

**Tennessee Technology Center
at
McMinnville**

Student Handbook

005307-2



**241 Vo-Tech Drive
McMinnville, Tennessee 37110
(931) 473-5587**

A Tennessee Board of Regents Institution
An Affirmative Action/Equal Opportunity Institution

September 18, 2008



**TENNESSEE
TECHNOLOGY
CENTER**
at McMinnville

241 Vo-Tech Drive
McMinnville, TN 37110

(931) 473-5587
FAX (931) 473-6380

Dear Student,

Welcome to the Tennessee Technology Center at McMinnville. I congratulate you on making the decision to continue your education at an institution dedicated to providing quality workforce development training programs.

At the TTC at McMinnville, we have a commitment to two major constituencies: the students who attend the TTC and the people who hire our graduates. For the employers, we have a commitment to provide future workers who are both capable and willing to do the job. For our students, we are committed to providing quality education and training, using current equipment, by a caring and dedicated staff.

Your responsibility as a student at the TTC is to work to the best of your ability, being aware of what will be expected in the workplace - good attendance, good work habits, and good skills.

As you progress in your program, I encourage you to meet with other students, visit prospective employers, and take advantage of the educational resources available at the TTC.

I wish you well with your future endeavors.

Sincerely,

Marvin Lusk
Interim Director

A Board Of Regents Institution

Introduction

The Tennessee Technology Center at McMinnville is a modern training facility designed to simulate the occupational environment found in places of employment. The primary purpose of the institution is to meet more adequately the occupational and technical training needs of citizens and residents of the institution's service area; these include employees of existing or prospective industries and businesses.

The TTC at McMinnville can prepare the individual, regardless of race, sex, physical or mental abilities, ethnic group, or economic station for employment and/or advancement in the world of work, as well as make a significant contribution to his/her intellectual and social development.

Efforts are made to update equipment and course content in order to provide educational experience necessary for an era of rapid technological change. The administration and instructional staff are comprised of skilled and knowledgeable personnel who are competent in an occupational field, as well as being proficient instructors.

The TTC at McMinnville welcomes and encourages prospective students to visit and see the facilities available. High school students are invited to visit individually, with parents or friends, or in groups scheduled by the high school counselors.

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Philosophy and Purpose of the Institution

The basic philosophy of the Tennessee Technology Center at McMinnville (TTCM) is that every citizen should have the privilege and opportunity to reach as high a station in life as he/she is capable of reaching and desires to reach. Recognizing that all people do not have the same background, abilities, or desires, TTCM treats students as individuals. Individualized instruction is utilized to the maximum extent appropriate in most programs. Our school policy provides that a student may enter a program when a vacancy occurs, start training at his/her own level, and progress at his/her own rate to the desired level within the limitations of the school. Individualized instruction provides the student with the highest quality instruction possible in the occupational area of his/her choosing.

The philosophy provides 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.

Tennessee Technology Centers continue to serve as the premier providers for workforce development throughout the State of Tennessee. The centers fulfill the mission by providing:

- Competency-based training of the highest quality that will qualify individuals for employment and/or advancement in jobs.
- High quality training and retraining of employed workers.
- High quality training that is economical and accessible to all residents of Tennessee, thereby contributing to economic and community development of the communities served.

The primary purpose of TTCM is to meet more adequately the occupational and technical training needs of residents of this geographic area as well as business and industry. TTMC fulfills this purpose by providing instructional programs to train or retrain persons for employment. Programs are designed to enhance skills and knowledge of workers already employed.

TTCM is a modern training facility designed to simulate the occupational environment found in potential places of employment. The controlling purpose of the training offered is to prepare 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 make satisfactory progress in their preparation for employment. In addition, each student will abide by the policies necessary to ensure 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 experience necessary for an era of rapid technological change. The instructional staff is 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.

TTCM 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.

Notice to Students

The course offerings and completion requirements of the Tennessee Technology Center at McMinnville are continually under examination and revision. The institution's Course Catalog and Student Handbook present the offerings and completion requirements in effect at the time of publication, but are no guarantee that they will not be changed or revoked. Adequate and reasonable notice will be given to students affected by any changes. The catalog and handbook are not intended to state contractual terms and do not constitute a contract between the student and the institution. Students are expected to have read and abide by the material in this handbook.

The school 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 institution. These changes will govern current and formerly enrolled students.

Current information may be obtained from the following sources:

- | | | |
|-------------------------|---|----------------------------|
| Admissions Requirements | - | Office of Student Services |
| Course Offerings | - | Department offering course |
| Completion Requirements | - | Office of Student Services |
| Fees and Tuition | - | Office of Student Services |
| Financial Aid | - | Office of Student Services |

TTCM 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 school, are trained and qualified for teaching at the college level. However, the acquisition of knowledge by any student is also contingent upon the student's desire to learn and his or her application of appropriate study techniques to any course or program. The school does not warrant or represent any student who completes a course or program of study will necessarily acquire any specific skills or knowledge, or will be able to successfully pass or complete any specific examination for any course, degree, or license.

Annual Crime Report Statement

The campus crime statistics are furnished pursuant to the Student-Right-to-Know and Campus Security Act and should be incorporated with previously published and distributed statistics, security policies, and procedures. Additional copies of the complete crime statistics report are available at Student Services upon request. Also, information can be found on the Tennessee Bureau of Investigation (TBI) website at <http://www.tbi.state.tn.us>. Click on Crime Statistics and Crime on Campus.

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 TBI concerning sex offenders employed, enrolled or volunteering at this institution at Student Services. Information is also available on the TBI's website listing of sex offenders located on the internet at http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp.

Campus Sex Crimes Notice

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 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 who is or has been convicted 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 offender" means the commission of acts including but 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 supersede 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 TBI concerning sex offenders employed, enrolled or volunteering at this institution at Student Services. Information is also available on the TBI's website listing of sex offenders located on the internet at http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp.

Public Law 93-380/Privacy Rights Act

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

Policy on Affirmative Action

The Tennessee Technology Center at McMinnville is dedicated to the ideas, principles, and policies of Title IV of the Civil Rights Act of 1964. The institution offers equal opportunity for admission into the educational programs and employment to all qualified persons without regard to race, color, religion, sex, national origin, or age so long as the student has an employment objective and can benefit from the instruction. Marvin Lusk is the TTCM Affirmative Action Coordinator.

Support of the Americans with Disabilities Act

The Tennessee Technology Center at McMinnville supports and complies with the Americans with Disabilities Act of 1990 by making all reasonable efforts to meet the needs of students with disabilities by providing equal access to educational opportunities, programs, and activities in the most integrated setting possible. This commitment is consistent with the TTCM's obligations under Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA). Together, these laws prohibit discrimination against qualified persons with disabilities.

All students seeking assistance through Disability Services must disclose the presence and nature of a specific disability to the Coordinator of Student Services. Before receiving requested accommodations, students may be required to obtain documentation of disability. Documentation may include records or written statements from a professional who is licensed to practice in the field appropriate for diagnosing and/or treating the disability in question--a physician, optometrist, audiologist, physical or occupational therapist, psychologist, etc.

While programs are designed to minimize restrictions, prospective students should read course descriptions to ensure capabilities match standards.

Adherence to and Support of Title IX

The Tennessee Technology Center at McMinnville adheres to and supports Title IX. Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) was the first comprehensive federal law to prohibit sex discrimination against students and employees of educational institutions. It is one of several federal and state anti-discrimination laws that define and ensure equality in education. The regulations implementing Title IX (34 C.F.R. § 160.1 et seq.) prohibit discrimination, exclusion, denial, limitation, or separation based on gender. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. 20 U.S.C. § 1681.

Drug-Free Campus

The use of illicit drugs and the abuse of alcohol are associated with many health risks including organic damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological processes and mental functioning; and, physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS and other infections. If used excessively, the use of alcohol or drugs singly or in certain combinations may cause death. It is the policy of the Tennessee Technology Center at McMinnville that the unlawful manufacture, distribution, possession, use or abuse of alcohol and illicit drugs on the TTCM campus, on property owned or controlled by the Tennessee Technology Center at McMinnville, or as part of any activity of TTCM is strictly prohibited. All students are subject to applicable federal, state and local laws related to this matter. Any violation of this policy will result in disciplinary actions.

Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, deliver or sell controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substances involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment, a fine of up to \$4,000,000 if an individual, supervised release, any combination of the above, or all three. These sanctions are doubled when the offense involves either: 1) distribution or possession at or near a school or college campus or, 2) distribution to persons under 21 years of age.

Tennessee Technology Center at McMinnville will impose the appropriate sanction(s) on any student who fails to comply with the terms of this policy. Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:

- Warning
- Reprimand
- Probation
- Suspension
- Expulsion
- Mandatory participation in, and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program
- Referral for prosecution

Student Services personnel are available to assist and make referrals to the appropriate agencies that can assist students needing help. Local agencies include:

Agency	Phone No.
Cheer Mental Health	473-9649
Healing Hearts of Tennessee	474-4673
Ray of Hope Street Ministry	474-0054

Accreditation

TTCM holds membership in the Council on Occupational Education and has been granted accreditation by that agency. COE may be contacted at the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346. (800) 917-2081 / (770) 396-3898

Advisory Committee

A general advisory committee composed of interested business, industry, and community leaders plays an important role in TTCM by providing information and recommendations which may assist the administrative staff in making decisions favorable to the effective operation of the school. The school also utilizes occupational advisory committees that aid the instructional staff in assessing the needs of the students and business and industry. These advisory committees assist the instructional staff in keeping abreast of latest equipment, methods, and technologies in their respective occupational areas.

Faculty Qualifications

All instructors have wide experience in their respective fields. The institution certifies them as teachers on the basis of their technical competence and professional training. A continuing program of supervision and teacher training is provided to keep the teachers current on trends, new developments, ideas, materials, teaching aids, and equipment in their respective areas of specialization in vocational education.

History

The Tennessee Technology Center at McMinnville enrolled its first students in July 1966 as the McMinnville State Area Vocational-Technical School. Legislation enacted by the 1963 Tennessee General Assembly authorized the State Board of Education to plan and construct a network of vocational-technical schools geographically located so that every citizen in Tennessee would be within commuting distance to one of the schools. The system eventually included 27 area vocational-technical schools. The McMinnville School was located to serve all or parts of a seven-county region in Eastern Middle Tennessee. The counties include Warren, White, DeKalb, Cannon, Coffee, Grundy, and Van Buren. The Warren County location and plans for the McMinnville School were approved in 1964.

The teaching facility has been expanded three times. Four classrooms and two shops were added in 1969 and a third shop was completed in 1974. An outside storage building was constructed in 1988. In 1994, the Tennessee General Assembly earmarked funds for each Technology Center to upgrade classroom training equipment, facility renovation, and expansion. Facility renovations included a new boiler system, air conditioning shops, electrical wiring and plumbing, electrical lighting fixtures, painting, and 5,000 square feet of additional classroom space and staff lounge. Also included in the renovation was a handicap accessible restroom for men and women located central to shop areas.

The Tennessee General Assembly passed legislation in 1994 to change the name of the institution to the Tennessee Technology Center at McMinnville.

TENNESSEE TECHNOLOGY CENTER at McMinnville

OPERATING CALENDAR FOR 2008

SPRING TRIMESTER

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2							1			1	2	3	4	5
6	7	8	9	10	11	12	3	4	5	6	7	8	9	2	3	4	5	6	7	8	6	7	8	9	10	11	12
13	14	15	16	17	18	19	10	11	12	13	14	15	16	9	10	11	12	13	14	15	13	14	15	16	17	18	19
20	21	22	23	24	25	26	17	18	19	20	21	22	23	16	17	18	19	20	21	22	20	21	22	23	24	25	26
27	28	29	30	31			24	25	26	27	28	29		23	24	25	26	27	28	29	27	28	29	30			
														30	31												

SUMMER TRIMESTER

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30
																					31						

FALL TRIMESTER

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1		1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

 STUDENT HOLIDAYS

Courses of Study Available

Class	Length
Automotive Technology.....	5 Trimesters
Business Systems Technology	3 Trimesters
Computer Information Technology	4 Trimesters
Electronics Technology.....	5 Trimesters
Industrial Maintenance	4 Trimesters
Machine Tool Technology	6 Quarters
Medical Assistant	3 Trimesters
Practical Nursing	3 Trimesters
Surgical Technology	3 Trimesters
Technology Foundations	Variable

In addition to the above programs, TTCM offers supplemental training for both individuals and employers. This training varies in length and content depending on local demands.

Schedule of Classes

Daytime classes normally begin at 8 a.m. and conclude at 2:40 p.m. The instructor schedules a 10-minute break in the morning and a 30-minute lunch break sometime between 11:30 a.m. and 12:30 p.m.

Students in a clinical rotation observe a schedule determined by the instructor and the clinical faculty.

Curriculum

Specific course offerings in the school are based primarily upon the staffing needs and employment opportunities in the region. The total program is planned to provide the type of training that leads directly to employment, or that assists the employed worker to improve skills and increase technical knowledge. The technology center fulfills this objective by providing training through four types of programs.

Full-Time Preparatory Training is designed to prepare persons for employment in specific or closely related occupations. The full-time preparatory program is offered on a six-hour per day basis. Length of training ranges from a few weeks to 20 months depending upon the entrance requirements of the occupation.

Part-Time Preparatory Training is designed to prepare persons for employment in specific or closely related occupations. The part-time preparatory program is offered on a less than full-time basis. The length of training ranges from a few months to four years depending upon the entrance requirements of the occupation.

Special Training is designed to assist employed workers to improve or upgrade skills and increase technical knowledge necessary to present employment. The length of special courses varies from two to several weeks. Content is determined by the specific needs of the members of the class. Time and frequency of meetings are arranged according to the convenience of the group for which the class is organized.

Special Industrial and Public Service Programs are offered to business and industry. These classes can be conducted in the school or the place of employment of the enrollees. Specialized intensified courses to meet specific requirements of industry may be offered when the need arises.

The Automotive Technology program graduates a technician with a thorough understanding of the methods of servicing and repairing automotive vehicles. Training is offered in the following specialty areas: (1) Automatic Transmission/Transaxle, (2) Brakes, (3) Electrical/Electronics Systems, (4) Engine Performance, (5) Engine Repair, (6) Heating and Air Conditioning, (7) Manual Drive Train and Axles, (8) Suspension and Steering. Students are taught to use the proper factory approved methods of servicing, repairing, and maintaining vehicles. Training also includes learning to make the proper diagnosis using test equipment, precision measuring tools, service manuals, and specifications.

This program is divided into eight instructional units as developed by the National Institute for Automotive Service Excellence. A certificate may be awarded at the successful completion of each unit with a diploma being awarded for the successful completion of all units. The program has received ASE certification in all eight areas of training.

Program completion time will vary with the individual student depending upon experience, education, aptitude, and the desired skill level to be attained. The Safety and Orientation module must be completed before any certificate or diploma may be awarded.

Course length (180 to 2160 clock hours)

Brake Technician	180 hours/Certificate
Suspension and Steering Technician	180 hours/Certificate
Engine Repair Technician	216 hours/Certificate
Manual Drive Train and Axles Technician	180 hours/Certificate
Electrical/Electronic Systems Technician	508 hours/Certificate
Heating and Air Conditioning Technician	162 hours/Certificate
Automatic Transmission/Transaxle Technician	216 hours/Certificate
Engine Performance Technician	518 hours/Certificate
Automotive Technician	2160 hours/Diploma

Cost for Automotive Technology

*Tuition	\$695/trimester
*Technology Access Fee	\$67/trimester
Books, Tools, and Supplies	\$1018 (Approximately)

***Fees subject to change each September.**

High-tech equipment and recent curriculum revision provide an opportunity for students to learn the latest in office technology using appropriate computer software packages. In addition to learning computer skills, students become proficient in filing, electronic calculators, and principles of accounting. Students learn to communicate effectively through mastery of correct grammar, spelling, and letter writing. Training is not only provided in the general administrative and accounting areas, but also in the specific areas of medical and legal office work. Internships may be integrated into the program that provide experiences both on and off campus in answering phones, greeting visitors, and handling routine office duties in a realistic environment.

Subjects studied include Keyboarding, Windows, Word Processing, Spreadsheets, Database, Desktop Publishing, Presentation, Web Design, Ten-Key/Data Entry, Office Procedures, Business Communications, Accounting, Medical Office Procedures, and Legal Office Procedures. The program of study for each major incorporates the latest software used by business and industry in the school service area.

Course length (432 to 1296 clock hours)

General Office Assistant	432 hours/Certificate
Information Processing Support	864 hours/Certificate
Accounting Assistant	1296 hours/Diploma
Administrative Assistant	1296 hours/Diploma
Legal Administrative Assistant	1296 hours/Diploma
Medical Administrative Assistant	1296 hours/Diploma
Medical Coding and Health Information Technician	1296 hours/Diploma

Cost for Business Systems Technology

*Tuition	\$695/trimester
*Technology Access Fee	\$67/trimester
Books and Supplies	\$867 - 1072 (Approximately)

***Fees subject to change each September.**

The goal of the Computer Operations Technology program is to inspire and educate students by equipping them with the concepts, skills, and work ethics required to meet the vocation-related challenges of today and tomorrow. This is accomplished by providing training in the use of technologically-current operating systems, application software, and hardware. By providing resources, expertise, and opportunities for on-going learning about computing and information technology, and by training graduates who are equipped to research and solve the outstanding problems of information systems and their applications, we help ensure our students will become proficient with information and technology skills.

Students are strongly encouraged/required to take and pass the following certification exams in order to achieve some of the program awards:

- CompTIA A+
- CompTIA Network+
- CompTIA Security+
- Microsoft MCP
- Microsoft MCSA
- Microsoft MCSE

Course length (432 to 2160 clock hours)

Desktop Technician	432 hours/Certificate
Security Specialist	864 hours/Certificate
Networking Technician	864 hours/Diploma
Microcomputer Specialist	1296 hours/Diploma
IT Specialist	1728 hours/Diploma
Computer Systems Engineer	2160 hours/Diploma

Cost for Computer Operations Technology

*Tuition	\$695/trimester
*Technology Access Fee	\$67/trimester
Books and Supplies	\$2270 (Approximately)

***Fees subject to change each September.**

Students first learn the basics of electronics: direct and alternating current theory, semiconductor devices, digital techniques and circuitry, electronic components, electronic circuits, and the basics of microprocessors. The use of test equipment such as multimeters, oscilloscopes, function generators, and transistor testers, is used in this area.

Advanced students learn to use ladder logic diagrams, schematics, and programmable logic controllers to control machining and manufacturing processes. Motors, motor controls, hydraulics, and pneumatics are included in the study of Industrial Electronics.

Training is also provided in fiber optics termination and testing, computer network structures, terminating and testing. Electronic security and fire alarms, as well as access control, closed circuit television, and telephone systems also will be studied.

Course length (432 to 2160 clock hours)

Electronics Assembler	432 hours/Certificate
Electronics Tester	864 hours/Certificate
Electronics Technician Apprentice	1296 hours/Diploma
Electronics Technician Apprentice with Electrician	2160 hours/Diploma
Electronics Technician Apprentice with Supplemental Training	2160 hours/Diploma

Cost for Electronics

*Tuition	\$695/trimester
*Technology Access Fee	\$67/trimester
Books and Supplies	\$565 (Approximately)

***Fees subject to change each September.**

The Industrial Maintenance program gives students general skills in a variety of areas common to industry. Cross training enables a student to have knowledge in several areas and not be limited to one field of expertise that could become outdated. Bringing multiple skills to the workplace enhances the employee's value to the employer. The industrial maintenance technician is responsible for the troubleshooting, disassembly, repair, and assembly of hydraulic, pneumatic, mechanical, and electrical systems on industrial machinery.

The curriculum consists of training in the following areas:

- **Welding:** The student is instructed in the common forms of welding and metal cutting procedures.
- **Electricity/Electronics:** Instruction covers introduction to electricity through Programmable Logic Controllers.
- **Mechanical Maintenance:** Students are trained in basic terms of maintenance through lubrication techniques, bearing maintenance and installation, pumps, gearing, etc.
- **Fluid Power:** The student will learn hydraulic and pneumatic fundamentals.
- **Machine Shop:** The student will learn basic shop theory. Training on milling machines and lathes is also included. Machine Shop is an elective for industrial maintenance.
- **Robotics:** The student will learn entry-level robotics programming. Robotics is an elective for industrial maintenance.

Course length (432 to 1728 clock hours)

Mechanical Maintenance & Fluid Power	432 hours/Certificate/Core
Electricity/Motor Control	432 hours/Core
Welding	432 hours/Core
PLC/Elective	432 hours
Machine Tool/Elective	1296 hours/Certificate
Industrial Maintenance Technician	1728 hours/Diploma

Cost for Industrial Maintenance

*Tuition	\$695/trimester
*Technology Access Fee	\$67/trimester
Books and Supplies	\$638 (Approximately)

***Fees subject to change each September.**

The work of machine tool operators, machinists, tool and die makers, industrial maintenance personnel, and related occupations requires skill in machining metal by machine tools such as milling machines, lathes, grinders, and drill presses, and the ability to use precision measuring tools.

The course in Machine Tool Technology is designed to give the student experience on a variety of machine tools similar to those on which he/she will work after graduation including computerized numerical controlled machines. Instruction is given in related blueprint reading, mathematics, precision measuring, basic metallurgy, and basic CAD (Computer Aided Drafting).

Typical subjects taken include drilling machine, bench work, related math, blueprint reading, milling machines, grinders, tool and cutter grinding, drilling and reaming, lathe work, design projects, CNC machining and operations, CNC programming, and basic CAD.

Program completing time will vary with the individual student depending upon experience, education, aptitude, and the desired skill level to be attained.

Course length (330 to 1944 clock hours)

Production Machine Tender	330-400 hours/Certificate
Production Lathe Operator	330-400 hours/Certificate
Machine Setup Operator	330-1320 hours/Certificate

Tool Grinder Operator	660-990 hours/Certificate
Machinist I	1620-1944 hours/Diploma
AutoCAD Level I	Supplemental Certificate
AutoCAD Level II	Supplemental Certificate
AutoCAD Inventor	Supplemental Certificate

Cost for Machine Tool Technology

*Tuition	\$695/trimester
*Technology Access Fee	\$67/trimester
Books and Supplies	\$387 (Approximately)

***Fees subject to change each September.**

The Medical Assistant program prepares students to become competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program runs full time for 12 months. Each student completes an externship of on-the-job training in a doctor's office or other clinical facility.

Medical assistants perform clinical and administrative functions to keep the health care ambulatory setting running smoothly. Administrative duties include answering telephones, greeting patients, updating and filing medical records, completing insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, billing, and bookkeeping. Clinical duties vary but are not limited to taking and recording vital signs and medical histories, preparing patients for and explaining treatment procedures and examinations, performing basic laboratory tests, administration of medications, and instructing patients about medications.

Subjects studied in the program include Anatomy and Physiology, English, Business Math, Psychology, Professional Adjustment, Medical Terminology, Pharmacology, Keyboarding, Administrative Procedures, Accounting, Insurance, Billing and Collections, Human Diseases, Maternal and Child Care, and Externship.

The Medical Assistant program at Tennessee Technology Center at McMinnville is a one-year program. To enroll, the applicant must be a high school graduate or have completed the GED test with a minimum score of 450 and provide three reference letters. All applicants must pass the Nurse Entrance Test (NET) before being considered for enrollment. A physical examination is also required.

The TTCM Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board, a Committee on Accreditation of Allied Health Education Programs (CAAHEP). CAAHEP is the accrediting agency. CAAHEP can be reached at 1361 Park Street, Clearwater, Florida 33756, phone (727) 210-2350, fax (727) 210-2354.

Course length (1296 clock hours)

Medical Assistant	1296 hours/Diploma
*Tuition	\$695/trimester
*Technology Access Fee	\$67/trimester
Books and Supplies	\$1925 (Approximately)

***Fees subject to change each September.**

The Practical Nursing program prepares the graduate to meet the State of Tennessee license requirements for Practical Nurses, and become an active member of the health care team concerned with care of the sick and their rehabilitation, the prevention of illness, and the promotion of wellness.

The program curriculum is balanced between theory and supervised clinical experience as prescribed by the Tennessee State Board of Nursing. Training includes nursing principles and skills, vocational relationships and social foundations, anatomy and physiology, nutrition and diet therapy, pharmacology, maternal and child nursing, psychiatric nursing and mental health concepts, and nursing of the aged. Clinical experience includes training in area hospitals, nursing homes, doctor's offices, and home health agencies.

Practical Nursing at the Tennessee Technology Center at McMinnville is a one-year program. To enroll, the student must be a high school graduate or have completed the GED test with a minimum score of 450. All applicants must pass the Nurse Entrance Test (NET) before being considered for enrollment. A pre-enrollment physical examination is also required.

Course length (1296 clock hours)

Practical Nurse 1296 hours/Diploma

Cost for Practical Nursing

*Tuition	\$695/trimester
*Technology Access Fee	\$67/trimester
LPN Fee	\$100/trimester
Books and Supplies	\$2403 (Approximately)

***Fees subject to change each September.**

Admission Requirements and Procedures

The minimum age for enrollment is 18. Persons who have graduated from high school or passed the GED before their 18th birthday may also be enrolled.

The enrollment of high school students requires special agreement between the State Board of Regents and the local Board of Education.

Application

Prospective students are urged to apply at any time. Steps in making application are as follows:

1. Contact the school at 931-473-5587 to obtain information and an application form.
2. Complete application and file it with TTCM.
3. Discuss primary vocational objectives with a TTCM counselor.
4. Submit a high school transcript or GED test scores (health occupations only).
5. Career counseling and/or testing is available.

Measles Inoculation

There is a continuous increase in the occurrence of measles. All applicants and students are encouraged to take the necessary voluntary action to determine if the proper immunization has been received to protect against measles. If it has not been received, you should contact your physician or the public health department for advice on what action you should take.

Credit for Previous Training

Previous education and/or experience will be evaluated and the student will be enrolled in training at his/her proficiency level. The time normally required for training will be shortened accordingly.

Training completed in technical institutes, colleges, and other institutions, including high schools, will be evaluated and applied toward completion requirements where applicable.

Military, industrial, and business courses or work experience will be evaluated toward the completion requirements where applicable.

The student must supply documentation and/or evidence of training or proficiency.

Student Expenses

All students must provide the following as required by the area of training in which enrolled:

1. Textbooks, workbooks, paper, and pencils.
2. All parts and materials used on personal projects.
3. Safety glasses.
4. Uniforms and other personal items as required in specific occupational areas.
5. Students are encouraged to take the accident or health insurance available.

Technology Access Fee

A student enrolling is assessed a non-refundable technology access fee (TAF). The TAF is \$41 for students enrolled in 135 hours or less and \$67 for students enrolled in 136 hours or more.

Maintenance Fees

All students enrolling for over 340 clock hours, whether residents or non-residents, will pay a maximum maintenance fee of \$619 per trimester. Students enrolling or completing between trimester beginning and ending dates will pay a prorated fee for that trimester based on the fee schedule. Students enrolling part-time, short-term, or supplemental programs will be assessed a fee based on the length (number of clock hours) of the program in which he/she is enrolled. Fees must be paid during registration before a student will be officially admitted to class. Thereafter, the fee must be paid at the beginning of each trimester. **Fees subject to change each September.**

Trimester Fee Schedule (TAF and Maintenance)

Hours	Fee
*1 – 40	\$224
*41 – 80	288
*81 – 135	413
136 – 217	626
218 – 340	688
341 – 432	762

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

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

Servicemembers, 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 the deferment has been requested. Application for the deferment must be made no later than 14 days 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.

Refund of Maintenance Fees - Students may be eligible for refunds under the following circumstances:

1. The change in a full-time student's schedule that results in reclassification to a part-time student.
2. Change in a part-time student's schedule that results in a class load of fewer hours.
3. Voluntary withdrawal of the student from the school.
4. Cancellation of a class by the school.
5. Death of a student.
6. Students administratively dismissed will not be eligible for refunds.

Determination of Refund

1. Full refund of 100% will be refunded for classes canceled by the school.
2. For drops or withdrawals prior to the first official day of classes, 100% of fees will be refunded.
3. In the case of death of the student during the term, 100% of fees will be refunded.
4. A refund of 75% may be allowed if a program is dropped or student withdraws within the first 10% of the class hours have been completed.
5. A refund of 50% may be allowed if a program is dropped or a student withdraws within the first 20% of the class hours.

6. No refund will be permitted after 20% of the class hours have been completed.

NOTE: Refunds will be in the form of a check mailed to the student's home. The student should allow time for instructors to terminate his or her enrollment, Student Services to determine reimbursement amount (if any), Financial Services to request the check from Motlow State Community College, and MSCC to cut and mail the check to the student.

First-Time First-Trimester Students Who Receive Title IV Financial Aid

First-time first-trimester students who enroll and receive Title IV financial aid (FPELL, FSEOG, FWS) **may** qualify for a pro-rata refund of fees if withdrawal occurs during the first 60% of the scheduled training time. For additional information, contact the Financial Aid Administrator.

Payment of Fees

The payment of fees may be made by cash, check, money order, Visa or Master Card. If a student pays his/her fees with a check that is not honored by the bank, he/she will be notified by the school. If the check is not paid in cash within 10 calendar days from the date of the notice, the student will be withdrawn from class. If the student pays the bad check within the allotted time period, he/she will be assessed a returned check fee of \$20 in addition to his or her maintenance fee payment.

Completion Requirements

Satisfactory completion may be achieved by demonstrating proficiency based on the occupational entry requirements.

A certificate of completion may be awarded to any preparatory student who reaches a payroll job proficiency level and to any special student who completes his objective for upgrading his skills and knowledge.

A diploma may be awarded to each preparatory student who demonstrates satisfactory proficiencies in a complete course of study. Students must satisfactorily complete at least half of the established course length clock hours before receiving a certificate or diploma. Any exception to this policy must be approved by the Director.

Student Records and Transcripts

An accurate record of each student's work and accomplishment is kept by the school. Periodic ratings become a part of his/her permanent school record. Transcripts are available to the student, or to persons or agencies authorized by the student upon request. Transcript requests are given top priority.

Services Available

Counseling

The counseling program at TTCM includes activities involving student recruitment, pre-enrollment counseling, and training period counseling. Counseling services are the responsibility of the administrative, counseling, and instructional staff. Since the students come from varied backgrounds, the counselors are cognizant of the student's need for guidance and counseling in the vocational school setting.

The Technology Center programs are designed to prepare students for a specific vocational objective; therefore, it is important that an intelligent vocational selection be made based upon the student's interests, aptitudes, and abilities. Since all of the occupational training offered involves technical knowledge, occupational skills, and behavioral modification, the student is encouraged to apply himself in order to achieve success in his chosen vocational objective.

Placement and Follow-Up

The placement of students in satisfactory employment is one of the primary objectives of TTCM. The school's primary responsibility for placement and follow-up of students is vested in the administrative, counseling, and instructional staff. The school maintains close communications with employers, both in the local community and statewide. The result is that those students who continue in school until they complete their course of study are reasonably assured of permanent employment.

As an aid in evaluating the effectiveness of course offerings, the instructional staff maintains close contact with their former students by correspondence, personal contact, and contact through a working relationship with their employers. Surveys and student follow-up studies are made to determine if changes are needed to meet the individual student's 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 are expected to have an exit interview to provide placement information before leaving the training program. There will be additional periodic contact for further follow-up and students are strongly urged to take a few moments to respond to these questionnaires in a frank and candid manner.

Student Insurance

Accident and/or health insurance is available for all students. Each student is strongly encouraged to have a form of health insurance.

Telephone

For student convenience, a telephone is located in the concession area. This telephone is to be used during class breaks when students need to make a call. All calls should be limited to a minimum amount of time as a courtesy to other students needing to use the telephone.

Cell phones may not be used (in any manner) in classrooms or hallways. Students with cell phones must have them turned off or in a silent mode while in the classrooms. Students should discuss emergency use of cell phones with their instructors. Students that violate rules regarding cell phones use are subject to discipline. Instructors are authorized to confiscate cell phones being used during class.

Telephones in the school administration and instructor offices are for business only. Except for emergency situations, students will not be called from class to receive incoming calls. If necessary, messages will be taken and forwarded to the student (through the instructor). Students should advise friends and family of this procedure.

Learning Resource Center

Services available in the library are reference assistance, circulation, and in-house use of a collection of print and nonprint materials. The material collections include print volumes, periodical titles, and reference materials for research. A browsing collection of newspapers, periodicals, and news books is provided. Media services are also available for student use. These services include audiocassettes and videocassettes for class assignments of personal enrichment. Personal computers are available with a variety of programs for skill enhancement. Assistance is available, if needed, in the use of all equipment.

Financial Aid

Qualifying for Financial Aid

Everyone is encouraged to apply for financial aid. To qualify, the individual must meet the eligibility requirements specified by the particular program desired. In general, you are eligible for federal financial aid if you meet the following requirements.

- You are enrolled as a regular student in an eligible program and working toward a certificate or diploma.
- You are a U.S. citizen or an eligible non-citizen.
- You are making satisfactory academic progress in your course of study and meet attendance standards.
- You are not in default on a National Direct Student Loan, Stafford Student Loan, or Plus Loan, and you do not owe a refund on a Pell Grant or a Supplemental Educational Opportunity Grant.
- You have a valid Social Security number.
- You are registered with the Selective Service, if you are required to do so.
- You must sign a statement of educational purpose/certification statement on refunds and default.
- You must be a high school graduate or have an average score of 450 or better on a GED test; or be beyond the age of compulsory school attendance (be 18 or older) and able to benefit from training.

Also, applications for financial aid must be made in a timely manner in order to qualify for assistance that term. TTCM enforces the following deadlines to have the Free Application for Federal Student Aid (FAFSA) filed and processed: Spring Trimester: March 1; Summer Trimester: July 1; and Fall Trimester: November 1.

Financial Aid Available

A limited amount of student financial aid is available from various agencies unrelated to the school. Persons who are interested should contact the school's Office of Student Services for financial aid information. The current financial aid programs are as follows:

Federal Work-Study Program (FWS)

The Federal Work-Study Program provides jobs for students who need financial aid and who must earn a part of their educational expenses. You may apply if you are enrolled at least half-time as a regular student in an eligible program. For more information, contact Student Services.

Federal Pell Grant

A Federal Pell Grant is money to help you pay for your education after leaving high school. Unlike loans, these grants do not have to be paid back. You should apply as soon as possible for a Pell Grant. Applications are available from TTCM or a high school counselor.

Federal Supplemental Educational Opportunity Grants (FSEOG)

A Federal Supplemental Educational Opportunity Grant is an award to help you pay for your education after high school. It does not have to be repaid. For more information, contact Student Services.

Workforce Investment Act (WIA)

There is a local office in your county. Check with Student Services for assistance with locating the office.

Tennessee Department of Vocational Rehabilitation

This off-campus agency exists to provide support to citizens of Tennessee with a disability. For more information, contact the vocational rehabilitation counselor in your county.

Trade Readjustment Act

Contact your local Labor and Workforce Development Office for eligibility requirements for this program.

Tennessee Opportunity Program for Seasonal Farm Workers and Migrants (TOPS)

This program operates primarily to provide assistance to individuals in the agricultural or horticultural (farming or nursery work) occupations. Additional information may be obtained by contacting the TOPS office in your area.

Tennessee Student Assistance Award

A Tennessee Student Assistance Corporation (TSAC) award (TSAA) is a source of financial aid for residents of Tennessee. Applicants must meet the requirements for federal financial aid. Additionally, applicants must apply and qualify for a Pell Grant. For more information, contact the Financial Aid section of Student Services.

Veterans Administration Educational Programs (G.I. Bill)

This school is approved by the State Approving Agency for Veterans Education, for veterans to attend and receive VA Educational benefits. Applications for educational benefits are available from the Office of Student Services. Additional information may be obtained from the TTC counselor.

Wilder-Naifeh Technical Skills Grant

The Wilder-Naifeh Technical Skills Grant is part of the Tennessee Education Lottery Scholarship program (TELS). The WNTSG is a grant that is available only to Tennessee residents that attend a Tennessee Technology Center. Students may enroll as full-time or part-time. There is no income limit for eligibility. A student with a bachelor's degree may be eligible to receive WNTSG. Eligibility requirements include:

- Must be a Tennessee resident one year prior to application deadline (March 1 for Spring, July 1 for Summer and November 1 for Fall). State residency is determined using TBR promulgated rules; TBR Rules 0240-2-2.
- Must be a U.S. Citizen or permanent resident.
- Must be in compliance with Selective Service requirements.
- Must be in compliance with federal drug-free rules and laws for receiving financial aid.
- Must not be in default on a federal student loan.
- Must not owe a financial aid refund or overpayment.
- Must not be incarcerated.
- Must meet the enrollment requirements for both the school and the program. (Do not have to have a high school diploma or GED if not required for enrollment in the school or program.)
- Must be enrolled in a program leading to a certificate or diploma. Continuing education and supplemental certificate programs are not eligible.
- Must have never received the Tennessee HOPE scholarship or have completed a certificate or diploma program with the WNTSG.

Students who wish to retain a WNTSG:

- Must continue to meet all eligibility requirements as stated above.
- Must reapply each year using the FAFSA.
- Must maintain continuous enrollment (unless a leave of absence is granted).
- Must maintain satisfactory progress according to standards used for Title IV purposes. Students must meet grade and attendance requirements as well as the 150% timeframe requirements.
Failure to maintain satisfactory progress is NOT appealable.
- May receive the WNTSG for all coursework required for completion of the certificate or diploma program.
- Maximum timeframe of five years from first disbursement.

NOTE: Once the student becomes ineligible for the WNTSG, for any reason, the student shall not be eligible to regain the WNTSG.

Scholarships

Each year organizations such as Rotary International and other civic groups provide scholarships to TTC students. The cost of fees, books, and other school related expenses are covered by these scholarships. More information may be obtained in Student Services.

Financial Aid Policies for Satisfactory Progress and Attendance

To maintain financial aid eligibility, a student must make and maintain satisfactory progress. To make satisfactory progress, a student must:

1. Maintain a C average for each academic trimester.
2. Complete at least 91% of the scheduled hours for which the student enrolled.

Satisfactory progress is checked at the end of each trimester. Any student who fails to meet the above standards will not receive financial aid the subsequent trimester. If a student makes satisfactory progress the next academic term of attendance, financial aid will be reestablished for the subsequent disbursement period.

If a student withdrawal results in the student not completing 91% of the scheduled hours for the trimester, the student will not be eligible for student aid the subsequent enrollment period and may have to repay some of the financial aid received for the term in which the student terminates.

Students who have fees paid by the Federal Pell Grant, TRA, Vocational Rehabilitation, or any other agency are ultimately responsible for their fees if their financial aid resource does not pay the fees. A student who charges fees to the Pell Grant or Wilder-Naifeh Technical Skills Grant and withdraws early for whatever reason will be invoiced by the Tennessee Technology Center at McMinnville for the portion of fees not paid by the grant. Any person owing a debt to the institution may not receive additional financial aid until the debt is resolved. Resolution may be reached through full repayment or a satisfactory repayment plan approved by the business office.

Leave of Absence

For rare and unusual circumstances, a student may request a leave of absence (LOA) to continue eligibility for Wilder-Naifeh Technical Skills Grant. An LOA 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 member, extreme financial hardship of the student or the student's 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 an unforeseen circumstance prevents the student from doing so. The student's signed and dated request must include the reason for the request, beginning and ending dates for the leave, and supporting documentation.

The student will be readmitted as space is available upon completion of the LOA. An approved LOA will be treated as a withdrawal for all financial aid programs other than the WNTSG. This may cause other awards to be recalculated and in some cases a Return of Title IV funds calculation may be necessary.

A leave of absence will not be granted for less than 9.7% of the student's scheduled hours or longer than the scheduled hours remaining in the term at the time of the leave.

If the student's request for a leave of absence is denied, the student may appeal the decision to the Institutional Review Panel (IRP).

Appeals

Any student who receives Title IV funds and wishes to appeal progress standards due to mitigating circumstances encountered during the trimester must submit an appeal request in writing to the Financial Aid Director within five days of the notification of the failure to make satisfactory progress. Any supporting documentation requested for the appeal is to be supplied by the student making the appeal. The Financial Aid Director may approve the appeal or refer it to the appeals committee, which makes a recommendation to the Director, who has final authority. (Separate committees hear Pell and Wilder-Naifeh appeals.)

Appeal and Exception Process for WNTSG

The IRP is established to hear appeals from decision denying or revoking an applicant's WNTSG. The following items are allowed for appeals:

1. Denial of a change in status request.
2. Denial of a leave of absence request.
3. Denial of reinstatement of eligibility after a change in grade.
4. Denial of reinstatement of eligibility after the grade for an incomplete course is reported.

Satisfactory Progress and Attendance Policies

Students at Tennessee Technology Centers are expected to maintain satisfactory attendance and to progress in an appropriate manner toward their training objectives. Toward those ends, the following retention procedures are specified:

Trainee Attendance

The nature of the programs at TTCM is such that it is necessary for every student to attend regularly. Excessive interruptions due to absences will have an adverse affect on student progress.

1. After a student has been absent for a total of 24 hours in a 72-day period of instruction, the instructor will refer the student to Student Services for counseling.
2. When a student has missed in excess of 42 hours within a 72-day period of instruction he/she will be suspended.
3. A student is considered tardy if not in the classroom at the designated time for class to start. The hours missed due to tardiness or leaving early will be included in the accumulation of hours toward suspension. Also, the following sanctions apply:
 - a. 3 tardies/leaving early - documented warning by instructor
 - b. 4 tardies/leaving early - documented probation by designated authority
 - c. 5 tardies/leaving early - suspension by Director
4. All students are required to call in absences within one hour from their beginning scheduled class time.
5. A student absent two consecutive days without contacting the school will be automatically terminated. To re-enter, the student must complete and file a new application.
6. Any student who terminates for any cause and is in a probationary status will continue under the same probationary status if he/she re-enters within one year of the termination date. When a student is terminated a second time because of failing grades and/or the violation of policies, he/she must have prior approval of the administration before reapplying.
7. An attendance record for each student is maintained in the Office of Student Services.

Inclement Weather Policy

In the event of inclement weather, closing or late opening, information will be sent to the following television stations:

- WZTV- Channel 17 in Nashville - Cable Channel 3
- WSMV- Channel 4 in Nashville
- WTVF- Channel 5 in Nashville
- WRCB- Channel 3 in Chattanooga

Announcements concerning school closing are normally made before 6 a.m. We will also attempt to have the main phone message at the Center changed to indicate delayed or cancelled classes.

Students should be aware that, as an institution of higher education, the Center does not follow the closing policies of the public school systems. If the Center is open, students are advised to use their own discretion concerning travel. Normal attendance policies are in effect when the Center is open. In the event of late opening, "One hour late" means classes begin at 9 a.m., and "Two hours late" means classes begin at 10 a.m. These announcements concern day classes only. The decision concerning cancellation of evening classes is normally made mid-afternoon.

Trainee Progress

Evaluations are recorded for each student during the 72 days of instruction that comprise each trimester. Those evaluations include the following scale of progress:

Grade	General Assessment	Non-Allied Health Objective Scale	Allied Health Objective Scale
A	Excellent	93 - 100	94 - 100
B	Good	85 - 92	87 - 93
C	Fair	77 - 84	80 - 86
D	Poor	70 - 76	75 - 79
F	Unacceptable	0 - 69	Below 75

Grades A, B, and C are considered satisfactory progress; grades of D or F are considered unsatisfactory progress. A student's grade is determined both by the grades on examinations and by the rate at which he or she completes required material. A student who takes an excessive amount of time to reach academic milestones will be counseled, and may receive an unsatisfactory evaluation. A student who receives an unsatisfactory evaluation (an average grade of D or F) during a trimester is placed on probation for the remainder of the trimester. A student must maintain a satisfactory average (C or better) for the 72-day period of instruction. Failure to do so will result in suspension at the end of the trimester. A student in a health occupations program who earns a grade below C in any subject will not be permitted to continue in his or her program.

Grading Policy

One point may be deducted from each subject final grade for each one hour unexcused missed.

The following constitute **Excused Absences**:

1. Illness of student - documented by written statement from physician's office.
2. Illness of children or spouse - documented by written statement from physician's office.
3. Death in the immediate family - documented by written statement.
4. Scheduled court appearance - documented by written statement.

Please note the above Excused Absences applies to **grades only**.

Technology Foundations

All students enrolled in full-time or part-time programs must meet minimum basic skills competency requirements as determined by the Tennessee Board of Regents in order to receive a diploma upon completion of his/her course of study.

Upon admission to a program, all full-time and part-time students are tested using the KeyTrain computerized skills assessments in Reading for Information, Applied Math, and Locating Information. Completion of KeyTrain, Level 4, is mandated by the Tennessee Board of Regents. Additional requirements assigned by the program instructors may be required depending upon the skill levels of the program chosen. All students must complete TBR requirements and instructor requirements for Technology Foundations to receive a diploma in their program area.

Students may receive classroom instruction as deemed necessary by the results of the KeyTrain Pre-Test. Instruction will be in small groups.

Maximum Time Limits: Full-time: 8 months (approximately 3 hours per week of instruction)
3/4 time: 10 months
1/2 time: 12 months

If the student has not completed Technology Foundations in the required amount of time, the student will be required to remain in Technology Foundations from 8 a.m. until 2:40 p.m. daily (with 30 minutes for lunch) until the requirements for the completion of KeyTrain and Technology Foundations have been met.

Under certain extenuating circumstances, some students may be given more time to complete as deemed by the Center's Director, the Student Services Coordinator, or the Technology Foundations instructor.

Worker Characteristics

Students receive a grade each trimester for the 10 worker characteristics that are covered during that grading period. The mission of TTCM is to provide students with the skills necessary to be successful employees in their chosen careers. Students must possess both strong occupational skills and good work habits. TTCM is committed to incorporating these good work habits into every facet of education. The following are 10 areas of worker characteristics that students are expected to exhibit in classrooms and laboratories:

- Attendance
- Character
- Teamwork
- Appearance
- Attitude
- Productivity
- Organization Skills
- Communication
- Cooperation
- Respect

Readmission from Suspension

The Director may consider for readmission the applicant who has served the suspension period. Criteria that the Director will consider in assessing candidacy for readmission are as follows:

1. Assessment of the candidate's willingness to address those deficiencies that contributed to the prior suspension and
2. Assessment of the likelihood that the readmitted student may succeed in pursuing his/her training objective.

Student Conduct Policy

Generally, through appropriate due process procedures, institutional disciplinary measures shall be imposed for conduct that adversely affect the institution's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community, or which endangers property or persons on institution or institution-controlled property. All visitors to campus are subject to the same conduct policies as students.

Individual or organizational misconduct that is subject to disciplinary sanction shall include but not be limited to the following examples:

Conduct Dangerous to Others - Any conduct that constitutes serious danger to any person's health, safety, or personal well being, including any physical abuse or immediate threat of abuse.

1. **Hazing** - Any act of hazing of any variety by an individual or group.
2. **Disorderly Conduct** - Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals.
3. **Obstruction of or Interference with Institutional Activities or Facilities** - Any intentional interference with or obstruction of any institutional activity, program, event, or facilities, including the following:
 - a. Any unauthorized occupancy of institution or institutional controlled facilities of blocking of access to or from such facilities.
 - b. Interference with the right of any institution member or other authorized person to gain access to any institution or institutional controlled activity, program, event, or facilities.
 - c. Any obstruction or delay of a campus security officer, fireman, or any institution official in the performance of his/her day.

4. **Misuse of or Damage to Property** - Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property belonging to the institution including, but not limited to, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices; and any such act against a member of the institution community or a guest.
5. **Theft, Misappropriation, or Unauthorized Sale** - Any act of theft, misappropriation, or unauthorized possession or sale of institution property of any such act against a member of the institution community or a guest of the institution.
6. **Misuse of Documents or Identifications Cards** - Any forgery, alteration of or unauthorized use of institution documents, forms, records or identification cards, including the giving of any false information, or withholding necessary information, in connection with a students admission, enrollment, or status in the institution.
7. **Firearms and Other Dangerous Weapons** - Any unauthorized or illegal possession of or use of firearms or dangerous weapons of any kind.
8. **Explosives, Fireworks, and Flammable Materials** - The unauthorized possession, ignition, or detention of any object or article which could cause damage by fire or other means to persons or property or possession of any substance which could be considered to be used as fireworks.
9. **Alcoholic Beverages** - The consumption or possession of alcoholic beverages.
10. **Drugs** - The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance.
11. **Gambling** - Gambling in any form.
12. **Financial Irresponsibility** - Failure to meet financial responsibilities to the institution promptly including, but not limited to, passing a worthless check or money order in payment to the institution or to a member of the institution community acting in an official capacity.
13. **Unacceptable Conduct in Hearings** - Any conduct at an institution hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing.
14. **Failure to Cooperate with Institutional Officials** - Failure to comply with directions of institutional officials acting in the performance of their duties.
15. **Violation of General Rules and Regulations** - Any violation of the general rules and regulations of the institution as published in an official institutional publication, including the intentional performance of any prohibited act.

16. **Attempts and Aiding and Abetting the Commission of Offenses** - Any attempt to commit any of the foregoing offenses, or the aiding and abetting of the commission of any of the foregoing offenses (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission).
17. **Violations of State and Federal Laws** - Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.

Disciplinary action may be taken against a student for violation 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 violative of the general rules and regulations of the institution. Extended or permanent exclusion from the classroom or further disciplinary action can be affected only through appropriate procedures of the institution.

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

Authorized Departures from Campus

Any student leaving school for any purpose other than the normally scheduled meal or the end of the training day, must sign OUT and IN with their instructor. Failure to do so will constitute violation of school policy and is subject to disciplinary measures.

Safety

Students must familiarize themselves with the general safety rules applicable at the school. Specific safety instructions will be given each student by the individual program instructor.

Students must have proper equipment or machine check-out and must have the instructor's permission before operating or using any of the school's equipment, machines, or tools. All school shops, classrooms and laboratories should be locked except when under the direct supervision of a member of the faculty, staff, administration, or authorized personnel.

The following items also apply to safety:

1. Appropriate footwear must be worn at all times. Students must wear shoes that cover the feet completely when in a shop or hazardous training area.
2. No loose clothing is allowed in an area that has operating machines. All long sleeves must be secured in such a way that they cannot get caught in machines. Shirttails must be tucked in while operating machinery.
3. All clothing worn must be appropriate for the student's training area. Any "cut-off" clothing is considered unsafe. All garments worn must be full length and provide protection against normal hazards in the training area.
4. A student's hair must be secured in such a way that it cannot be caught in a machine or be hazard to him/her in any other way while in the training area.
5. The instructor has the primary responsibility for control over classroom student dress and safety. Any student violating the above regulations will not be allowed to continue training until the violation has been corrected.

Student Grievances

An open-door policy exists concerning student recourse. A student should feel free to talk to any instructor or administrator at any time.

If a student has a problem, he/she should consult his instructor. If the instructor cannot solve the problem, he/she will refer the student to the appropriate office below:

1. The Office of Student Services if the problem involves finances, schedules, achievement, or such outside social and emotional problems as might affect the student's progress toward his/her goal.
2. The Administration Office if the problem requires disciplinary action.

The Tennessee Board of Regents Student Grievance Procedures is as follows:

Uniform Procedures for Grievances by Students At Tennessee Technology Centers

1. Purpose

The purpose of this procedure is to provide a clear, orderly, and expedient procedure through which all students of Tennessee Technology Centers (TTC) may process bona fide complaints of grievances through formalized procedures. Students using this procedure shall be entitled to process their complaints or grievances without fear of retaliation, interference, coercion, or discrimination.

2. Scope and Limitations

These procedures may be utilized by any student who believes he or she has been treated unfairly or inequitably with regard to the terms or conditions of his/her enrollment.

Students must present their complaints of grievance within five school days after the occurrence of the event claimed to have given rise to the grievance. Any claim not presented within the time provided shall be deemed to have been waived.

Allegations of sexual harassment or racial discrimination shall be given fair and prompt consideration in accordance with procedures outlined in TBR Guideline P-080.

In matters of disciplinary offenses or academic and classroom misconduct, due process shall be provided in accordance with TBR Policy No. 3:02:00:01, General Regulations on Student Conduct and Disciplinary Sanctions and TBR Policy No. 1:06:00:05, Uniform Procedures for Cases Subject to the Tennessee Uniform Administration Procedures Act.

Corrective action or remedies which recommend suspension, dismissal, or expulsion of a student as a result of these proceedings shall not be invoked until due process has been completed. However, suspension may be imposed in any grievous matter which endangers persons or property, substantially disrupts training or other campus activities, or otherwise interferes with institutional objectives. Suspension of a student for academic failure or excessive absenteeism are non-grievable matters unless there has been a violation of institutional policy. In these instances, due process shall be provided in accordance with the Guideline herein.

3. Informal Discussion

It is the philosophy of the Tennessee Technology Centers that many complaints or concerns can be resolved through open and clear communications. It is also the intent of the Tennessee Technology Centers that conflict resolution be resolved at the lowest level possible. Therefore, the first step of resolution will be an informal meeting of the TTC Director, the complainant, and other pertinent and appropriate persons to discuss the matter. The Director shall meet with the student grievant again within five school days of the date of the discussion to provide his/her remedy or corrective action to the student's concern.

4. Grievance Proceedings

1. If a resolution cannot be reached through informal discussion, the student shall have five school days following the TTC Director's recommendation to request a hearing before the Grievance Committee. The Director or his/her designee shall provide the student grievant with a copy of the hearing procedures. The request for a formal hearing must be communicated in writing to the Director and include the following information.
 - a. A statement of the grievance and the facts upon which it is based;
 - b. Dates of the occurrences;
 - c. Attempts made to resolve the grievance;
 - d. The remedy or corrective action sought;
 - e. Signature of the aggrieved student and the date of the written grievance.
2. Upon receipt of the written grievance, the TTC Director shall request a Grievance Committee to hear the student's appeal within five school days.
 - a. The student grievant shall be allowed to present his/her case and to present witnesses in his/her behalf during the meeting. The person(s) against whom the grievance is filed shall also be allowed to present their views as to the action taken against the student grievant.
 - b. The student grievant may be accompanied by an advisor of his/her choice. However, the advisor cannot actively participate in the hearing, i.e., cross-examine witnesses or present any information on the grievant's behalf.
3. The Grievance Committee shall, within five school days of the hearing, present its finding of facts and recommendations to the TTC Director.
4. Within five school days of receipt of the Committees findings and recommendations, the Director shall render a final decision. This decision shall be presented in writing to the student in person or by certified mail, return receipt requested.
5. If either party involved in the grievance is not satisfied with the final decision of the Director, the student shall be advised of his/her right of appeal to the Vice Chancellor for Vocational-Technical Education. This appeal must be made within five school days of the TTC Director's decision.

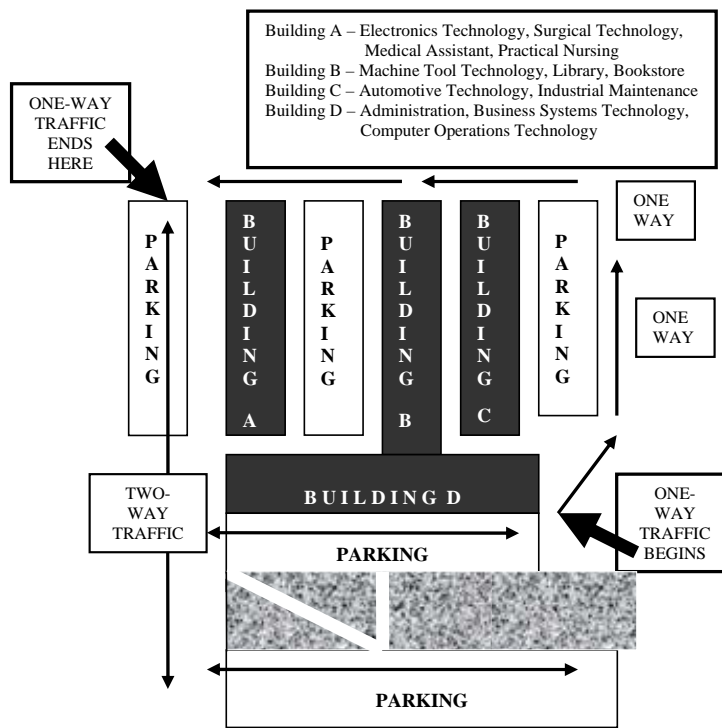
5. Grievance Committee Composition

The Grievance Committee shall consist of a minimum of three persons representative of administration, faculty/staff, and students. The TTC Director shall appoint the Committee members or may delegate this responsibility to the appointed Chairperson. All committee members shall be selected with due consideration for impartiality. Members deeming themselves disqualified for bias or interest may remove themselves on their own initiative.

Parking and Traffic Flow

Parking and traffic control regulations are to be observed by all staff and students.

1. Speed should not exceed **30 miles per hour** on the main drive from the highway and should not exceed **15 miles per hour** anywhere else on campus.
2. Except for those reserved for staff and visitors, parking spaces are on a first come basis.
3. If parking lots adjacent to the building are full, students must park in the lower parking lot. Under no circumstances are students to park on the grass. Students who park on the grass may have their vehicles towed. Park in lined spaces only.
4. All students on foot have the right-of-way in parking lots.
5. Anyone parking in a specified Handicapped area must have an official Handicapped sticker or license. Vehicles not identified with such may be towed.
6. All vehicles must observe one-way traffic as shown below. Persons traveling the wrong way in one-way sections may lose parking privileges.



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Addendum to Student Handbook
May 4, 2009

No Smoking Policy

Under provisions of the Non-Smoker Protection Act, signed by Governor Phil Bredesen and effective on October 1, 2007, smoking is prohibited inside buildings of the Tennessee Technology Center at McMinnville. Further, smoking is prohibited on campus, except in designated areas, which are at least 50 feet from any entranceway.

Penalties for violations are as follows:

1. A person who knowingly smokes in an area where smoking is prohibited is subject to a civil penalty of \$50.
2. Students who violate this state law are also considered in violation of TTC McMinnville student conduct policy and are subject to its penalties.
3. Possible disciplinary sanctions for failure to comply with the terms of this policy may include one or more of the following:
 - Warning
 - Reprimand
 - Probation
 - Suspension
 - Expulsion and/or
 - Referral for prosecution.
4. Dumping of ash trays (cigarette butts, ashes, etc.) in parking lots, sidewalks and lawns is also prohibited.

Personnel

Administration

Marvin Lusk
Mike Garrison

Interim Director
Coordinator of Student Services

Support

Donna Thompson
Peggy Layman Allen
Carolyn Borum
Diana Fults
Patricia Eggert

Executive Secretary
Coordinator of Financial Services
Financial Aid Officer
Secretary II
Student Records Coordinator

Faculty

Debra Akers
Donnie Allen
Amy Curtis
Kenny Dunn
Mark Guertin
Carol Hendrixson
Ron Jennings
Trudy Kettenbach
Patricia Merlo
Anita Parker
Suzanne Parsley
Lisa Patton
Wildred Vidrine
Deborah Womack

Computer Operations Technology
Automotive Technology
Practical Nursing
Machine Tool Technology
Electronics Technology
Computer Operations Technology
Industrial Maintenance
Director, Practical Nursing
Surgical Technology
Technology Foundations
Practical Nursing
Practical Nursing
Business Systems Technology
Medical Assistant

Part-time Staff

Katrina Haley
Charles Hutchison
Stanley Barnes
Jeremy Davis

Computer Software
Welding
Machine Tool Technology
Industrial Maintenance

Maintenance

Donnie Fults