



Tennessee Technology Center at Memphis

550 Alabama Avenue - Memphis, TN 38105

Your Success Begins Here!!!

# NEW STUDENT ORIENTATION HANDBOOK

**Main Campus (901)543-6169, Fax (901) 543-6197**

**Extension Campus – 3435 Tchulahoma Road, Memphis, TN 38118**

**(901) 543-6180, Fax (901) 543-6183**

**[www.tcmemphis.edu](http://www.tcmemphis.edu)**

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## **ORGANIZATION**

The school is governed by the Tennessee Board of Regents (TBR) and is accredited by the Council on Occupational Education (COE). Individual program accreditation includes the American Dental Association, Committee on Allied Education Accreditation of the American Medical Association, Federal Aviation Administration, National Automotive Technicians Education Foundation, Inc., Tennessee Board of Barbering, Tennessee Board of Cosmetology, and the Tennessee Board of Nursing. TTCM has course approval for training by the Immigration and Naturalization Service, Veterans Administration and Vocational Rehabilitation.

## **HISTORY**

Established as a statewide system by the enactment of the Legislature during the 1963 General Assembly, TTCM operates under the TBR. Presently, there are 26 technology centers in the state which offer occupational training. TTCM began operation in 1963. Classes were held at Tech and Humes High School until June, 1964, when they were moved into a new facility located on a 14- acre site at 620 Mosby Avenue. The Aviation Campus opened in 1970 on a four-acre site at Memphis International Airport. The Shelby-Mosby Building was opened in 1977, increasing the existing facility by approximately one third. On July 1, 1983, TTCM became part of the State University and Community College System governed by the TBR. The school is designed to serve citizens from a broad geographical area.

## **MISSION**

The 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 through various types of instructional delivery systems (online, video, etc.) of the highest quality that will qualify individuals for employment and/or advancement in jobs.
- Providing high quality training and retraining of employed workers.
- Providing high quality training that is economical and accessible to all residents of Tennessee, thereby contributing to the economic and community development of the communities we serve.

## **CONSUMER INFORMATION**

Each year, the Tennessee Technology Center at Memphis assesses the effectiveness of its program in meeting completion, placement and licensure rates. For the 2006-07 academic year, the completion rate was 77.57%, the placement rate was 86.53%, and the licensure pass rate was 98.57%. Individual program performance is available from each program instructor.

## **Privacy Right Act of Parents and Students Public Law 93-380**

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the school will maintain the confidentiality of student educational records. Tennessee Technology Center at Memphis accords all the rights under the law to its students.

The Tennessee Technology Center at Memphis adheres to Guideline S-020, TBR Policy 3:02:03:00, and the Family Educational Rights and Privacy Act (FERPA) with regard to 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 limits dissemination of personal identifiable information without the student's consent. Policies concerning dissemination of students' records may be obtained in the Student Services office upon request to the Manager of Student Services. Annual FERPA notification available at [www.ttcmemphis.edu](http://www.ttcmemphis.edu).

## **Policy on Affirmative Action Title VI/Title IX/Section 504 American Disabilities Act of 1990, Public Law 101-336**

TTCM is an equal opportunity institution and offers equal opportunity for employment and admission to programs to all qualified persons without regard to race, sex, religion, national origin, age, disability, or veteran status.

## **Security Information**

In accordance with the Tennessee College and University Security Information Act of 1989, the Student Right-To-Know and Campus Security Act, TTCM has prepared a report containing campus security policies and procedures, as well as data on campus crimes and other related information. Consumer information is available on the website at [www.ttcmemphis.edu](http://www.ttcmemphis.edu).

## **Drug-Free Campus and Workplace**

In accordance with the Drug-Free Workplace Act of 1988 (Public Law 100-960) and the Drug-Free Schools and Communities Act of 1989, TTCM's policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs "controlled substances" as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on school property.

## **Tobacco Use Policy** *(Effective 6-1-08)*

The Tennessee Technology Center is committed to promoting and maintaining a healthy work and educational environment. In addition, the institution is committed to promoting good health and well-being of all students as they prepare for a successful career. In consideration of state and federal laws and institutional goals, students, employees and visitors are prohibited from using tobacco throughout all campus buildings and institutionally-owned vehicles.

- The use of tobacco products (smoke and smokeless) is prohibited in all buildings. This policy also extends to any space leased by the institution. However, the use of tobacco products will be permitted outdoors as indicated by signage, in 3 designated areas only:

### Main Campus

- Rear Sidewalk area (near Automotive Program)
- Sidewalk area between Administration and Classroom Buildings

### Extension Campus

- Designated break area on the North side of complex

- The use of tobacco products is prohibited in state-owned vehicles.
- The institution will provide educational information on tobacco use cessation programs.
- School administration and instructional staff are responsible for informing the school community of the tobacco use policy and overseeing day-to-day compliance. The director or his/her designee will address violations and habitual offenders of this policy.

## **SANCTIONS FOR VIOLATIONS OF LAWS & POLICIES**

In accordance with Tennessee Public Chapter 410, known as the “Non-Smoker Protection Act”, smoking is prohibited in all public places and places of employment. Smoking is defined as “inhaling, exhaling, burning, or carrying or possessing any lighted tobacco product, including cigars, cigarettes, pipe tobacco and any other lighted tobacco product.” Smoking is only permitted outside in designated areas as prescribed by the Act. The law also requires that “smoke from these areas must not infiltrate into areas where smoking is prohibited.”

This state law specifies that a person who knowingly smokes where smoking is prohibited shall be subject to a civil fine of up to fifty dollars (\$50) and “each day on which a knowing violation occurs shall be considered a separate and distinct violation.”

Violators of this policy should be reported to the appropriate school administration. Violation of institutional policies and rules will be subject to administrative review and sanctions as outlined below:

**Faculty and Staff:**

Disciplinary action will be taken in accordance with institutional policy up to and including termination of employment for habitual repeat offenders.

**Students:**

Students who violate this policy are subject to disciplinary action in accordance with the provisions of the Students Conduct Policy. Sanctions for violations may include verbal warning, formal reprimand, probation, suspension or dismissal.

**Visitors:**

Visitors to the campus whose actions are in violation of this policy may be asked to leave the campus grounds.

**HEALTH EFFECTS OF TOBACCO USE**

**Smoking**

- Cigarette smoking increases the risk for many types of cancer, including cancers of the lip, oral cavity, and pharynx; esophagus; pancreas; larynx; lung; uterine cervix; urinary bladder; and kidney.
- Cigarette smokers are 2 – 4 times more likely to develop coronary heart disease than nonsmokers.
- Cigarette smoking approximately doubles a person’s risk for stroke.
- Cigarette smoking has many adverse reproductive and early childhood effects, including an increased risk for infertility, preterm delivery, stillbirth, low birth weight, and sudden infant death syndrome.

**SECOND HAND SMOKE**

- Secondhand smoke is associated with an increased risk for lung cancer and coronary heart disease in nonsmoking adults. Secondhand smoke is a known human carcinogen (cancer-causing agent).
- Because their lungs are not fully developed, young children are particularly susceptible to secondhand smoke. Exposure is associated with an increased risk for sudden infant death syndrome, asthma, bronchitis, and pneumonia in young children.

**SMOKELESS TOBACCO**

- Smokeless tobacco contains 28 cancer-causing agents (carcinogens). It increases the risk of developing cancer of the oral cavity.
- Smokeless tobacco use can lead to nicotine addiction and dependence.

**IMPORTANT NOTE:** Current State laws regarding smoking do not include smokeless tobacco. The prohibition of smokeless tobacco products on campus support the institution’s housekeeping and maintenance policies to maintain a clean and sanitary learning environment.

## **EXPENSES**

### **Books and Supplies**

Students enrolled in TTCM must purchase textbooks, tools, supplies, uniforms and other training materials as required by specific occupational areas. A complete cost sheet for each individual program may be obtained from the Student Personnel Services Office. The institution accepts no responsibility for the loss of books, tools, supplies and/or equipment purchased by the student or its affiliated agency. Lockers are available for use during each enrollment period. Upon graduation, termination, suspension or voluntary withdrawal, all items must be identified and removed within two weeks.

### **FEES**

Fee amounts are usually determined prior to the beginning of each school year in July. TTCM and TBR reserve the right to add, delete, or change fees for admission at any time without prior notice to the public.

### **TRIMESTER FEE SCHEDULE**

**(TBR approved - effective September 1, 2009)**

Hours	Fee	TAF	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

### **SPECIAL ACADEMIC FEES:**

Truck Driving Lab Fee - \$300.00

Practical Nursing - \$100.00 per term - (Effective January 2006 - \$300 annually)

Welding Technology \$100.00 per term

RODP CAN Lab Fee \$75.00 per term

### **FULL-TIME STUDENT FEES**

All students will pay a trimester maintenance and technology access fee before they are officially admitted to class. Students enrolling or completing between trimester beginning and ending dates will pay a prorated fee for that trimester, based upon the current fee schedule.

### **PART-TIME STUDENT FEES**

Students enrolled in short-term, part-time or supplemental programs (less than 432 hours) will be assessed fees based on the length (number of hours) of the program in which they are enrolled. Part-time students must adhere to the same payment policy as full-time students.

### **DISHONORED CHECKS**

Checks tendered in payment of fees are normally deposited immediately by the Center and should be drawn only against accounts with sufficient balances. Every effort will be made to collect on checks dishonored for any reason. A fee of \$20.00 will be charged for each dishonored check. Dishonored checks may result in administrative dismissal. All student records are held until payment is received in full.

## **FEDERAL REFUND POLICIES**

The Higher Education Act defines a “fair and equitable refund policy” as one that provides for a refund in an amount of at least the largest of the amounts provided under:

1. Requirements of applicable State Policy
2. Requirements established by the institution’s nationally recognized accrediting agency and approved by the Secretary or
3. Pro-rata refund calculation.

## **TTCM REFUND OF MAINTENANCE FEES POLICY**

### **A. Eligibility for Refunds**

1. Change in full-time student’s schedule which results in reclassification to a part-time student.
2. Change in a part-time student’s schedule which results in a class load of fewer hours.
3. Voluntary withdrawal from school.
4. Cancellation of a class by the school.
5. Death of the student.

\*Students administratively dismissed will not be eligible for refunds.

### **B. Full Refunds**

1. 100% of fees will be refunded for drops or withdrawals prior to the first official day of classes.
2. 100% of fees will be refunded in the case of death of the student during the term.

### **C. Partial Refunds**

A student may receive a partial refund if one of the following applies:

1. A refund of 75% may be allowed if a student withdraws within the first 10% of the scheduled class hours.
2. A refund of 50% may be allowed if a student withdraws within the first 20% of the scheduled class hours.
3. No refunds will be permitted after 20% of the scheduled class hours have been completed.

To receive a refund, a student must meet refund criteria and complete withdrawal paperwork in the Student Personnel Services Department. The refund will be processed within two weeks.

**\* REFUNDS WILL NOT BE MADE AFTER THE FIRST OFFICIAL DAY OF CLASS WHEN THE MINIMUM FEE IS COLLECTED.**

**A STUDENT IS NOT REGISTERED UNTIL ALL FEES ARE PAID IN FULL.**

## **STUDENT PERSONNEL SERVICES**

Student Personnel Services activities include recruitment, enrollment, vocational counseling, financial aid administration, and placement and follow-up coordination. Since the students come from varied backgrounds, the counselors are cognizant of the need to recognize individual differences. TTCM is designed to train each student for a specific vocational objective; therefore, it is important that a realistic vocational selection be made based upon the student's interests, aptitudes, and abilities.

## **FINANCIAL ASSISTANCE**

The primary purpose of financial aid is to provide assistance to students who, without such aid, would find it difficult to attend school. All students are encouraged to apply for financial aid.

## **YEARLY APPLICATION PROCESS**

Students who wish to receive financial aid should submit an application to the U.S. Department of Education or apply on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students must have a Student Aid Report (SAR) on file in the Financial Aid Office to receive financial aid. All aid recipients must be enrolled in a regular, eligible program and have all eligibility requirements for aid completed prior to disbursement. Please note that some students applying for financial aid may be required to verify the information submitted on the aid application. Students must be prepared to submit income documents to the Financial Aid Office.

**IMPORTANT NOTE:** All requested documents must be submitted within 30 days of notification or a student may forfeit his/her eligibility to receive federal aid. Eligible students will be allowed to charge tuition and fees to their Federal Pell Grant Award or Wilder-Naifeh Grant Award.

## **COUNSELING SERVICES**

The counseling staff helps students to identify and apply for admission to TTC-Memphis that are well suited to their interests, abilities and aspirations. It is expected that through self-evaluation and extensive research, students will be able to reach thoughtful and appropriate decisions regarding their future education. Counselor and Advisor Roles

- Help students make good educational choices
- Serve as a liaison to the business representatives, other post secondary institutions,
- Advocate strongly for our students

The staff also conducts programs and hosts advising seminars for students and their families to educate them about the many different pieces of the admissions puzzle, from assessment testing through the completion of applications.

## **ACADEMIC ADVISING**

Academic Advising may be defined as consulting with students on a group or individual basis for the purpose of providing guidance and advice concerning academic, professional, and personal growth.

Advisors are expected to:

- assist students in their consideration and clarification of educational goals, assist students in developing a plan of study consistent with their goals and objectives,
- provide accurate information to students,
- be knowledgeable about programs, resources, policies and procedures,
- be appropriately available to students,
- provide timely attention to academic advising matters,
- assist students in evaluation and re-evaluation of progress toward established goals and educational plans, and
- make referrals to resources within and outside of the institution as appropriate.

Advising may include but is not limited to:

- service as an academic advisor,
- sponsoring or advising student groups in academic related activities,
- mentoring students, and/or
- advising students and providing letters of recommendation regarding undergraduate study and/or employment.

## **COMPLETION REQUIREMENTS**

Graduates of TTCM are usually considered for entry-level employment in their respective occupations. 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 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 proficiency in a complete course of study. (See each program area for those job titles designated as complete courses of study.)

## **PLACEMENT**

The placement of students in satisfactory employment is one of the primary objectives of TTCM; therefore, we assist with placement. Students are required to fully participate in the job seeking process. The school maintains close communication with employers, both locally and statewide, who assist in this effort. Students who continue in school until they complete the course of study are reasonably assured of placement.

TTCM placement rates are continually evaluated and reported to the school's accrediting agency and the Tennessee Board of Regents. Placement data for a specific program may be obtained from the program instructor or the Student Services Office. Placement evaluations are utilized to monitor the effectiveness and continuation of programs.

## **FOLLOW-UP**

To assist in evaluating the effectiveness of course offerings, the instructional staff maintains close contact with former students through correspondence, personal contact, and working relationships with their employers. Surveys and student follow-up studies are conducted to determine if changes need to be made in meeting individual student needs as well as the needs of 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 an initial follow-up contact approximately three to five months after leaving the training program. There will be additional periodic contacts for further follow-up, and students are strongly encouraged to take a few moments to respond to these questionnaires in a frank and candid manner.

## **PROGRESS POLICY**

Progress reports, attendance records, work evaluations and any information that may be pertinent to successful employment are kept on each trainee and are filed in the Student Records Office. Evaluations and discussion of student progress are conducted each trimester. Students must maintain a "C" or better average for each trimester period of instruction. Students that fail to maintain adequate grades will be placed on academic suspension. Re-entry into training for any suspended student must be approved by the school Director or his/her designee. In addition, students enrolled in allied health programs must maintain a satisfactory average (81) for each unit of curriculum. Clinical evaluations are conducted monthly on all allied health students. Due to the structure of these programs, re-admission of academically suspended students may not be possible for up to one year.

## **GRADING SCALE**

An instructor will be expected to judge the work of his/her students and evaluate each student in terms of a standard marking procedure. In order to make an evaluation as objective as possible, guidelines are provided for assessing each student's skill proficiency, related information, and worker characteristics rating. The grading scale for the trade & industry (T&I), practical nursing and allied health programs is as follows:

### **T&I Allied Health & Practical Nursing**

Grade Points	Grade Points
93 -100 .... A - 4	94 -100 ... A - 4
85 - 92 ..... B – 3	87 - 93 ... B - 3
77 - 84 ..... C - 2	81 - 86 .... C - 2
70 - 76 .... D - 1	75 - 80 .... D - 1
0 - 69 ..... F – 0	0 - 74 .....F - 0

## **TRANSCRIPTS**

Transcripts of completed coursework may be obtained by filling out a transcript request form in the Student Personnel Services Department. Each request will be processed within seven to ten business days and mailed to the institution or home address listed on the form.

## **ATTENDANCE POLICY**

Programs at TTCM are of such nature that it is necessary for each student to attend regularly. Too many interruptions due to absences will have an adverse affect on student progress.

- After a student has been absent for a total of approximately 5.5% of scheduled hours of attendance for a trimester (24 hours for full-time students), the instructor will refer the student to the Student Personnel Services Office for counseling.
- When a student has missed in excess of 9.7% of the scheduled hours of attendance for a trimester (42 hours for full-time students), he/she will be suspended.
- A student is considered tardy if not in the classroom at the designated time for class to start.
- All aircraft mechanics students are required by the Federal Aviation Administration to make-up all missed material/time within the time frame set by the school.

5 tardies = Documented warning by instructor

6 tardies = Documented probation by designated authority

7 tardies = Referred to Assistant Director

**NOTE: All students are required to call their specific department if tardies or absences are anticipated.**

Students who enroll after the first day of the trimester should refer to the “Prorated Attendance and Tardy Chart” listed below to determine their allowable absences and tardiness for the first trimester of enrollment. After the first trimester those students will follow the regular policy describe above.

<b>Prorated Attendance and Tardy Chart</b>														
<b>Week Number Started</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14
<b>Hours for Counseling</b>	24	22	21	19	18	16	15	13	11	10	8	6	5	3
<b>Hours for Termination</b>	42	40	37	34	31	29	26	23	20	17	15	11	8	5
<b>Tardies</b>	5 = Warning 6 = Probation 7 = Referral to Director					4 = Warning 5 = Probation 6 = Referral to Director					3 = Warning 4 = Probation 5 = Referral to Director			

### **EXCEPTIONS**

In individual cases of extenuating circumstances, the Director may make exceptions to the termination due to absence. Such exceptions should be fully documented. Additional retention standards for specific programs may be maintained by the school pursuant to accreditation or licensing requirements.

### **TRANSFER POLICY**

#### **Transfers within the school from one program to another:**

Students wanting to change from one program to another within the institution must first meet with a counselor in the Student Personnel Services Department to determine which training program will best fit their interests and abilities. If approved, changes can only occur prior to the beginning of a trimester.

#### **Transfers of students from other institutions:**

All transfers are considered on an individual basis when space is available and admission requirements are met. Transcripts indicating clock hours of attendance, grades and skills are received for credit, time and placement.

### **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 training. 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, students are required to wear safety glasses, protective clothing, and protective footwear at all times. I.D. Badges must be worn at all times.

## **TRAFFIC AND PARKING RULES**

TTCM may require registration with the Security Division for any motor vehicle driven to campus by a student, faculty, staff member, or any other person authorized to use campus facilities. Additionally, the school may require such persons to purchase and display a parking permit or decals on their vehicles. Information concerning any such requirements may be found in the TTCM Campus Security Parking Procedures Manual. These are located in Student Services.

## **ELECTRONIC DEVICES**

To cultivate an environment conducive to learning, the classroom setting must remain free from all distractions. Therefore, during class hours, the use of electronic devices (e.g. cellular phones, pagers/beepers, etc.) is strictly prohibited. Said devices must either be turned off or switched to a silent mode. Students are only allowed to use these devices during lunch or other authorized break times. In the event of an extreme emergency, students should first notify their instructor so they can be excused from the classroom.

## **CRIMINAL BACKGROUND CHECKS**

Criminal background checks may be a requirement at some affiliated clinical sites for training. Based on the results of these checks, an affiliated clinical site may determine to not allow a student at their facility. This could result in the inability to successfully complete the requirements of a selected program. Additionally, a criminal background may preclude licensure or employment. More information is available from the program director.

## **STUDENT INSURANCE**

TTCM does not require the purchase of student medical and accident insurance, but it is advisable for every student enrolled to have the appropriate insurance coverage. An enrollment brochure concerning the Student Insurance Plan, available from the State University and Community College System of Tennessee at special rates, can be obtained in the Student Personnel Services Office.

## **STUDENT APPEARANCE AND CONDUCT** (*see student code of conduct*)

Many visitors come to the Technology Center campus every day. Many are potential employers from the community. Students are encouraged to maintain appropriate appearance and behavior at all times. Students are discouraged from wearing shorts or halter tops at any time. When visitors or tour groups are in the training areas, work should continue as usual.

## **HOUSEKEEPING**

Waste receptacles are located throughout the campus. It is each person's responsibility to use these receptacles.

## **GRADUATION**

TTCM has an annual graduation ceremony for all students receiving a diploma during the calendar year. Students will be notified by mail of the date, time and location of the graduation. The graduation fee will cover the cost cap, gown and diploma cover.

## **TRANSFERS FROM OTHER INSTITUTIONS**

TTCM will not accept college “credit hours” from other institutions toward TTCM course completion. TTCM will give credit for clock hours earned at other Tennessee Technology Centers for the same program being taken at TTCM.

## **ARTICULATION**

The skills of applicants who have had prior training or work experience in the program for which they are applying can be evaluated by the instructor when they enroll (begin classes). Credit for knowledge and skills will be allowed on an individual basis. Diplomas from TTCM will articulate into state community colleges for a maximum of 30 credit hours towards an associate degree. The college you are planning to attend will determine what will articulate into their institution.

## **EXIT INTERVIEW**

Each student is required to have a pre-exit interview on the last day of enrollment.

## **UNSCHEDULED SCHOOL CLOSURES**

The administrative staff will make every effort to communicate school closures or late openings to you as soon as possible. *During inclement weather, students and faculty or staff who arrive late to school will not be penalized.* For the most accurate and responsive reporting of our school status, we recommend that you watch the following stations:

**WREQ 3                      “3 On Your Side” News**  
**WMC-TV5                  Action News 5**

## **CAFETERIA**

Vending machines, located in the cafeteria, are available at all times.

## **H1N1 FLU VIRUS**

2009 H1N1 (referred to as “swine flu” early on) is a new influenza virus causing illness in people. This new virus was first detected in people in the United States in April 2009. This virus is spreading from person-to-person worldwide, probably in much the same way that regular seasonal influenza viruses spread.

The decision to shut down the school will rest solely with school administrators and that will only happen if the majority of faculty fall ill or an entire classroom is out with flu-like symptoms. It is anticipated that the Center will only close "when a large number of students or faculty / staff comes down with the virus."

Health officials continue to stress the importance of hand-washing and covering your mouth when you sneeze and cough to prevent the spread of the H1N1 virus. Good hand-washing techniques include washing your hands with soap and water or using an alcohol-based hand sanitizer. Antimicrobial wipes or towelettes are just as effective as soap and water in cleaning your hands but aren't as good as alcohol-based sanitizers.

### **PROPER HAND WASHING WITH SOAP AND WATER**

- ✓ Wet your hands with warm, running water and apply liquid soap or use clean bar soap. Lather well.
- ✓ Rub your hands vigorously together for at least 15 to 20 seconds.
- ✓ Scrub all surfaces, including the backs of your hands, wrists, between your fingers and under your fingernails.
- ✓ Rinse well.
- ✓ Dry your hands with a clean or disposable towel.
- ✓ Use a towel to turn off the faucet.

### **USING AN ALCOHOL-BASED HAND SANITIZER**

- ✓ Apply about 1/2 teaspoon of the product to the palm of your hand.
- ✓ Rub your hands together, covering all surfaces of your hands, until they're dry.

If your hands are visibly dirty, however, wash with soap and water, if available, rather than a sanitizer.

# **STUDENT DISABILITY SERVICES**

## **Introduction**

The Tennessee Technology Center at Memphis (TTCM) is committed to providing opportunities and accommodations in higher education to all academically qualified students with disabilities. This commitment is consistent with the Center's obligations under Section 504 of Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

It is the responsibility of the student to seek available assistance at the center and to make his / her needs known.

Disability services is a Center resource that provides educational support services and programmatic access promoting barrier-free environments (physical, programs, information) which means ensuring the rights of people with disabilities and meeting its obligations under federal and state statutes.

TTCM affirms that no qualified person, by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the Center. Each qualified person shall receive reasonable accommodations to ensure access to educational opportunities, programs, and activities in the most integrated setting.

## **Philosophy and Mission**

To provide services and promote an accessible environment which allows people with disabilities an equal opportunity for participation in educational and other Center activities.

Strive to improve access to Center programs, activities and facilities for students with disabilities

## **Statement of Purpose**

- Offers selective student services which are not provided by other Center offices
- Assists students in negotiating disability-related barriers to their pursuit of education
- Promotes increased awareness of disability issues on campus

Disability Services coordinates access to reasonable and appropriate Accommodations for students with disabilities when the student has a documented disability from a qualified professional. Individualized services are available to the student as determined by the Student Services Coordinator based on the specific disability and academic program the student pursues while enrolled.

For more information, contact Neal Springer, Admissions Counselor at 901-543-2674.

E-mail: [neal.springer@ttcmemphis.edu](mailto:neal.springer@ttcmemphis.edu)

# **STUDENT RIGHTS AND FREEDOMS**

**Policy 3:02:04:00**

**Subject: Student Rights and Freedoms**

## **I. PREAMBLE**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community<sup>1</sup>. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Tennessee Board of Regents institutions have developed policies and procedures which provide and safeguard this freedom. The purpose of this statement is to enumerate the essential provisions for students' freedom to learn.

## **II. FREEDOM OF ACCESS TO HIGHER EDUCATION**

The admissions policies of each Tennessee Board of Regents Institution are a matter of institutional choice, provided that each institution makes clear the characteristics and expectations of students which it considers relevant to success in the institution's

program. Under no circumstances should a student be barred from admission to a particular institution on the basis of race. Thus, within the limits of its facilities, each institution should be open to all students who are qualified according to its admissions standards. The facilities and services of a TBR institution should be open to all of its enrolled students.

### **III. IN THE CLASSROOM**

The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

#### **1. Protection of Freedom of Expression**

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

#### **2. Protection Against Improper Academic Evaluation**

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

#### **3. Protection Against Improper Disclosure**

Certain information about students is protected from public disclosure by Federal and state laws. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances.

Adapted from AAUP Statement of RIGHTS AND FREEDOMS OF STUDENTS.

Source: TBR Board Meeting December 2, 2005

# STUDENT CONDUCT

RULES  
OF  
THE BOARD OF REGENTS  
OF THE  
STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE  
INSTITUTIONAL STUDENT DISCIPLINARY RULES  
CHAPTER 0240-3-21  
TENNESSEE TECHNOLOGY CENTERS  
STUDENT DISCIPLINARY RULES  
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## **0240-3-21-.01 INSTITUTION POLICY STATEMENT.**

- (1) Students enrolled in postsecondary educational institutions and schools are citizens of the state, local and national governments, and of the academic community and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution or school of postsecondary education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution or school and the community which it seeks to serve, the Tennessee Board of Regents has authorized the directors of the Tennessee Technology Centers under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the Tennessee Technology Centers and their educational environment.
- (2) Pursuant to this authorization and in fulfillment of its duty to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the Tennessee Board of Regents has developed the following regulations which are intended to govern student conduct on the several campuses under its jurisdiction and which regulations may be expanded or supplemented by each school subject to Board approval. In addition, students are subject to all national, state and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the school's pursuit of its educational objectives, the schools may enforce their own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by the School whether or not such conduct is simultaneously violative of state, local or national laws.

**Authority:** T.C.A §49-8-203. **Administrative History:** Original rule filed July 29, 1986; effective October 39, 1986. Amendment filed November 26, 1997; effective March 30, 1998.

## **0240-3-21-.02 DISCIPLINARY OFFENSES.**

(1) Generally, through appropriate due process procedures, school disciplinary measures shall be imposed for conduct which adversely affects the school'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 school or school controlled property.

(2) Individual or organizational misconduct which is subject to disciplinary sanction shall include, but not be limited to, the following examples:

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- (a) Conduct dangerous to others. Any conduct which constitutes a serious danger to any person's health, safety or personal well being, including any physical abuse or immediate threat of abuse;
- (b) Hazing. Hazing means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.
- (c) Disorderly conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals;
- (d) Obstruction of or interference with school activities or facilities. Any intentional interference with or obstruction of any school activity, program, event, or facilities, including the following:
  - 1. Any authorized occupancy of school or school controlled facilities or blockage of access to or from such facilities.
  - 2. Interference with the right of any school member or other authorized person to gain access to any school or school controlled activity, program, event or facilities.
  - 3. Any obstruction or delay of a campus security officer or any school official in the performance of his/her duty.
- (e) Misuse of or damage to property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or authorized use of property belonging to the school including, but not limited to, fire alarms, fire equipment, elevators, telephones, school keys, computer resources, library materials and/or safety devices: and any such act against a member of the school community or a guest of the school;
- (f) Theft, misappropriation, or unauthorized sale. Any act of theft, misappropriation, or sale of school property or any such act against a member of the school community or a guest of the school;

- (g) Misuse of documents or identification cards. Any forgery, alteration of or unauthorized use of school documents, forms, records of identification cards, including the giving of any false information, or withholding necessary information in connection with a student's admission enrollment or status in the school;
- (h) Firearms and other dangerous weapons. Any possession of or use of firearms or dangerous weapons of any kind is prohibited;
- (i) Explosives, fireworks, and flammable materials. The unauthorized possession, ignition or detonation 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 and used as fireworks;

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- (j) Alcohol. The use, possession, distribution, sale or manufacture of alcoholic beverages or public intoxication on property owned or controlled by the school, at a school-sponsored event or on property owned or controlled by an affiliated clinical site by students enrolled in a clinical program.
- (k) Drugs. The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, hallucinogenic drug or substance, or marijuana), being under the influence of any drug or controlled substance, or the misuse of legally prescribed or "over-the-counter" drugs on property owned or controlled by the school, at a school-sponsored event or on property owned or controlled by an affiliated clinical site by students enrolled in a clinical program.
- (l) Gambling. Gambling in any form;
- (m) Financial responsibility. Failure to meet financial responsibilities to the school promptly, including, but not limited to, passing a worthless check or money order in payment to the school or to a member of the school community acting in an official capacity;
- (n) Unacceptable conduct in hearings. Any conduct at a school hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing;
- (o) Failure to cooperate with school officials. Failure to comply with directions of school officials acting in the performance of their duties;
- (p) Violation of general rules and regulations. Any violation of the general rules and regulations of the school as published in an official school publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;
- (q) 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);

- (r) Violation of state or federal laws. Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference. State laws prescribe a maximum penalty of five (5) years imprisonment and a fine not to exceed \$2,500 for carrying weapons on school property.
- (s) Litter. Dispersing litter in any form onto the grounds or facilities of the campus.
- (t) Public Intoxication. Appearing on school owned or controlled property or at a school sponsored event while under the influence of a controlled substance or of any other intoxicating substance.
- (u) Drug Paraphernalia. The use or possession of equipment, products or materials which is used or intended for use in manufacturing, growing, using or distributing any drug or controlled substance.
- (v) Financial Irresponsibility. Failure to meet financial responsibilities to the school promptly, including, but not limited to, knowingly passing a worthless check or money order in payment to the institution.

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- (w) Academic Misconduct, Plagiarism, Cheating, Fabrication, or Facilitating of Such Act. For purposes of this section, the following definitions apply:
    1. Plagiarism. The adoption or reproduction of ideas, words, statements, images or works of another person as one's own without proper acknowledgment.
    2. Cheating. Using or attempting to use unauthorized materials, information or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
    3. Fabrication. Unauthorized falsification or invention of any information or citation in an academic exercise.
    4. Facilitation. Helping or attempting to help another to violate a provision of the institutional code of academic misconduct.
  - (x) Pornography. Public display of literature, films, pictures or other materials which an average person applying contemporary community standards would find, (1) taken as a whole, appeals to the prurient interest, (2) depicts or describes sexual conduct in a patently offensive way, and (3) taken as a whole, lacks serious literary, artistic, political or scientific value.
  - (y) Sexual Misconduct. Sexual misconduct includes a sexual act or penetration which is accomplished by threat, coercion, use of restraint or force or any act where the respondent knows, or should have known, that the victim was unable or incapable of giving consent.
- (3) Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on school owned, leased, or otherwise controlled property, or

which occur off-campus when the conduct impairs, interferes with or obstructs any school activity or the missions, processes or functions of the school. 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 school community.

(4) For the purposes of these regulations, a “student” shall mean any person who is registered for study in any Tennessee Technology Center of the state university and community college system of Tennessee for any academic period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from the school.

**Authority:** T.C.A. §§49-7-123(a)(1) and 49-8-203. **Administrative History:** Original rule filed July 29, 1986; effective October 29, 1986. Amendment filed July 3, 1996; effective November 28, 1996. Amendment filed November 20, 1996; effective March 28, 1997. Amendment filed November 26, 1997; effective March 30, 1998. Amendment filed February 18, 1999; effective June 28, 1999. Amendments filed September 20, 2007; effective January 28, 2008.

### **0240-3-21-.03 ACADEMIC AND CLASSROOM CONDUCT.**

(1) The instructor has the primary responsibility for control over classroom behavior and the maintenance of academic integrity, and can order the temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct violative of the general rules and regulations of the school. Extended or permanent exclusion can be effected only through appropriate procedures of the school.

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(2) Plagiarism, cheating and the others form of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly through participation or assistance, is immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed through the regular school 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” for the course.

(a) If a student believes that he or she has been erroneously accused of academic misconduct, and if his or her final grade has been lowered as a result, the student may appeal the case through the appropriate school procedures.

**Authority:** T.C.A. §49-8-203. **Administrative History:** Original rule filed July 29, 1986; effective October 29, 1986.

## **0240-3-21-.04 DISCIPLINARY SANCTIONS.**

(1) Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate school official.

(2) Definition of Sanctions.

- (a) Restitution. A student who has committed an offense against property may be required to reimburse the school or other owner for damage or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
- (b) Warning. The appropriate school official may notify the student that continuation of repetition of specified conduct may be cause for other disciplinary action.
- (c) Reprimand. A written reprimand, or censure, may be given any student whose conduct violates these regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It may signify to the student that he or she is, in effect, being given another chance to conduct himself or herself as a proper member of the school community, but that any further violation will result in more serious penalties. In addition, a reprimand does remain on file in a student's personnel record for period of one year.
- (d) Restriction. A restriction upon a student's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to be present at the school in any way, denial of use of facilities, parking privileges, or participation in extracurricular activities for a maximum of one year.
- (e) Probation. Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
- (f) Suspension. If a student is suspended, he/she is separated from the school for a stated period of time with conditions of readmission stated in the notice of suspension.
- (g) Expulsion. Expulsion entails a permanent separation from the school. The imposition of this sanction does become a part of the student's permanent record, and is a permanent bar to his or her readmission to the school.

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(h) Interim or summary suspension. Though as a general rule, the status of a student accused of violations of the regulations should not be altered until a final determination has been made in regard to the charges against him/her, summary suspension may be imposed upon a finding by the appropriate school official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well being of the accused, or of any other member of the school community or its guests, destruction of property, or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

(3) The director of each technology center is authorized, at his/her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

*Authority: T.C.A. §49-8-203. Administrative History: Original rule filed July 29, 1986; effective October 29, 1986. Amendment filed November 26, 1997; effective March 30, 1998.*

**0240-3-21-.05 DISCIPLINARY PROCEDURES.** A student who is subject to disciplinary proceedings based on charges of disciplinary offenses listed in the policy or academic misconduct (cheating, plagiarism, etc.) which could result in suspension or termination from the school has a right to an opportunity to hear the charges against her/him and have a meaningful opportunity to respond prior to such action being taken.

(1) Hearing Process. This process will include:

- (a) The right to an advisor of his/her choice. However, the advisor cannot actively participate in the hearing.
- (b) The right to question the complainant.
- (c) The right to present evidence in his/her behalf.
- (d) The right to call witnesses in his/her behalf.
- (e) The right to remain silent and have no inference to guilt drawn from such silence.
- (f) The right to cross examination.
- (g) The decision of the committee shall be final and may be appealed within five days to the Director. Any further appeal is limited by the terms of SBR 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) Pending the Hearing. Usually the student will attend classes and attend required school functions until a hearing is held and a decision is rendered. Exceptions to these are:

- (a) When a student's physical or emotional safety and well-being are endangered;
- (b) When the general safety and well-being of the faculty, staff or other school personnel are endangered;

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- (c) When the orderly progression of the education objectives of the school may be disrupted;

- (d) When the school property is in jeopardy.
- (3) Type of Hearing.

(a) TUAPA

The only cases which are subject to a Tennessee Uniform Administrative Procedures Act (TUAPA) hearing are those which may result in: (1) suspensions or expulsions of a student from the school for disciplinary offenses or (2) revocation of registration of an official student organization during the term of registration. Those cases are subject to the contested case provisions of the TUAPA and shall be processed in accordance with the Uniform Contested Case Procedures unless the student waives these procedures in writing and elects to have his/her case disposed of in accordance with the school procedures.

- (b) If a student waives his/her right to a TUAPA hearing, then he/she will be provided a hearing under applicable school procedures. A review committee shall be established which has the responsibility of reviewing the facts and making a decision regarding appropriate disposition of the case. The review committee will be designated by the Director and be composed of one (1) student representative, one (1) faculty member and two (2) non-faculty staff members. An alternate will be designated for any committee member who is personally involved in a particular case or who cannot otherwise be in attendance.

1. A student appearing before the review committee will be given a written statement of the cause for dismissal and a time established for the hearing. The hearing must be scheduled within five school days.
2. The review committee may request testimony from any employee or student who they feel may have information pertinent to the case in question. A student may request assistance from an advisor who is not acting as an advocate (attorney) but offering help in explaining procedures and charges.
3. The review committee will make a decision based on the facts presented within five (5) school days from the date of hearing. The decision will be in writing. The decision will be transmitted to the Director.
4. If the final decision results in suspension or termination, the student will be given a formal statement of the findings. This written statement shall contain clear information concerning the student's right to appeal this decision to the Director with procedures for obtaining the same.
5. In any case, where the Director makes a decision which is adverse to the charge or claim of either party, the Director shall advise the person of any right of appeal provided by Board policy.

- (4) Cases of alleged sexual assault. In cases involving alleged sexual assault, both the accuser and the accused shall be informed of the following:

- (a) Both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding; and

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- (b) Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.

(5) Informal Meetings

- (a) All other matters (i.e., absenteeism, failing grades, etc.) shall be dealt with informally by the Director, but do not involve a right to a hearing unless there is a violation of state or federal law.

**Authority:** T.C.A. §49-8-203. **Administrative History:** Original rule filed July 29, 1986; effective October 29, 1986. Amendment filed November 3, 1989; effective February 28, 1990. Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed January 11, 2002; effective May 31, 2002. Amendment filed June 28, 2005; effective October 28, 2005. Amendment filed September 20, 2007; effective January 28, 2008.

## **0240-3-21-.06 TRAFFIC AND PARKING RULES.**

### (1) Parking Regulations.

- (a) The school may require registration with the director's office for any motor vehicle that is driven to campus by a student, faculty, staff member, or any other person authorized to use campus facilities. Additionally, the school may require such persons to purchase and display a parking permit or decal on their vehicles. Information concerning any such requirements will be available through the director's office.
- (b) Painted lines, markings, or other visible signs will be used to designate authorized parking areas for students, faculty, staff, other employees, visitors, or any other persons authorized to use the school's facilities.
- (c) Inability to locate an authorized parking space on campus will not excuse improper parking.
- (d) Improper parking includes, but is not limited to, the following:
  1. Parking in unauthorized spaces or areas;
  2. Parking in driveways, sidewalks, intersections, or loading zones;
  3. Parking in any manner that blocks properly parked vehicles, such as "double-parking";
  4. Parking in spaces designated for use by disabled persons only;
  5. Parking within 15 feet of a fire hydrant.
- (e) Improperly parked vehicles may be towed at the owner's expense.
- (f) A special red decal will be issued to those persons eligible for "disabled" parking. The red decal must always be displayed on any vehicle parked in spaces designated for those with disabilities.

### (3) Traffic Regulations.

- (a) The responsibilities and duties of drivers of motor vehicles on campus include, but are not limited to, the following:

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1. Obeying all state and local laws regarding the operation of motor vehicles in addition to these regulations;
2. Observing the maximum speed limit posted on campus;
3. Exercising reasonable care under all circumstances and avoiding reckless driving of any kind;
4. Obeying all traffic signs;
5. Yielding right of way to all pedestrians at all times;
6. Reporting all traffic accidents occurring on campus which involves injury to persons or property to the school's director or his/his designee.
7. Refraining from littering from a vehicle.

- (b) A fine of \$100.00 shall be imposed for unauthorized parking in spaces designated for use by those with disabilities.

### (4) Penalties for violations of traffic and parking regulations.

- (a) The school may set and impose fines for violation of traffic and parking regulations. Information concerning fines will be available through the director's office.
- (b) Violators may also be subject to disciplinary action in accordance with the system wide rule 0240-2-3-.02 governing student conduct and disciplinary sanctions.
- (c) A citation for any traffic or parking violation may be appealed to the director or his/her designee in accordance with procedures established by the school.

**Authority:** T.C.A. §49-8-203. **Administrative History:** Original rule filed July 29, 1986; effective October 29, 1986. Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed November 26, 1997; effective March 30, 1998. Amendments filed September 20, 2007; effective January 28, 2008. January, 2008 (Revised)

## TESTING

All prospective students take part in Admissions Testing. If you are interested in Allied Health you will sit for the Nurse Entrance Test (NET) with the exception of Nursing Assistant and Dental Laboratory which sit for the Key Train exam. All Trade and Industry programs sit for the Key Train exam. Career readiness certificate testing available.

### What is a Career Readiness Certificate (CRC)?

A CRC is a credential based upon the WorkKeys® assessments that substantiate to employers that an individual possesses the basic workplace skills required for 21st century jobs. Getting a CRC will allow an individual to show prospective employers that he or she possesses the basic skills they are seeking.

Even if an individual has a high school diploma (or GED) or a post secondary degree, the CRC further verifies that he or she can handle tasks that are common and vital in today's workplaces such as finding information, reading instructions and directions, and working with figures.



**Career Readiness Certificate**

## **GRIEVANCE PROCEDURE**

The purpose of this procedure is to provide a clear, orderly and expedient procedure through which all students of Tennessee Technology Center may process bona fide complaints or 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.

It is the philosophy of Tennessee Technology Center at Memphis that many complaints or concerns can be resolved through open and clear communications. It is also the intent of the Technology Center that conflict resolution be handled at the lowest level possible. Therefore, the first step of resolution will be an informal meeting with Student Services Personnel, the complainant, and other pertinent and appropriate persons to discuss the matter.

Students must present formal 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. All due process shall be provided in accordance with TBR Policy No. 1:06:00.05, Uniform Procedures for Cases Subject to the Tennessee Uniform Administration Procedures Act. Please contact the Student Personnel Services Division for a complete copy of guidelines on grievance procedures.

TTCM is accredited by the Accrediting Commission of the Council on Occupational Education (COE), 41 Perimeter Center East, NE Suite 640, and Atlanta, Georgia 30346. The telephone number is (770) 396-3898.

### **Regents Online Degree Program (RODP)**

The Tennessee Technology Center at Memphis offers three programs online through the Regents Online Degree Program. Students can work toward certificate and diploma levels in the Computer Information Technology and Business Systems Technology programs and the certificate levels in the Drafting/CAD Technology. For more information contact the Tennessee Board of Regents RODP information line at 1-888-223-0023.

#### **How to Become a TTC Regents Online Student:**

1. Connect to the Internet
2. Go to the Regents Online Degree Website: <http://www.tn.regentsdegree.org>
3. Go to the Technical Certificates
4. Complete the Student Profile
5. Select your Home Center (This is the center that will take care of your registration and where you will receive your certificate or diploma from)
6. Complete your Home Center Admissions Form
7. Meet with your Regents Online Degree Program (RODP) Campus Student Contact for advising
8. Register at your Home Center for your RODP Courses
9. Purchase your textbooks online

**Tennessee Technology Center at Memphis**  
**Administration and Staff**

Lana Pierce ..... Director  
Roland Rayner ..... Assistant Director  
Diana Wilkerson ..... Assistant Director  
Felicia Lee..... Student Affairs Manager  
Theresa Isom..... Practical Nursing Coordinator  
Marc Davis..... Coordinator of Fiscal Affairs  
Pamela Farley..... Administrative Assistant  
Pat Thompson ..... Coordinator - Aviation Center  
Janet Blue..... Records Coordinator  
Gwendolyn White ..... Foundations Coordinator/Public Relations  
Gwendolyn Fleming..... Financial Aid Coordinator  
Dorothy Washington..... Veteran's Affairs Counselor  
John Lavell..... Counselor  
Neal Springer ..... Counselor  
Silas Graves ..... Counselor  
Felecia Henderson..... Admissions Secretary  
Tanya Looney ..... Allied Health Secretary  
Regina Lawson..... Receptionist  
Angela Seymore.....Secretary II  
Jameko Williams..... ACT Manager  
Lisa Brasfield ..... Accounting Clerk  
Rita Lumpkin ..... Accounting Clerk  
Ken Smith ..... Maintenance Supervisor

## **FACULTY**

### **COLLISION REPAIR TECHNOLOGY**

***Jim Eikner***, Instructor - A.S.E. & I-Car Certifications

### **AUTOMOTIVE TECHNOLOGY**

***Rick Vanderford***, Instructor - A.S.E. Master Certified Technician, Platinum Level Certified, High School Diploma

### **AIRCRAFT MECHANICS**

***William Carpenter***, Instructor - A & P License, Private Pilot License Diploma, Tennessee Technology Center at Memphis

***Gerald Chew***, Instructor - A & P License Avionics Electronics Technician (FCC License) AAS Southwest Community College

***Ronald Rogers***, Instructor - Aircraft Mechanics, Airframe and Powerplant License, B.S., University of Memphis

***Stanley Stone***, Instructor - Aircraft Mechanics, Airframe and Powerplant License, Private Pilot License, Inspection Authorization License (IA)

***Travis Young***, Instructor - FAA Certified, Airframe/Powerplant Mechanic, Tidewater Community College, AAS North Central Institute

***Ed Haley***, Instructor - Aircraft Mechanics, Airframe and Powerplant License, Private Pilot License, North Central Institute

### **ASSISTANT ANIMAL LABORATORY TECHNOLOGY**

***Wilbert Warren***, Instructor - Assistant Animal Laboratory Technology A.S., B.S., Veterinary Science, Fort Valley State University

### **AVIONICS**

***Joshua Sayers***, Instructor - FCC Licensed w/Radar Endorsements AAS Community College of the Air Force (Instructor of Technology) AAS Avionics Technology CCAF

## BARBERING

**Bryan Bernard**, Instructor - Licensed Master Barber,  
Diploma, Tennessee Technology Center at Memphis

**Ernestine Pate-Peete**, Instructor - Licensed Master Barber,  
Cosmetologist, Aesthetician, A.A. Culinary Arts, Kendall College

## BUSINESS SYSTEMS TECHNOLOGY

**Tonya Braden**, Instructor - B.A., University of Memphis

**Mary Lane**, Instructor - B.S., LeMoyne Owen College

## COMPUTER-BASED GRAPHIC DESIGN

**Donna Parker**, Instructor  
Diploma, Tennessee Technology Center at Memphis

## COMPUTER INFORMATION TECHNOLOGY

**Marcus Curry**, Instructor  
Diploma, Tennessee Technology Center at Whiteville

## CONSTRUCTION TECHNOLOGY

**Brad Kerley**, Instructor - Construction Technology, A.S.,  
State Technical Institute

## COSMETOLOGY

**Dorothy Bell**, Instructor - Licensed Cosmetologist  
Diploma, Tennessee Technology Center at Memphis

**Brenda Whaley**, Instructor - Licensed Cosmetologist  
Diploma, Tennessee Technology Center at Memphis

## DENTAL ASSISTANT

**Bettie Brooks**, C.D.A., R.D.A., R.D.H., Program Director -  
B.S. University of Tennessee

**Janice Harper**, C.D.A., R.D.A., Instructor - High School Diploma

## DENTAL LABORATORY TECHNOLOGY

**Donna Karney**, Instructor - Dental Laboratory Technology,  
B.S., University of Tennessee

## DIESEL MECHANICS

**Paul Kutz**, Instructor - Certified Technician, Trezevant Vocational Technical Center

## DRAFTING & CAD TECHNOLOGY

**Chuong T. Bennett**, Instructor  
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## ELECTRONICS TECHNOLOGY

**Carlton Carter**, Instructor - Electronics Assembler, Electronics Tester, PC Service Technician, U.S. Military Radar Technician Training School, B.S. Southern Illinois University

## HEATING, AIR CONDITIONING & REFRIGERATION

**Jeffrey Williams**, Instructor - Associate of Occupational Studies, Associate of Electronic Engineering, Vatterott College

## MACHINE TOOL TECHNOLOGY

**David Giordano**, Instructor - Machine Tool Technology

## MASONRY

**Tony Tipps**, Instructor - Masonry Licensed Apprentice/Occupational Education, Journeyman Mason, High School Diploma

## PHARMACY TECHNOLOGY

**Olivia Bowden**, CPh.T., Instructor – Pharmacy Technology, High School Diploma

## PRACTICAL NURSING

**Willie Mae Johnson-Ellis**, R.N., Instructor - Practical Nursing, B.S.N., Union University

**Latonya Dowell**, R.N., Instructor – Practical Nursing

**Lula Harris**, R.N., Instructor – Practical Nursing

## TECHNOLOGY FOUNDATIONS

***Ella Harper***, Instructor - Tech Foundations  
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## TRUCK DRIVING

***Billy Ingram***, Instructor - Truck Driving  
Class A CDL, High School Diploma

***Jeff Weaver***, Instructor - Truck Driving  
Class A CDL, B.S., University of Tennessee

## WELDING

***John David Karney***, Instructor - Welding, Blazing & Soldering  
Steam Fitters Journeyman  
Diploma, Tennessee Technology Center @ Covington

## ADJUNCT FACULTY

***Steve Williams***, Instructor - Aviation (High School)  
Airframe & Powerplant License  
Federal Communication Commission License (FCC)  
Inspection Authorization License (IA)  
Master of Science