	**$ 100.00**	**Per trimester**
RODP CNA Lab Fee	**$ 75.00**	**Per trimester**

REGENTS ONLINE DEGREE PROGRAM (RODP) FEES

Tennessee Technology Centers
RODP Fee Schedule
Effective Fall Trimester, 2009
TRIMESTER SCHEDULE

TRI Hours	FY 09-10 Fee	RODP Fee	TRI TOTAL
1-40	$ 183.00	$ 64.00	$ 247.00
41-80	247.00	86.00	333.00
81-135	372.00	130.00	502.00
136-217	590.00	207.00	797.00
218-340	655.00	229.00	884.00
341-432	733.00	257.00	990.00

Payment of Fees

Fees may be paid by cash, check, credit card, or direct bill to a third party agency, provided that the appropriate documentation has been provided to the Student Services Office. If a student has met all the deadlines for Financial Aid then a "Credit Memo" may be issued for Maintenance Fee, Technology Access Fee, Special Academic Fees, and Books (books can only be charged to WNTSG). Tools, uniforms, testing fees, and any other fees that have to be bought from a 3rd party and that are not sold by our bookstore cannot be charged to Financial Aid.

Part-Time Student Fees

Students enrolling in short-term or part-time (less than 432 hours) will be assessed a fee based on the number of hours of the program. The fee is collectible at the beginning of the program.

Eligibility for Deferment of Payment of Tuition and Fees by Certain Eligible Students Receiving U.S. Department of Veterans Affairs or Other Governmentally Funded Educational Assistance Benefits.

Service members, Veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the term for which deferment has been requested. Application for the deferment must be made no later than 14 day after the beginning of the term, and the amount of the deferment shall not exceed the total monetary benefits to be received for the term. Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.

Bad Check Collection Fee

A returned check fee of $30.00 will be assessed for each returned check presented to the business office at the center by anyone for any reason (i.e. maintenance fees, test fees, live work fees, etc.)

Bookstore

The bookstore is located in student services. There are **no** book buy-backs or refunds available.
Bookstore hours are from 7:30 a.m. to 8:30 a.m. and 2:30 p.m. to 3:00 p.m.
Method of payment accepted includes cash, check, MasterCard, or VISA.
All books purchases are non-refundable.

Refund Policy

Tennessee Technology Center at Athens will refund a portion of the maintenance fee (tuition) for any student who officially drops or withdraws within the drop/withdrawal deadline. **Technology access fees are non-refundable. All charges with the exception of maintenance fees are non-refundable. (ex: special academic fee, insurance fee, books, drug test fees, etc.)** Refund checks are mailed directly to the student. Expect 2-3 weeks processing time. Refunds of any fees must be in accordance with the following provisions:

Refunds of Maintenance Fees

A. Eligibility for refunds

- Change in a full-time student's schedule, which results in a reclassification to a part-time student.
- Change in a part-time student's schedule, which results in a class load of fewer hours.
- Voluntary withdrawal from the center.
- Cancellation of a class by the center.
- Death of a student.
- **Students administratively dismissed will not be eligible for refunds.**

B. Calculation of the refund

- **Full refund**
  - 100% of fees will be refunded for classes canceled by the center.
  - 100% of fees for drops or withdrawals prior to the first official day of classes.
  - 100% of fees will be refunded in the case of death of the student during the term.
  - 100% refund for RODP students who have not logged into classes and accumulated any time. Otherwise the same refund policy applies to RODP student.
- **Partial refunds**
  - A refund of 75% will be allowed if a course is dropped or student withdraws within the first 10% of the class hours.
  - A refund of 50% will be allowed if a course is dropped or a student withdraws within the first 20% of the class hours.
  - No refunds will be permitted after 20% of the class hours have been completed.

Return of Federal Funds

Any student who withdraws from school without completing 60 percent of the enrollment period not including absences must return a percentage of the Title IV funds. Students graduating or withdrawing from school should contact financial aid as part of the withdrawal process.

PROGRAM INFORMATION

Certificate and Diploma Completion Requirements

A **certificate** of completion may be awarded to any student who reaches an employment proficiency level and to any supplemental student who completes objectives for upgrading necessary skills and knowledge.

A **diploma** may be awarded to any student who demonstrates satisfactory proficiencies in a complete course of study. Satisfactory completion may be achieved by demonstrating proficiency based on the occupational entry requirements.

Students will be awarded the highest certificate or diploma earned unless otherwise stated, based on achievement and proficiency in their area of training, and not on the basis of time spent in training. A list of awards appears in the catalog with each respective training program.

Technology Foundations

The Technology Foundations program is a requirement of the Tennessee Board of Regents to help students gain the reading, math, and writing skills necessary to become gainfully employed. Students will be given an evaluation within the first week of enrollment. Each student will have an individual schedule developed to meet his/her learning objectives.

No student will be awarded a certificate or diploma without first having completed the Technology Foundations program.

Cooperative Education

Cooperative education is work-related training at an approved business or industry under the terms of a signed "Cooperative Work Program Agreement". In order to qualify, students must be full-time and have an excellent attendance record. A student interested in the cooperative education program should consult with his/her instructor.

Program Transfers

Any request to transfer to another program will be critically reviewed. Currently enrolled students should first discuss a program transfer with his/her Instructor and Student Services Personnel. Instructors, Student Services, and the Director must approve program transfers.

TENNESSEE DUAL ENROLLMENT GRANT

Rules and Procedures

The Tennessee Dual Enrollment Grant program is defined as a grant for study at an eligible postsecondary institution that is funded from net proceeds of the state lottery and awarded to students who are attending high school and who are also enrolled in college courses at eligible postsecondary institutions for which they will receive college credit.

The Tennessee Dual Enrollment Grant program is funded by the Tennessee Lottery and administered by the Tennessee Student Assistance Corporation. It is designed to provide financial assistance to qualified high school students in pursuit of postsecondary study at an eligible Tennessee public or private institution while

receiving dual high school and college credit from successfully completed courses. This program provides opportunities for these students to begin working toward a college degree, while still pursuing a high school diploma, and encourages post-secondary education and the acceleration of postsecondary attainment. The term "dual enrollment" applies to these enrollments regardless of course delivery location or course delivery method (this includes RODP classes).

Eligibility Requirements

To be eligible for the Tennessee Dual Enrollment Grant program, a student must:

Be enrolled in an eligible high school

Be enrolled in an eligible postsecondary institution.

Be a Tennessee resident, as defined by Chapter 0240-2-2, Classifying Students In-State and Out-of-State, as promulgated by the Board of Regents, for one year as of September 1 of the academic year of enrollment in an eligible postsecondary institution;

Be a junior or senior in high school

Complete the Tennessee Dual Enrollment Grant Application and the Dual Enrollment Certification Statement.

Renew the Application prior to the beginning of each term

Not have previously earned a high school diploma or GED

Comply with Selective Service requirements.

Not have been convicted of possessing or selling illegal drugs.

Not be in default on a federal Title IV educational loan or Tennessee educational loan;

Not owe a refund on a federal Title IV student financial aid program or a Tennessee student financial aid program

Not be incarcerated

There must be space available in the program.

* **Please note Home School Students DO qualify for this Grant.**

PROGRAM INFORMATION & STRUCTURE

COLLISION REPAIR TECHNOLOGY
Program Structure
Trimester Format

2008 Completion Rate 82%
2008 Placement Rate 75%

TERM 1		TERM 2	
UNIT OF STUDY	Hours	UNIT OF STUDY	Hours
Safety	12	Structural Analysis Damage & Repair	432
Technology Foundations	45		**432**
Beginning Non-Structural Analysis & Damage Repair	275	**EXIT POINT:**	
Advanced Non-Structural Analysis & Damage Repair	100	**Structural/Nonstructural Repairer Certificate**	**864**
	432	**OR**	
		Painting and Refinishing Certificate	**864**

TERM 3		TERM 4	
UNIT OF STUDY	Hours	UNIT OF STUDY	Hours
Advanced Structural Analysis & Damage Repair	200	Plastics & Adhesives	100
Mechanical and Electrical Components	232	Beginning Painting & Refinishing	332
	432		**432**
		EXIT POINT:	
		Auto Body Repairer Technician	**1,728**
		OR	
		Auto Painter Diploma	**1,728**

TERM 5	
UNIT OF STUDY	Hours
Advanced Painting & Refinishing	400
Workplace Skills	32
	432
EXIT POINT:	
Automotive Collision Technician Diploma	**2,160**

The length of the entire course is 2160 hrs. The actual time for completion may vary between students.

The cost of the entire program is approximately $5000; this includes tuition, technology fee, textbooks, tools and supplies.

AUTOMOTIVE TECHNOLOGY
Program Structure
Trimester Format

2008 Completion Rate 100%
2008 Placement Rate 60%

TERM 1		TERM 2	
UNIT OF STUDY	Hours	UNIT OF STUDY	Hours
Safety	60	Automatic Transmission/Transaxles	96
Technology Foundations		Manual Drive	144
Engine Repair	234	Suspension & Steering	192
Automatic Transmission/Transaxles	138		**432**
	432		
EXIT POINT:		**EXIT POINT:**	
Engine Repair Technician Certificate		**Manual Drive Train & Axles Tech Certificate**	
Automatic Transmission/Transaxle Technician Certificate		**Suspension & Steering Tech Certificate**	

TERM 3		TERM 4	
UNIT OF STUDY	Hours	UNIT OF STUDY	Hours
Brakes	204	Heating & Air Conditioning	174
Electrical/Electronic Systems	192	Electrical/Electronic	258
Suspension & Steering	36		**432**
	432		
EXIT POINT:		**EXIT POINT:**	
Brake Technician Certificate		**Heating &A/C Certificate**	
Electrical/Electronics Tech Certificate			

TERM 5	
UNIT OF STUDY	Hours
Trim 5/Engine Performance	432
	432
EXIT POINT:	
Automotive Technician Diploma	**2,160**

The length of the entire course is 2160 hours. The actual time for completion may vary among students.

The cost of the entire program is approximately $6500; this includes tuition, technology fee, textbooks, tools and supplies.

BUSINESS SYSTEMS TECHNOLOGY
Program Structure
Trimester Format

2008 Completion Rate 86%
2008 Placement Rate 88%

TERM 1		TERM 2	
UNIT OF STUDY	Hours	UNIT OF STUDY	Hours
Safety & Orientation	6	Proofreading/Bus. Communications	90
Technology Foundations		Int. Doc. Processing	92
How to be a Professional	40	Powerpoint	40
Keyboarding/Doc. Processing	120	Spreadsheets	90
Business English	60	Outlook	20
Math w/Calculator	100	Database	100
Office Procedure I	76		**432**
Computer Concepts	30		
	432	**EXIT POINT:**	
		Information Processing Support	
EXIT POINT:		**Certificate**	**864**
General Office Assistant Certificate	**432**		

TERM 3 (Option 1)		TERM 3 (Option 2)	
UNIT OF STUDY	Hours	UNIT OF STUDY	Hours
Accounting	216	Transcription	108
Payroll	116	Desktop Publishing	40
Computerized Design	70	Applied Computer Integration	104
Employability Skills	30	Office Procedures II	150
	432	Employability Skills	30
			432
EXIT POINT:			
Accounting Assistant Diploma	**1296**	**EXIT POINT:**	
		Administrative Assistant Diploma	**1296**

Cont.

TERM 3 (Option 4)		TERM 3 (Option 5)	
UNIT OF STUDY	Hours	UNIT OF STUDY	Hours
Medical Terms	80	Legal Office Procedures	70
Medical Ethics	40	Legal Ethics	40
Medical Transcription	202	Legal Transcription	200
Medical Office Procedures	80	Legal Terms	50
Employability Skills	30	Business Laws	42
	432	Employability Skills	30
			432
EXIT POINT:		**EXIT POINT:**	
Medical Administrative Assistant Diploma	**1296**	**Legal Administrative Assistant Diploma**	**1296**

The length of the entire course is 1296 hours. The actual time for completion may vary among students.

The cost of the entire program is approximately $5000; this includes tuition, technology fee, textbooks, tools and supplies.

ELECTRONICS
Computer Electronics
Program Structure
Trimester Format

2008 Completion Rate 100%
2008 Placement Rate 60%

The mission of the Computer Electronics Technology program provides the student with the technical knowledge and skills for employment Students are trained to diagnose, troubleshoot, and make repairs on electronic products. Students are taught the most practical aspects of troubleshooting computers. They gain an understanding of microcomputers and computer interfaces. Knowledge of microprocessors and computer interfaces is necessary when troubleshooting computers and high-tech equipment. .

AWARD TITLE	
Networking Specialist Diploma	**1620 hours**
Microcomputer Specialist Diploma	**1620 hours**
Electronics Technician Diploma	**1620 hours**
Electronics Assembler Certificate	**1050 hours**
Electronics Tester Certificate	**824 hours**
Microcomputer Specialist Certificate	**324 hours**
Hardware Technician Certificate	**324 hours**

The length of the entire course is 15 months or 1620-clock hrs. The actual time for completion may vary among students.

The cost of the entire program is approximately $5000; this includes tuition, technology fee, textbooks, tools and supplies

INDUSTRIAL ELECTRICITY
Program Structure
Trimester Format

2008 Completion Rate 95%

2008 Placement Rate 100%

TERM 1		TERM 2	
UNIT OF STUDY	Hours	UNIT OF STUDY	Hours
Electrical Safety & Orientation	28	Electric Motor Control	324
Technology Foundations	30	Motors and Transformers	64
Electricity Concepts DC	174	Introduction to Robotics	44
Electricity Concepts AC	200		**432**
	432		
		EXIT POINT:	
EXIT POINT:		**Electrician Apprentice Class 2 Diploma**	**864**
Electrician Helper Certificate	**432**		

TERM 3		TERM 4 (Option 1)	
UNIT OF STUDY	Hours	UNIT OF STUDY	Hours
NEC General Electrical Installations	232	Programmable Logic Controllers	342
NEC Wiring Methods & Service Installations	200	Internship	90
	432		**432**
EXIT POINT:		**EXIT POINT:**	
Electrician Apprentice Class 1 Diploma	**1,296**	**Industrial Electrician Diploma**	**1,728**

The length of the course is 1728 clock hrs. The actual time for completion may vary among students.

The cost of the entire program is approximately $5500; this includes tuition, technology fee, textbooks, tools and supplies

INDUSTRIAL MAINTENANCE
Program Structure
Trimester Format

2008 Completion Rate 90%
2008 Placement Rate 89%

TERM 1	TERM 2
UNIT OF STUDY — Hours	UNIT OF STUDY — Hours
Electricity Concepts DC Electricity Concepts AC Electric Motor Control **432**	Orientation & Safety Lubrication Techniques Maintenance Bearing Couplings Centrifugal Pumps Gears and Roller Chains V-Belts, Flat Belts, Brakes & Clutches Thread Making, Helicoils Pipe Measurements Hydraulics Pneumatics **432** **EXIT POINT:** **Industrial Maintenance Helper Certificate 864**
TERM 3 OR 4	**TERM 3 OR 4**
UNIT OF STUDY — Hours **PROGRAMMABLE LOGIC CONTROLS MODULE** **432**	**WELDING MODULE** UNIT OF STUDY — Hours Basic Arch Welding Oxy-Acetylene Flame Cutting Oxy-Acetylene Welding Blueprint Reading MIG & TIG Welding **432**
TERM 3 OR 4	

MACHINE TOOL TECHNOLOGY MODULE	
UNIT OF STUDY	Hours
Basic Machining	
Power Saws	
Bench Work	
Drilling & Grinding Machines	
Lathes & Mills	
	432
EXIT POINT: (When completing 2 modules)	
Industrial Maintenance Technician Diploma	**1,728**

The length of the entire course is 1728 clock hrs. The actual time for completion may vary among students

The cost of the entire program is approximately $5500; this includes tuition, technology fee, textbooks, tools and supplies.

Program Structure
Trimester Format

2008 Completion Rate 78%
2008 Placement Rate 100%

TERM 1		TERM 2	
UNIT OF STUDY	Hours	UNIT OF STUDY	Hours
Safety		Engineering Drawings	
Technology Foundations		Measure/Inspect	
Mathematical Concepts		MFG. Materials & Processes	
Engineering Drawings		Lathe Competency	
Measure/Inspect		Mill Competency	
Conventional Machining			**432**
	432		
EXIT POINT:		**EXITE POINT:**	
Production Machine Tender Certificate	**432**	**Machine Set-Up Operator Certificate**	**864**

TERM 3		TERM 4	
UNIT OF STUDY	Hours	UNIT OF STUDY	Hours
Conventional Machining		Advanced Machining	
Advanced Machining			**432**
	432	**EXIT POINT:**	
		General Machinist Diploma	**1728**

TERM 5	
UNIT OF STUDY	Hours
Advanced Machining	
Measure/Inspect	
NIMS Credentialing (Optional)	
	432
EXIT POINT:	
Machinist I Diploma and NIMS Credentials	**2160**

The length of the entire course is 1728-clock hrs or 2160-clock hrs. The actual time for completion may vary among students. The cost of the entire program is approximately $6000; this includes tuition, technology fee, textbooks, tools and supplies.

PHARMACY TECHNICIAN
Program Structure

Trimester Format

2008 Completion Rate 93%
2008 Placement Rate 80%
2008 Licensure Pass Rate 100%

TERM 1		TERM 2	
UNIT OF STUDY	Hours	UNIT OF STUDY	Hours
Anatomy and Physiology	100	Law, Ethics, and HIPAA	30
Medical Terminology	20	Pharmacology I	100
General Math	100	Pharmacy Math	100
Keyboarding I	60	Pharmacy Practice Lab II	90
Orientation	6	Sterile Products	72
Pharmacy Practice/Lab I	90	Top Drugs II	40
Top Drugs I	56		**432**
	432		

TERM 3	
UNIT OF STUDY	Hours
Job Prep	6
Clinical Training	360
Pharmacology II	60
Third Party Reimbursement	6
	432
EXIT POINT:	
Pharmacy Technician Diploma	**1,296**

PRACTICAL NURSING
Program Structure

Trimester Format

2008 Completion Rate 96%
2008 Placement Rate 100%
2008 Licensure Pass Rate 100%

TERM 1		TERM 2	
UNIT OF STUDY	Hours	UNIT OF STUDY	Hours
Basic Nursing Skills	100	Obstetrical Nursing	60
Basic Sciences	75	Pediatric Nursing	60
Nutrition	30	Medical-Surgical Nursing	60
Vocational Relations	35	Pharmacology	90
Basic Math	20	Clinical	162
Common Emergencies	20		**432**
Medical-Surgical Nursing	72		
Clinical	79		
	432		

TERM 3	
UNIT OF STUDY	Hours
Medical-Surgical Nursing	85
Psychiatric Nursing	20
Geriatrics	20
Vocation Relations II	10
Clinical	297
	432
EXIT POINT:	
Practical Nursing Diploma	**1,296**

The cost of the entire program is approximately $7,000; this includes tuition, technology fee, textbooks, tools and supplies.

WELDING
Program Structure
Trimester Format

2008 Completion Rate 93%
2008 Placement Rate 77%

TERM 1		TERM 2	
UNIT OF STUDY	Hours	UNIT OF STUDY	Hours
Orientation & Safety	18	Shielded Metal Arc Advanced	12
Cutting Process	60	Mild Steel Pipe	160
Plasma Arc Cutting	20	Welding Theory	44
Shielded Metal Arc	186	Gas Metal Arc	124
Tech Foundations	40	Oxy-Acetylene Welding	92
Shielded Metal Arc Advanced	108		**432**
	432		
		EXIT POINT:	
EXIT POINT:		**Shielded Metal Arc Welder Certificate**	**648**
Tack Welder Certificate			

TERM 3	
UNIT OF STUDY	Hours
Oxy-Acetylene Welding	8
Blueprint Theory	100
Gas Tungsten Arc Weld	42
Stainless Steel Plate	42
Aluminum Plate	80
Mild Steel Pipe	80
Stainless Steel Pipe	80
	432
EXIT POINT:	
Gas Metal Arc Welder	**972**
Combination Welder Diploma	**1,296**

The length of the entire course is 1296 clock hrs. The actual time for completion may vary among students.

The cost of the entire program is approximately $5000; this includes tuition, technology fee, textbooks, tools and supplies

EVENING SCHOOL

Evening school courses are designed for those who are interested in improving or upgrading present skills and increasing technical knowledge. Supplemental Certificates are awarded after completing each course.

Class offerings vary each trimester and are dependent on the needs of the community. Classes usually meet one – two nights per week from 6-9.

The following courses are offered:

Business Communications

Machine Shop

COMPASS Test Preparation

Welding

Evening school classes are not eligible for Federal Financial Aid (Pell Grant) or the Wilder-Naifeh Technical Skills Grant (Lottery Scholarship).

NOTE: Other classes may be offered as needed by business/industry. Course offerings, class schedules, and starting dates vary as the need arises. Up-to-date information may be obtained by contacting the school at 744-2814 or **visiting our web site at: www.ttcathens.edu**.

STUDENT HANDBOOK

This section of the TTCA Catalog/Handbook/Financial Aid Handbook offers information about the enrolled student's responsibilities and obligations to Tennessee Technology Center at Athens. The rules and guidelines contained within this publication apply equally to all students but do not represent the entire policy of the Technology Center. Each instructional area deals with a different curriculum; therefore, the faculty must administer various rules pertaining to safety and other measures unique to the course being taught.

STUDENT ATTENDANCE

The nature of the programs at the Tennessee Technology Center is such that it is necessary for every student to attend regularly. Too many interruptions due to absences will have an adverse effect on student progress. Students are expected to maintain satisfactory attendance and progress in an appropriate manner toward their educational objectives. Employers seek responsible employees who have excellent attendance and progress records. THERE ARE NO EXCUSED ABSENCES; ALL ABSENCES ARE UNEXCUSED.

- A full-time student enrolled for a full term (72 days) and that has been absent for more than 5.5% (24 hours) of the scheduled hours, the instructor will refer the student to the Student Services Office for counseling. Hours are prorated if student does not start at the beginning of a trimester. The hours are prorated only the first trimester.

  Counseling = # hours in a trimester the student will be here X 5.5%
  Termination = # hours in a trimester the student will be here X 9.7%

- When a full-time student enrolls for a full term (72 days) and has absences exceeding 9.7% (42 hours) of the scheduled hours enrolled, the student will be suspended and referred to the Assistant Director for counseling. Hours are prorated if student does not start at the beginning of a trimester. Financial Aid will also be suspended. If you are a Wilder-Naifeh Technical Skills Grant recipient this also will be suspended and this Grant can never be awarded to the student again.

- A student is considered tardy if not in the classroom at the designated time for class to start. The hours missed due to tardiness will be included in the accumulation of hours toward suspension as well as handled separately as follows:
  - **5 tardies,** documented warning **(Instructor)**
  - **6 tardies,** documented probation by designated authority **(Student Services)**
  - **7 tardies,** referred to **assistant director**

- An attendance record for each student is maintained in the Student Services Office on the Student Information Management System.

  - Students should notify instructors of their absence prior to the time to report to class on the day

missed.

NOTE: NO CALL - NO SHOW All students are required to call in absences. If a student fails to call in or attend for (2) consecutive days, the student is subject to being dropped from the class roll.

SIGNING OUT: All students are required to sign out before leaving the class for any reason.

REPORTING ABSENCES

1. All absences and tardies must be recorded in the Student Information Management System (SIMS).
2. When returning to school following an absence, the student should report to the instructor and complete the absence report. THERE ARE NO EXCUSED ABSENCES.
3. Leaving school without authorization will be grounds for suspension. The student should report to the instructor before leaving.
4. False information pertaining to reasons for absences will be grounds for dismissal.

Readmission from Suspension

Any student dismissed or suspended for excessive absences, lack of progress, or disciplinary reasons who wishes to be readmitted must give reasonable assurance, acceptable to the Director, that the original causes for the problem have been corrected. The director may consider for readmission the applicant who has been suspended. Criteria that the director will consider in assessing candidacy for readmission are as follows:

- A letter addressed to the Director fully explaining the circumstances that caused the absences. Documentation should be attached.
- Assessment of the candidate's willingness to address those deficiencies that contributed to the prior suspension and
- Assessment of the likelihood that the readmitted student may succeed in pursuing a training objective.
- Student must write the Director a letter addressing the above objectives. If the Director approves the student's readmission the student then must fill out an application and go back on the waiting list. Student will be on academic and financial aid probation.

Exceptions

- In individual cases of extenuating circumstances, the director may make exceptions to suspension due to absences. Such exceptions should be fully documented.
- Additional retention standards for specific programs may be maintained by the center pursuant to accreditation or licensing requirements.

Students receiving financial aid should refer to Student Financial Aid Handbook in this manual for other requirements.

Procedure for Exiting

The student should talk with his/her instructor before terminating training. If the student still wishes to terminate he/she must fill-out and sign all termination and progress reports with the instructor and Student

Services.

Each student is required to have an exit interview with student services on the last day of enrollment. Each student is required to complete an "Exit Interview and Placement Information" form. It is considered an unofficial withdrawal if a student fails to sign his paperwork and complete the exit interview.

Anticipated Graduation Date
The Director will approve all extension. Extensions will be granted in extreme cases only.

PROGRESS

Progress reports, attendance records, and work evaluations are kept on each trainee and are filed in the Student Services office, along with such information that may be pertinent to successful employment. A mid-term evaluation and discussion of progress is recorded for each student. A student who receives an unsatisfactory evaluation (an average grade of D or F) in an evaluation is placed on probation for the reminder of the trimester. Failure to maintain a satisfactory average (C or better) for the trimester will be suspended at the end of the trimester. The director must approve re-entry of suspended students.

Student Progress

- Two evaluations are recorded for each student during the 72 days of instruction that comprise each trimester. The mid-term report assesses student progress by applying the designated scales. The trimester grade report will reflect each student's progress in the following categories: Skill Proficiency, Related Information, and Worker Characteristics.

- Grades of A, B, and C are considered **satisfactory progress**; grades of D or F are considered **unsatisfactory progress**.

- A student must maintain a satisfactory average (C or better) for a 72-day period of instruction. Failure to do so will result in suspension at the end of the trimester.

SCALE OF PROGRESS

GENERAL ASSESSMENT		OBJECTIVE SCALE
A	Excellent	93-100
B	Above Average	85-92
C	Average	77-84
D	Below Average	70-76
F	Unacceptable	0-69

Trimester grades are based on three assessment categories:

- Skill Proficiency
- Related Information

• Worker Characteristics

Students enrolled in the on-line program(s) (RODP) must maintain a satisfactory grade each trimester to continue eligibility for Federal Financial Aid. If an RODP student receives a grade of incomplete, that student will have up to the beginning of the following trimester to complete the course. If at the beginning of the following trimester the course has not been complete and a grade assigned, the course grade will be considered an F for financial aid purposes. The grade and an average for the trimester will be calculated. If the trimester grade is not in the C or better range, the student will at that time lose eligibility for financial aid until one trimester (432 clock hours) has been completed satisfactorily.

GENERAL RULES
REGULATIONS

Student Insurance

At the time of registration, each student will be furnished information regarding the purchase of student accident insurance through a carrier approved by the Tennessee Board of Regents. All students are encouraged to purchase this insurance, especially those who will be working in shop situations and will be exposed to potentially dangerous material and equipment.

Medical Record

Any student with special health conditions such as diabetes, hemophilia, HIV, epilepsy, or any other condition that is potentially dangerous should inform the faculty and list the condition on the medical record, which is part of your enrollment form. The student should also list an emergency contact person on this form.

Student Appearance/ Behavior

We have a number of people and potential employers coming on the campus of the center. We ask that students maintain appropriate appearance and conduct and NOT wear shorts, cut-off jeans, offensive shirts, or visible body piercing in order to maintain a good image of the center. Specific dress codes in programs may be required for safety and academic integrity and off campus training. These requirements may vary from program to program. Students should continue their work when a tour comes through the building and should refrain from making remarks.

Food/Drinks

Food and drinks are not allowed in the classroom areas. A vending/concession area is available for students during breaks and lunch times.

Housekeeping

All waste paper, cups, cigarette butts, and other refuse must be placed in the receptacles which are provided. Each trainee group will be responsible for keeping the training area and the center's grounds clean and neat. Recycling bins have been placed throughout the school for aluminum cans, paper, and cardboard.

Parking/Traffic Rules

Because of general traffic hazards and fire department regulations set forth in the City Charter, all parking regulations and speed limits must be observed.

Parking: **Authorized** parking is allowed only in the student parking lot. Parking places for the handicapped are provided at different locations around the center. Only authorized handicapped students are to use these spaces.

Speed Limits: In parking areas and drives Speed LIMIT is 10 miles per hour.

Parking Tag: **Parking** tags are issued on enrollment day. They are free of charge. A student must have a Tennessee Technology Center at Athens parking tags displayed. Additional tags may be obtained in Student Services for $1.

Smoking

The use of all tobacco products are prohibited inside any shop or classroom or any part of the building or breezeway. This includes cigarettes, chewing tobacco, snuff, and smokeless tobacco. However, students may smoke and chew outside the buildings at a time and place designated by the instructor.

Messages/Phone Calls

Students are not to use telephones in the offices or Administration areas. Every effort will be made to contact the student for an **EMERGENCY** telephone call or to relay an important message, but it is requested that you instruct your family and friends to refrain from calling during school hours except for **EMERGENCIES ONLY**.

Cell Phones

No student will be allowed to use cell phones during scheduled class or shop hours. The phones shall be turned off during those periods. Students may use cell phones during scheduled morning breaks and lunch. Any instance of failure to comply with this policy will result in suspension of privilege to possess cell phones on school campus for a three month period.

Student Projects

All student projects must be approved by the instructor and be related to the training program.

Break room

The break room is supplied with vending machine products. It is generally open from 7:30 a.m. - 2:30 p.m., Monday thru Friday. Please bring change with you to school; the technology center cannot give change.

Minors on Campus

TTC at Athens is an institution of post-secondary education/ training and must preserve conditions which will permit a proper learning and working environment at all times. It is not the intent to prevent children, in the accompaniment of an adult, from visiting the campus; however, children may not accompany adults into classrooms, offices, or other workspace as a baby-sitting function nor may they be left unsupervised in the halls or on the grounds of the Center.

Hope Scholarship Tax Credit

The student is responsible for keeping tuition and book receipts for tax purposes. The Technology Center is not responsible for providing you

with this information at the end of the year.

Lost/Stolen Items

The Center is NOT RESPONSIBLE for items lost, left on campus, or stolen.

Immunization for Measles

Recently there has been a dramatic increase in the number of cases of measles on school campuses. Students who contract measles may miss one to two weeks of work and/or school.

New data presented by the medical community indicates that many students who were immunized in childhood and thought to be immune to measles are now susceptible to the disease. Persons born prior to 1957 are presumed to have been injected and should be immune to measles. Persons born after 1956 may want to consider taking the measles vaccine again, preferably a combined measles, mumps, and rubella vaccine (MMR). Preventative measures taken now could reduce the chances of being infected later. You should contact your personal physician or local health department for further information.

Safety

The Occupational Safety and Health Act, P.L. 91-596 of 1970, requires all persons to understand the safety and health requirements of their specific area of employment. Safety instruction is an integral part of the total instructional program and becomes the student's responsibility to adhere to the safety and health requirements taught.
In some areas of training, safety glasses, protective clothing and protective footwear are required.

Strict safety precautions will be observed and practiced at all times. Each training area has a safety program that the student must thoroughly understand before being allowed to use any training equipment without permission from the instructor. A written record of safety instructions and tests will be kept on file as tangible evidence that each student has been instructed in an appropriate safety program. All injuries or accidents must be reported immediately to the instructor. Any hazardous conditions or failure to use safety equipment should be corrected immediately when discovered. Disciplinary action will be taken whenever safety rules are violated. No canvas, gym shoes, or sandals are to be worn in most training areas.

Campus Security Act

Comprehensive standardized reports are completed by the institution each month. Access to that information may be requested from the student services office.
All school facilities are secured at the end of each day. Access to facilities after hours is to be requested through the school director.

Drug Abuse

The Tennessee Technology Center at Athens makes every effort to

respond effectively to the potential and current use and abuse of alcohol and drugs by members of the school population.

All students, faculty, and staff are to comply with Tennessee Board of Regents' policy and with state and local laws relating to alcoholic beverages and drugs, including those pertaining to their possession and use.

In order to comply with all federal and state laws regarding a drug-free workplace or environment, the Tennessee Technology Center at Athens will strive to maintain a drug-free environment at all times for its students.

Alcohol Use/Abuse

Alcohol is not allowed on campus Students who appear to be under the influence of drugs or alcohol should be referred to the Assistant Director or Director.

Firearms

Felony state law prescribes a maximum penalty of six (6) years imprisonment and a find not to exceed three thousand dollars ($3000) for carrying weapons on school property.

Change of Status Procedure

TTCA may allow a change in from full-time to part-time in a full-time program status within the same term only when there are documented medical or personal reasons. Such medical or personal reasons shall include, but not be limited to, illness of the student, illness or death of an immediate family member, extreme financial hardship of the student or the student's immediate family, or other extraordinary circumstances beyond the student's control where continued full-time attendance by the student creates a substantial hardship.

Change of Status Steps:

IMPORTANT: *Students will be allowed only one change of status per trimester. Students desiring to change status at the beginning of a trimester shall do so prior to registration. No change is to be made unless the student presents a properly completed Modified Schedule Form.*

1. Student discusses with Instructor the possibility of changing status. If in agreement, the Instructor and student complete a Modified Schedule Form.
2. Student then brings the Modified Schedule Form to the Student Services Office. The financial aid assistant must interview the student prior to any change as all financial aid funds being received could be impacted by the change of status.
3. Student Services will calculate new counseling and termination hours, and adjusted calculations of any financial aid awards.
4. Student Services, instructor, and student will sign the Modified Schedule Form, and then it will be sent to the Director for final approval.

Completion Requirements

Graduates of the Tennessee Technology Center at Athens should not necessarily be expected to compete with journeymen who have developed skills and experiences on the job. Usually, they are considered for "entry-level" employment in their respective occupations. Satisfactory completion may be achieved by demonstrating proficiency based on the occupational entry requirements.

Certificate of completion may be awarded to any preparatory student who reached a payroll job proficiency level and to any supplemental student who completes objectives for upgrading necessary skills and knowledge.

A diploma may be awarded to each preparatory student who demonstrates satisfactory proficiencies in a complete course of study and Technology Foundations is completed. (See each program area for those job titles designed as complete courses of study.)

Veterans Information

Veterans who are enrolling in any training program offered by the school will be given appropriate credit for previous education and training with the training period shortened proportionally. In evaluating previous education and training, college and military schooling and training should be included as well as all other post-secondary education training. A written record will be maintained in the student's file. Student will have to provide the school with a copy of their DD-214.

For additional information, contact the student services office. The Veterans Administration office in Nashville has a toll-free number for veterans who have questions concerning veteran benefits (1-800-827-1000).

Advisory committees

Advisory committees play an important role in the Technology Centers by providing information and recommendations, which may assist the administrative staff in making decisions favorable to the effective operations of the center. Each technology center also utilizes occupational advisory committees, which aid the instructional staff in assessing the needs of the students and local industry. These advisory committees assist the instructional staff in keeping abreast of the latest equipment, methods and technologies in their respective occupational areas.

Personnel

All personnel of the Tennessee Technology Center at Athens have wide experience in their respective fields. They are employed by the Tennessee Board of Regents on the basis of their technical competence and professional training. A continuing program of supervision and teacher training is provided to keep the instructors current on trends, new developments, ideas, materials, teaching aids, and equipment in their area of specialization in vocational education.

Student Services

Student Services include those activities involving recruitment, pre-enrollment counseling, and training period counseling. Although training period counseling is the responsibility of the administration, counseling, and instructional staff, the center has an occupational guidance counselor available to assist students in making their selection of a career. This counselor assists the students in matters concerning their education, personal and social problems, and financial aid. Since students come from varied backgrounds, the counselor is cognizant of the student's need for guidance and counseling in the Tennessee Technology Center setting.

Tennessee Technology Center at Athens program is designed to prepare students for a specific employment objective; therefore, it is important that an intelligent vocational selection be made based upon the student's interests, aptitudes, and abilities.

Completion Rates

Completion rates are recorded on each program and maintained in the student services office. The rates are updated at the beginning of each fall term. Variables that influence program completion includes relevant experience, prior training, positive worker characteristics including attendance and the efficiency demonstrated in an individualized instruction environment.

Placement

The placement of students in satisfactory employment is one of the primary objectives of TTC @ Athens. Responsibility for placement of students is vested in the administrative, counseling, and instructional staff. (The student must also fully participate in the job seeking process.) All schools maintain close communications with employers, both in the local community and throughout the State.

Because of Federal Law #93-380, the school cannot release any information about a student to a prospective employer without the specific consent of the student. Trainees using the center as reference on an employment application should complete a **Release Form** so information can be provided without delay.

Follow-up

As an aid in evaluating the effectiveness of a course offering, the instructional staff maintains close contact with former students by correspondence, personal contact, and contact through a working relationship with employers. Surveys and student follow-up studies are made to determine if changes need to be made in meeting the individual student needs as well as the needs of the employers. Employers, school personnel, and others are involved in follow-up efforts in order to assess and/or improve ways of serving the needs of each student.

Students may expect the initial follow-up contact to come approximately three to five months after leaving the training program. There will be additional periodic contact for further follow-up and students are strongly

urged and encouraged to take a few moments to respond to these questionnaires in a frank and candid manner.

Inclement Weather Policy

It will be very rare that the center will close due to snow or bad weather. However, there may be times when we will have to close for severe weather conditions.

Please call TTCA at 744-2814. A recording will be placed on the center's phone. A School Cast message will be sent to the phone #s you have provided us with on your school cast form. When classes are in session and weather conditions are questionable, students are advised to use their best judgment.

Public Law 93-380

The Tennessee Technology Center adheres to the guidelines developed by the Department of Health, Education, and Welfare regarding privacy rights students. Access to official records is provided to students and parents of dependent students as they relate to them and the dissemination of personally identifiable information without the student's consent is limited.

Policy on Affirmative Action Title VI/Title IX/Section 504

The Tennessee Technology Center is an equal opportunity institution and offers equal opportunity for employment and admission to programs to all qualified persons without regard to race, sex, color, religion, national origin, age, handicap, or veteran status.

Disclaimer Statement

The Tennessee Technology Center at Athens provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who, in the opinion of The Tennessee Technology Center at Athens, are qualified for teaching at the college level. The acquisition and retention of knowledge by any student is, however, contingent upon the student's desire and ability to learn and apply appropriate study techniques to any course or program. Thus, the Tennessee Technology Center at Athens must necessarily limit representation of student preparedness in any field of study to that competency demonstrated at the point in time that academic measurements were taken to certify course or program completion.

Sexual or Racial Harassment

Sexual harassment and racial harassment have been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964. Any student who believes he/she has been subjected to harassment at the Center should present the charge to the Assistant Director.

SEX OFFENDER DIRECTORY

The Federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, require that whenever a sex offender becomes employed, enrolls as a student or volunteers at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. As defined in section 40-39-102 of the Tennessee Code, a "sexual offender" means a person who is, or has been, convicted in this state of committing a sexual offense or who is, or has been, convicted in another state or another country, or in a federal or military court, of committing an act which would have constituted a sexual offense if it had been committed in this state. A "sexual offense" means the commission of acts including, but not limited to, aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping.

Both acts designate certain information concerning a registered sexual offender as public information; and therefore, amend and supercede the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.

In compliance with the Federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled, or volunteering at the Tennessee Technology Center at Covington in the Student Services Office. Correspondence may be sent to the following address:
Tennessee Technology Center at Athens, P.O. Box 848, Athens, TN 37371-0848
Information is also available on the TBI's website listing of sex offenders located on the internet at http://www.tbi.state.tn.us under "Sexual Offender Registry."

COMPUTER, INTERNET ACCESS POLICY AND GUIDELINES

Each computer user must review the policy and guidelines of the Center before operating any computer system. Compliance with this policy is necessary to insure maximum utilization and performance of each computer systems, as well as provide a sense of security and respectful cooperation. Strict adherence to this policy will prevent costly damage or repair, downtime, and/or loss of computer privileges.

- No computer system may be used without prior approval from the instructor.
- Because software is protected under copyright laws, no software can be copied without written authorization.
- No outside software can be loaded on Center computers without written approval.
- To prevent damage to any systems, computer users should not eat, drink, or smoke around computer equipment.

- Additional rules may apply to each program area.

Specific instructions for access to the Internet or Network:

- The system may not be used for personal or private matters.
- The creation, distribution, or access of hate mail, pornographic or obscene material, and discriminatory or harassing materials or communications is strictly forbidden.
- Anti-social behaviors, including spamming, are forbidden.
- Creating, distributing, or accessing confidential material, including, but not limited to, test files or student's/personnel records is forbidden.
- Additional rules may apply to each program area.

Any person who violates this policy will be subject to appropriate disciplinary sanctions, including dismissal and/or possible prosecution.

STUDENT CONDUCT

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

- Conduct dangerous to others.
- Hazing.
- Disorderly conduct.
- Obstruction of or interference with institutional activities or facilities.
- Misuse of or damage to property.
- Theft, misappropriation, or unauthorized sale.
- Misuse of documents or identification cards.
- Firearms and other dangerous weapons.
- Explosives, fireworks, and flammable materials.
- Alcoholic beverages.
- Unacceptable conduct in hearings.
- Gambling.
- Drugs or Drug Paraphernalia.
- Financial irresponsibility.
- Failure to cooperate with institutional officials.
- Violation of general rules regulations.
- Attempts of aiding and abetting the commission of offenses.
- Violations of state or federal laws.
- Litter.
- Public Intoxication.
- Dress inappropriate to safety and academic integrity regulations.
- Academic Misconduct, Plagiarism, Cheating, Fabrication, or Facilitating of Such Act.
- Pornography.

- Sexual Misconduct.

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on institutionally owned, leased, or otherwise controlled property, or which occur off campus when the conduct impairs, interferes with, or obstructs any institutional activity or the missions, processes, and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct, on or off-campus, which poses a substantial threat to persons or property within the institutional community.

The instructor has the primary responsibility for control over classroom behavior and maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violation of the general rules and regulation of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be effected only through appropriate procedures of the institution.

Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, directly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions, which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an F or a Zero for the exercise or examination, or to assign an F in the course.

Student Appeal Hearing Process and Procedures

A student who is subject to suspension or expulsion from a program and/or from the institution because of academic misconduct or violations of the student conduct policy has the option to appeal the suspension or expulsion. The appeal process includes an opportunity for the student to hear charges against him/her and have a meaningful opportunity to respond to the charges prior to such action being taken.

If a student is subject to suspension or expulsion, s/he has the option to waive his/her right to a hearing or elect one of two (2) types of hearing listed below:

(1) School Hearing
If a student elects a School Hearing, then the hearing will proceed in accordance with Tennessee Administrative Rules and Regulations, Chapter 0240-3-21-05 pertinent to Tennessee Technology Center ("TTC") Disciplinary Procedures and Tennessee Board of Regents (TBR) Policy 3:02:01:00. The student will present his/her case to a review committee composed of TTC administrative and support staff, faculty, and students. Through formalized procedures, the committee shall review the facts and provide recommendations regarding appropriate disposition of the case to the TTC Director.

The hearing process will include:

a) The right to an advisor of his or her choice. However, the advisor cannot actively participate in the hearing
b) The right to question the complainant(s)
c) The right of the student to present evidence in his or her behalf
d) The right of the student to call witnesses in his or her behalf
e) The right to remain silent and have no inferences drawn from such silence
f) The right to cross examination

g) The decision of the review committee shall be final and may be appealed within five (5) days to the Director. Any further appeal is limited by the terms of TBR Policy 1:02:11:00
h) A tape recording or summary transcription of the proceedings shall be kept and made available to the student upon request for the sole purpose of appeal. The student may also have a verbatim transcript made at his/her own expense.

(2) Tennessee Uniform Administrative Procedures Act (TUAPA)
This hearing is processed in accordance with the uniform contested case procedures outlined in Tennessee Code Annotated 4-5-101 et seq. and TBR Policy No. 1:06:00:05 and will be conducted by an administrative law judge. The student may seek legal representation in a TUAPA hearing. The only cases which are subject to a TUAPA hearing are suspensions or expulsions of a student from the school for disciplinary offenses or revocation of registration of an official student organization during the term of registration.

Disciplinary Sanctions

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

- **Restitution** (Paying back)
- **Warning** (Verbal and noted in permanent record)
- **Reprimand** (Formal letter)
- **Restriction** (Formal letter)
- **Probation** (Formal letter)
- **Suspension** (Suspension from school)
- **Expulsion** (Permanently suspended from school)
- **Interim or summary suspension**

The **director** is authorized, with discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

Reasons for Permanent Dismissal

Students may be permanently dismissed from the center because of lack of progress, poor attendance, excessive tardiness, stealing, gambling, fighting, intoxication, insubordination, and/or any other factor that would be detrimental to the progress of others or result in adverse publicity to the center. Continued violation of any center policy or regulation may result in termination of training.

Grievance Procedures

Students using this procedure shall be entitled to process their complaints or grievances without fear of retaliation, and interference, coercion or discrimination. This procedure is not designed to curtail informal day-to-day contacts between students and instructors or staff members but rather to provide a formalized procedure to supplement these contacts.

In order to resolve concerns in a timely manner, complaints must be presented within ten (10) school days

after the occurrence the event claimed to have given rise to the complaint. Any complaint not presented with the time provided will not be considered.

It is the philosophy of the TTC that complaints can be resolved through open and clear communication, and should be resolved at the lowest level possible.

Therefore, the student should first discuss the complaint with the instructor, administrator, or student involved in the matter in an attempt to resolve the concern.

If the concern cannot be resolved through informal discussion, the student may file a written compliant with the office of (Student Services). The (Assistant Director) will meet with the student, investigate the complaint, consult other TTC personnel or students as needed, determine an appropriate resolution, and notify the student, in writing, of the outcome.

If the student is not satisfied with how the (Assistant Director) attempted to resolve the issue, the student may appeal to the Director within five (5) school days of receipt of the (Assistant Director's) letter. The Director may discuss the matter with the student and the (Assistant Director), and any other personnel he/she feels appropriate. The Director will provide a written decision to the student within five (5) days of receipt of the appeal. The Director's decision will be final.

STUDENT RECORDS

Transcript and Records

Upon the student's written request (if all obligations to TTCA are met), a transcript of training completed will be prepared and supplied to the student, prospective employer, or college/university.

Student Record Information Changes

Students should report changes in address, phone numbers, etc., to the Student Services Office.

Family Educational Rights and Privacy Act (FERPA)

TENNESSEE TECHNOLOGY CENTER AT ATHENS adheres to the guidelines developed by Department of Health, Education, and Welfare regarding the privacy rights of parents and students.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
   Students should submit to the Assistant Director written requests that identify the record(s) they wish to inspect. The Assistant Director will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the Assistant Director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the

hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent, such as information concerning crimes or subpoenas issued by court or law enforcement agencies. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a compliant with the U.S. Department of Education concerning alleged failures by Tennessee Technology Center at Athens to comply with requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SE
Washington, DC 20202-4605

The following items of student information are classified as directory information and may be released by the Tennessee Technology Center at Athens with the consent of the student: Name, Address, Date and Place of Birth, Dates of Attendance, Certificate and/or Diploma awarded, Training Area, Enrollment Status, and Previous Schools Attended.

The school may disclose information concerning sex offenders under state sex and offender registration and community notification programs. The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student or volunteers at an institution of higher education in the State of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquaters in Nashville.

Action Plan for Real or Threatening Emergencies

Fire Response Plan

In the event that a fire is detected on campus, the person discovering the fire should first ascertain if anyone is injured or trapped, and then contact the administration and finally attempt to extinguish the fires with the appropriate extinguisher. It will be the responsibility of the administration to contact emergency response agencies and alert the appropriate agencies.

The general population of the school will be notified by the administration. Students and staff will be notified via a siren with a high/low pitch.

Upon hearing the alarm, students and staff will exit building as indicated by predetermined exit routes. Classes will gather at predetermined locations a safe distance from the building. Students not in their instructional area will upon safe exit from the building go to the area where their instructor is taking roll. The Assistant Director or Administrative Assistant will check east restrooms and student commons area to insure all persons are evacuated from those areas. The Assistant Director will check restrooms located across from Technology Foundations Lab to insure all persons have evacuated those areas. Administrative staff will gather in front of Administration building where their presence will be accounted for by the Director. Instructors will take roll. Should students and staff be determined missing following roll call, a search and rescue team will be formed to locate any missing persons.

If you are in the Technology Foundations classroom and a fire alarm sounds, please exit from the Technology Foundations classroom, and join your class AFTER you are safely outside.

Tornado Response Plan

The National Weather Service issues a tornado watch when conditions are favorable for a tornado to form. A tornado warning is issued when a tornado has been spotted or is indicated by radar. In the event of a tornado warning, students and staff will be notified by an alarm with a high pitch single tone.

Upon notification of a tornado warning, students and staff are to take shelter in an area, which is away from windows, under desks, tables, and heavy furniture or in a doorway. Staff and students should remain in sheltered areas with hands clasped over their heads in crouching or kneeling position until an “all clear” has been given.

Earthquake Response Plan

An earthquake can and will strike without warning. The first signs of an earthquake will be the shaking of wall hangings and freestanding items on tables and shelves. You may also become aware

of a low rumbling sound or feel the ground moving beneath your feet. With the first signs of an earthquake, it is advisable to move immediately to an area, which is protected, by a strong piece of furniture. Do not light any candles and douse all fires. You should also stay away from glass and hazardous materials. Persons outside during an earthquake should take care to move away from utility wires and gas lines. Once the quake has stopped, you should stay in place for at least 60 seconds following the last tremor due to the possibility of aftershocks. Once the event is over, care should be taken to assess damages to life or limb.

Bomb Threats

In the event of a bomb threat, the person who receives the call should attempt to ascertain the general location of the bomb and approximate time the device is to ignite. Immediately, the administration should be notified. It will be the responsibility of the administration to notify the police. Following police notification of the situation, it will be the responsibility of the ranking administrator to determine which areas of the building should be evacuated or if it is necessary to evacuate the building. Should evacuation be deemed necessary, instructors will gather with their respective students in an area, which is at least 50 feet from the building. Following evacuation, a search of the building may take place. Any search should include members of the law enforcement community and a school administrator. Once the threat has been determined to be a false alarm, students and staff may resume their daily responsibilities. In the event that a bomb is found, students will be sent home until such time as it is deemed safe to return by the school director in consultation with the appropriate authorities.

Acts of Violence

The school complies with the "Campus Awareness and Security Act of 1990." Attached is a comprehensive plan and student reporting device used to comply with said act. Students are given information concerning crime awareness and campus security during orientation.

Evaluation

The plan for a safe and secure environment that protects the student population against real and impending threats is evaluated for effectiveness by the use of periodic emergency drills. If the drills are carried out in an efficient and timely fashion, it is considered that the false alarms are effective. If deficiencies in the plan are found during periodic drills, proper adjustments are made to insure effectiveness.

POLICY ON CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990

In support of the "Crime Awareness and Campus Security Act of 1990," the Tennessee Technology Center at Athens is to notify all students, faculty, and staff of the following policy.

Criminal Actions or other Emergencies

In the event of a criminal action or any other emergency occurring on school premises, the director or designated administrator should be notified immediately. In the event law enforcement or emergency personnel is needed, the administrator will place the call.

The school is located within the city limits of Athens, Tennessee. The Athens City Police are called when crimes occur.

Security and Access to Campus Facilities

The Athens City Police regularly patrol the campus during periods of non-occupancy. The school's visitor policy requires visitors to check in at the administrative office prior to visiting other areas of the school.

Campus Law Enforcement

The Athens City Police are called to investigate crimes committed on the school campus. The State of Tennessee District Attorney may be contacted depending on the nature of the crime. The Athens City Police Department makes available to the school copies of police reports.

Dissemination of Campus Security Procedures

This school's campus security procedures are distributed to faculty and staff via the Instructor Handbook.

Crime Prevention

Student orientation for new students includes a section on crime prevention.

Crime Statistics

The school compiles statistics of crimes committed on campus each year. This information is available to all students and employees and to prospective applicants,

upon request. This information will include: Murder, sex offenses, forcible and

non-forcible, robbery, aggravated assault, burglary, motor vehicle theft, and arrests made on campus.

Monitoring of Off-Campus Student Organizations

If off-campus activities of student organizations are judged to be detrimental to student and/or staff, the activity will be reported to the State Attorney General.

Alcoholic Beverages

Governing Board Policy on control and use of alcoholic beverages is widely distributed on campus.

It is the policy of the school to maintain a safe and healthful environment for every student. Therefore, the school policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs and alcohol on school property.

During the school years 1994-95, 1995-96, 1996-97, 1997-98, 1998-99, there were no reports of violent or non-violent crimes on the campus at the Tennessee Technology Center at Athens. During the School year 1999-2000, there was one report of a violent or non-violent crime. During the School year 2000-01 and 2001-02, there were no reports of violent or non-violent crimes on the campus at the Tennessee Technology Center at Athens. During the school year 2002-03 there was one report of a violent or non-violent crime on the campus at the Tennessee Technology Center at Athens. During the school years 2003-04, 2004-05, 2005-06, 2006-07, 2007-2008 there were no reports of a violent or non-violent crime on the campus at the Tennessee Technology Center at Athens. During the school year of 2008-2009 there were two reports of a violent or non-violent crime on the campus at the Tennessee Technology Center at Athens.

Drug Prevention Program

The purpose of the Drug Prevention Program is to provide to each faculty member, staff employee, and student of the Tennessee Technology Center a detailed statement and penalty related to illicit drug and alcohol abuse as required by Section 22 of the Drug Free Schools and Communities Amendment of 1989 (Public Law 101-226).

The unlawful manufacture, distribution, dispensation, possession or use of illicit drugs or alcohol on campus of the TTC is prohibited. Illicit drugs include such drugs as narcotics (opium, morphine, codeine, heroin, methadone); depressants (Barbiturates, Benzodiazephines, Methacholine); hallucinogens (LSD, Amphetamine variants, Phencyclidine); cannabis (Marijuana, Hashish, Hashish Oil); and any other type of illicit drugs not listed but included in federal regulations. Lawfully prescribed drugs which are being taken under physician's or dentist's care are not included as illicit drugs.

Faculty, staff employees, and students shall notify the Director of the school in person or in writing of any drug convictions resulting from violation in the workplace not later than five (5) days after conviction. Conviction includes a finding of guilt, plea of nolo contrendre, or imposition of a sentence by any state or federal judicial body.

The penalty of any faculty member, staff employee, and/or student convicted of workplace drug abuse may include any or a combination of the following:

1. Recommend professional counseling.
2. Letter of warning/admonition.
3. Letter of probation.
4. Mandatory participation in an organized drug-treatment/rehabilitation program.
5. Suspension from duty.
6. Termination in accordance with term of contract.
7. Termination for cause.
8. Other appropriate disciplinary action.

Health risks associated with the use of illicit drugs might be some of the following:

Narcotics – Euphoria, drowsiness, respiratory, depression, constricted pupils, nausea.
Depressants – Slurred speech, disorientation, drunken behavior without odor of alcohol.
Stimulant – Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite.
Hallucinogens – Illusions and hallucinations, poor perception of time and distance.
Cannabis – Euphoria, relaxed inhibitions, increased appetite, disoriented behavior.

Alcohol consumption causes a number of marked changes in behavior. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child

abuse. Moderate to high doses of alcohol cause marked person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. Children of alcohol parents are at greater risk than other youngsters of becoming alcoholics.

Twenty-five percent (25%) of all cases of acquired immunodeficiency syndrome, or AIDS, are intravenous (IV) drug abusers. This group is the second largest at risk for AIDS, exceeded only by homosexual and bisexual men.

There are 1.1 to 1.3 million IV drug users in the United States, and, so far, about 17,500 have developed AIDS. Currently, the number of IV drug users with AIDS is doubling every 14-16 months.

Among IV drug abusers, the AIDS virus is spread primarily by needle sharing. As long as IV drug abusers are drug dependent, they are likely to engage in needle sharing. Recent evidence suggests the IV cocaine use is increasing and that the AIDS virus is spreading in those users.

The apparent increase in IV cocaine is especially worrisome drug abuse experts say, because there are no standard therapies for treating cocaine addiction. Until scientists find effective treatments for this problem, the ability to control the spread of AIDS will be hampered.

Drug counseling and professional drug rehabilitation programs are available to faculty, staff employees, and students. Information about the different drugs and alcohol abuse programs can be obtained from the following:

State - Assistant Commissioner
Alcohol and Drug Abuse Service
Department of Mental Health and Mental Retardation
Doctors Building
4th Floor
706 Church Street
Nashville, TN 37219-5393

Local - Hiawassee Mental Health Center
1805 Old Niota Rd

Athens, TN 37303
Insight, Inc.
2850 Westside Drive, NW
Cleveland, TN 37311
Pine Ridge Treatment Center
2800 Westside Drive, NW
Cleveland, TN 37311

Regional - Southeast Regional Center for Drug Free
Schools and Communities
The Hurt Building
50 Hurt Plaza
Suite 210
Atlanta, GA 30303

A biennial review will be conducted with the first one taking place in October 1991 utilizing a survey, which will be given to each student in attendance on a particular day to be designated later. This same survey will be given to all staff members. Answers will be confidential. The Counselor/Recruiter and the school Director will evaluate this information and make any needed changes to enhance the effectiveness of this program. To ensure that disciplinary sanctions are consistently enforced, the Director and another administrative staff member will conduct a biennial review of all disciplinary sanctions given to students to ensure their adherence to TBR outlined policies.

Pamphlets and other sources of information concerning drug and alcohol abuse will be maintained on campus and made available for students and employees. They will be updated periodically.

Public Law 93-380
93rd Congress, H.R. 69
August 21, 1974

An Act
To extend and amend the Elementary and Secondary Education Act of 1965 and for other purposes.

-An excerpt from the above Act-

PROTECTION OF THE RIGHTS AND PRIVACY OF PARENTS AND STUDENTS

Sec. 513 (a) Part C of the General Education Provisions Act is further amended by adding at the end thereof the following new section:

"PROTECTION OF THE RIGHTS AND PRIVACY OF PARENTS AND STUDENTS"

"Sec. 438 (a) (1) No funds shall be made available under any applicable program to any state or local educational agency, any institution of higher education, an community college, any school, agency offering a preschool program, or any other education institution which has a policy of denying, or which effectively prevents, the parents of students attending any school of such agency, or attending such institution of higher education, community college, school, preschool, or other educational institution, the right to inspect and review any and all official records, files , and data directly related to their children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identify data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns. Where such records or data include information on more than one student, the parents of any student shall be entitled to receive, or be informed of, that part of such records or data as pertains to their child. Each recipient shall established appropriate procedures for the granting of a request by parents for access to their child's school records within a reasonable period of time, but in no case more that forth-five days after the request has been made.

"(2) Parents shall have an opportunity for a hearing to challenge the content of their child's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

"(b) (1) No funds shall be made available under any applicable program to any state or local educational agency, any institution of high education, any community college, any school,

agency offering a preschool program, or any other educational institution which has a policy of permitting the release of personally identifiable records or files (or personal information contained therein) of student without the written consent of their parents to any individual, agency, or organization, other than to the following—

"(A) Other school officials, including teachers within the educational institution or local educational agency who have legitimate education interests;

"(B) Officials of other schools or school systems in which the student intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the records;

"I authorized representatives of (I) the Comptroller General of the United States, (ii) the Secretary, (iii) an administrative head of an education agency (as defined in section 409 of the Act), or (iv) state educational authorities, under the conditions set forth in paragraph (3) of this subsection; and

"(D) In connection with a student's application for, or receipt of, financial aid:

"(2) No funds shall be made available under any applicable program to any state or local educational agency, any institution of higher education, any community college, any school, agency offering preschool program, or any other educational institution which has a policy or practice of furnishing, in any form, any personally identifiable information contained in personal school records, to any persons other than those listed in subsection (b), (1) unless—

"(A) There is written consent from the student's parents specifying records to be released, the reason for such release, and to whom, and with a copy of the records to be released to the student's parents; and the student if desired by the parents or

"(B) Such information is furnished in compliance with judicial order, or pursuant to any lawfully issued subpoena, upon condition that parents and the students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution or agency.

"(3) Nothing contained in this section shall preclude authorized representatives of (A) the comptroller General of the United States, (B) the Secretary. (C) an administrative head of an education agency, or (D) Sate educational authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of Federally-supported education program, or in connection with the enforcement of the Federal legal requirements which relate to such programs: Provided, that, except when collection of personally identifiable data is specifically authorized by Federal law, any data collected by such officials with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of such students or their parents after the data so obtained has been collected.

"(4) (A) With respect to subsection (c) (1) and (c) (2) and (c) (3), all persons, agencies, or organizations desiring access to the records of a student shall be required to sign a written form which shall be kept permanently with the file of the student, but only for inspection by the parents or student, indicating specifically the legitimate educational or other interests that each person, agency, or available to parents and to school official responsible for record maintenance as a means of auditing the operation of the system.

"(B) With respect to this subsection, personal information shall only be transferred to a

third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student.

"I The secretary shall adopt appropriate regulations to protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted, or authorized by the Secretary or administrative head of an education agency. Regulations established under this subsection shall include provisions controlling the use, dissemination, and protection of such data. No survey or data gathering activities shall be conducted by the Secretary, or an administrative head of an education agency under an applicable program, unless such activities are authorized by law.

"(D) For the purposes of this section, whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

"(E) No funds shall be made available under any applicable program unless the recipient of such funds informs the parents of students, or are attending an institution of postsecondary education, of the rights accorded them by this section.

"(F) The Secretary, or an administrative head of an education agency, shall take appropriate actions to enforce provisions of this section and to deal with violations of this sections, according to the provisions of the Act, except that action to terminate assistance may be taken only if the Secretary finds there has been a failure to comply with the provisions of this section, and he has determined that compliance cannot be secured by voluntary means.

"(G) The Secretary shall establish or designate and office and review board within the Department of Health, Education, and Welfare for the purpose of investigating, processing, reviewing, and adjudicating violations of the provisions of this section and complaints which may be filed concerning alleged violations of this section, according to the procedures contained in sections 434 and 437 of this Act.

(b) (1) (I) The provisions of this section shall become effective ninety days after the date of enactment of section 438 of the General Education Provisions Act.

(2) (I) This section may be cited as the "Family Educational Rights and Privacy Act of 1974".

The following items of student information are classified as directory information and may be released by the Tennessee Technology Center at Athens with the consent of the student: Name, Address, Date and Place of Birth, Dates of Attendance, Certificate and/or Diploma awarded, Training Area, Enrollment Status, and Previous Schools Attended.

The School may disclose information concerning sex offenders under state sex and offender registration and community notification programs.

FINANCIAL AID HANBOOK

FINANCIAL AID

MISSION

The Tennessee Technology Center at Athens recognizes that even in a low-tuition school there are certain additional expenses related to attendance. Many students would be unable to attend due to lack of financial resources. It is the belief of the Center that no one should be denied training due to financial need. TTCA does not participate in the student loan programs.

GENERAL QUALIFICATIONS FOR RECEIVING FINANCIAL AID

- Be enrolled in the school (attending full-time classes).
- Must be a U.S. citizen/national or an eligible non-citizen.
- Maintain satisfactory progress and attendance (as indicated in this Student Handbook).
- Be a high school (or G.E.D) graduate.
- Meet all financial aid deadlines.
- Must not be in default on a student loan.
- Must not owe Title IV aid to another postsecondary institution.
- Male applicants must be registered for Selective Service.
- Fill out and file the Free Application for Federal Student Aid (FAFSA). May be completed via the Internet: www.fafsa.ed.gov.

Types of Assistance Available

Federal Pell Grant

A grant from the Federal government that does not have to be repaid. The grant is based on financial need and awards range from $100 - $1012 per trimester. To determine eligibility the student must complete the Free Application for Federal Student Aid (FAFSA).

FSEOG

The Federal Supplemental Educational Opportunity Grant (FSEOG) is an additional grant for student with the highest need. TTC Athens awards $100 per trimester to eligible students. The FSEOG is awarded to students who demonstrate the greatest need based upon the student's estimated family contribution "EFC". The EFC is determined by the Federal Government based upon the results of the "Free Application for Federal Student Aid" (The Pell Grant Application). Students with an EFC of zero and are not receiving any other aid besides the Pell Grant and WNTSG are awarded $100 per trimester, not to exceed the cost of education. Additional students may qualify for the award based on their remaining need. FSEOG is funded with 75% Federal Funds and with 25% institutional funds. The Student Services Office will notify students regarding eligibility upon enrollment.

Tennessee Student Assistant Award A grant from the State of Tennessee for Students with high need. Awards are made during the Fall, Winter, and Spring Trimesters.

TELS Wilder-Naifeh Technical Skills Grant (Lottery Scholarship)

- Any Tennessee resident who is at least 18 years or older or has a high school diploma/GED is eligible to apply for the Wilder-Naifeh Technical Skills Grant.
- **No minimum high school grade point average is required; NO ACT test required for admission.**
- All individuals interested in applying for Wilder-Naifeh Grant need to have a FAFSA (Free Application for Federal Student Aid) processed by the deadline. Applications processed after the deadline will be accepted, but preference will be given to those processed before the deadline. **Earlier is better! Don't delay in submitting your form.**
- To maintain the Wilder-Naifeh Grant students must simply maintain satisfactory academic progress (a grade of "C" or better and meet attendance requirements).
- **Caution!** Any individual who receives the Hope Scholarship will not eligible for the Wilder-Naifeh Grant. Hope Scholarship recipients who enroll in a community college or four year institution and drop out before completing their program cannot receive the Wilder-Naifeh Grant.

HOW TO APPLY FOR FINANCIAL AID

Eligibility for financial aid is based upon financial need and the ability to maintain academic progress and satisfactory attendance.

To apply for the financial aid:

- Complete the Free Application for Federal Student Aid (FAFSA). This must be completed on the Internet at www.fafsa.ed.gov .
- In approximately four (4) weeks, you will receive a Student Aid Report from the Department of Education. Bring this to TTCA so your financial aid can be processed.
- If required, the Student Services Office will send you additional paperwork to complete, as well as information concerning documentation your may need to provide.
- When all paperwork is complete, your will receive a Pell Grant Notification. This is for your records and you do not need to return it to the Center.

When all paperwork has been received, the Financial Aid Assistant will calculate your eligibility for assistance. You will receive an "Award Letter," which will notify you of what you may receive.

FINANCIAL AID ELIGIBILITY WILL NOT BE CALCULATED UNTIL ALL FORMS AND INFORMATION REQUIRED ARE RECEIVED BY THE CENTER.

SATISFACTORY PROGRESS AND ATTENDANCE
FOR FINANCIAL AID
(Except TELS Wilder-Naifeh Technical Skills Grant (Lottery Scholarship))

To make satisfactory progress and attendance a student must:

- Maintain at least a "C" average for each academic trimester.
- Complete at least 91% of the scheduled hours for which the student is enrolled.
- Students enrolling after the first day of the trimester will receive their disbursement the last day of the trimester

Satisfactory academic progress will be evaluated at the end of each academic trimester:
Satisfactory progress will be evaluated at the end of each academic trimester. If the student fails to make satisfactory progress at the end of the academic trimester, the student will not be eligible for financial assistance for the next disbursement period. If a student makes satisfactory progress during the next academic trimester of attendance, financial aid will be reestablished for the subsequent disbursement periods. Academic Progress cannot be appealed. Grades can not be appealed.

Satisfactory attendance:
Students scheduled to be enrolled the entire trimester may not be absent more than 42 clock hours, or tardy more than 7 times during the trimester. Students scheduled to be enrolled a portion of the trimester are subject to a prorated absence/tardy schedule. (See below)

Counseling = # hours in a trimester X 5.5%
Termination = # hours in a trimester X 9.7%

If a student exceeds his or her allowed absences, he or she must go through the Financial Aid Review Committee. If the Financial Aid Review Committee decides to approve the appeal, the hours above the 9% absence policy will be deducted from the subsequent disbursement period. THERE ARE NO EXCUSED ABSENCES.

Appeals
A student may appeal a financial aid attendance probation status to the Financial Aid Review Committee if mitigating circumstances have occurred. Mitigating circumstances include: Serious extended illness/injury, death of an immediate family member, civic or military duty, or an act of God, such as a flood, tornado, etc. The appeal must be in writing and should contain information concerning reasons for absences, and documentation supporting your absences. (Doctor's statements, etc.),

If the director or assistant director deems the absences mitigating circumstances due to the above items and the above items only than the student will automatically not lose his or her financial aid.

If the director or assistant director deems the absences mitigating circumstances and the absences do not meet the above criteria than the student must go through the Financial Aid Committee.
The student must submit the request in writing within five (5) days of notification by the Financial Aid Office.

The decision of the Committee is final.

Grades can not be appealed. THERE ARE NO EXCUSED ABSENCES.

TELS Wilder-Naifeh Technical Skills Grant Appeal and Exception Process

The Institutional Review Panel (IRP) is established for the purpose of hearing appeals for decisions denying or revoking applicants' Wilder-Naifeh awards.

The following items are allowed for appeals:

1. Denial of Modified Schedule
2. Denial of Leave of Absence

The IRP will be designated by the Director and may be composed, but not limited to, the following: two faculty members, two students, one administrator, and one support staff. An alternate will be designated for any IRP member who is personally involved in a particular case or is otherwise unable to attend. No eligible institution official rendering a decision to deny or revoke a Wilder-Naifeh award shall participate in the appeal process.

IRP Appeals Process and Timeline

Any student wishing to appeal to the IRP must provide a written appeal with five (5) days of notification of denial.

The IRP may award or reinstate the student's Wilder-Naifeh award with or without a hearing and shall make a determination no later than fourteen calendar days after the student properly files an appeal. The IRP shall render a written decision no later than seven calendar days after considering an appeal, except for exigent circumstances.

Appeals of IRP's Decision

A student seeking an appeal of a decision rendered by the IRP shall request in writing an appeal outlining the basis for the appeal with the Tennessee Student Assistance Corporation within fourteen calendar days from the date the decision was delivered to the student.

Tennessee Student Assistance Corporation
TELS Awards Appeals Panel
404 James Robertson Parkway, Suite 1950
Nashville, Tennessee 37243

Withdrawals

If the withdrawal results in the student not completing 91% of the scheduled hours for the disbursement period, the student will not receive financial aid the following disbursement period. Title IV is earned in a prorated manner on an hourly basis up to and including the 60% point of attendance, not including absences.

Return of Federal Funds

Any student who withdraws from school without completing 60 percent of the enrollment period, not including absences, must return a percentage of the Title IV funds. Students graduating or withdrawing from school should contact financial aid as part of the withdrawal process

Professional Judgments

Professional Judgments are considered on a case-by-case basis, and are sent through a committee to be approved. The committee follows the guidelines set forth by the High Education Act of 1965, as amended, Section 479 (a) (1998), The High Education Act of 1965, as amended Section 480 (d) (1998), and the Dear Colleague Letter, May 2003, GEN-03-07.

The Professional Judgment Committee consists of:
2 Administration Personnel
1 Instructor
1 Student

SATISFACTORY PROGRESS AND ATTENDANCE
for
TELS Wilder-Naifeh Technical Skills Grant (Lottery Scholarship)

Failure to maintain satisfactory academic progress and attendance will result in immediate termination of the Lottery Scholarship. Once a student loses eligibility for this grant it can never be regained. This policy cannot be appealed.

A student must maintain continuous enrollment. A student cannot drop or withdraw from classes. Failure to do so will result in the loss of the Wilder-Naifeh Technical Skills Grant. Once a student loses eligibility for the grant it can never be regained.

Leave of absence for Wilder-Naifeh only.
For RARE and UNUSUAL circumstances, a student my request a leave of absence (LOA). A leave of absence may be approved for documented medical or personal reasons; such as serious extended illness of the student, serious extended illness or death of an immediate family, or other extraordinary circumstances
that are beyond the student's control where continued enrollment creates a substantial hardship.

A student must submit a written request in advance for a leave of absence unless unforeseen circumstances
prevent the student from doing so. The student's signed and dated request must include the reason for the request, beginning and ending dates of the leave, and supporting documentation.

Upon the student's return, no additional institutional fees may be assessed as the student resumes or continues the enrollment period for which they were previously assessed fees and continues to earn the Title IV aid previously awarded for the period.

If a requested leave of absence is denied, the student may appeal to the Institutional Review Panel (IRP) (please see Wilder-Naifeh and Exception Process).

A leave of absence will not be granted for less than 9% of scheduled hours or for longer than hours remaining in the term.

ONCE A STUDENT BECOMES INELIGIBLE FOR THE WNTSG, FOR ANY REASON, THE STUDENT SHALL NOT BE ELIGIBLE TO REGAIN THE WNTSG.

Completion Time Frame
Students may continue to receive Title IV Financial Aid until they have been enrolled 150% of their scheduled hours.

The following formula should be used:
Length of Program x 150% = Maximum Hours of Eligibility

Fees & Check Disbursements

Eligible students who complete their financial aid paperwork at least three weeks prior to starting training may use a Credit Memo (provided by the Center) to pay for tuition and fees only. Books and supply costs are the student's responsibility.

Check disbursements for the remaining grant money (if applicable) are made twice each trimester. The first disbursement is *approximately* 40 calendar days from the beginning of the trimester, and the second disbursement is the last day of the trimester. Students, who register any time after the first day of the trimester or are on financial aid or academic probation, will not receive their disbursement until the last day of the trimester.

Students who initially enroll after the first day of the trimester will receive their financial aid checks in a pro-rated manner. The first check will be for hours earned and will be disbursed on the last day of the trimester. During the third, fifth, and seventh trimesters of attendance, the student will receive two disbursements for these trimesters. Split payments are indicated on the individual student award letter. Written notification will be provided to the student prior to disbursement.

The Financial Aid Office will notify all students of dates for check disbursements on a trimester basis. To obtain checks, student must present a picture ID on the day of disbursement; checks can only be picked up from 2:30pm – 3:00pm in the break room.

Using "Credit Memos" to charge to your Financial Aid

If a student has met all the deadlines for Financial Aid then a "Credit Memo" may be issued for Maintenance Fee, Technology Access Fee, Special Academic Fees, and Books **(books can only be charged to WNTSG)**. Tools, uniforms, testing fees, and any other fees that have to be bought from a 3rd party and that are not sold by our bookstore cannot be charged to Financial Aid.

RIGHTS & RESPONSIBILITIES OF FINANCIAL AID RECIPIENTS

STUDENT RIGHTS –

You have the right to ask an institution:

- The names of its accrediting and licensing organizations.
- About its programs; its instructional, laboratory, and other physical facilities; and its faculty.
- What the cost of attending is, and what its policy is on refunds to students who drop out.
- What financial assistance is available, including information on all federal, state, local, private, and institution financial programs.
- What the procedures and deadlines are for submitting applications for each available financial aid program.
- How it selects financial aid recipients.
- How it determines your financial need. This process includes how costs for tuition and fees, room and board, travel, books and supplies, and personal and miscellaneous expenses are considered in your cost of education. It also includes the resources considered in calculating your need (such as parental contribution, other financial aid, assets, etc.).
- How much of your financial need, as determined by the school, has been met.
- How and when you will be paid.
- To explain each type and amount of assistance in your financial aid package.
- To reconsider your financial aid package, if you believe a mistake has been made, or if your

enrollment or financial circumstances have changed.
- How the center determines whether you are making satisfactory progress, and what happens if you are not.
- What special facilities and services are available to the handicapped.

STUDENT RESPONSIBILITIES –

It is your responsibility to:

- Review and consider all information about a Center's program before you enroll.
- Pay special attention to your application for student financial aid. Complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying or reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application.
- Notify the Center of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Attend an exit interview at the Center. Students who leave without an exit interview will not receive their certificate or diploma until they fulfill this requirement.
- Notify the Center of a change in your name, address, or attendance status (half-time, three-trimester time, or full-time.)
- Understand the Center's refund policy.

TENNESSEE DUAL ENROLLMENT GRANT

PAYMENT AT POSTSECONDARY INSTITUTIONS

Eligible students may receive up to $300 per term (not to exceed $600 per academic year).

For the Dual Enrollment Grant, a term will be defined as either

Fall: August – December Spring: January – May.

The student may receive $300 per term if scheduled to attend at least 108 hours during the term (this is equal to 25% of our normal schedule at a college).

Pro-Ration

If a student does not attend at least 108 hours, please use the following guidelines:

17 – 24% hours of 432 hours in trimester = 2/3 of $300 term grant or $200 = 73 – 103 hours in a trimester.

8-16% hours of 432 hours in trimester = 1/3 of $300 term grant or $100 = 35 – 72 hours in a trimester.

The Grant will pay only for lower division postsecondary courses to include remedial or developmental courses.

TBR will contact each TTC to get a list of eligible students and the appropriate amount. TBR will submit the information to TSAC for payment. Funds will then be disbursed to the institutions.

After the completion of the award year, each institution will print and sign a reconciliation report to the Corporation that certifies student payment records for the award year by July 1.

LENGTH OF ELIGIBILITY

A student's participation in the Tennessee Dual Enrollment Grant program is limited to the remaining amount of time normally required to complete the high school diploma, from the time of initial participation in the program. Participation is also limited to the regular school year (fall and spring trimesters). The grant is available for the summer terms, prior to graduation from high school, for those students who did not exceed the maximum award during the regular school year.

RETENTION

To be eligible for a dual enrollment grant for a semester beyond the first semester of receipt, the student shall continue to meet all eligibility requirements for the grant and shall achieve a cumulative grade point average of 2.75 or the TTC grading scale equivalent (85.75) for all postsecondary courses attempted under a Tennessee Dual Enrollment Grant.

Students who obtain a grade change shall notify the Registrar's Office within thirty (30) calendar days of the grade change and request reinstatement of his/her award on a form developed by the institution for this purpose. If the grade change makes the student eligible for a Tennessee Dual Enrollment Grant, the student can be awarded retroactively in the current award year. If the grade change affects the student's eligibility from the previous award year, the award may be adjusted in the current award year.

A student enrolled in a matriculating status at an eligible postsecondary institution shall qualify for award payment for distance learning courses if all other eligibility requirements are met.

RESPONSIBILITIES OF THE HIGH SCHOOL OR LOCAL SCHOOL SYSTEM

The high school or local school system of the student seeking dual enrollment assistance prior to high school graduation is responsible for the following:

(1) Fulfill the postsecondary institution's requirements for certifying eligibility of students applying for postsecondary participation in dual enrollment. This may include, but is not limited to:

i. Obtain written consent of the parent(s) or guardian(s), if the student is a minor, for the student to participate as a dual credit student.

ii. Obtain written verification by the high school principal or school counselor of the student's eligibility to participate as a dual credit student.

(2) Accept toward state, local, or school graduation requirements the postsecondary credit of an eligible dual credit student who successfully completes an approved course at an eligible postsecondary institution.

(3) Record on the student's high school record each approved course name, grade, and amount of credit hours earned for each course taken as a dual credit student.

(4) Negotiate with postsecondary institution the terms of delivery of postsecondary courses on the high school campus.

RESPONSIBILITIES OF POSTSECONDARY INSTITUTIONS

For the purpose of certifying dual credit students, participating postsecondary institutions are responsible for the following:

After the application deadline for each term, each TTC must provide to TBR a list of students participating in degree-level coursework offered by the institution that qualifies for a Tennessee Dual Enrollment Grant. An electronic spreadsheet to include the names submitted by each eligible postsecondary institution will be delivered to the Corporation by the higher education governing agencies for each term after census date. Such spreadsheet shall include:

i. Name (First and Last)
ii. Social Security number
iii. High School
iv. High School Code
v. Postsecondary Institution
vi. Postsecondary Institution Code
vii. Term/Semester and Year
viii. Certified Indicator

Maintain electronic and paper file of signed waivers or Dual Enrollment Grant Applications.

Maintain accreditation standards for faculty qualification.

Negotiate, with high schools, delivery of postsecondary courses for high school students only and at the high school.

Track students enrolled through the Tennessee Dual Enrollment Grant program and students enrolled as dual or joint without Grant support utilizing the criteria outlined above.

Transfer postsecondary credit hours or clock hours earned in this program from one eligible institution to another eligible institution on the same basis as such hours are customarily transferred.

Notify the high school of each student's enrollment and grade(s) earned in the course(s).

Verify all residency, citizenship, Selective Service registration, and Drug-Free Act eligibility requirements through the use of the Dual Enrollment Certification Statement.

APPLICATION DEADLINE

Students must complete the Dual Enrollment Grant Application by **November 1** for the Fall Term and **March 1** for the Spring Term. If student is eligible for any Dual Enrollment Grant funds for Summer Trimester, the deadline to complete the application is **July 1**.

REFUND POLICY

If the student officially withdraws, drops out, drops hours, is expelled, or otherwise fails to complete a period of enrollment, apply the institutional refund policy. If the student is entitled to a refund, a portion of such refund may need to be returned to the Corporation. If the student was awarded a Tennessee Dual Enrollment Grant, the school must determine the amount of the refund, and return

that amount to the Corporation. The remainder of the award is retained by the school to cover the school's cost for the portion of the school term that the student was enrolled.

PAYMENT OF REFUND

If a student owes a refund, he or she shall pay the postsecondary institution and the postsecondary institution will pay the Corporation. This procedure does not apply in cases of an audit exception.

REPORT FRAUD, WASTE OR ABUSE POLICY

State law requires all public institutions of higher education to provide a means by which students, employees, or others may report suspected or known improper or dishonest acts. In addition, the College is committed to the responsible stewardship of our resources.

Whether you are a faculty or staff member, a student, or an interested citizen, we encourage you to report known or suspected dishonest acts by employees, outside contractors, or vendors.

What Should I Report?

Dishonest acts, either known or suspected, should be reported, such as:

- Theft or misappropriation of funds, supplies, property, or other university/college resources
- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
  Improper and wasteful activity
- Falsification of reports to management or external agencies
- Pursuit of a benefit or advantage in violation of the Center's conflict of interests policy

Think Before You Speak!

Before making allegations of dishonesty, be reasonably certain of any claims. Such allegations

can seriously and negatively impact the accused individual's life and adversely affect the working environment of the department.

Reporting Options

Several options are available to all college employees, students and others for reporting known or
suspected dishonest acts.

You may report your concerns:

To director or assistant director
To an official at your campus or institute
To College Internal Audit at (423) 614-8705
To the Tennessee Board of Regents by email at ReportFraud@tbr.state.tn.us
To the Tennessee Comptroller's Hotline for Fraud, Waste and Abuse at 1-800-232-5454

Investigations

When Internal Audit receives allegations of dishonesty or other irregularity by an employee, outside contractor, or vendor, they are required to conduct an investigation.

Departmental management should not attempt to conduct investigations nor alert suspected employees of an impending investigation.

In an investigation, objectives include verifying the facts, maintaining objectivity and confidentiality, determining responsibility, and recommending corrective actions to help ensure that similar actions do not occur in the future.

Protection under State Law

As Internal Audit investigates allegations of dishonesty, the reporting individual's confidentiality is protected under Tennessee Code Annotated Title 10, Chapter 7 (subject to court action requiring
disclosure). Also, state law prohibits discrimination or retaliation of any kind against employees who report allegations of dishonest acts.

Reporting Responsibility

Internal Audit has reporting responsibility to the Audit Committee of the Tennessee Board of Regents through the Director of System-wide Internal Auditing. This reporting relationship enables them to independently and objectively review matters involving any level of administration at the college.

Preventing Fraud, Waste and Abuse

College management is responsible for establishing and implementing systems and procedures to prevent and detect fraud, waste and abuse.

The basic elements of a proper control system include:

- Creating a culture of honesty and high ethics
- Evaluating risks and implementing processes, procedures and controls to prevent, deter and detect fraud, waste and abuse
- Developing an appropriate oversight process

NEED MORE INFORMATION?

Visit the center any weekday between 8 a.m. and 3:30 p.m. or call 744-2814 and talk with a counselor. We will schedule a tour of the training program of your choice.

VISIT OUR WEB SITE!
at
www.ttcathens.edu

TENNESSEE TECHNOLOGY CENTER AT ATHENS

1635 Vo-Tech Drive
P.O. Box 848
Athens, TN 37371-0848
(423) 744-2814
(423) 744-2817(Fax)

Accredited by:
Council on Occupational Education
41 Perimeter Center East, NE
Suite 640
Atlanta, GA 30346
1-800-917-2081

Governed by:
The Tennessee Board of Regents,
Nashville, Tennessee

The Tennessee Technology Center at Athens offers employment and its programs of instruction to qualified persons regardless of race, color, creed, sex, national origin, or handicap.

The Tennessee Technology Center at Athens is one of 45 institutions in the Tennessee Board of Regents System, the sixth largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system, which is comprised of six universities, thirteen two-year colleges, and twenty-seven Tennessee Technology Centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

OTHER TENNESSEE TECHNOLOGY CENTERS

Tennessee Technology Center at Athens
P.O. Box 848, Athens, TN 37371-0848
(423) 744-2814

Tennessee Technology Center at Chattanooga
4501 Amnicola Highway, Chattanooga, TN 37406
(423) 697-4433

Tennessee Technology Center at Covington
Highway 51, South, Covington, TN 38019
(901) 475-2526

Tennessee Technology Center at Crossville
P.O. Box 2959, Crossville, TN 38555
(931) 484-7502

Tennessee Technology Center at Crump
Highway 64 West, Crump, TN 38327
(901) 632-3393

Tennessee Technology Center at Dickson
740 Highway 46, Dickson, TN 37055
(615) 441-6220

Tennessee Technology Center at Elizabethton
P.O. Box 789, Elizabethton, TN 37643
(423) 543-0070

Tennessee Technology Center at Harriman
P.O. Box 1109, Harriman, TN 37748-1109
(423) 882-6703

Tennessee Technology Center at Hartsville
716 McMurray Blvd., Hartsville, TN 37074
(615) 374-2147

Tennessee Technology Center at Hohenwald
813 West Main Street, Hohenwald, TN 38462
(931) 796-5351

Tennessee Technology Center at Jackson
McKellar Field, Jackson, TN 38301
(901) 424-0691

Tennessee Technology Center at Jacksboro
P.O. Box 419, Jacksboro, TN 37757
(423) 566-9629

Tennessee Technology Center at Knoxville
1100 Liberty Street, Knoxville, TN 37919
(865) 546-5568

Tennessee Technology Center at Livingston
P.O. Box 219, Livingston, TN 38570
(931) 823-5525

Tennessee Technology Center at McKenzie
905 Highland Drive, McKenzie, TN 38201
(901) 352-5364

Tennessee Technology Center at McMinnville
1507 Vo-Tech Drive, McMinnville, TN 37110
(931) 473-5587

Tennessee Technology Center at Memphis
620 Mosby Ave,, Memphis, TN 38105-3799
(901) 543-6100

Tennessee Technology Center at Morristown
821 West Louise Ave, Morristown, TN 37813
(423) 586-5771

Tennessee Technology Center at Murfreesboro
1303 Old Fort Pwky, Murfreesboro, TN 37129
(615) 898-8010

Tennessee Technology Center at Nashville
100 White Bridge Rd, Nashville, TN 37109
(615) 741-1241

Tennessee Technology Center at Newbern
Highway 51, North, Newbern, TN 38059
(901) 627-2511

Tennessee Technology Center at Oneida/Huntsville
355 Scott High Drive, Huntsville, TN 37756
(423) 663-4900

Tennessee Technology Center at Paris
312 South Wilson, Paris, TN 38242
(901) 644-7365

Tennessee Technology Center at Pulaski
P.O. Box 614, Pulaski, TN 38478
(931) 424-4014

Tennessee Technology Center at Ripley
Industrial Park, Ripley, TN 38063
(901) 635-3368

Tennessee Technology Center at Shelbyville
1405 Madison St, Shelbyville, TN 37160
(931) 685-5013

Tennessee Technology Center at Whiteville
P.O. Box 489, Whiteville, TN 38075
(901) 254-8521

Tennessee Technology Center Info-Line
1-800-882-4636

DIRECTOR'S MESSAGE 1
TENNESSEE BOARD OF REGENTS MEMBERS 2
TENNESSEE BOARD OF REGENTS KEY STAFF 2
TTC AT ATHENS STAFF/FACULTY 3
HISTORY 4
PHILOSOPHY AND MISSION 5
TTCA MISSION STATEMENT 5
ACCREDITATION 6
GOVERNANCE 6
LIMITATIONS AND RESERVATIONS 7
ADMISSION REQUIREMENTS 7
TECH PREP/PROFICIENCY CREDIT 8
CLASS SCHEDULE 8
CALENDAR 9-10
EXPENSES 11
FEE SCHEDULE 12
ROPD FEE SCHEDULE 12
BOOKSTORE 14
PROGRAM INFORMATION 15
TECHNOLOGY FOUNDATIONS 15
TENNESSEE DUAL ENROLLMENT GRANT 15
PROGRAM STRUCTURE 16-29
STUDENT HANDBOOK 31
STUDENT ATTENDANCE 31
REPORTING ABSENCES 31
PROGRESS 32
GENERAL RULES 33
REGULATIONS 33

SEX OFFENDER DIRECTORY ____ *40*

COMPUTER ACCESS POLICY ____ *40*

STUDENT CONDUCT ____ *41*

DISCIPLINARY SANCTIONS ____ *42*

GRIEVANCE PROCEDURES ____ *42-43*

STUDENT RECORDS ____ *43*

ACTION FOR REAL OR THREATING EMERGENCIES ____ *46*

CAMPUS SECURITY ACT ____ *48*

DRUG PREVENTION PROGRAM ____ *50*

PUBLIC LAW 93-380 ____ *53*

FINANCIAL AID HANDBOOK ____ *56*

FA MISSION ____ *57*

TYPES OF ASSISTANCE AVAILABLE ____ *57*

HOW TO APPLY FOR FINANCIAL AID ____ *58*

SATISFACTORY PROGRESS AND ATTENDANCE ____ *59-62*

RIGHTS & RESPONSIBILITIES OF FINANCIAL AID RECIPIENTS ____ *62*

TENNESSEE DUAL ENROLLMENT GRANT ____ *63*

FRAUD WASTE AND ABUSE POLICY ____ *66*

NEED MORE INFORMATION? ____ *68*

OTHER TTC'S ____ *69*